



HOW TO RUN FOR A SCHOOL BOARD TRUSTEE POSITION

To become an official candidate on the ballot, you must be a registered voter in your district, meet the qualifications of the office and formally declare your candidacy with our office by completing the forms below. For more information, visit the

[Secretary of State's frequently asked questions page.](#)

A candidate must (I.C. 34-1404):

1. Verify your eligibility for the position you are seeking.
2. Follow the directions for each form very carefully.
3. Download or pickup the **Declaration of Candidacy** and **Petition of Candidacy** forms from the County Election Office or District Administration Office.
4. Collect the appropriate number of signatures (minimum of five (5)) of qualified electors for the office you seek.
5. File the **Declaration of Candidacy**, AND
6. File the **Petition of Candidacy**, containing the required five (5) signatures of qualified electors verified with the County Clerk's Office prior to submission
7. Bring the notarized (notarization is candidate's responsibility) **Petition of Candidacy** to the District Election Office with the necessary signatures for verification. Election staff will verify signatures.
8. Take the notarized **Petition of Candidacy** with the **Certification of Candidate** (provided by the District Election Office) and the completed & notarized **Declaration of Candidacy** to the County Election Office for verification of signatures.
9. Take the notarized **Petition of Candidacy** with the **Certification of Candidate** and the completed & notarized **Declaration of Candidacy** to the District Election Clerk.
10. The District Election Clerk will email or drop off all candidate filings to the county Election Clerk's Office.