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February 13, 2025

VIA E-MAIL – brandon.hunzicker@wisconsin.gov and elections@wi.gov

Wisconsin Elections Commission
c/o Brandon Hunzicker, Staff Attorney
201 West Washington Avenue, Second Floor
P.O. Box 7984
Madison, WI 63707-7984

RE: Wisconsin Elections Commission Complaint No. EL 25-10
Andrea Frank v. Stephanie Reinhardt

Dear Attorney Hunzicker:

We are City Attorney for the City of Sturgeon Bay and its clerk, Stephanie Reinhardt. Please allow this correspondence to serve as Ms. Reinhardt's response to the Complaint filed against her in the above-referenced matter by Andrea Frank. Please direct all future correspondence regarding this matter to our attention.

For the reasons set forth herein, Ms. Frank's complaint against Ms. Reinhardt should be dismissed; none of her allegations have any legal or factual merit. In fact, the only reason why Ms. Frank is not, and will not be, included on the 2025 Sturgeon Bay mayoral ballot is her own failure to satisfy her responsibilities under applicable law.

BACKGROUND

Ms. Reinhardt has served the City of Sturgeon Bay for 25 years, first as deputy clerk and now as clerk. During this time, she has overseen approximately 75 elections. Throughout her tenure, Ms. Reinhardt has received extensive training as to her responsibilities pertaining to elections. In 2021, 2022, 2023 and 2024, Ms. Reinhardt received four hours of WEC training at the annual Wisconsin Municipal Clerk's Association conference held in August of each year. Also in 2024, Ms. Reinhardt attended WEC-sponsored training sessions through "Elect Ed," specifically receiving general WEC training on August 8, 2024, and emergency preparedness training on October 3, 2024. Further, the Door County Clerk provides an annual, WEC-approved three-hour training session that both Ms. Reinhardt and Laurie Spittlemeister, the City's deputy clerk/treasurer, attended on February 5, 2020, March 16, 2022, March 16, 2023, and February 8, 2024.

On December 18, 2024, Ms. Reinhardt met with an individual named Jamel Jones. While the purpose of that meeting was for Mr. Jones to request election candidate-related information, at no time did Mr. Jones indicate that he was requesting information on Ms. Frank's behalf or that he otherwise was associated with Ms. Frank's potential candidacy for mayor. During that meeting, Ms. Reinhardt provided Mr. Jones with a packet of materials containing extensive information for those interested in running for office. A copy of that information packet is attached as Exhibit A.

Several items within the packet are of particular importance. The first is a general memorandum from Ms. Reinhardt to "Candidates for Municipal Office." This memorandum provides, with original emphasis:

YOU are responsible to familiarize yourself with the election and campaign finance requirements that apply to your campaign, which you may obtain from either the Wisconsin Statutes or from your private attorney. In addition, you may obtain general information about the election from either me or the Wisconsin Election Commission, keeping in mind that the information you receive may not be interpreted as either legal advice or a release from your responsibility to comply with the law.

(Exhibit A, p. 2.) The packet also included a two-page document entitled "Guidelines—City of Sturgeon Bay Municipal Offices." This document provides important information as to candidate nomination papers, including, with added emphasis in bold:

Obtain the signatures of qualified electors on nomination papers between December 1, 2024 and 5 p.m. on Tuesday, January 7, 2025. **Please pay careful attention to the signatures you obtain on your Nomination papers.** If you are running for one of the Common Council Aldermanic seats, all signers must live within that aldermanic district. **If you are running for the mayoral office, all signers must live within city limits.** Signers do not have to be registered to vote, but they must be eligible to vote. They must give their complete address (house number, street, and municipality – no P O Boxes)[.] They need to date their signature. **You are strongly urged to obtain more than the minimum number of signatures required for ballot status in case a deficiency is found with some signatures.** The signers must now print their name as well.

(Exhibit A, p. 3.) That document also reminds the candidate that the number of valid signatures to be placed on the ballot for mayor is "[n]ot less than 50 and not more than 100." (Id.)

The packet further contains several informational and exemplar documents that pertain to gathering signatures and submitting nomination papers. The first of such documents is entitled "Nomination Paper Template/Guide – Voter Facing" and provides, with added emphasis in bold:

The attached samples and guides are intended to assist candidates in ensuring nomination papers contain all required information so that signatures are not

struck and that they can achieve ballot access by submitting the required number of signatures necessary per statute.

The attached samples and guides are not a substitute for reading and understanding the statutory and administrative code provisions that govern nomination papers. **“Each candidate for public office has the responsibility to assure that his or her nomination papers are prepared, circulated, signed and filed in compliance with statutory and other legal requirements.”** Wis. Admin. Code EL § 2.05(1).

The requirements and standards related to nomination papers, sufficiency of information contained on nomination papers and reasons the sufficiency of nomination paper[s] could be challenged are governed generally by Wis. Stat. ch. 8 and Wis. Admin[.] Code Ch. EL 2.

- Wis. Stat. § 8.10 governs the requirements for non-partisan nomination papers for elections generally in the spring
- Wis. Stat. § 8.15 governs the requirements for partisan nomination papers for election[s] generally in the fall
- Wis. Stat. § 8.20 governs the requirements for nomination papers of independent candidates
- Wis. Admin. Code EL § 2.05 outlines the “Treatment and sufficiency of nomination papers.”
- Wis. Admin. Code EL § 2.07 outlines the process that an individual would take to challenge the sufficiency of a candidate’s nomination papers, and reasons why a nomination paper could be challenged and how those challenges are handled.

For additional questions, please contact the Wisconsin Elections Commission at (608) 261-2028 or elections@wi.gov.

(Exhibit A, p. 19.) Sample nomination papers included in the packet featured an example of an improper signature based on the signer’s residence. (Exhibit A, p. 21.) Also included was a form “Nomination Paper for Nonpartisan Office” which features a “Certification of Circulator,” pursuant to which the nomination paper circulator certifies that he or she knows “that the signers are electors of the jurisdiction or district the candidate seeks to represent” and the signers’ “respective residences given.” (Exhibit A, p. 22.)

Ms. Frank submitted a batch of nomination papers to the City Clerk’s office on Friday, December 20, 2024, all of which she, herself, signed as the circulator. (Exhibit B.) At that time, Ms. Reinhardt performed a cursory review of the documents and saw that the submission included 51 signatures. She then placed the nomination in the proper file and moved on to other business.

Ms. Frank stopped at City Hall sometime before 5:00 p.m. on January 7, 2025, the nomination paper filing deadline. As a result of that visit, Ms. Reinhardt performed another cursory review of Ms. Frank’s nomination papers and saw that one of the signers listed a Town of Sevastopol,

Wisconsin, address. As this address was not within City limits, Ms. Reinhardt noted that the Sevastopol resident's signature would not be counted and that Ms. Frank was left with 50 signers, the bare minimum, based on her quick review. At no point during this conversation did Ms. Reinhardt state or otherwise indicate to Ms. Frank that her nomination papers complied with applicable law and would be accepted. Importantly, all of the other signers within Ms. Frank's nomination papers listed a Sturgeon Bay address. (Exhibit B.)

On January 15, 2025, Ms. Reinhardt began her process of reviewing all nomination papers prior to submitting the Certification of Nomination forms to the Door County Clerk. As part of this process, Ms. Reinhardt more closely reviewed the signatures on Ms. Frank's nomination papers and determined that three signers do not live within City boundaries:

1. Lynn Grebus, who lives in the Town of Sevastopol, Wisconsin (as mentioned above and previously discovered);
2. Emily Wood, whose address of "Edgewood Court" is located in the Town of Nasewaupsee, Wisconsin; and
3. Peter Mesger, whose address on "South Lake Michigan Drive" is located in the Town of Sturgeon Bay, Wisconsin.

(Exhibit B, pp. 2, 5, 6.) As these three signers do not reside within City of Sturgeon Bay limits, Ms. Reinhardt struck their signatures from Ms. Frank's nomination papers. Consequently, Ms. Frank submitted only 48 valid signatures in support of her mayoral nomination, two less than the 50 required to be placed on the Sturgeon Bay mayoral ballot.

On January 20, 2025, after consulting with the city attorney, Ms. Reinhardt met with Ms. Frank and informed her that she had not submitted enough signatures to be legally nominated for mayor of Sturgeon Bay and that, as a result, she would not be placed on the mayoral ballot. This matter ensued.

ANALYSIS

An analysis of Ms. Frank's complaint against Ms. Reinhardt must start (and should end, frankly) with Section EL 2.05(1) of the Wisconsin Administrative Code, the very first provision of the chapter governing election-related petitions. This subsection provides:

Each candidate for public office has the responsibility to assure that his or her nomination papers are prepared, circulated, signed, and filed in compliance with statutory and other legal requirements.

This regulation makes clear that the Wisconsin Elections Commission, its publisher, has assigned ultimate responsibility for election petition compliance to the candidate, not the municipality. Thus, it was Ms. Frank's legal obligation to ensure that her nomination papers were sufficient and that she satisfied all requirements in order to have her name placed on the Sturgeon Bay mayoral ballot.

Conspicuously absent from Ms. Frank's complaint is any claim that she did so. That, certainly, is because Ms. Frank cannot make any such claim. Ms. Reinhardt provided Mr. Jones, apparently Ms. Frank's representative, with documents making explicitly clear that Ms. Frank needed "not less than 50 and not more than 100" signatures of individuals that live within City limits. (Exhibit A, p. 3.) If there was any confusion over this requirement, any blame for same lies with Ms. Frank, not Ms. Reinhardt.

Ms. Frank failed to live up to her responsibilities. She turned in nomination papers containing only 51 signatures. It was her obligation to ensure all of the signers were City residents. She did not meet said obligation; either she did not conduct a sufficiently thorough review of the signatures before turning them in or did not review them at all (a supposition supported by the fact that Ms. Grebus indicated, right on the form, that she lives in the Town of Sevasopol). This is inexcusable, particularly since Ms. Frank, herself, signed the Certification of Circulator as to each signature she submitted.

In a clear attempt at blame-shifting, Ms. Frank alleges in her Complaint that she had gathered additional signatures but did not submit them because Ms. Reinhardt "implied they were not needed." While Ms. Reinhardt disputes that she made any such sort of implied approval of Ms. Frank's nomination papers, this is a non-issue. Both applicable law and the materials Ms. Reinhardt provided Mr. Jones make clear that responsibility for obtaining sufficient signatures lies with the potential candidate, with Ms. Reinhardt's materials going so far as to state, "[y]ou are strongly urged to obtain more than the minimum number of signatures required for ballot status in case a deficiency is found with some signatures." (Exhibit A, p. 3.) Regardless of anything Ms. Reinhardt allegedly said or implied, Ms. Frank should have submitted these additional signatures. It is her fault, and only her fault, that they were not submitted and that, as a result, they did not give Ms. Frank the buffer she needed to ensure ballot placement.

At the end of the day, the buck stopped with Ms. Frank as to satisfying this requirement, and she fell short. Instead of accepting responsibility for her actions, or lack thereof, Ms. Frank attempts, via her complaint, to pass said buck to Ms. Reinhardt. None of her claims have any merit, however.

First, Ms. Reinhardt did not violate Wis. Stat. § 12.13(2)(a) – Per Wis. Stat. § 12.13(2)(a), an election official violates the Wisconsin election laws if he or she willfully neglects, or refuses, to perform any of the duties assigned to him or her by Chapters 5 through 12 of the Wisconsin Statutes. It is difficult to discern, from Ms. Frank's complaint, exactly how she believes Ms. Reinhardt violated this statute, other than the specific allegations mentioned below.

Regardless, Ms. Reinhardt committed no such violation. Mr. Jones asked for information as to nomination paper-related requirements. Ms. Reinhardt provided same. Upon receipt of the nomination papers, Ms. Reinhardt satisfied her obligations under Wis. Admin. Code § EL 2.05(3) in that she reviewed Ms. Frank's nomination papers "to determine the facial sufficiency of the papers filed." A facial review of the papers showed 50 signatures with a "Sturgeon Bay" address. As such, the papers were facially sufficient. Only upon a deeper review, after the filing deadline but prior to placing Ms. Frank's name on the mayoral ballot, did Ms. Reinhardt discover that Ms. Frank included signatures of two more non-City residents (a fact never flagged or otherwise brought to the forefront by Ms. Frank). Ms. Reinhardt had no legal duty or obligation to conduct

such a review prior to the filing deadline, and there is no legal basis to shift the blame for Ms. Frank's failure to Ms. Reinhardt. Only Ms. Frank is at fault for her non-inclusion on the mayoral ballot.

Second, *Ms. Reinhardt did not violate Wis. Stat. § 7.15(11)* – Pursuant to Wis. Stat. § 7.15(11), municipal clerks such as Ms. Reinhardt “shall train election officials under ss. 7.31 and 7.315.” Only Wis. Stat. § 7.315(2), which governs the training of “other election officials,” is potentially relevant here based on Ms. Frank's specific claim, i.e., that Ms. Reinhardt failed to satisfy her duties under this statute because the City's deputy clerk did not “provide a receipt for nomination signatures received on December 20, 2025.” Section 7.315(2) provides “[t]he [WEC] shall, by rule, prescribe requirements for, and the content of, training required of municipal clerks under s. 7.15(1m).” Section 7.15(1m) requires “[e]ach municipal clerk shall, at least once every 2 years during the period beginning on January 1, of each even-numbered year and ending on December 31 of the following year, attend a training program sponsored by the [WEC] under ss. 7.31 and 7.315.”

This claim has no basis. Both Ms. Reinhardt and Laurie Spittlemeister, the City's deputy clerk/treasurer, have attended WEC-sponsored and/or approved training sessions during each of the last three years, which is more than is required by Wis. Stat. § 7.15(1m). In addition, Ms. Frank's claim that Ms. Reinhardt violated her training obligations because Ms. Spittlemeister failed “to provide a receipt for nomination signatures received on December 20, 2025, is a non-starter. There is no dispute that the City received Ms. Frank's nomination papers. The election laws relating to submission of nomination papers do not require a clerk to provide any form of paper receipt, and any such receipt, even if provided, would not have addressed Ms. Frank's failure to obtain enough valid signatures. The WEC-approved receipt form (Form EL-151) demonstrates as much; this form simply provides the name/address of the issuing authority, the name/address of the candidate, and the date on which nomination papers were filed. It does not address, much less confirm, the sufficiency of the signatures included on the underlying nomination papers. That, or any similar, form would not have cured Ms. Frank's deficiency.

Third, *Ms. Reinhardt did not violate Wis. Stat. § 5.60(3)(b)* – Wis. Stat. § 5.60(3)(b) obligates city clerks or executive directors of city election commissions to “arrange the official city ballot under s. 5.62(4).” Wis. Stat. § 5.62(4) governs the ballot arrangement for “all candidates filing nomination papers in that office.”

Ms. Reinhardt prepared a ballot for the City's spring election, and Ms. Frank has not alleged otherwise. It appears that the basis for Ms. Frank's allegation that Ms. Reinhardt violated this statute is because she did not include Ms. Frank on said ballot. This allegation can be dismissed out of hand, though; as Ms. Frank did not submit sufficient signatures, she is not entitled to be on the ballot. There has been no violation of Wis. Stat. § 5.60(3)(b).

Fourth, *Ms. Reinhardt did not violate Wis. Stat. § 12.13(3)(b)* – Wis. Stat. § 12.13(3)(b) provides that “[n]o person may ... [w]rongfully suppress, neglect or fail to file nomination papers in the person's possession at the proper time and in the proper office” or “suppress a certificate of nomination which is duly filed.” While Ms. Frank alleges Ms. Reinhardt violated this statute, she does not specify exactly how Ms. Reinhardt did so.

That is because no such violation occurred. As for the first aspect of the statute, as clerk, Ms. Reinhardt does not file nomination papers. Nomination papers—in this case WEC Form EL-169, “Nomination Paper for Nonpartisan Office”—are filed by candidates, candidates’ representatives or circulators. City clerks such as Ms. Reinhardt receive nomination papers.

As for the second aspect of the statute, a “certificate of nomination” is a WEC-approved form (Form EL-405) completed by municipal clerks that is “used to transmit information about candidate ballot placement to be entered into WisVote.” Ms. Reinhardt did not suppress any such form with regard to Ms. Frank. To the extent Ms. Frank claims Ms. Reinhardt violated the statute by failing to include Ms. Frank in a certificate of nomination, that cannot be true. When completing a certificate of nomination, municipal clerks are “certifying the candidate information for the office at the election listed.” Including Ms. Frank in the form would have constituted a violation of that certification, as Ms. Frank did not qualify as a candidate.

Fifth, Ms. Reinhardt did not violate Wis. Admin. Code § EL 2.07(2)(a) – Wis. Admin. Code § EL 2.07(2)(a) provides:

Any challenge to the sufficiency of a nomination paper shall be made by verified complaint, filed with the appropriate filing officer. The complainant shall file both an original and a copy of the challenge at the time of filing the complaint. Notwithstanding any other provision of this chapter, the failure of the complainant to provide the filing officer with a copy of the challenge complaint will not invalidate the challenge complaint. The filing officer shall make arrangements to have a copy of the challenge delivered to the challenged candidate within 24 hours of the filing of the challenge complaint. The filing officer may impose a fee for the cost of photocopying the challenge and for the cost of delivery of the challenge to the respondent. The form of the complaint and its filing shall comply with the requirements of ch. EL 20. Any challenge to the sufficiency of a nomination paper shall be filed within 3 calendar days after the filing deadline for the challenged nomination papers. The challenge shall be established by affidavit, or other supporting evidence, demonstrating a failure to comply with statutory or other legal requirements.

This regulation is irrelevant to the matter at hand. No verified complaint was filed as to Ms. Frank’s nomination papers. Had any verified complaint been lodged—which could have been founded on the presence of invalid signatures—then the provisions of Wis. Admin. Code § EL 2.07(2)(a) would come into play.

Importantly, Ms. Reinhardt’s post-deadline review of Ms. Frank’s nomination papers is not a “challenge to the sufficiency of a nomination paper” governed by this regulation. All Ms. Reinhardt did was review Ms. Frank’s nomination papers to verify their legitimacy before preparing and submitting the Certificate of Nomination to the Door County Clerk. She was under no timing-related or other obligation set forth in Section EL 2.07(2)(a) when performing this verification. This review revealed the insufficiency, something for which only Ms. Frank is to blame.

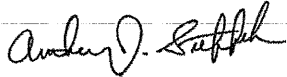
CONCLUSION

As someone desiring candidacy for Mayor of Sturgeon Bay, Ms. Frank was responsible for ensuring her nomination papers would get her on the ballot. She, and she alone, failed to meet this responsibility. None of Ms. Reinhardt's actions relating to this failure violated applicable Wisconsin law. Accordingly, Ms. Frank cannot be, and will not be, on this year's mayoral ballot, and the WEC should dismiss her complaint in this matter.

Please feel free to contact me with any questions or if you desire any further information or materials.

Sincerely,

RENNING, LEWIS & LACY, S.C.



Anthony J. Steffek

AJS:bh
Enclosures

cc: Stephanie Reinhardt (w/enclosures) (via e-mail)
Josh Van Lieshout (w/enclosures) (via e-mail)
Complainant (w/enclosures) (via e-mail)

SWORN STATEMENT

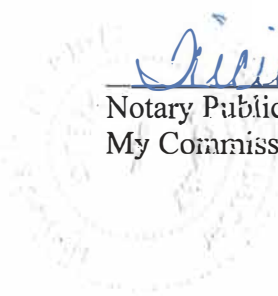
I, Stephanie Reinhardt, being first duly sworn on oath, state that I personally read the letter dated February 13, 2025, submitted on my behalf by Attorney Anthony J. Steffek and Renning, Lewis & Lacy, s.c., in response to the complaint filed against me with the Wisconsin Elections Commission by Andrea Frank, Complaint No. EL 25-10, and that the contents of that response are true based on my personal knowledge and, as to those stated on information and belief, I believe them to be true.

Dated at Sturgeon Bay, Wisconsin, this 13th day of February, 2025.

Stephanie Reinhardt
Stephanie Reinhardt

Subscribed and sworn to before me
this 13th day of February, 2025.

Jocia Met
Notary Public, State of Wisconsin
My Commission Expires: 3-9-26



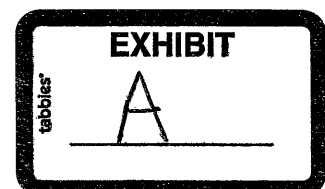
I have received the following items from the office of the City Clerk pertaining to my campaign for the office of _____ of the City of Sturgeon Bay, State of Wisconsin. If a primary is necessary, it will be held **February 18, 2025**. The Spring Election will be held **April 1, 2025**.

1. Memo from the City Clerk
2. General Election Guidelines
3. Campaign Finance Checklist [ETIS-8]
4. Ballot Access Checklist [ELIS-7]
5. City of Sturgeon Bay Municipal Code excerpts regarding Political Signs
6. Campaign Finance Registration Statement [Form CF-1]
7. Declaration of Candidacy [EL-162]
8. Nomination Papers [EL-169]
9. Campaign Finance Report - [ETHCF-2L]
10. Campaign Finance Overview – Local Candidates

Print Name _____

Address _____

Signature _____ Date _____



**CITY OF STURGEON BAY
421 MICHIGAN STREET
STURGEON BAY, WI 54235**

TO: Candidates for Municipal Office

FROM: Stephanie L. Reinhardt, City Clerk/Human Resources Director

As a candidate for municipal office, you may find the following general guidelines helpful as you prepare your election campaign for the 2025 spring election. These guidelines identify the main steps for you to take to qualify for placement on the election ballot.

YOU are responsible to familiarize yourself with the election and campaign finance requirements that apply to your campaign, which you may obtain from either the Wisconsin Statutes or from your private attorney. In addition, you may obtain general information about the election from either me or the Wisconsin Election Commission, keeping in mind that the information you receive may not be interpreted as either legal advice or a release from your responsibility to comply with the law.

Following are some Dates to Remember:

December 1, 2024	First day to circulate nomination papers
January 7, 2025	All papers and forms are due in Clerk's office by 5 pm
February 18, 2025	Spring Primary
April 1, 2025	Spring Election

I hope that you find the following information helpful. If you have any questions, please feel free to contact me at 920-746-2900 or the Wisconsin Election Commission at 132 East Wisconsin Street, P O Box 2973, Madison, WI 53701-2973.

GUIDELINES

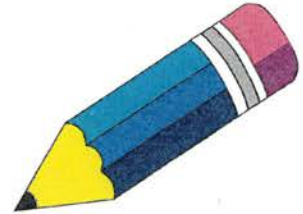
CITY OF STURGEON BAY MUNICIPAL OFFICES

1. If you seek municipal office by filing nomination papers, you should keep the following points in mind:
 - a. Pick up copies of your Nomination Papers (Form EL-169), Declaration of Candidacy (Form EL-162) and Campaign Finance Registration Statement (Form CF-1) from the City Clerk at any time. Remember that nomination papers cannot be circulated until December 1. These forms are included in this packet for your convenience.
 - b. Read carefully all the instructions on the back of the Nomination Paper (EL-169) and Declaration of Candidacy (EL-162).
 - c. Obtain the signatures of qualified electors on nomination papers between December 1, 2024 and 5 p.m. on Tuesday, January 7, 2025. Please pay careful attention to the signatures you obtain on your Nomination papers. If you are running for one of the Common Council Aldermanic seats, all signers must live within that aldermanic district. If you are running for the mayoral office, all signers must live within city limits. Signers do not have to be registered to vote, but they must be eligible to vote. They must give their complete address (house number, street, and municipality - no P O Boxes) They need to date their signature. You are strongly urged to obtain more than the minimum number of signatures required for ballot status in case a deficiency is found with some signatures. The signers must now print their name as well.
 - d. Below are the valid number of signatures required for:

Aldermanic District -	Not less than 20 and not more than 40
Mayor Office -	Not less than 50 and not more than 100
 - e. File your Nomination Papers (Form EL-169), Declaration of Candidacy (Form EL-162), and the Campaign Registration Statement (ETHCF-1) no later than 5 pm on Tuesday, January 7, 2025 or your name will not appear on the ballot.

2. If you seek municipal office as a write-in candidate, you should keep the following points in mind:
 - f. Pick up your Campaign Registration Statement (ETHCF-1), from the City Clerk at any time.
 - g. File your Campaign Registration Statement with the City Clerk as soon as you decide to become a write-in candidate for municipal office.
 - h. Educate your supporters to write your name on the write-in portion of the ballot, under the proper position. If you have any questions, call Stephanie Reinhardt, City Clerk.
-

CAMPAIGN FINANCE CHECKLIST FOR 2025 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES



Candidates should determine if they are required to make financial disclosure reports.

For Milwaukee City offices, the filing officer is the Milwaukee City Board of Election Commissioners. For all other municipal offices the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

If NOT claiming the exemption from reporting requirements:

- Obtain a copy of the **Campaign Finance Overview – Local Candidates** (Revised 2023) Manual from your filing officer and carefully review it with your treasurer.
- Complete and submit a **January Continuing Campaign Finance Report (Form CF-2L)** to the filing officer no later than **January 15, 2025**, if registered before January 1, 2025. This report covers activity from July 1, 2024, or the date of registration (whichever is later), through December 31, 2024.
- Complete and submit a **Pre-Primary Campaign Finance Report (Form CF-2L)** to the filing officer no later than **February 10, 2025**, if a primary is held. This report covers activity from January 1, 2025, through February 3, 2025.
- Complete and submit a **Pre-Election Campaign Finance Report (Form CF-2L)** to the filing officer, no later than **March 24, 2025**. This report covers activity from February 4, 2025, through March 17, 2025, if a primary is held, or January 1, 2025, through March 17, 2025, if no primary is held.
- Register your committee on-line with the Wisconsin Ethics Commission on **July 1, 2025**, or as soon as practicable thereafter ([2023 Wisconsin Act 126](#)).
- Complete and submit a **July Continuing Campaign Finance Report** to the WI Ethics Commission no later than **July 15, 2025**. This report covers activity from March 18, 2025, through June 30, 2025.

Committees must file “Continuing Reports” until a termination report (CF-2L) is filed.

For further information or to obtain any of the necessary forms, please contact:
Wisconsin Ethics Commission.

**2025 Ballot Access Checklist:
Municipalities Where Nomination Papers are Used**



Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 18, 2025 Spring Primary** and the **April 1, 2025 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk (town, village or city). Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

- Complete and Submit a Registration Statement (Form CF-1)** to the filing officer prior to raising or spending any funds, and no later than **5:00 p.m. on Tuesday, January 7, 2025** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 7, 2025. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.
 - New Candidates
File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).
 - Continuing Candidates
Amend your current registration, indicating the office sought and the new primary and election dates. Wis. Stat. §§ 11.0202(1)(a), 11.0101(1).
- Complete and Submit a Declaration of Candidacy (Form EL-162)** to the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2025** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 7, 2025. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.
- Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169)** to the filing officer no later than **5:00 p.m. on Tuesday, January 7, 2025** or the candidate's name will not be placed on the ballot. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2024. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1 st Class Cities:	Citywide offices	1,500 - 3,000
	Aldersperson elected to district	200 - 400
2 nd and 3 rd Class Cities:	Citywide offices	200 - 400
	Aldersperson elected at large	100 - 200
	Aldersperson elected to district	20 - 40
4 th Class Cities:	Citywide offices	50 - 100
	Aldersperson elected to district	20 - 40

- Municipal Judge Candidates:**
Complete and submit a Statement of Economic Interests (SEI) to the Ethics Commission using the website (<https://sei.wi.gov>). Incumbent candidates will receive a filing notice around December 1, 2024, and new candidates will receive an email notice within one or two days of registering their committee. The SEI must be received no later than 4:30 p.m. on Friday, January 10, 2025, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may also print the SEI form and instructions from the Ethics Commission website (<https://ethics.wi.gov>), and return those forms by email or fax. For more information, please contact the Ethics Commission at 608-266-8123 or ethics@wi.gov.

Important Note Regarding Statements of Economic Interests:

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office, *in addition to the office of Municipal Judge*, to file a **Statement of Economic Interests (SEI)**. The ordinance may also provide that failure to timely file an SEI will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.

27.09 Signs not requiring permit.

The following signs do not require a sign permit, but must meet the general design requirements of section 27.11:

- (1) Temporary construction signs: A single temporary construction sign not exceeding 32 square feet in area, which shall be confined to the site of construction, and shall be removed 30 days after completion of construction or prior to occupancy, whichever is sooner. If a ground sign, it shall be set back 15 feet from any public right-of-way.
- (2) Directional and instructional signs which provide instruction or direction and are located entirely on a property to which they pertain and do not exceed four square feet each in area and do not in any way advertise a business. This includes, but is not limited to, such signs as those identifying restrooms, telephones, parking areas, entrances and exits.
- (3) Nonilluminated emblems or insignia of any nation or political subdivision or nonprofit organization.
- (4) Government signs for control of traffic and other regulatory purposes, danger signs and signs of public utilities indicating danger, and aids to service or safety which are erected by or on the order of a public officer in the performance of his/her public duty.
- (5) House number and name plates not exceeding two square feet in area for each residential, commercial or industrial occupancy.
- (6) Interior signs: Signs located within the interior of any building which are not visible from the public right-of-way. This does not, however, exempt such signs from the structural, electrical or material specifications of this chapter.
- (7) Memorial signs or tablets, names of buildings and date of erection, which are cut into a masonry surface or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area.
- (8) No trespassing and no dumping signs not to exceed 1½ square feet in area per sign.
- (9) Public notices: Official notices posted by public officers or employers in the performance of their duties.
- (10) Public signs: Signs required as specifically authorized for a public purpose by any law, statute, ordinance or resolution.
- (11) Political message signs that communicate a message intended for a political purpose or a message which pertains to an issue of public policy of possible concern to the electorate, but which do not include a message intended solely for a commercial purpose, are subject to the following restrictions:
 - (a) A political message sign on behalf of a candidate for public office is permitted during the period beginning on the first day for circulation of nomination papers by candidates or the first day on which candidates would circulate nomination papers were such papers to be required and shall be removed within five days following the general election.
 - (b) A political message sign concerning a referendum is permitted during the period beginning on the day on which the question to be voted upon is submitted to the electorate and shall be removed within five days following the day on which the referendum is held.
 - (c) Any individual may place a political message sign upon residential property occupied or suitable to be occupied for residential purposes and property abutting that property for which the owner or renter is responsible for the maintenance or care by the individual owning or occupying such

residential property during the period of time described above, subject to the following limitations:

1. Any sign placed at an intersection shall be subject to the requirements of section 11.02(4)(v) of this Municipal Code.
 2. No political message sign shall be placed in the public right-of-way or on any other city owned property. The public right-of-way includes the property between the traveled portion and the actual right-of-way, commonly known as the tree lawn.
 3. No over-the-street banners shall be allowed.
 4. No electrical, mechanical or audio auxiliary sign shall be allowed.
- (d) A political message sign may be placed on nonresidential property by the owner, occupier or agent thereof or with the permission of the owner or occupier during the period of time described above, subject to the following limitations:
1. The sign is subject to the requirements of sections 27.11(1), (2), (3), (4) and (6) and 27.13(4)(c)5 of this chapter.
 2. The sign shall not exceed 32 square feet in size.
 3. The sign shall not exceed a height of 12 feet, whether a ground sign, a wall sign or a projecting sign.
 4. No over-the-street banners shall be allowed.
 5. No electrical, mechanical or audio auxiliary sign shall be allowed.
 6. When a portion of a property is used residentially, that portion of the property so used shall be subject to the requirements of subsection (c).
 7. No political message sign shall be placed in the public right-of-way or on any other city owned property. The public right-of-way includes the property between the traveled portion and the actual right-of-way, commonly referred to as the tree lawn.
- (12) Temporary real estate signs: Real estate sales signs and pennants are allowed provided that such signs and pennants are located off the public right-of-way on the property to which the sign or pennant applies, are set back at least ten feet from interior side and rear property lines or are completely attached to the structure, are not directly illuminated, and are removed within seven days after the sale, rental or lease has been accomplished, and are subject to the following regulations:
- (a) In R-1, R-2, R-3, and R-M districts, up to three such signs shall be allowed per lot or parcel and each such sign shall not exceed six square feet in area.
 - (b) In all other districts, one such sign shall be allowed per frontage road on any lot or parcel and each such sign shall not exceed 24 square feet in area.
 - (c) Pennants may be used in association with temporary real estate signs for specific events and for a limited period of time, not to exceed 72 hours at one time.
- (13) Window signs: The inside surface of any ground floor window may be used for attachment of permanent or temporary signs. Upper story windows may be used for window signs if that portion of the building is frequented by the public for a nonresidential use. Such signs shall not cover more than 50 percent of the area of the window to which they are attached and shall not be placed in a manner which limits clear vision for pedestrian safety. Any window signs located within the waterfront redevelopment district or a historic preservation district, and that are displayed or intended to be

displayed for longer than 30 days, are subject to the design guidelines and approvals applicable to those districts.

- (14) Noncommercial free speech, symbols or insignia, religious symbols, and commemorative plaques of recognized historic agencies: Identification emblems of religious orders or historic agencies or statements of free speech which do not advertise a business, entertainment or sale of service are allowed. This may include wall, projecting, roof, ground and temporary signs or a flag. One such sign may be permitted per property and it shall not exceed 25 square feet in area nor shall it interfere with vehicular or pedestrian circulation.
- (15) Business flags: A single flag, not to exceed 12 square feet, may be displayed for the purpose of promoting a business or other nonresidential use, such as flags with a business emblem, identifying a product sold, or stating a business is open. Any additional flags require a sign permit and are subject to the requirements and limitations for temporary signs under section 27.12(2)(d). This provision does not apply to flags of nations or political subdivisions.
- (16) Vehicular signs: A sign on a truck, bus, trailer or other vehicle, while operating in the normal course of business, which conveys the name and/or the nature of a business for which the vehicle is used. For the purposes of this section, a vehicle shall not be used primarily for the display of signs.
- (17) Awning signs: Awnings with signs consisting of one line of copy upon the border of the awnings.
- (18) Municipal ballfields: Banners up to 50 square feet in area may be allowed for the baseball/softball season. Banners shall be installed to the fence which encloses the ballfield in accordance with the requirements of section 27.10 of the Municipal Code and any additional requirements of the park and recreation superintendent.
- (19) Banners on city property for social or civic event: One banner may be erected on city property that has been reserved for the purpose of conducting a social or civic event, provided the banner is displayed only during the days of the event and provided that the sign meeting the requirements of section 27.12(3).
- (20) Banners for city sponsored events: Temporary banners on city-owned property in connection with events sponsored by the Sturgeon Bay Visitors Center or the City of Sturgeon Bay subject to the approval of the municipal services director.

(Code 1992, § 27.09; Ord. No. 962-1195, § 2, 11-21-95; Ord. No. 975-896, § 1, 8-20-96; Ord. No. 1111-1103, §§ 1, 2, 11-04-03; Ord. No. 1121-0204, § 1, 2-5-04; Ord. No. 1372-0220, § 2, 2-18-20)

27.11 General design requirements.

- (1) Any ground sign within 25 feet of an intersection shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of eight feet or shall not be more than 2½ feet in height.
- (2) A ground sign, located adjacent to a driveway, any part of which is closer than 15 feet to the right-of-way and also within 15 feet of the edge of the driveway, shall have a minimum vertical distance of eight feet between the bottom of the sign and the grade at the right-of-way line or shall not be more than 2½ feet in height.
- (3) Projecting and canopy signs shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of eight feet.
- (4) Projecting signs may extend not further than five feet from the building to which they are attached and shall not extend into any public right-of-way, except that, in commercial zoning districts with zero lot line

construction, projecting signs may extend into the public right-of-way, provided such signs do not extend beyond the outside edge of the curb.

- (5) The gross area of permanent window signs shall not exceed ten percent of the gross window area of any given building facia.
- (6) Wall signs shall not extend beyond the corners of the buildings. Wall signs and projecting signs shall not extend above the building facia line.
- (7) Any sign may be, or include as part of it, a reader board. The gross area of the reader board shall not exceed 32 square feet. The illuminated or message display area of the reader board shall be included within the area to be regulated as the maximum area of a sign for the site. Reader boards which are not rigidly affixed to a permanent support structure or to a wall or which do not maintain a constant location and dimensions shall be regulated as temporary portable signs.

(Code 1992, § 27.11)

27.13 Signs permitted by zoning district.

Signs permitted by zoning district are as follows:

- (1) *Conservancy and agriculture districts.*
 - (a) Signs not requiring a permit.
 - (b) On-premises business identification signs for authorized, conditional or nonconforming uses.
 - 1. *Permitted signs.* Wall signs and one ground sign per frontage road.
 - 2. *Area restrictions.* The total area of all signs shall not exceed 24 square feet.
 - 3. *Height restrictions.* All signs shall not exceed a height of 20 feet.
 - 4. *Setbacks.* All ground signs must be at least 30 feet from interior side or rear lot lines and set back at least five feet from the public right-of-way and also be located at least five feet from the nearest portion of a building.
- (2) *R-1, R-2, R-3, and R-M residential districts.*
 - (a) Signs not requiring a permit.
 - (b) On-premises signs for conditional uses, nonconforming uses, and public, charitable, educational or religious institutions.
 - 1. *Permitted signs.* Wall signs and one ground sign for each abutting street.
 - 2. *Area restrictions.* The total area of wall signs shall not exceed one-square-foot per linear foot of building facia to a limit of 50 square feet per building facia. The area of a ground sign shall not exceed 16 square feet on parcels one-half-acre (21,780 sq. ft.) or less, and shall not exceed 32 square feet on parcels larger than one-half-acre.
 - 3. *Height restrictions.* All signs shall be limited to a height of 12 feet.
 - 4. *Setbacks.* All freestanding ground signs must be at least 15 feet from interior side and rear lot lines and set back at least five feet from the public right-of-way and also be located at least five feet from the nearest portion of a building.
 - (c) Identification sign for an authorized subdivision or manufactured home/mobile home park.

-
1. *Permitted signs.* One ground sign. Additional ground sign(s) may be authorized by the plan commission for subdivisions or manufactured home parks with multiple entrances.
 2. *Area restrictions.* The area of the sign shall not exceed 32 square feet.
 3. *Height restrictions.* The ground sign shall be limited to a height of 12 feet.
 4. *Setbacks.* The ground sign shall be set back at least 15 feet from interior side and rear lot lines and at least five feet from the public right-of-way and also be located at least five feet from the nearest portion of a building.
- (3) *R-4 residential district.*
- (a) Signs not requiring a permit.
 - (b) Signs permitted in the R-1, R-2, R-3, and R-M residential districts.
 - (c) On-premises business identification signs for authorized, conditional and nonconforming uses, except that hospitals, medical or dental clinics, professional offices, and colleges or schools may erect on-premises business identification signs in conformance with subsection (4).
 1. *Permitted signs.* One wall sign, or one ground sign.
 2. *Area restrictions.* The total area of the wall sign is not to exceed eight square feet and the area of the ground sign shall not exceed 15 square feet.
 3. *Height restrictions.* All signs are not to exceed a height of 12 feet.
 4. *Setbacks.* All ground signs must be at least 15 feet from interior side and rear lot lines and set back at least five feet from the public right-of-way and also be located at least five feet from the nearest portion of a building.
 5. *Multiple occupancy.* A building or parcel of land in multiple occupancy shall be entitled to one wall sign per occupant and one cooperative wall or ground sign for all occupants. Each wall sign shall not exceed eight square feet and the area of the cooperative sign shall not exceed 20 square feet. Such signs shall meet all sign setback and height requirements for this district.
- (4) *C-1 commercial, C-2 commercial, C-3 commercial, C-4 office/business park, I-1 industrial and I-2 industrial districts.*
- (a) Signs not requiring a permit.
 - (b) Signs permitted in the R-1, R-2, R-3 and R-4 residential districts.
 - (c) No more than two on-premises signs facing each public right-of-way for each authorized, conditional and nonconforming use. For the purpose of this section, the waters of Sturgeon Bay shall be considered a public right-of-way for uses located on property abutting the waters of Sturgeon Bay.
 1. *Limitation on purpose.* All signs in this district shall be limited to the owner's, tenant's or occupant's name or business name, profession or trade, and approved art work, such as seals, symbols, crests, as well as the services offered or products sold within the building or on the premises to which the sign is attached or on which the sign is erected.
 2. *Permitted signs.* Wall, permanent window, projecting and ground signs. Signs facing the waters of Sturgeon Bay shall be wall signs or permanent window signs only.
 3. *Area restrictions.* Ground signs shall not exceed 100 square feet facing each frontage road. Projecting signs shall not exceed 24 square feet facing each frontage road. Total area of

wall signs for each frontage on a property shall not exceed one square foot per linear foot of building facia, except that signs facing the waters of Sturgeon Bay shall not exceed 24 square feet or one square foot per linear foot of building facia, whichever is greater.

4. *Height restrictions.* Ground signs, projecting signs and walls signs shall not exceed 20 feet in height.
5. *Setbacks.* Ground signs must be set back at least 15 feet from the interior side and rear lot lines and set back at least five feet from the street right-of-way line and also be located at least five feet from the nearest portion of a building. Projecting signs shall be at least 15 feet from all interior side lot lines.
6. *Multiple occupancy.* The type, size and number of signs permitted in multiple occupancy buildings or parcels shall depend upon the building setback and the type of building entrance.
 - a. Buildings with separate entrances for each occupant. Each occupant shall be permitted either of the following signs:
 - i. One wall sign, the area of which shall not exceed one square foot per linear foot of building facia occupied.
 - ii. One projecting sign, the area of which shall not exceed 24 square feet.
 - b. *Buildings with common entrances.*
 - i. Each occupant shall be permitted one wall sign. For buildings which are set back less than 15 feet from the public right-of-way, the maximum size of such signs shall be four square feet. For buildings which are set back 15 feet or more from the right-of-way, the total area of all wall signs shall not exceed one-half square foot per linear foot of building facia. The maximum size of an individual occupant's wall sign shall be in direct proportion to occupant's percent of total area occupied in the building or 24 square feet, whichever is greater.
 - c. *Ground signs.* All occupants, regardless of whether the buildings have separate entrances or common entrances, and regardless of the number of buildings, may share one cooperative ground sign, facing on each street abutting the building(s). The area of the wall sign shall not exceed one-half square foot per linear foot of building facia. The area of a projecting sign shall not exceed 24 square feet. The area of the ground sign shall not exceed 100 square feet.

(5) *C-5 district.*

- (a) Signs not requiring a sign permit.
- (b) Signs permitted in the R-1, R-2, R-3, and R-4 residential districts.
- (c) No more than two on-premises signs facing each direction for each authorized, conditional and nonconforming use.
 1. *Limitation on purpose.* All signs in this district shall be limited to the owner's, tenant's or occupant's name or business name, profession, or trade, and approved art work, such as seals, symbols, crests, as well as the services offered or products sold within the building or on the premises to which the sign is attached or on which the sign is erected.
 2. *Types of signs permitted.* Wall, window, projecting, and ground signs are permitted.

-
3. *Area restrictions.* Ground signs shall not exceed 25 square feet facing each frontage. Projecting signs shall not exceed 16 square feet facing each frontage. The total size of all wall signs shall not exceed one square foot per linear foot of the building facia to which such signs are attached.
 4. *Height restrictions.* Ground signs shall not exceed eight feet in height. Projecting signs and wall signs shall not exceed 20 feet in height.
 5. *Setbacks.* Ground signs shall be set back at least 15 feet from side and rear lot lines and at least five feet from the street right- of-way line. Ground signs shall also be located at least five feet from the nearest portion of the building. Projecting signs shall be set back at least ten feet from all side and rear lot lines.
 6. *Multiple occupancy.* For buildings or parcels with multiple occupants, any combination of individual and cooperative signs may be used, provided the combined total number and size of signs shall not exceed the requirements listed above. The maximum size of an individual occupant's wall sign shall be in direct proportion to the occupant's percent of total area occupied in the building, unless the building owner has submitted a plan for a different allocation of the available area of wall signs.
 7. *Illumination.* Internally-illuminated signs must either be constructed with an opaque background and translucent text and symbols, or with a colored (not white, off-white, light gray, cream or yellow) background and generally lighter text and symbols. Externally-illuminated signs shall only use downward-directed lamps, which shall be shielded to prevent glare or spillover.

(Code 1992, § 27.13; Ord. No. 962-1195, § 3, 11-21-95; Ord. No. 982-0197, § 1, 1-21-97; Ord. No. 1027-1199, § 1, 12-6-99; Ord. No. 1180-0207, § 3, 2-6-07; Ord. No. 1289-0213, § 1, 2-5-13; Ord. No. 1313-0915, § 1, 9-1-15)



**CAMPAIGN FINANCE REGISTRATION STATEMENT —
LOCAL CANDIDATE COMMITTEE
STATE OF WISCONSIN**

***CAUTION:** A personal telephone number that is identified as a confidential telephone number on page 3 of this form should not be entered on page 1 of this form. Do not enter any personal telephone numbers of the candidate, the candidate committee treasurer, and any other custodian of books and accounts on page 1 of this form.

1. Is this an Amendment? No Yes

SECTION A: GENERAL INFORMATION				
A1. Committee Name (Required for all Candidates - must be included in disclaimer on all communications)				
A2. Committee Email		A3. Committee Phone (Do not enter a confidential phone number)		
A4. Mailing Address		A5. City	A6. State	A7. Zip
Depository Institution Information				
A8. Institution Name		A9. Street Address	A10. City	A11. State A12. Zip
Treasurer/Administrator Information				
A13. Name		A14. Treasurer Email	A15. Treasurer Phone (*See Caution)	
A16. Mailing Address		A17. City	A18. State	A19. Zip
Other Officers (Optional)				
A20. Name	A21. Title	A22. Email	A23. Phone (* See Caution above)	
A24. Name	A25. Title	A26. Email	A27. Phone (* See Caution above)	
Filing Exemption <i>Registrants which do not anticipate accepting or making contributions, making disbursements, or incurring obligations in an aggregate amount exceeding \$2,500 in a calendar year may claim an exemption from filing campaign finance reports. This exemption applies until the registrant exceeds the \$2,500 aggregate activity threshold, amends its registration, or is terminated.</i>			A28. Exemption Affirmation <input type="checkbox"/> Yes, this registrant is eligible for exemption. <input type="checkbox"/> No, this registrant is not eligible for exemption.	
SECTION B: CANDIDATE INFORMATION				
B1. Office Sought (include District/Branch)		B2. Political Party	B3. Election Date	
Candidate Information				
B4. Name		B5. Candidate Email	B6. Candidate Phone (* See Caution)	
B7. Mailing Address		B8. City	B9. State	B10. Zip
Second Candidate Committee <i>An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.</i>			B11. Is this your only registered candidate committee in Wisconsin? <input type="checkbox"/> Yes, this is my only candidate committee in Wisconsin. <input type="checkbox"/> No, this is my second candidate committee in Wisconsin.	
B12. Other Office Held or Sought (include District/Branch) <i>Only complete B12 if you responded "No" to B11.</i>				

SECTION C: CERTIFICATION

Accurate Information		
<input type="checkbox"/> I certify that I am an authorized representative of the candidate committee and that to my knowledge all of the information contained within this registration is true, correct, and complete.		
Timely Amendments		
<input type="checkbox"/> I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, including any change to the candidate committee's eligibility for exemption from campaign finance reporting.		
Records Retention		
<input type="checkbox"/> I acknowledge the requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, December 31 following the November election).		
Continuing Compliance		
<input type="checkbox"/> I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.		
Treasurer		
C1. Printed Name	C2. Signature	C3. Date
Candidate		
C4. Printed Name	C5. Signature	C6. Date

Form Instructions

Candidates must complete all sections A, B, and C.

Item 1. Is this an amendment? Have you registered with this local clerk to run for office in a prior election?

Item A1: Committee Name. All candidates are required to register a committee. It is not required that the name include the candidate's name, but it is recommended. This committee name is required to be part of the disclaimer on all communications with express advocacy: 'Paid for by ...'

A28: Exemption. Candidates claiming exemption may not have more than \$2,500 of activity, in the aggregate per year. In a calendar year, if you raise \$1,600 and spend \$1,000 you have \$2,600 of aggregate activity and are not eligible to claim exemption.

Depository Institution Information. All candidates must designate a depository institution. While it is recommended that all candidates have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account while claiming a filing exemption and may intermingle personal and campaign funds (Wis. STAT. § 11.0201(2)(b)).

Treasurer Information. Each committee must appoint a treasurer. Any adult may serve as a treasurer. A candidate may serve as his or her own treasurer. If you are serving as your own treasurer, please write "Self" or "Candidate". A candidate serving as their own treasurer does not need to provide their name, address and contact information here because that information will already be provided in section B. Do not leave this section blank.

Section B: Candidate Information

B1. Be sure to include the name of the county, municipality, or school district. There are 72 counties with county supervisors, 100's of school boards, and 1000's of municipal boards.

B2. Party - "N/A" or "None" for nonpartisan offices (April). Democrat, Republican, Constitution, Green, Independent, or other ballot status party for partisan (fall) primary/election.

Section C: Certification. All candidates must complete section C. If the candidate is serving as their own treasurer, they would only need to sign once, as either the candidate or treasurer.



**CAMPAIGN FINANCE REGISTRATION STATEMENT —
LOCAL CANDIDATE COMMITTEE—CONFIDENTIAL PHONE CONTACTS**
STATE OF WISCONSIN

All information on pages 1 and 2 of this form is available to the public. Pursuant to 2023 Wisconsin Act 120, candidates, treasurers, and any other custodian of books and accounts (such as an assistant treasurer) are required to provide a personal telephone number. This page provides you the space to provide those required telephone numbers. Personal telephone numbers are confidential and are not subject to the right of inspection and copying under Wis. STAT. § 19.35(1). *See* Wis. STAT. § 11.0203(bd). However, a personal email address provided is subject to the right of inspection and copying under Wis. STAT. § 19.35(1) and may be disclosed.

Failure to provide a valid email may result in failure to receive filing reminders and notifications from the filing officer. Failure to receive a form or notice from a filing officer does not exempt a committee from a reporting requirement under this chapter (Wis. STAT. § 11.0103(b)). The candidate committee is required to report any change in information previously submitted in a registration statement within 10 days following the change. Wis. STAT. § 11.0203(3).

Candidate Information	
Name	Personal Phone Number

Treasurer Information	
Name	Personal Phone Number

Other Custodians' Information	
Name	Personal Phone Number
Name	Personal Phone Number
Name	Personal Phone Number

Declaration of Candidacy

(See instructions for preparation on back)

FOR OFFICE USE ONLY

Is this an amendment?

Yes (if you have already filed a DOC for this election)

No (if this is the first DOC you have filed for this election)

I, _____, being duly sworn, state that
Candidate's name

I am a candidate for the office of _____
Official name of office - Include district, branch or seat number

representing _____
If partisan election, name of political party or statement of principle - five words or less (Candidates for nonpartisan office may leave blank.)

and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.¹

My present address, including my municipality of residence for voting purposes is:

House or fire no.	Street Name	Mailing Municipality and State	Zip code	Town of <input type="checkbox"/>	Municipality of Residence for Voting
				Village of <input type="checkbox"/>	
				City of <input type="checkbox"/>	

My name as I wish it to appear on the official ballot is as follows:

(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

STATE OF WISCONSIN }
 County of _____ } ss. _____
(County where oath administered) (Signature of candidate)

Subscribed and sworn to before me this _____ day of _____,

(Signature of person authorized to administer oaths)

**NOTARY SEAL
 REQUIRED, IF OATH
 ADMINISTERED BY
 NOTARY PUBLIC**

Notary Public or other official _____
(Official title, if not a notary)

If Notary Public: My commission expires _____ or is permanent.

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

EL-162 | Rev. 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984
 608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

1 A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a **Declaration of Candidacy**. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline and the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

Information to be provided by the candidate:

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust. These restrictions only apply to candidates for state and local office.**
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number, municipality where you receive mail**) **and the name of the municipality in which you reside and vote** (town, village, or city of ___). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

Note: The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

Information to be provided by the person administering the oath:

- The county where the oath was administered.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary's commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (*and all school district candidates must file the EL-162sd*) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (1)(j).

(Nomination Paper Template/Guide – Voter Facing)

The attached samples and guides are intended to assist candidates in ensuring nomination papers contain all required information so that signatures are not struck and that they can achieve ballot access by submitting the required number of signatures necessary per statute.

The attached samples and guides are not a substitute for reading and understanding the statutory and administrative code provisions that govern nomination papers. "Each candidate for public office has the responsibility to assure that his or her nomination papers are prepared, circulated, signed and filed in compliance with statutory and other legal requirements." Wis. Admin. Code EL § 2.05(1).

The requirements and standards related to nomination papers, sufficiency of information contained on nomination papers and reasons the sufficiency of nomination paper could be challenged are governed generally by Wis. Stat. ch. 8 and Wis. Admin Code Ch. EL 2.

- Wis. Stat. § 8.10 governs the requirements for non-partisan nomination papers for elections generally in the spring
- Wis. Stat. § 8.15 governs the requirements for partisan nomination papers for election generally in the fall
- Wis. Stat. § 8.20 governs the requirements for nomination papers of independent candidates
- Wis. Admin. Code EL § 2.05 outlines the "Treatment and sufficiency of nomination papers."
- Wis. Admin. Code EL § 2.07 outlines the process that an individual would take to challenge the sufficiency of a candidate's nomination papers, and reasons why a nomination paper could be challenged and how those challenges are handled.

For additional questions, please contact the Wisconsin Elections Commission at (608)261-2028 or elections@wi.gov.

Sample Nomination Paper Header for Partisan Office

1. Insert your name with no titles.
2. Insert your voting address without the municipality.
3. Insert your voting municipality and check off the type of municipality (town, village, or city).
4. If your mailing address is different, such as you have a PO Box or your mailing municipality is different than your voting municipality, insert it here. Examples include: PO Box 987 Middleton, 567 First St.
5. Enter your zip code.
6. Check off the type of election.
7. Enter the date of the election. Do not put the primary date.
8. Enter your party name here. Examples include Democratic Party or Republican Party. You may enter your own party/statement of principle.
9. Enter the title of office. Examples include State Senator, United States Senate, and County Clerk.
10. If applicable, check off the District and enter the number or check off the jurisdiction and enter the county name.
11. Enter the whole jurisdiction or district here. Examples include Wisconsin State Senate District 7, Green County, and Congressional District 2.

NOMINATION PAPER FOR PARTISAN OFFICE

Candidate's name (print name; no titles may be used): **1** Jill Jones

Candidate's residential address (street, city, town or village, county, and name of district or ward): **2** 123 Main St. **3** Westport

State (abbreviation): **WI** City or town of residence (check one): Village Town

County (number): **WI** Zip code: **53712** Precinct (check one): General Special

County of residence (check one): **6** Packers Party

City or town of residence (check one): Town Village City

District or ward (number): **79** Date of election: **11/03/2020**

Office (check one): Representative to the Assembly - 79th District **10**

Address of office (if different from residential address): **11** Wisconsin's 79th Assembly District

I, the undersigned, certify that the candidate, whose name and residential address are listed above, has placed on the ballot at the election described above as a candidate representing the party or parties of general election. I am eligible to vote for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office in this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Municipality of Residence (Print Name of Elector)	Street and Number of Residence (Print Address - must also include box or floor no.)	Municipality of Residence (Check the type and enter the name of your municipality for voting purposes)	Date of Signing (Month/Day/Year)
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, _____, certify: I reside at _____ (circulator's residential address, include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. § 5.03. I personally completed this nomination paper and personally obtained each of the signatures on this paper. I am not a candidate for the office or district of the jurisdiction or district the candidate seeks to represent. I am aware that signing this nomination is punishable under Wis. Stat. § 12.13(3)(a).

Page No. _____

Signature of Circulator _____

Print Name of Circulator _____

Address of Circulator _____

City/Town/Village of Circulator _____

County of Circulator _____

State of Circulator _____

Date of Circulation _____

Sample Completed Nomination Paper

Nomination Paper Line Number

- Acceptable. Well-known acronyms are acceptable for municipalities. The checkmark for Town, Village, or City is not required.
- Acceptable. If the date above and below the name is acceptable, it can be "bracketed" in and accepted. Ditto marks are acceptable.
- Unacceptable. Does not list the house number in the address.
- Acceptable. If the information is contained on the line, it can be moved over. Sister Bay is in the address portion, so this is acceptable.
- Unacceptable. No signature.
- Unacceptable. The voter does not list their last name.
- Unacceptable. The voter lives out of the 1st State Senate District.
- Unacceptable. The voter signed after the date of the circulator certification.

NOMINATION PAPER FOR PARTISAN OFFICE			
Candidate's name (print name, no titles may be used) David Smith		Candidate's residential address (required) the P.O. box address 111 Lake St.	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) PO Box 12345 Sister Bay		Candidate's municipality for voting purposes (required) Sister Bay	
State (required) WI		General Election date (required) Month/Year 11/03/2020	
City or town (required) State Senator - 1st District		Name of jurisdiction or district in which candidate votes office (required) Wisconsin's 1st State Senate District	
<p>I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate representing the party or list of principles indicated above, so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed this nomination paper for any other candidate for the same office at this election.</p> <p>This municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.</p>			
Printed Name of Electors	Residential Address (for P.O. Box Address) (Street and Number or Rural Route (rural address must include box or fire no))	Municipality of Residence (Check one type and write the name of your municipality for voting purposes)	Date of Signing (Month/Day/Year)
1. Rich Ridecky	9494 Second St.	Sis Bay	5/1/2020
2. David Smith	111 Lake St.	" "	
3. Aaron Hoog	Third St.	Sister Bay	5/1/2020
4. Cory Davis	9423 2 nd St. Sister Bay	Sister Bay	5/1/2020
5. Robby	1949 2 nd St.	Sister Bay	5/1/2020
6. Ally Cowley	1848 Third St.	Sister Bay	5/1/2020
7. Brittany Hallson	212 E. Washington	Madison	5/1/2020
8. Brittany Hallson	789 River Ave.	Egg Harbor	5/5/2020
9.			
10.			

CERTIFICATION OF CIRCULATOR 9090 Elections Ln. Wausau, WI

I, **Diana Lowry**, certify: I reside at _____ (circulator's residential address - include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. § 6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district line used to support this candidate. I am aware that this nomination paper and certification is punishable under Wis. Stat. § 12.13(3)(b).

5/1/2020 (Date)

Diana Lowry (Signature of Circulator)

Page No. 1

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.	Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road	Candidate's municipality for voting purposes (required) <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Candidate's municipality for mailing purposes (required) <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)	State (required) <div style="text-align: center; font-size: 2em; font-weight: bold;">WI</div>	Zip code	Election date (required) Do not use primary date. Mo/Day/Year
Title of office (required)	Branch, district or seat number (required if applicable) <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat	Name of jurisdiction or district in which candidate seeks office (required)	Name of municipality

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
1.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
2.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
3.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
4.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
5.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
6.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
7.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
8.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
9.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
10.			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

CERTIFICATION OF CIRCULATOR

I, _____ (Name of circulator) certify: I reside at _____ (Circulator's residential address - include number, street, and municipality).

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

 (Date) _____

 (Signature of circulator)

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form to the filing officer for review before circulation.

Page Numbers – Number each page consecutively, beginning with “1,” before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

Candidate's Name – Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

Candidate's Address – Insert the candidate's residential address (no P.O. Box addresses) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

Date of Election – Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

Title of Office – The name of the office must be listed along with any branch, district, or seat number (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

Name of Jurisdiction – The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

Signatures and Printed Name of Electors – Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their residential address (no P.O. Box addresses), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

Signature of Circulator – The circulator should carefully read the language of the *Certification of Circulator*. THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS. The circulator's complete residential address including municipality of residence must be listed in the certification. After obtaining signatures of electors, the circulator must sign and date the certification.

Other Instructions – Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- Original nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is NOT sufficient. Nomination papers CANNOT be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer no later than 5:00 p.m. on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

**CAMPAIGN FINANCE REPORT
LOCAL COMMITTEES OF WISCONSIN**

Is This Report an Amendment: Yes No

Instructions for completing schedules are on the back of each schedule.

COMMITTEE IDENTIFICATION

Name of Committee

Street Address

City, State and Zip Code

OFFICE USE ONLY

Please check if address is different than previously reported, and complete the Campaign Registration Statement in the back of this form.

NAME OF REPORT

- January Continuing _____ Pre-Primary _____
 July Continuing _____ Spring Fall Special
 September Continuing _____ Pre-Election _____

Termination Report
attach CF-13,
Termination Request

**SUMMARY OF RECEIPTS AND
DISBURSEMENTS**

1. RECEIPTS

	Column A This Period	Column B Calendar Year-To-Date
1A. Contributions (Including Loans) from Individuals	\$	\$
1B. Contributions from Committees (Transfers-In)	\$	\$
1C. Other Income and Commercial Loans	\$	\$
TOTAL RECEIPTS (Add totals from 1A, 1B and 1C)	\$	\$

2. DISBURSEMENTS

2A. Gross Expenditures	\$	\$
2B. Contributions to Committees (Transfers-Out)	\$	\$
TOTAL DISBURSEMENTS (Add totals from 2A and 2B)	\$	\$

CASH SUMMARY

Cash Balance Beginning of Report	\$
Total Receipts	\$
Subtotal	\$
Total Disbursements	\$
CASH BALANCE END OF REPORT	\$
INCURRED OBLIGATIONS (Balance at the Close of This Period-3A)	\$
LOANS (Balance at the Close of This Period-3B)	\$

I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Candidate or Treasurer	Signature of Candidate or Treasurer	Date:
	Email	Daytime Phone:

NOTE: The information on this form is required by ss. 11.0204, 11.0304, 11.0404, 11.0504, 11.0604, 11.0804, 11.0904, Wis. Stats. Failure to provide the information may subject you to the penalties of ss.11.1400, 11.1401, Wis. Stats.

Instructions for Completing Summary Page of Form ETHCF-2L

Instructions for Completing Schedules are on the Back of Each Schedule

Committee Identification

- ▶ Print or type the complete name and mailing address of your committee.
- ▶ If the report is an amendment to a previous report filed, check the "yes" box. If the report is NOT an amendment, check the "no" box.

Name of Report

- ▶ Check the box next to the name of the report being filed, and enter the correct calendar year. For information concerning filing dates and report names, refer to the CFIS website – <https://cfis.wi.gov>.

Summary of Receipts and Disbursements

- ▶ Committees should complete the detailed pages in Schedules 1-A through 3-B before completing this summary section of the report form.

Receipts

- 1A. Contributions (Including Loans) From Individuals:** Enter the amount of Total Contributions from Individuals (Schedule 1-A) in Column A of the Summary page. Add the amount entered in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 1B. Contributions From Committees (Transfers-In):** Enter the amount from Total Contributions (Transfers-In) Received From Committees (Schedule 1-B) in Column A of the Summary page. Add the amount entered in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 1C. Other Income and Commercial Loans:** Enter the amount of Total Other Income (Schedule 1-C) in Column A. Add the amount entered in Column A to other income previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- Total Receipts:** Add the amounts entered on lines 1-A, 1-B and 1-C, in Column A and enter the total in Total Receipts. Add the amount of Total Receipts previously reported, if any, and enter the amount in Column B, Calendar Year-to-Date.

Disbursements

- 2A. Gross Expenditures:** Enter the amount from Total Expenditures (Schedule 2-A) in Column A of the Summary page. Add the amount in Column A to expenditures previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 2B. Contributions to Committees (Transfers-Out):** Enter the amount from Total Contributions (Transfers-Out) Made to Committees (Schedule 2-B) in Column A of the Summary page. Add the amount in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- Total Disbursements:** Add the amounts entered on lines 2-A and 2-B in Column A and enter the total in Total Disbursements. Add this amount to Total Disbursements previously reported, if any, and enter the amount in Column B, Calendar Year-to-Date.

Cash Summary

- Cash Balance Beginning of Report:** If this report is the first report filed by the committee, the cash balance will be zero. If this is not the first report filed by the committee, enter the cash balance from the end of the last report period. The beginning cash balance of a report must *always* be the *same* as the ending cash balance of the prior report.
- Total Receipts:** Enter the amount from Total Receipts in Column A of the Summary page.
- Subtotal:** Add Cash Balance Beginning of Report to Total Receipts and enter the amount.
- Total Disbursements:** Enter the amount from Total Disbursements in Column A of the Summary page.
- Cash Balance End of Report:** Subtract Total Disbursements from Subtotal and enter the amount. The cash balance at the end of the report period should *equal* the reconciled balance in the checking account *plus* any savings or investment accounts.
- Incurred Obligations:** Enter the amount from Total Incurred Obligations (Schedule 3-A) in Column A of the Summary page. Incurred obligations must be carried forward on *each* report until paid in full.
- Loans:** Enter the amount from the Total Outstanding Loans (Schedule 3-B) in Column A of the Summary page. Loans must be carried forward on *each* report until paid in full.

Sign and Date the Report

The treasurer or candidate must sign and date each report filed. Each report must be complete, correct, and in compliance with the reporting format. Please include a daytime phone number and a contact person if someone other than the treasurer prepares the report.

RECEIPTS
Contributions (Including Loans) From Individuals

Complete Committee Name _____

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code Of Contributor	Occupation (if year-to-date total exceeds \$200)	Amount of Contribution	Y-T-D Total
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit – Ethics ID# _____			

SUBTOTAL ITEMIZED CONTRIBUTIONS THIS PAGE	\$	
TOTAL ITEMIZED CONTRIBUTIONS	\$	
TOTAL ANONYMOUS CONTRIBUTIONS \$10 OR LESS	\$	
TOTAL CONTRIBUTIONS RECEIVED FROM INDIVIDUALS	\$	

Instructions for Completing Schedule 1-A

RECEIPTS - Contributions (Including Loans) From Individuals

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report contributions, including loans from individuals, on this form.
- ▶ Enter the number of Schedule 1-A pages in the upper right corner of the form.

Date: Enter the date (month, day, year) each contribution was **RECEIVED**. *Do not* enter the date that appears on the contributor's check or the date deposited, unless it is the same as the date received (*is in committee's possession and control*).

Full Name, Mailing Address, and Zip Code:

1. Enter the full name and address of the contributor.
2. For single or cumulative contributions totaling over \$200 in a calendar year: Enter the full name and address of the contributor. Enter the **occupation**.

Calendar Year-to-Date Total: Add contributions previously received this calendar year, from this contributor to the contributions received in this report period. The Calendar Year-to-Date Total for an individual must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year. Once the individual's Calendar Year-to-Date Total exceeds \$200, you must enter the contributor's occupation.

Subtotal Itemized Contributions this page: Enter the total of all the contributions listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Contributions: Add the subtotals from all pages of Schedule 1-A. If more than one page, enter the total on only the last page of Schedule 1-A.

Total Anonymous Contributions \$10 or less: Enter the total of anonymous contributions of \$10 or less only on the last page of Schedule 1-A.

Total Contributions Received from Individuals: Add the total **Itemized** contributions to the **Total Anonymous Contributions \$10 or Less** and enter the amount **only** on the last page of Schedule 1-A.

Special Instructions:

- ◆ Contributions and loans from individuals on Schedule 1-A include any cash, personal or individual loans, purchase of tickets to fundraising events, memberships, gifts, advances, in-kind contributions, and all other personal contributions from an individual **including** the candidate. An in-kind contribution is any goods, property, or services provided to the committee free or for less than the fair market value. (*Volunteer services are not a contribution*).
- ◆ **In-kind contributions from individuals must also be reported as in-kind expenditures on Schedule 2-A to avoid distortion of the cash balance.**
- ◆ When the contribution is in-kind, a loan, or is received through a conduit, check the appropriate box in the section where the contribution is listed. If you receive a personal check or cash, no box needs to be checked.
- ◆ Contributions from individuals transferred through conduits are reported on Schedule 1-A under the individual contributor's name with the name of the conduit listed. The transmittal letter accompanying the conduit check, identifies the conduit and lists the individuals who are the original sources of the contributions. These contributions are subject to itemization on the same basis as other individual contributions; if over \$200, the occupation must be provided.
- ◆ Any individual loans, either from the candidate or from another individual, must be reported on Schedule 1-A and on Schedule 3-B, Additional Disclosure, Loans, until paid in full. Loans from individuals are subject to individual contribution limits (see Campaign Finance Overview).
- ◆ Each contributor's name, address, and amount must be listed separately. Contributions from joint accounts shall be reported as coming from the individual signing the check, unless the signor indicates otherwise. If the amount is divided, each individual must be itemized separately. Do not report a contribution as coming from more than one individual.
- ◆ All receipts, including those from raffles, auctions, garage sales or other similar events must be itemized unless the contribution is anonymous and totals \$10 or less.
- ◆ **Do not** report contributions from political action committees, political party committees, or other candidate committees on Schedule 1-A. These contributions must be reported on Schedule 1-B.

SCHEDULE 1-B

RECEIPTS
Contributions from Committees
(Transfers-In)

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name of Committee, Mailing Address and Zip Code	Amount of Contribution
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	
SUBTOTAL CONTRIBUTIONS (Transfers-In) THIS PAGE		\$
TOTAL CONTRIBUTIONS (Transfers-In) RECEIVED FROM COMMITTEES		\$

Instructions for Completing Schedule 1-B RECEIPTS

Contributions From Committees (Transfers-In)

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report contributions from committees (transfers-in) on this form.
- ▶ Enter the number of Schedule 1-B pages in the upper right corner of the form.
- ▶ Each contribution received from a committee **must be itemized** regardless of the amount.

Date:

Enter the date (month, day, year) each contribution was received. **DO NOT** enter the date which appears on the contributor's check or the date deposited, unless it is the same as the date received.

Complete Name and Address of Committee:

Enter the full name and address of each contributor.

Amount:

Enter the amount of the contribution this period.

Calendar Year-to-Date Total:

Add contributions previously received this calendar year, from this committee to the contributions received in this report period. The Calendar Year-to-Date Total for a committee must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year.

Subtotal Contributions (Transfers-In) This Page:

Enter the total of all the contributions (transfers-in) listed on this page. If additional pages are needed, enter the subtotal for each separate page.

Total Contributions (Transfers-In) Received from Committees:

Add the subtotals from all pages of Schedule 1-B. If more than one page, enter the total on only the last page of Schedule 1-B.

Special Instructions:

- ◆ Contributions transferred through **conduits** are reported as **individual contributions** on Schedule 1-A.
- ◆ In reporting contributions from committees, provide the **complete** name and address of each committee making a contribution.
- ◆ Contributions From Committees (Transfers-In) consist of any funds received from a political party committee, political action committee, candidate committee or a legislative campaign committee.
- ◆ In-kind contributions from a committee must also be reported as an in-kind offset in Schedule 2-A to avoid distortion of the cash balance. An in-kind contribution is any goods, service, or property provided to the committee free or for less than the fair market value. (*Volunteer services are not a contribution.*)
- ◆ When the contribution is in-kind, check the in-kind box in the section where the contribution is listed.
- ◆ Contributions received from sole-proprietorships, partnerships, or qualifying LLCs, must be reported as individual contributions in Schedule 1-A. Contributions from partnerships must reflect the partners' share in the partnership unless otherwise specified.
- ◆ Contributions may not be accepted from corporations, cooperatives, associations, unions, or tribes.

SCHEDULE 1-C**RECEIPTS
Other Income and Commercial Loans**

Page ____ of ____

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code of Source of Income	Type of Income	Amount

SUBTOTAL OTHER INCOME THIS PAGE

\$

TOTAL ITEMIZED OTHER INCOME

\$

TOTAL OTHER INCOME

\$

Instructions for Completing Schedule 1-C RECEIPTS

Other Income and Commercial Loans

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report other income and commercial loans on this form.
- ▶ Enter the number of Schedule 1-C pages in the upper right corner of the form.

Date:

Enter the date (month, day, year) other income and commercial loans were RECEIVED.

Full Name, Mailing Address and Zip Code of Source of Income:

Identify the source of income by providing the name and address of the commercial lending institution. Provide the name and address of any person or business from which other income was received.

Describe Type of Income:

Describe the type of income, e.g., loan from commercial lender for campaign expenses, refund from utility, refund of an over-payment to a vendor, interest on savings, or returned or lost contribution checks previously listed on Schedule 2-B, etc. Use more than one box or attach an additional sheet if needed.

Amount:

Enter the amount of other income and commercial loans for this period only.

Subtotal Other Income This Page:

Enter the total of all the other income itemized on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Other Income:

Add the subtotals from all pages of Schedule 1-C. If more than one page, enter the total on only the last page of Schedule 1-C.

Total Other Income:

Add the Total Other Income and enter the amount on only the last page of Schedule 1-C.

Special Instructions:

- ◆ **Personal loans** from individuals (including the candidate) must be reported on **Schedule 1-A**.
- ◆ Other income and commercial loans include loans received from any financial institution. Loans must also be listed on Schedule 3-B, Additional Disclosure-Loans, until paid in full.
- ◆ When a contribution given by your committee to another committee is returned to you, report the receipt of the returned contribution in this schedule. Please indicate (under the Type of Income box) the original date your contribution was given.
- ◆ When a loan from a commercial lending institution is guaranteed by individuals, the full name and mailing address of each guarantor and the balance of the amount guaranteed by each guarantor at the end of the reporting period must be reported on Schedule 3-B. The amount of the guarantee is considered a contribution from the guarantor and subject to individual contribution limits until the amount is repaid to the lending institution.
- ◆ Other income includes refunds and interest received. Receipts from fundraising events (auctions, dinners, etc.) and from the sale of commercial items for the purpose of raising funds for political purposes are contributions and must be reported on Schedule 1-A or 1-B.

SCHEDULE 2-A

DISBURSEMENTS
Gross Expenditures

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code Of Person or Business to Whom Payment is Made	Specific Purpose of Expenditure	Amount
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
	Check if: <input type="checkbox"/> In-Kind Offset		
SUBTOTAL ITEMIZED EXPENDITURES THIS PAGE			\$
TOTAL ITEMIZED EXPENDITURES			\$
TOTAL UNITEMIZED EXPENDITURES			\$
TOTAL EXPENDITURES			\$

Instructions for Completing Schedule 2-A

DISBURSEMENTS

Gross Expenditures

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report gross expenditures on this form.
- ▶ Enter the number of Schedule 2-A pages in the upper right corner of the form.

Date: Enter the date (month, day, year) the disbursement was made.

Full Name, Mailing Address, and Zip Code of Person or Business to Whom Payment Is Made: Enter the name and complete address of the person or business to whom payments were made.

Specific Purpose of Expenditure: Enter the specific purpose of the expenditure. A complete description of the **type** of expenditure or reimbursement must be given (i.e., food for fundraiser or campaign T-shirts for resale). You may use more than one box or attach an additional sheet if needed.

Subtotal Itemized Expenditures This Page: Enter the total of all the expenditures listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Expenditures: Add the subtotals from all pages of Schedule 2-A. If more than one page, enter the total itemized on only the last page of Schedule 2-A.

Total Unitemized Expenditures: Enter the total of unitemized expenditures that are specifically exempted by statute from the normal itemization requirements. (For example, expenses of \$20 or less (§11.0204(1)(a) 8.); expenses for a PAC or independent expenditure committee's fundraising or administrative expenses (§11.0101 (10)(a)); and spending on express advocacy before reaching the \$2,500 threshold (§11.0505(2)(a) and §11.0605(2)(a)). Place the total on only the last page of Schedule 2-A. Note: If you choose to itemize an expenditure, **DO NOT** include that amount **again** in the total of unitemized expenditures.

Total Expenditures: Add the **Total Itemized Expenditures** to the **Total Unitemized Expenditures**, and enter the amount on the last page of Schedule 2-A.

Special Instructions:

- ◆ Only expenditures of **more than \$20** must be itemized. Expenditures of **\$20 or less** should be totaled and reported as unitemized expenditures.
- ◆ Expenditures for general services, such as consulting, data processing, or reimbursement, should be broken down into the specific services rendered, e.g., salary, travel, data entry, polling.
- ◆ In-kind contributions reported in Schedule 1-A or 1-B, must also be reported as in-kind offsets in Schedule 2-A.
- ◆ Expenditures incurred for in-kind contributions to other registrants must be reported in Schedule 2-B, **NOT** 2-A. See instructions on Schedule 2-B.
- ◆ All expenditures must be made from the campaign depository and must be used for political purposes only.
- ◆ It is permissible for a candidate or an agent of a committee to pay for items from personal funds as long as receipts are submitted to the treasurer for reimbursement from the depository. Reporting of a reimbursement must include information that describes the nature of the original expenditure, and the original vendor of the good(s) or service(s).
- ◆ It is permissible to maintain a petty cash account to pay for minor items provided that funds for the petty cash account are drawn from the campaign depository and that a record of the transactions is kept. Expenditures over \$100 must be paid by negotiable instrument, and be itemized on the report. Expenditures of \$20 or less may be included in unitemized expenditures. If itemized, the purpose of each expenditure must be provided. Only the specific expenditures are reported. Contributions received, deposited, and later returned to the original contributor must be reported as an expense in Schedule 2-A.

SCHEDULE 2-B

DISBURSEMENTS
Contributions To Committees
(Transfers-Out)

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code	Amount	Y-T-D Total
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan		
SUBTOTAL CONTRIBUTIONS (Transfers-Out) THIS PAGE		\$	
TOTAL CONTRIBUTIONS (Transfers-Out) MADE TO COMMITTEES		\$	

Instructions for Completing Schedule 2-B

DISBURSEMENTS Contributions to Committees

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to use this form to report Contributions to Committees (Transfers-Out). Enter the number of Schedule 2-B pages in the upper right corner of the form.
- ▶ Each contribution made to another committee **must be itemized regardless of the amount.**

Date:

Enter the date (month, day, year) that each contribution was made to another committee.

Complete Name and Address of Committee:

Enter the full name and address of each committee.

Amount:

Enter the amount of the contribution given in this period.

Calendar Year-to-Date Total:

Add contributions previously given this calendar year to this committee, to the contributions given in this report period. The Calendar Year-to-Date Total for a committee must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year.

Subtotal Contributions (Transfers-Out) This Page:

Enter the total of all the contributions (Transfers-Out) listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Contributions (Transfers-Out) Made to Committees:

Add the subtotals from all pages of Schedule 2-B. If more than one page, enter the total on only the last page of Schedule 2-B.

Special Instructions:

- ◆ If a contribution is made to a candidate for local office, please print the word "Local" in the space for the ID#. This would include candidates for municipal, school district, and county office. Note: District Attorney and Circuit Court Judge are considered state offices.
- ◆ Contributions to Committees (Transfers-Out) consist of any funds contributed to a political party committee, political action committee, political group (referenda), candidate committee, or legislative campaign committee.
- ◆ When the contribution is in-kind, check the in-kind box in the section where the contribution is listed.
- ◆ When the contribution is a loan, check the loan box in the section where the contribution is listed.
- ◆ For each in-kind contribution, the name and address of the candidate or committee receiving the contribution must be listed, along with the name and address of the person or business to whom payment was made and the amount and date of the in-kind contribution.
 1. *If the committee purchases goods or services and gives them to another committee in the same reporting period as an in-kind contribution, the amount must be reported only once as an expense on Schedule 2-B.*
 2. *If the committee already possesses goods or services and gives them to another committee as an in-kind contribution, please note that this is a non-monetary contribution.*

SCHEDULE 3-A

**Incurred Obligations Excluding Loans
ADDITIONAL DISCLOSURE**

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

		Outstanding Balance Beginning This Period	New Obligations or Additions This Period	Cumulative Payments This Period	Outstanding Balance At Close of This Period
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
		SUBTOTAL ITEMIZED OBLIGATIONS THIS PAGE			
		\$			
		TOTAL ITEMIZED OBLIGATIONS			
		\$			
		TOTAL UNITEMIZED OBLIGATIONS \$20 OR LESS			
		\$			
		TOTAL INCURRED OBLIGATIONS			
		\$			

Instructions for Completing Schedule 3-A

Incurred Obligations Excluding Loans

ADDITIONAL DISCLOSURE

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report incurred obligations on this form.
- ▶ Enter the number of Schedule 3-A pages in the upper right corner of the form.

Date: Enter the date (month, day, year) the obligation was incurred.

Full Name, Mailing Address, and Zip Code of Creditor:

Enter the complete name and address of the creditor.

Nature of Debt (Purpose):

Describe the specific purpose for which the obligation was incurred (See Schedule 2-A for instructions).

Balance Columns:

In the first column, enter the amount, if any, at the beginning of this report period. If this is a new obligation, there is no beginning balance. If this is an existing obligation, the beginning balance should equal the previous report period's closing balance. In the second column, enter the amount of any new obligations or additions to existing obligations. In the third column, enter any payments made this report period (payments this period must also be reported in Schedule 2-A). In the fourth column, enter the outstanding balance at the close of this report period. Note: If there is a remaining balance, it must be carried forward to the next report's beginning balance.

Subtotal Itemized Obligations:

Enter the total of all the incurred obligations listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Obligations:

Add the subtotals from all pages of Schedule 3-A. If more than one page, enter the total on only the last page of Schedule 3-A.

Total Unitemized Obligations \$20 or less:

Enter the total unitemized obligations of \$20 or less on only the last page of Schedule 3-A.

Total Incurred Obligations:

Add the Total **Itemized** Obligations to the Total **Unitemized** Obligations \$20 or Less and enter the amount on only the last page of Schedule 3-A.

Special Instructions:

- ◆ Incurred obligations are to be reported when an enforceable agreement has been reached. If the exact amount of the obligation has not yet been defined then the amount of the obligation must be estimated. Although the committee may not have received a bill, the amount recorded should be a good faith estimate of the amount owed.
- ◆ The balance of all incurred obligations should be reported from the time incurred until paid in full.
- ◆ Each obligation must be carried forward on subsequent reports until the obligation has been reduced to zero.
- ◆ When a payment is made on an obligation, the transaction should be reported as a payment on Schedule 3-A and as an expenditure on Schedule 2-A.
- ◆ If the committee has a dispute over the amount owed to a vendor, this must be noted in the "purpose".

SCHEDULE 3-B

**Loans
Individual, Committee or Commercial
ADDITIONAL DISCLOSURE**

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date / /	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$
Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

Date / /	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$
Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

Date / /	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$
Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding \$

SUBTOTAL OUTSTANDING LOANS THIS PAGE	\$
TOTAL OUTSTANDING LOANS	\$

Instructions for Completing Schedule 3-B

Loans – Individual, Committee or Commercial

ADDITIONAL DISCLOSURE

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report loans on this form.
- ▶ Enter the number of Schedule 3-B pages in the upper right corner of the form.

Date:

Enter the date (month, day, year) the loan was made.

Full Name, Mailing Address, and Zip Code of Loan Source:

Enter the complete name and address of the loan source.

Balance Columns:

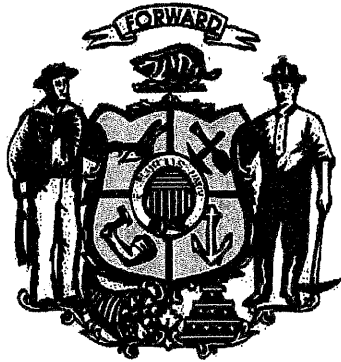
In the first column, enter the actual amount at the beginning of this reporting period. If this is a new loan, the outstanding beginning balance is zero and the amount of the loan is recorded under the section "New Loans This Period". If this is an existing loan, the outstanding beginning balance should equal the previous report period's closing (outstanding) balance. In the third column, enter any payments made during this report period (payments made this period must also be reported in Schedule 2-A). In the fourth column, enter the outstanding balance at the end of this report period. Note: If there is a remaining balance, it must be carried forward to the next report's beginning balance.

List All Endorsers or Guarantors (If Any):

In the space provided on the form, provide the full name, mailing address and zip code of any guarantors of loans. Enter the amount guaranteed which is outstanding at the end of the reporting period for each guarantor. See the notes below on how to apportion loan guarantees. If the amount guaranteed exceeds \$200, enter the guarantor's occupation.

Special Instructions:

- ◆ A loan guarantee is considered a contribution from the guarantor until the loan is repaid.
- ◆ If more than one person guarantees a loan, the amount of the loan is assigned to the guarantors in equal shares, in the proportion that the guarantors bear to the total amount guaranteed unless a different share is specified in the loan instrument.
- ◆ When a payment which reduces the unpaid balance of the loan is made to the lending institution, the amount assigned to each guarantor is reduced in equal shares, unless a different share is specified in the loan instrument.
- ◆ The outstanding amount of a loan or loan guarantee **plus** the total contributions to the campaign by the guarantor may not exceed the individual contribution limit.
- ◆ Any reductions in loans which are not offset by expenditures in Schedule 2-A must be explained (e.g., candidate forgives self loans).



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CAMPAIGN FINANCE OVERVIEW

Local Candidate Committees

Published: September 2023

This reflects the statutory changes effective January 2023
(2021 Act 265).

This manual has been updated to include specific statutory citations and
clarify basic reporting requirements for
local candidate committees.

Provided pursuant to WIS. STAT. § 11.1304(3) and
in compliance with WIS. STAT. § 227.112.

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REGISTRATION REQUIREMENTS

Who is Required to Register?

Under Wisconsin campaign finance law, a candidate for election to public office must register a candidate committee with the appropriate filing officer. A candidate for local office must register with the appropriate filing officer as soon as is practicable after any of the following occur:

- (a) The individual takes any of the following affirmative actions to seek nomination or election to a state or local office:
 - 1. Files nomination papers with the appropriate filing officer;
 - 2. Is nominated as a candidate for state or local office by a caucus or by a political party and the nomination is certified to the appropriate filing officer;
 - 3. Receives a contribution, makes a disbursement, or gives consent for another person to receive a contribution or make a disbursement in order to bring about the individual's nomination or election to a state or local office;
- (b) The individual holds a state or local office and is the subject of a recall petition; or
- (c) The individual holds a state or local office.
WIS. STAT. §§ 11.0101(1), 11.0202(1)(a).

Appropriate filing officers are as follows:

<u>Office:</u>	<u>Filing Officer:</u>
County Executive	County Clerk
County Supervisor	County Clerk
County Clerk or County Treasurer	County Clerk
Clerk of Circuit Court	County Clerk
Coroner	County Clerk
Register of Deeds	County Clerk
Sheriff	County Clerk
Multi-Jurisdictional Judge*	County Clerk
Mayor, Village President	Municipal Clerk
Aldersperson, Village Trustee, Town Board Member	Municipal Clerk
Municipal Clerk or Municipal Treasurer [if elected]	Municipal Clerk
Municipal Judge	Municipal Clerk
School District Board Member	School District Clerk

If a multi-jurisdictional judge serves a district with municipalities in more than one county, the filing officer is the County Clerk in the county with the largest population within the district.

WIS. STAT. § 11.0102(1)(b)-(g).

A candidate who receives no contributions, makes no disbursements, and incurs no obligations need not designate a campaign depository account until the first contribution is received, disbursement is made, or obligation is incurred. WIS. STAT. § 11.0202(1)(b). The only activities allowed prior to registration are: the minimum amount of money needed to open an account can be deposited at a financial institution, a

post office box can be rented, and contributions and disbursements needed for the production of nomination papers can be made. WIS. STAT. § 11.0202(2)(b).

After filing the registration statement, a candidate may begin receiving and disbursing campaign funds. WIS. STAT. § 11.0202(2)(a). The candidate committee's financial activities must be reported to the appropriate filing officer on campaign finance reports, unless the committee has claimed an exemption from filing reports. WIS. STAT. §§ 11.0103, 11.0104. These reports will disclose information on the receipts, expenditures, incurred obligations, and loans of the campaign. WIS. STAT. § 11.0204(1).

Completing a Registration Statement

Registration statements are to be filed with the appropriate filing officer using the Ethics Commission's Campaign Finance Registration Statement (CF-1 Local Candidate). WIS. STAT. § 11.1304(1).

Required Information

1. The name and mailing address of the candidate committee.
2. The name and mailing address of the candidate committee treasurer and any other custodian of books and accounts. Unless otherwise directed by the treasurer on the registration form and except as otherwise provided in this chapter or any rule of the commission, all mailings that are required by law or by rule of the commission shall be sent to the treasurer at the treasurer's address indicated upon the form.
3. In the case of a candidate committee of an independent candidate for partisan office or a candidate for nonpartisan county or municipal office, a list of the members of the committee, if any, whom the filing officer shall recognize as eligible to fill a nomination vacancy if the candidate dies before the election.
4. The name and address of the depository account of the candidate committee and of any other institution where funds of the committee are kept.

WIS. STAT. § 11.0203.

Guide for Filing the Campaign Finance Registration Statement (CF-1)

Section A. General Information

This section must be completed by all candidate committees. It contains the information identifying the candidate committee.

A1. Candidate Committee Name

This is the name used for the attribution/disclaimer statements on advertisements and yard signs. Common options include "First Name Last Name for Wisconsin" or "Friends of First Name Last Name."

A2-12. Contact and Depository Institution Information

If the candidate committee does not have a separate address/PO box, phone number, or email for the candidate committee, then the candidate should use their personal address, phone number, and email. Candidates claiming exemption may use a personal bank account as the committee depository account. Candidates not claiming the exemption are required to set up a separate bank account for their committee.

A13-19. Treasurer Information

If the candidate is serving as their own treasurer, they should include their own contact information here.

A20-27. Other Officers

This section is intended to list other individuals that are helping on the campaign and is entirely optional. Local non-partisan candidates can list an individual here with an asterisk by their name which indicates they are to fill a vacancy if the candidate were to pass away before the election.

A28. Exemption

Indicate whether the candidate committee will not accept contributions, make disbursements, or incur obligations in aggregate of more than \$2,500 in a calendar year and therefore is eligible to claim an exemption from filing campaign finance reports. If a committee raises \$1,600 and spends \$1,000, this is \$2,600 of aggregate activity, and it is not eligible to claim exemption.

Section B. Candidate Information

B1-3. Election Information

List the office sought, including the district and branch and the election date. If the race is nonpartisan, then "nonpartisan" or "N/A" can be listed in B2. An amended registration must be filed for every election, listing the correct election date in B3.

B4-10. Candidate Information

This section should list the personal contact information of the candidate.

B11-12. Second Candidate Committee

If the candidate currently holds an elective office and has an additional candidate committee, they should indicate it in this section.

Section C. Certification

Both the candidate and treasurer shall certify the initial registration here with their signatures. If the candidate serves as the treasurer, they only need to sign once, under "Candidate," in C5. By signing the certification, the candidate and treasurer are certifying each of the following statements listed on the registration:

- I certify that I am an authorized representative of the candidate committee and that to my knowledge all of the information contained within this registration is true, correct, and complete.
- I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, including any change to the candidate committee's eligibility for exemption from campaign finance reporting.
 - When any information reported on the registration statement changes, an amendment to the registration statement must be filed with the appropriate filing officer within **ten days**. WIS. STAT. § 11.0203(3)(a). The amended registration only requires either the candidate or treasurer to certify.
- I acknowledge requirement to maintain the records of the candidate committee in an organized and legible manner for three years from the close of the most recent contribution limit period (June 30 following the April election, December 31 following the November election).
 - The treasurer must maintain all records from each contribution limit period for 3 years following the end of each period. See the Records Retention Requirement section in this guide for more information.
- I acknowledge that I am required to continue to comply with all applicable requirements under Chapter 11 of the Wisconsin Statutes until this registration is terminated. I understand that I am not released from any liability simply because the election date has passed.

- A committee remains active until termination is requested pursuant to WIS. STAT. § 11.0105. Even if the election has passed, the committee must continue to file reports and comply with all other requirements until the committee is terminated. WIS. STAT. § 11.0207. See the TERMINATION OF CAMPAIGN FINANCE REGISTRATION section in this guide for more information on termination.

Candidates Seeking More Than One Office

An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office. WIS. STAT. § 11.0202(2)(d). If a second committee is established, that committee will register and file reports with the appropriate filing officer. WIS. STAT. § 11.0102.

Failure to File a Registration Statement

Failure to file a registration statement by the deadline for filing nomination papers may prevent a candidate's name from appearing on the ballot. WIS. STAT. §§ 8.15(4)(b), 8.30(2). If a statement or amendment is not filed on time, the registrant may be subject to a civil penalty. WIS. STAT. § 11.1400(1).

EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS

Eligibility

Committees may be eligible for an exemption from filing campaign finance reports if the committee anticipates that it will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding \$2,500 in a calendar year. WIS. STAT. § 11.0104. This includes the candidate's personal funds contributed and spent on campaign expenses. For example, if a committee receives \$1,600 in contributions and spends \$1,000 in disbursements, the committee's aggregate activity is \$2,600, and it would not be eligible for exemption.

A local candidate eligible for exemption may claim exemption at any time. A local candidate claiming exemption can remain on exemption until they exceed the threshold or request termination. WIS. STAT. § 11.0104(1)(c).

Financial Records During Exemption

When a committee is exempt, it is not required to file any campaign finance reports until it requests termination. However, the candidate or treasurer is still required to keep financial records of all contributions to the committee and of all expenditures for three years after the end of the contribution limit period. WIS. STAT. § 11.0201(4). See the Records Retention Requirement section in this guide for more information.

A candidate committee that is exempt from filing campaign finance reports and for which the candidate serves as the treasurer may use a personal account as the campaign depository and intermingle campaign funds with personal and other funds. WIS. STAT. § 11.0201(2)(b). While permissible, intermingling funds can cause confusion about whether the funds were received or spent for personal or for campaign purposes. It can also make it more difficult to track contribution limits. Therefore, the best practice is to have a separate account for the candidate committee.

Revoking Exemption

If the committee exceeds the \$2,500 aggregate limit on contributions, disbursements, or obligations, the committee must amend its campaign registration statement by checking in Box A28, "No, this registrant is not eligible for exemption." An amendment to the registration statement must be filed with the appropriate filing officer immediately. WIS. STAT. § 11.0104(5)(a). The committee is then required to file campaign finance reports beginning with the next regular report due after the earlier of either the date that the amended registration was filed or the date that the committee exceeded \$2,500 in aggregate contributions, disbursements, or obligations. WIS. STAT. § 11.0104(3).

If an exempt committee receives and accepts a contribution that results in the committee exceeding \$2,500 in aggregate activity, the committee shall do one of the following:

1. Immediately file an amended registration revoking the exemption; or
2. Within 15 days of receiving the contribution, return the contribution to the contributor or donate it to the common school fund or to a charitable organization.
3. If the candidate had been serving as their own treasurer and using a personal account while the committee was on exempt status, the committee must open a separate bank account when exempt status is revoked and transfer all campaign funds in the personal account to the new account.

CONTRIBUTION LIMITS

All candidates running for elected office must abide by contribution limits that vary depending on the office sought and the population of the district.

Receiving Committee	From an Individual	From a Candidate Committee	From a PAC	From a Corporation/ Union
Local Candidate	Greater of \$500 or 2¢ times the population in the district. Not to exceed \$6,000.	Greater of \$500 or 2¢ times the population in the district. Not to exceed \$6,000.	Greater of \$400 or 2¢ times the population in the district. Not to exceed \$5,000.	\$0; Illegal

Districts of 20,000 inhabitants or less have an individual or candidate committee limit of \$500 and a PAC limit of \$400.

Districts with 300,000 inhabitants or more will have an individual or candidate committee limit of \$6,000 and a PAC limit of \$5,000.

Districts with more than 20,000 but less than 300,000 inhabitants will have varying individual and candidate committee limits between \$500 and \$6,000 and PAC limits between \$400 and \$5,000.

WIS. STAT. §§ 11.1101, 11.1104.

The number of inhabitants in the jurisdiction or district is determined by the latest federal census or the census information on which the district is based, as certified by the appropriate filing officer. WIS. STAT. § 11.1101(2)(h)2.

Applicable Periods for Contribution Limits

For the purpose of calculating contribution limits, a new candidate's campaign begins on the date she or he becomes a candidate. WIS. STAT. § 11.1103(2). The campaign period includes both the primary and election. For a candidate at the spring election, the contribution limit period ends the June 30th immediately following the spring election. For candidates at the general election, the contribution limit period ends the December 31st immediately following the general election. WIS. STAT. § 11.1103(2).

For an incumbent candidate whose office is elected at the spring election, the new contribution limit period begins on July 1 following the spring election. For an incumbent candidate whose office is elected at the general election, the new contribution limit period begins January 1 following the general election. WIS. STAT. § 11.1103(1). The contribution period runs through the primary and election for the next term of that office. For an incumbent candidate whose office is elected at the spring election, the period ends June 30th following the spring election. For an incumbent candidate whose office is elected at the general election, the contribution limit period ends December 31st following the general election. WIS. STAT. § 11.1103(2)

For a candidate at a special election, the campaign period runs from the date an individual becomes a candidate through the 22nd day after the election. WIS. STAT. § 11.1103(3).

Records Retention Requirement

The treasurer of a candidate committee is required to maintain all records of the candidate committee in an organized and legible manner for three years following the end of each contribution limit period. WIS. STAT. § 11.0201(4) For example, a candidate is running for office at the Spring 2024 election. The applicable period runs from the date they become a candidate until June 30, 2024. The treasurer must maintain all records from that period until June 30, 2027. The candidate wins the election for a four-year term. The next applicable contribution limit period runs from July 1, 2024, through June 30, 2028. The treasurer must maintain the records from that period until June 30, 2031. This requirement also applies to committees on exemption.

Exceptions to Contribution Limits

The following contributions to candidate committees may be made in unlimited amounts:

1. Contributions that a candidate makes to his or her own candidate committee from the candidate's personal funds or property; (WIS. STAT. § 11.1104(7));
2. Contributions made by a political party committee or legislative campaign committee to a candidate committee (WIS. STAT. § 11.1104(5)); or
3. Contributions used to pay legal fees and other expenses incurred as a result of a recount or petitions to recall an officer. To qualify for this exclusion, recall expenses must occur before the recall election is ordered, or in contesting or defending the order (WIS. STAT. § 11.1104(9)-(11)). Contributions used to pay these recount or recall expenses must be reported on the regular campaign finance reports. Both the contributor and the candidate should indicate which contributions are being used for this purpose.

CONTRIBUTIONS AND DISBURSEMENTS

Candidate committees are required to make full reports of all contributions, disbursements, and obligations received, made, and incurred by the committee. Each report needs to include information covering the period since the last date covered on the previous report. WIS. STAT. § 11.0204(1)(a).

Contributions

“Contribution” means any of the following:

1. A gift, subscription, loan, advance, or transfer of money to a committee;
2. With the committee's consent under WIS. STAT. § 11.1109, a transfer of tangible personal property or services to a committee, valued as provided under WIS. STAT. § 11.1105;
3. A transfer of funds between committees; or
4. The purchase of a ticket for a fundraising event for a committee regardless of whether the ticket is used to attend the event.

WIS. STAT. § 11.0101(8)(a).

“Contribution” does not include any of the following:

1. Services that an individual provides to a committee, if the individual is not specifically compensated for providing the services to the committee;
2. Any unreimbursed travel expenses that an individual incurs to volunteer his or her personal services to a committee;
3. The costs of preparing and transmitting personal correspondence;
4. Interest earned on an interest-bearing account;
5. Rebates or awards earned in connection with the use of a debit or credit card;
6. A loan from a commercial lending institution that the institution makes in its ordinary course of business;
7. The reuse of surplus materials or the use of unused surplus materials acquired in connection with a previous campaign for or against the same candidate, political party, or recall if the materials were previously reported as a contribution;
8. The cost of invitations, food, and beverages in connection with an event held in a private residence on behalf of a candidate committee;
9. Any communication that does not expressly advocate for the election or defeat of a clearly identified candidate;
10. A communication made exclusively between an organization and its members. In this subdivision, a member of an organization means a shareholder, employee, or officer of the organization, or an individual who has affirmatively manifested an interest in joining, supporting, or aiding the organization;
11. Any cost incurred to conduct Internet activity by an individual acting in his or her own behalf, or acting in behalf of another person if the individual is not compensated specifically for those services, including the cost or value of any computers, software, Internet domain names, Internet service providers, and any other technology that is used to provide access to or use of the Internet, but not including professional video production services purchased by the individual; or
12. Any news story, commentary, or editorial by a broadcasting station, cable television operator, producer, or programmer, Internet site, or newspaper or other periodical publication, including an

Internet or other electronic publication unless a committee owns the medium in which the news story, commentary, or editorial appears.

Wis. STAT. § 11.0101(8)(b).

Required Information for Contributions

1. The date, full name, and street address of each person who has made a contribution to the candidate committee, together with the amount of the contribution. Wis. STAT. § 11.0204(1)(a)1.
2. The occupation, if any, of each individual contributor whose cumulative contributions to the candidate committee for the calendar year are in excess of \$200. Wis. STAT. § 11.0204(1)(a)3.
3. An itemized statement of each contribution made anonymously to the candidate committee. If the contribution exceeds \$10, the candidate committee shall specify whether the candidate committee donated the contribution to the common school fund or to a charitable organization and shall include the full name and mailing address of the donee. Wis. STAT. § 11.0204(1)(a)4.
4. A statement of totals during the reporting period of contributions received and contributions donated. Wis. STAT. § 11.0204(1)(a)5.

In-Kind Contributions

An in-kind contribution is any good, service, or property offered to the candidate committee free of charge or at less than the usual cost, or payment of the candidate committee's obligations for such goods, services, or property. Wis. STAT. § 11.0101(8)(a)2. Before making an in-kind contribution, the contributor is required to notify the candidate, candidate's agent, or the administrator or treasurer of the committee, and obtain either oral or written consent to the contribution. Wis. STAT. § 11.1109. In-kind contributions are subject to the same itemization thresholds and the same contribution limits as monetary contributions. Wis. STAT. § 11.0101(8). Monetary contributions and in-kind contributions from a single contributor are added together for the purposes of determining compliance with contribution limits and the year-to-date amount for a specific contributor. Wis. STAT. §§ 11.0101(8), 11.1103. If the contributor does not know the actual value of the contribution, a good faith and reasonable estimate of the fair market value should be provided to the candidate committee before the closing date of the next campaign finance report in which the contribution is required to be listed. Wis. STAT. § 11.1105, Wis. ADMIN. CODE ETH 1.20(5).

For example, if a campaign worker purchases stamps that are used for a mailing and is not reimbursed for the cost of the stamps, the value of the stamps is an in-kind contribution to the candidate committee from that campaign worker. When an individual is paid to work on behalf of a candidate by a person other than the candidate committee, the payment for those services is an in-kind contribution to the candidate committee. If a person offers to provide food and beverages for a fundraiser at less than the ordinary market price, the difference between the ordinary market price and the cost to the candidate committee is an in-kind contribution from the person. If another person pays for a newspaper, radio, or TV ad, and coordinates with the candidate committee about the content, timing, or other details of that ad, that ad would be an in-kind contribution.

Reporting In-Kind Contributions

An in-kind contribution received by the campaign committee is reported by the committee as **both a receipt and expenditure.** Reporting the amount of the in-kind contribution as a contribution allows the campaign to disclose the receipt of the contribution on its campaign finance report along with monetary contributions received and track year-to-date and campaign period totals. To keep the committee's cash

balance accurate, the amount of the in-kind received is also reported as an expenditure. The two entries offset each other so as to not affect the committee's cash balance.

If an estimate of the value of an in-kind contribution is the only value available at the time the candidate is required to file a report, the committee must report the estimated value of the contribution. WIS. ADMIN. CODE ETH 1.20(7). When the actual value of the estimated in-kind contribution is known, the actual amount is reported as an amendment to the original campaign finance report. *Id.*

Reporting of Joint Advertisements

When committees engage in joint advertising with other committees, there is an exchange of in-kind contributions between the committees. The committees are receiving something of value from the other committee: they are receiving the full value of the ad, but they are only paying for a portion of it. Each committee will report giving in-kind contributions in the amount that they paid and receiving in-kind contributions in the amount paid for by the other committee.

For example, Committee A and Committee B split the cost of a \$500 ad, paying \$250 each to the vendor. Each committee will report a \$250 disbursement to the vendor covering their half of the ad. Each committee must also report an in-kind contribution received from the other committee and an outgoing in-kind disbursement to the other committee. Committee A will report making an in-kind disbursement of \$250 to Committee B and receiving a \$250 in-kind contribution from Committee B. Committee B will report likewise.

These in-kind contributions count towards the contribution limits. For instance, if the contribution limit for Committee A is \$500, Committee B has now contributed \$250 to Committee A, assuming this is their first contribution. Committee B can contribute a maximum of \$250 more to Committee A for the applicable period. See the CONTRIBUTION LIMITS section in this guide for more information.

The in-kind contributions likewise count towards determining whether a committee has reached the threshold to remain on exempt status. In this example, each committee has reported \$500 of disbursements and \$250 of contributions, for a total of \$750 of aggregate activity. Joint advertising can cause a committee to rapidly reach the contribution limit and the exemption threshold, so be careful when considering such activity.

Contributions and Other Income from Businesses

Businesses may make contributions under some circumstances, but the restrictions vary by the type of business. A candidate should never list the name of a business as the contributor unless it is reported as "other income."

1. Corporations **may not contribute** to local or state candidates in the State of Wisconsin. WIS. STAT. § 11.1112.
2. Sole proprietorships may contribute. The contribution must be reported under the name of the individual owner. This contribution counts toward the contribution limits from that individual to the candidate. WIS. STAT. § 11.1113(1).
3. Partnerships may contribute. The contribution must be reported under the names of the individual partners. The partnership may agree beforehand on how to allocate a portion of the contribution to each partner. If the partnership does not inform the candidate how the contribution should be allocated

between the partners, then the contribution should be divided up according to each partner's share of the partnership's profits. WIS. STAT. § 11.1113(2).

4. LLCs taxed as a sole proprietorship or partnership may contribute. The contribution must be reported under the name(s) of the individual owner(s). If there is more than one owner, contributions should be allocated as described in the partnership section above. WIS. STAT. § 11.1113(3). However, a candidate committee may not accept a contribution from an LLC taxed as a corporation.

Occasionally, a candidate committee may receive other income, like interest on a savings or checking account, or a refund of a security deposit, from a business. This other income is not a contribution and may be accepted from any type of business. WIS. STAT. § 11.0101(8)(b). The income should be reported as "Other Income" in campaign finance reports. WIS. STAT. § 11.0204(1)(a)10.

Contributions Transferred through Conduits

A conduit is any individual, committee or group that receives contributions from individuals, deposits those contributions in a financial institution, and then transfers the contributions to a candidate or political committee selected by the original contributor. WIS. STAT. § 11.0101(7). The conduit may not exercise any discretion over the amount or ultimate recipient of the contributions. WIS. STAT. § 11.0701(3). A conduit is required to register with the Ethics Commission. WIS. STAT. § 11.0702.

Reporting Conduit Contributions

Conduits are required to provide a transmittal letter with contribution checks sent to a receiving committee. The transmittal letter must identify the organization as a conduit, and list the individual contributors, the amount of each individual's contribution, and the date the individual authorized the contribution. WIS. STAT. § 11.0704(1). Contributions transferred through conduits are reported as contributions received from the individuals listed in the transmittal letter. WIS. STAT. § 11.1106(2). These contributions are reported under the individual's name. WIS. STAT. § 11.1106(1). They are subject to itemization on the same basis as other individual contributions. WIS. STAT. § 11.0204(1)(a).

Returned Contributions

A committee may return a contribution at any time before or after it has been deposited. WIS. STAT. § 11.1110(1), WIS. ADMIN. CODE ETH 1.26. Any contribution a committee returns to the donor after depositing it in the campaign account must be reported as a returned contribution to the contributor. A committee that accepts an unlawful contribution, reports that contribution, and returns that contribution within 15 days of the filing date for that report does not violate the contribution or source limits. WIS. STAT. § 11.1110(2)(b). For example, a candidate receives a contribution from an individual on October 1, 2023. The candidate committee properly reports the contribution on the January 2024 Continuing Report, which was due and was filed on January 15, 2024. While preparing the January 2024 Continuing Report, the candidate realizes that the individual had already contributed the maximum amount for that contribution limit period. So, the candidate committee returns the contribution to the contributor on January 20, 2024. In this instance, the committee would not be in violation for exceeding the contribution limits. However, if the committee did not return the contribution until February 1, 2024, the subsequent return of the illegal contribution would not constitute a defense to the violation. WIS. STAT. § 11.1110(2)(a).

Prohibited Contributions

Certain contributions are prohibited by Wisconsin law. A candidate committee may not accept the following types of contributions:

1. Anonymous contributions of more than \$10 (WIS. STAT. § 11.1108);
2. Contributions in cash of more than \$100 (WIS. STAT. § 11.1107);
3. Contributions given in the name of someone other than the contributor (WIS. STAT. § 11.1204(1));
4. Contributions from corporations, associations organized under ch. 185 or 193, labor organizations, or federally recognized American Indian Tribes (WIS. STAT. § 11.1112);
5. Contributions in excess of the aggregate limits set by law (WIS. STAT. §§ 11.1101, 11.1204(3)); or
6. Contributions from foreign nationals. WIS. STAT. § 11.1208(4).

Licensed lobbyists can make personal contributions to candidates for local office and their candidate committees, provided that the local candidate is **not** currently holding or a candidate for a partisan state elective office. WIS. STAT. § 13.625(1m). Lobbyists are prohibited from making campaign contributions to state candidates for partisan state office except between the first day authorized to circulate nominations papers and the day of a special or general election. Additionally, if the legislature is in session during that period, lobbyists may not make contributions to legislators or candidates or legislative office. *Id.* For further information on lobbyist contributions, visit the Campaign Finance Prohibited Contributions page on the Ethics Commission's website (<https://ethics.wi.gov>) or contact the Ethics Commission.

A candidate committee should monitor contributions carefully. If the candidate committee is aware that a contribution was received from a potentially prohibited source, the committee should confirm that the contribution is lawful. WIS. STAT. § 11.1204(3). It is recommended that a committee not accept any contributions if the committee cannot determine whether the contribution is lawful.

Disbursements

"Disbursement" means any of the following:

1. An expenditure by a committee from the committee's depository account;
2. The transfer of tangible personal property or services by a committee;
3. A transfer of funds between committees; or
4. The purchase of a ticket for a fundraising event for a committee regardless of whether the ticket is used to attend the event.

WIS. STAT. § 11.0101(10)(a).

"Disbursement" does not include any of the following:

1. A communication made exclusively between an organization and its members. In this subdivision, a member of an organization means a shareholder, employee, or officer of the organization, or an individual who has affirmatively manifested an interest in joining, supporting or aiding the organization;
2. A communication or Internet activity by an individual acting in his or her own behalf, or acting on behalf of another person if the individual is not compensated specifically for those services, including the cost or value of computers, software, Internet domain names, Internet service

- providers, and any other technology that is used to provide access to or use of the Internet, but not including professional video production services purchased by the individual;
3. Any news story, commentary, or editorial by a broadcasting station, cable television operator, producer, or programmer, Internet site, or newspaper or other periodical publication, including an Internet or other electronic publication unless a committee owns the medium in which the news story, commentary, or editorial appears; or
 4. A nominal fee paid for a communication to the general public.

WIS. STAT. § 11.0101(10)(b).

Required Information for Disbursements

1. The date, full name, and street address of each committee to which the candidate committee has made a contribution, together with the amount of the contribution. WIS. STAT. § 11.0204(1)(a)2.
2. An itemized statement of every disbursement exceeding \$20 in amount or value, together with the name and address of the person to whom the disbursement was made, and the date and specific purpose for which the disbursement was made. WIS. STAT. § 11.0204(1)(a)8.
3. A statement of totals during the reporting period of disbursements made. WIS. STAT. § 11.0204(1)(a)10.

Obligations and Loans

Candidate committees are required to make full reports of all obligations received, made, and incurred by the committee. The committee needs to include in each report information covering the period since the last date covered on the previous report. WIS. STAT. § 11.0204(1)(a). A loan received by a committee from any person or committee, other than a loan of money by a commercial lending institution in the ordinary course of business, is considered a contribution while outstanding and counts towards the contribution limit of the creditor. After repayment, the loan is no longer counted towards the limit. WIS. STAT. § 11.0101(8)(a)1., WIS. ADMIN. CODE ETH 1.25.

“Obligation” means any express agreement to make a disbursement, including the following:

1. A loan or loan guarantee;
2. A promise to purchase, rent, or lease tangible personal property; or
3. A promise to pay for a service that has been or will be performed.

WIS. STAT. § 11.0101(23).

Required Information for Obligations

1. An itemized statement of every obligation exceeding \$20 in amount or value, together with the name of the person or business with whom the obligation was incurred, and the date and the specific purpose for which each such obligation was incurred must be reported in campaign finance reports. WIS. STAT. § 11.0204(1)(a)9.
2. A statement of the balance of obligations incurred as of the end of the reporting period. WIS. STAT. § 11.0204(1)(a)11.

Required Information for Loans

Each loan of money made to the candidate committee must be reported with all of the following:

1. The full name and mailing address of the lender;
2. A statement of whether the lender is a commercial lending institution;
3. The date and amount of the loan;
4. The full name and mailing address of each guarantor, if any;
5. The original amount guaranteed by each guarantor; and
6. The balance of the amount guaranteed by each guarantor at the end of the reporting period.

WIS. STAT. § 11.0204(1)(a)7.

Cash Balances

Candidate committees are required to provide a statement of the cash on hand at the beginning and end of each reporting period. WIS. STAT. § 11.0204(1)(a)6. The beginning cash balance should match the ending cash balance of the prior report. The ending cash balance should equal the beginning cash balance plus all receipts and minus all expenditures.

CAMPAIGN FINANCE REPORTS

All registrants that are not exempt from filing must file campaign finance reports. WIS. STAT. § 11.0103(1).

The information listed on the campaign finance report discloses the financial activity of the candidate committee. The law requires disclosure of income, disbursements, and incurred obligations. WIS. STAT. § 11.0204(1)(a). For all contributors, the report must disclose the individual's name and address. WIS. STAT. § 11.0204(1)(a)1. If the individual's year-to-date total exceeds \$200, the report must also provide the individual's occupation. WIS. STAT. § 11.0204(1)(a)3. Treasurers and candidates are required to make a "good faith effort" to obtain all information required on the reports. WIS. STAT. § 11.0103(1)(a).

Types of Reports

Candidates on the ballot must file a pre-primary and a pre-election report which is due eight days before the primary or general election. WIS. STAT. §§ 11.0204(3)(a), (5)(a). Candidates for local nonpartisan office do not have to file pre-primary reports if they do not appear on a primary ballot. WIS. STAT. § 11.0204(2)(a). Candidates that lose in the primary or general election must continue to file reports until they are eligible for, and request, termination of their committee. WIS. STAT. § 11.0207. Candidates must also file continuing reports in January and July of each year until they terminate their candidate committee, even if not on the ballot. WIS. STAT. §§ 11.0204(3)(b), (5)(b), (c).

With some restrictions, candidate committees that will not spend or receive more than \$2,500 in a calendar year may amend their registration and claim "exempt" status, which means they do not have to file campaign finance reports. WIS. STAT. § 11.0104. See the EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS section in this guide for more information.

All candidates wishing to terminate are required to file a termination report. WIS. STAT. § 11.0105(1)(a). If a candidate claims exemption and wishes to terminate after the election, they must file a report showing all contributions and all disbursements for the calendar year. *See Id.*

Reporting Periods and Elections

Spring Primary: A candidate at the spring primary must file: (1) a pre-primary report; (2) a pre-election report; and (3) annually in each year of an election cycle, a report on January 15 and July 15. WIS. STAT. § 11.0204(2).

Spring Election: A candidate at the spring election must file: (1) a pre-election report; and (2) annually in each year of an election cycle, a report on January 15 and July 15. WIS. STAT. § 11.0204(3).

Partisan Primary: A candidate at a partisan primary must file: (1) a pre-primary report; (2) a pre-election report; (3) in an odd-numbered year, a report on January 15 and July 15; and (4) in an even-numbered year, a report on January 15, July 15, and September 30. WIS. STAT. § 11.0204(4).

General Election: A candidate at a general election must file: (1) a pre-election report; (2) in an odd-numbered year, a report on January 15 and July 15; and (3) in an even numbered year, a report on January 15, July 15, and September 30. WIS. STAT. § 11.0204(5).

Special Election: A candidate at a special election must file: (1) a pre-primary report if a primary is held; (2) a pre-election report; (3) a report on January 15 and July 15; and (4) unless a continuing report is required within 45 days after the special election, a post-election report.

Reporting deadlines can be found on the Ethics Commission's website at:
<https://ethics.wi.gov/Pages/CampaignFinance/ReportPeriods.aspx>.

How to Complete Campaign Finance Reports

The Ethics Commission requires local candidate committees to file all necessary reports with the appropriate filing officer with the Local Campaign Finance Report (<https://ethics.wi.gov/Resources/CF-2L>) or the Electronic Local Campaign Finance Report (<https://ethics.wi.gov/Resources/CF-2LE>), if the filing officer accepts reports in an electronic format. WIS. STAT. §§ [11.0204\(1\)\(a\)](#), [11.1304\(1\)](#).

When completing the reports, each schedule shall begin with the first contribution received, disbursement made, or obligation incurred. WIS. STAT. § [11.0204\(1\)\(b\)](#). All contributions received by the committee must be reported in Schedule 1 (Receipts) of the campaign finance report. Contributions and loans from individuals are listed in Schedule 1-A (Contributions Including Loans from Individuals). Contributions from other committees, such as political action committees, political party committees, and other candidate committees, are reported in Schedule 1-B (Contributions from Committees). All other income, such as loans from financial institutions, contributions returned from other registrants, refunds, returns of deposits or interest on investments are reported in Schedule 1-C (Other Income and Commercial Loans). The date which must be provided for all contributions is the date the committee **received** the contribution, that is, the date it acquired possession and control of the contribution, **not** the date of deposit or date on the check (unless all dates are the same). WIS. STAT. § [11.0103\(2\)\(a\)1](#).

All money spent by the committee is reported in Schedule 2 (Disbursements) of the campaign finance report. General operating expenditures are listed in Schedule 2-A (Gross Expenditures). Contributions to other political committees are listed in Schedule 2-B (Contributions to Committees).

Additional information required to be disclosed is reported in Schedule 3 (Additional Disclosure) of the campaign finance report. All obligations of the committee such as unpaid debts are listed in Schedule 3-A (Incurred Obligations Excluding Loans). Loans and the individuals who guarantee loans for the committee are listed in Schedule 3-B (Loans).

A Termination Request (CF-13) is used for requests to terminate a committee. This form should be filed along with the candidate's final report. See the [TERMINATION OF CAMPAIGN FINANCE REGISTRATION](#) section in this guide for more information.

No-Activity Report ("Postcard Report")

If a candidate committee receives no contributions, makes no disbursements and incurs no obligations during a reporting period, the committee may file a "No-Activity Report," or "Postcard Report," (https://ethics.wi.gov/Resources/CF-2NA_Statement_of_No_Activity.pdf). This form should be used **only** when there has been no financial activity and the cash balance remains unchanged during the reporting period. WIS. STAT. § [11.0103\(3\)\(d\)](#).

ATTRIBUTION STATEMENTS (DISCLAIMERS)

Attribution statements, commonly referred to as disclaimers, are statements required to be placed on any communication containing express advocacy in order to identify the person(s) who paid for and/or authorized the communication. WIS. STAT. § 11.1303(2).

Express advocacy refers to a communication that references a clearly identified candidate and unambiguously relates to the election or defeat of that candidate. Examples include "Vote for John Doe," "Reelect your Incumbent Mayor," or "Doe for City Council." WIS. STAT. § 11.0101(11).

No disbursement by a candidate committee may be made anonymously and no contribution or disbursement may be made in a fictitious name or by one person or organization in the name of another. WIS. STAT. § 11.1303(1).

Every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement, or other communication containing express advocacy which is paid for by any contribution or disbursement shall clearly identify its source. WIS. STAT. § 11.1303(2)(a).

Every communication containing express advocacy the cost of which is paid for or reimbursed by a committee, or for which a committee assumes responsibility, whether by accepting a contribution or making a disbursement, shall identify its source by the words "Paid for by" followed by the name of the committee making the payment or reimbursement or assuming responsibility for the communication and may include the name of the treasurer or other authorized agent of the committee. WIS. STAT. § 11.1303(2)(b).

Attribution statements are not required on communications containing express advocacy printed on small items on which the information required cannot be conveniently printed, including text messages, social media communications, and certain small advertisements on mobile phones. WIS. STAT. § 11.1303(2)(f). Attribution statements are also not required on business cards, buttons, pencils, pens, pins, skywriting, tickets, or small online ads and similar electronic communications where the language required could not conveniently be included, and that either link directly to a website that includes the required attribution, or provide an automatic display that includes the attribution. WIS. ADMIN. CODE ETH 1.96(5).

Formats for Disclaimers

When a communication is paid for by a candidate committee, the disclaimer must include the words "Paid for by," followed by the name of the committee:

"Paid for by Friends of Mary Smith."

The disclaimer may also include the name of the treasurer or other authorized agent:

"Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer."

When a communication is paid for by another in coordination with a candidate committee, both the person making the payment and the committee accepting the in-kind contribution should be listed:

"Paid for by Citizens for Government, Authorized by Mary Smith for Governor."

Attribution statements must be readable, legible, and readily accessible. WIS. STAT. § 11.1303(2)(g). That is, each individual letter or character must be clearly printed so that it can be easily understood, it can be read easily, and it can be seen without much difficulty. WIS. ADMIN. CODE ETH § 1.96(1). A disclaimer is evident to be readable, legible, and readily accessible if it meets all of the following requirements:

1. It appears in a sans-serif font.
2. The font is sufficiently large. On a written communication no larger than 8.5 inches by 11 inches, it is printed in at least 10-point font. On a written communication larger than 8.5 inches by 11 inches but smaller than 24 inches by 36 inches, it is printed in at least 12-point font. On a larger written communication, the letters are at least four percent of the vertical height of the written communication.
3. It appears in black text on a white background, or the contrast between the background color and the text color is at least as great as between the background color and text color of the largest text in the communication.
4. It remains visible for a period of at least four seconds.

WIS. ADMIN. CODE ETH 1.96(3).

All attribution statements shall be presented in a clear and conspicuous manner that gives the recipient of the communication adequate notice of the identity of the person making the payment or reimbursement or assuming responsibility for the communication. WIS. ADMIN CODE ETH 1.96(2).

TERMINATION OF CAMPAIGN FINANCE REGISTRATION

A candidate committee may terminate its registration if it meets the following requirements WIS. STAT. § 11.0105:

1. Determines that all financial activity will stop, and that she or he will no longer receive contributions, make disbursements, or incur obligations;
2. Files a termination campaign finance report showing that all incurred obligations have been paid or satisfied, and that the cash balance has been reduced to zero; and
3. Completes a request for termination using the Termination Request Form, CF-13.

A candidate may not terminate his or her registration before a primary or election in which he or she is a candidate. If a candidate loses a primary, he or she may terminate before the election. WIS. STAT. § 11.0105(1)(b). Within 10 days after losing an election, the candidate or other authorized person should either: 1) Amend the registration statement to update the office sought or election date if the candidate would like to run for office at a future election; or 2) terminate the candidate committee.

Incumbent office holders are candidates. Because candidates are required to file a campaign finance registration statement, an incumbent officer holder cannot terminate his or her campaign finance registration prior to leaving office. WIS. STAT. §§ 11.0101(1)(c), 11.0202(1)(a). Incumbents with limited financial activity may file for “exempt” status, which means they would not have to file campaign finance reports during that time. See the “EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS” section in this guide for more information.

Disposal of Residual Funds

Residual funds may be used for any purpose that is not for an individual’s strictly personal use and is not prohibited by law, including:

1. Repay any outstanding loans. If loans are not repaid, they must be forgiven before the committee can request termination;
2. Returning money to contributors in amounts that are not more than the contributor’s original contribution (note: the candidate or treasurer may choose which contributors to refund. The committee is not required to pro-rate and return a portion to all contributors);
3. Donating money to any tax-exempt charitable organization or the Common School Fund;
4. Transferring money to another registrant within the permitted contribution limit; or
5. Using any combination of the above.

WIS. STAT. §§ 11.0105, 11.1208(2)(a).

Prior to making these disbursements of residual funds, make sure the committee does not have any pending settlement offers.

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.
Andrea Frank

Candidate's residential address (required) No P.O. box addresses
 Street, fire, or rural route number; box number (if rural route); and name of street or road
824 Kentucky Street

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)
 State (required) Zip code
WI 54235

Title of office (required)
City of Sturgeon Bay Mayor

Candidate's municipality for voting purposes (required)
 Town Village City **Sturgeon Bay** (name of municipality)

Election date (required) Do not use primary date.
 Mo/Day/Year **04/01/2025**

Name of jurisdiction or district in which candidate seeks office (required)
City of Sturgeon Bay

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

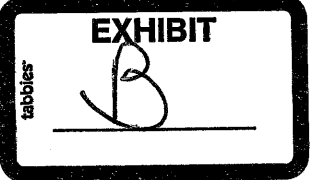
Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
<i>Jordyn Welch</i>	Jordyn Welch	814 Kentucky Street	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/2024
<i>Lauren Huston</i>	Lauren Huston	111 S 7th Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/2024
<i>Matthew Huston</i>	Matthew Huston	111 S 7th Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/2024
<i>Kristayn Antebi</i>	Kristayn Antebi	457 N 5th Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/2024
<i>Nicole Howard</i>	Nicole Howard	815 S. Ithaca Pl.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City Sturgeon Bay	12/20/2024
<i>Megan Lundahl</i>	Megan Lundahl	321 S. Fulton Ave.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/2024
<i>Aime Leistik</i>	Aime Leistik	1113 Cove Rd.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/24
<i>Cheyenne Umanson</i>	Cheyenne Umanson	499 N 4th Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/24
<i>Jean Lappen</i>	Jean Lappen	1448 Utah Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/24
<i>Paula Hanson</i>	Paula Hanson	430 N 11th Circle	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/20/24
<i>Andrea Frank</i>	Andrea Frank		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	

CERTIFICATION OF CIRCULATOR
 certify: I reside at 824 Kentucky St Sturgeon Bay
(Circulator's residential address - include number, street, and municipality.)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

Andrea Frank
 (Signature of circulator)

12/20/2024
 (Date)



NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used. Andrea Frank		Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road 824 Kentucky Street		Candidate's municipality for voting purposes (required) <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay <small>(name of municipality)</small>	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)		Type of election (required) <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Special		Election date (required) Do not use primary date. Mo/Day/Year 04/01/2025	
Title of office (required) City of Sturgeon Bay Mayor		State (required) WI		Zip code 54235	
Branch, district or seat number (required if applicable) <input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat		Name of jurisdiction or district in which candidate seeks office (required) City of Sturgeon Bay			

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes. <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	Date Signing Mo/Day/Year
	Myles Parenteau	236 N Hudson Ave Sturgeon Bay	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	Cinnamon Rossman	706 Georgia St	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	Samantha Koyen	1101 Texas St	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	Theresa Stasiuk	466 S Tolson Ave	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	Paige Wittek	218 W Pine St	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	Jesse Koyen	1101 Texas St	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	Emily A. Wood	6834 Edgewood Ct	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	Wattana J. Charin	144 N. 16th Pl	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	Sandra A. Andrie	743 Kentucky	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24
	JAMES ANDRE	743 Kentucky	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay	12/17/24

CERTIFICATION OF CIRCULATOR
 I, Andrea Frank (Name of circulator) certify: I reside at 804 Kentucky St Sturgeon Bay (Circulator's residential address - include number, street, and municipality).

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

12/19/24 (Date) Andrea Frank (Signature of circulator)

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used. <u>Andrea Frank</u>	Candidate's residential address (required) No P.O. box addresses Street, fire, or rural route number; box number (if rural route); and name of street or road <u>804 Kentucky St.</u>	Candidate's municipality for voting purposes (required) <input type="checkbox"/> Town <u>Sturgeon Bay</u> <input type="checkbox"/> Village <input checked="" type="checkbox"/> City
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) State (required) <u>WI</u> Zip code <u>54235</u>	Type of election (required) <input checked="" type="checkbox"/> Spring <input type="checkbox"/> special	Election date (required) Do not use primary date. Mo/Day/Year <u>04/01/2025</u>
Title of office (required) <u>City of Sturgeon Bay Mayor</u>	Name of jurisdiction or district in which candidate seeks office (required) <u>City of Sturgeon Bay</u>	

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
<u>[Signature]</u>	<u>Cathy Greier</u>	<u>193 S. 3rd Ave</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/15/24</u>
<u>[Signature]</u>	<u>Renee Beth Demast</u>	<u>760 Quakerbrook Lane</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/15/24</u>
<u>[Signature]</u>	<u>Frite Dambler</u>	<u>828 Superior St.</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/13/24</u>
<u>[Signature]</u>	<u>Mari Anderson</u>	<u>431 Superior St</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/15/24</u>
<u>[Signature]</u>	<u>Diane Brauer</u>	<u>431 N. 1st Place</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/15/24</u>
<u>[Signature]</u>	<u>Todd Brauer</u>	<u>431 N. 1th Pl</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12-15-24</u>
<u>[Signature]</u>	<u>Robert Dickman</u>	<u>1115 Cove Rd.</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/15/24</u>
<u>[Signature]</u>	<u>Teresa Smith</u>	<u>740 Overterdeck Ln #E</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/15/24</u>
<u>[Signature]</u>	<u>Jason Anderson</u>	<u>422 N 4th Ave</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/17/24</u>
<u>[Signature]</u>	<u>Abbey Hanning</u>	<u>422 N 4TH AVE</u>	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>Sturgeon Bay</u>	<u>12/17/24</u>

CERTIFICATION OF CIRCULATOR
 I, Andrea Frank (Name of circulator) certify: I reside at 804 Kentucky St Sturgeon Bay (Circulator's residential address - include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

12/17/24 (Date)
[Signature] (Signature of circulator)

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (no titles may be used): Andrea Frank Candidate's residential address (No P.O. box addresses): 824 Kentucky St Candidate's municipality for voting purposes (required if different than residential address or voting municipality): Sturgeon Bay (name of municipality)

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality): WI 54235 State (required): WI Election date (required) Do not use primary date: 04/01/2025

Title of office (required): City of Sturgeon Bay mayor Name of jurisdiction or district in which candidate seeks office (required): City of Sturgeon Bay

Branch, district or seat number (required if applicable): Branch District Seat

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo./Day/Year
<u>Debra Langer</u>	Debra Langer	1031 N. 10th Ave	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City <u>Sturgeon Bay</u>	12/19/24
<u>Mark Schuster</u>	Mark Schuster	1247 N. 8th Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <u>Sturgeon Bay</u>	12/19/24
<u>Sean Grorich</u>	Sean Grorich	49 N. Madison Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <u>Sturgeon Bay</u>	12.19.24
<u>Robert Worobec</u>	Robert Worobec	375 N Hudson Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <u>Sturgeon Bay</u>	12.19.24
<u>CAEB Niska</u>	CAEB Niska	57 N 3AVE	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City <u>STURGEON BAY</u>	12/19/24
<u>Jame Soukup</u>	Jame Soukup	219 N. 4th Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <u>Sturgeon Bay</u>	12/19/24
<u>Robin VanBuren</u>	ROBIN VANBUREN	3770 Bay Street Sturgeon Bay	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <u>Sturgeon Bay</u>	12/19/24 ✓
<u>Camala Sunhlaugsson</u>	Camala Sunhlaugsson	223 N. 18th St	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <u>Sturgeon Bay</u>	12/17/24
<u>Samantha P. Clark</u>	Samantha P. Clark	9305 Oxford Dr #6	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <u>A Bay</u>	12/19/24
<u>Tery Summers</u>	Tery Summers	72E Beagras St	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <u>Sturgeon Bay</u>	12/19/24

Andrea Frank (Name of circulator)
 CERTIFICATION OF CIRCULATOR
 I certify: I reside at 824 Kentucky St, Sturgeon Bay (Circulator's residential address - include number, street, and municipality)

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

12/19/24 (Date)
Andrea Frank (Signature of circulator)

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used.
Andrea Frank

Candidate's residential address (required) No P.O. box addresses
 Street, fire, or rural route number; box number (if rural route); and name of street or road
824 Kentucky St

Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality)
 State (required) Zip code
WI 54235

Candidate's municipality for voting purposes (required)
 Town **Sturgeon Bay**
 Village
 City

Election date (required) Do not use primary date.
 Mo/Day/Year
04/01/2025

Title of office (required)
City of Sturgeon Bay Mayor

Branch, district or seat number (required if applicable)
 Branch
 District
 Seat

Name of jurisdiction or district in which candidate seeks office (required)
City of Sturgeon Bay

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for him or her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address (No P.O. Box Addresses) Street and Number or Rural Route (Rural address must also include box or fire no.)	Municipality of Residence Check the type and write the name of your municipality for voting purposes.	Date of Signing Mo/Day/Year
	Lynn Grebus	4387 Blidden Dr	<input checked="" type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City Sevastopol	12/14/24
	Bruce Newbern	213 N. Nelson Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City Sturgeon Bay	12/14/24
	CHERYL FONFARA	430 N 11TH PL	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City Sturgeon Bay	12/14/24
	DAVID J. HAFFNER	735 Georgia Street	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City Sturgeon Bay	12/15/24
	Laine E Stary	750 ERIE, # 3	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City Sturgeon Bay	12/15/24
	GORDON WRIGHT	216 21st St Ave	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City Sturgeon Bay	12/16/24
	Carol Wright	825 KENTUCKY ST.	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City STURGEON BAY	12/16/24
	Pauline Devault	835 Kentucky St	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City Sturgeon Bay	12/16/2024
	ASHLEY SOHRLE	157 N. 15th Drive	<input type="checkbox"/> Town <input type="checkbox"/> Village <input checked="" type="checkbox"/> City Sturgeon Bay	12/16/2024

CERTIFICATION OF CIRCULATOR
 I, Andrea Frank (Name of circulator)
 certify: I reside at 824 Kentucky St, Sturgeon Bay (Circulator's residential address - include number, street, and municipality).

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

12/17/24 (Date)
 (Signature of circulator)

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (required); no titles may be used. Andrea Frank		Candidate's residential address (required) <i>No P.O. box addresses</i> Street, fire, or rural route number; box number (if rural route); and name of street or road 824 Kentucky Street		Candidate's municipality for voting purposes (required) <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City Sturgeon Bay (name of municipality)	
Candidate's mailing address, including municipality for mailing purposes (required if different than residential address or voting municipality) 824 Kentucky St		Types of election (required) <input checked="" type="checkbox"/> spring <input type="checkbox"/> special		Election date (required) <i>Do not use primary date.</i> Mo/Day/Year 04/01/2025	
Title of office (required) City of Sturgeon Bay Mayor		State (required) WI		Name of jurisdiction or district in which candidate seeks office (required) City of Sturgeon Bay	
Branch, district or seat number (required if applicable)		Zip code 54235			
<input type="checkbox"/> Branch <input type="checkbox"/> District <input type="checkbox"/> Seat					

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<i>Peter Messinger</i>	<i>Peter Messinger</i>	<i>2072 SOUTHLAKE MICHIGAN DR</i>	<input type="checkbox"/> Town <input checked="" type="checkbox"/> Village <input type="checkbox"/> City STURGEON BAY	<i>04/01/2025</i>
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	
			<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City	

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12/20/24 (Date) Andrea Frank (Signature of circulator)