Let’s Run for
Local School Council
CHICAGO 2018

A candidate’s guide and manual
“How to Run for Local School Council in Chicago”

2018 Edition | Release 1

By former local school council member and organizer
Author of the Thew Neighborhood Block Club Manual
Dan Kleinman
This belongs to:

__________________

Candidate
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“How to Run for LSC”

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Section 1
Introduction to Local School Council

Before deciding to run for Local School Council, become familiar with the rules and expectations Local School Councils and council members must follow.

This section of the guide explores the foundational principles of Local School Councils that a candidate must understand to run, but is not an exhaustive list of specific statutes, regulations, or policies.
What is a Local School Council?

A Local School Council (LSC) is the governing body of a public school in the City of Chicago. LSCs exercise oversight on a school’s budget, funds and resources, the annual School Improvement Plan, and the evaluation of the school’s principal. By Illinois state law, every CPS school has a LSC, with very few exceptions.

A LSC consists of the school’s principal, six parents of students who attend the school, two community members who reside within the attendance area of the school, two teachers, one non-teacher staff member, and, in the case of high schools, one student.
Who serves on a Local School Council?

LSCs provide school stakeholders with a mechanism for participation and oversight. The stakeholders represented through LSCs are Parents, Faculty, Staff, Community members, Administration, and in the case of high schools, Students.

These stakeholders are elected through an election specific to their constituency. For example, only parents may vote for parent representatives and only teachers and staff may vote for teacher and staff representatives. Similarly, any neighbor who resides within the attendance area or voting district of the school can vote for a community representative. Students vote for the student.
Who can run for Local School Council?

LSC eligibility is largely fulfilled by identifying as a type of stakeholder, such as a parent or a neighbor.

6 Parent Representatives are a parent or legal guardian of a student currently enrolled in that school.

2 Community Representatives reside in the attendance area or voting district of that school and do not qualify as a Parent Representative and are 18 years of age or older.

2 Teacher Representatives are employed full-time as teachers. A majority of their employment duties are performed at the school.

1 Non-Teacher Representative is employed full-time as staff other than teachers. A majority of their employment duties are performed at the school.

(1 Student Representative is a full time high school student at the high school.)
Section 1 Example:

Dan’s Campaign

“

I am a neighbor in the attendance area of Nicholas Senn High School and am running to serve as one of your two Community Representatives.”
Section 2
Why Run For LSC

Before you decide to run for LSC, be familiar with your own reasons for wanting to serve. Understanding why you want to serve will not only make you a better candidate, but a better Local School Council member, too.

Learning your motivations is a personal process with no one right answer. This section explores some important questions and techniques to determine your own candidacy for a LSC.
Reasons for Running for LSC?

Candidates for Local School Council may run for **reactive reasons**. They seek their office because they would like to change an action, policy, or practice that their LSC has done or continues to do.

Candidates for LSC may run for **proactive reasons**. They seek their office because they see a potential action, policy, or practice that their LSC could adopt.

Candidates may run for office for any **combination** of reasons.
Worksheet: Questions about Running:

☐ I agree with these previous or current actions of the Local School Council:
  ____________________________________________________________
  ____________________________________________________________.

☐ I disagree with these previous or current actions of the Local School Council:
  ____________________________________________________________
  ____________________________________________________________.

☐ Some voters of my LSC’s constituency are satisfied with the LSC because:
  ____________________________________________________________.

☐ Some voters of my LSC’s constituency are dissatisfied with the LSC because:
  ____________________________________________________________.

☐ My three main goals if serving on the LSC would be to:
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________.

☐ I have the time and capacity to commit to serving well.
Now you try: Writing your Reason:

- **What matters to you**
  Use the exercise-questions on the previous page to understand what matters to you and to your voters.

- **Write your reason**
  Hi, my name is _______________ and I am running for our Local School Council because I agree that our LSC has done ________________ and I know together we can accomplish ____________________________________________
  ____________________________________________
  ____________________________________________.

- **Practice your reason**
  Practice saying this reason script in the mirror. Listening and watching yourself can help build comfort and confidence, and can help identify needed changes. Practice in front of a friend or family member who will provide constructive feedback with what you are saying and how you are saying it.

- **The Smile Test**
  Can you state your reason while smiling? Smiling can be a good way to convey a positive message to voters.
Section 2 Example:
Dan’s Campaign

“
I am asking for your support in my effort to join the Local School Council of Nicholas Senn High School because I have the passion to put safety first, value our diversity, and improve our school.”
Section 3

Filing Your Candidacy

Once you have decide to run for LSC, be sure to follow the official election guidelines and candidate rules. It may be easy to be disqualified if an election form is missing or not properly completed.

*This section is currently based on 2016 standards and will be updated and republished as CPS releases new official documentation and instruction for 2018.
How to File your candidacy:

Candidates for Local School Council must file required documentation to appear on the ballot.

These forms and documentation include the Nomination Form, the Criminal and Conviction Disclosure Form, and the Telephone Disclosure Form. Also required are two (2) types of identification. The types of acceptable identification are stated in the provided text of the nomination form. Other requirements may be specified on CPS forms and other official publications.
This form and its accompanying documents must be filed in the school in which the candidate is running by 3:00 p.m., March 4, 2016 or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016. MAIL, EMAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

Candidate Type:
- Parent/Legal Guardian
- Community Resident
- Teacher
- Non-Teacher Staff
- Student

Candidate Name: ____________________________  ____________________________  ____________________________
LAST NAME  FIRST NAME  MIDDLE NAME OR INITIAL

Date of Birth: ______________________

School Name: ____________________________  Network: ____________________________

Candidate Nomination:
- LAST NAME  FIRST NAME  MIDDLE NAME OR INITIAL
- City: ____________________________  State: ______  Zip Code: ______
- Date of Birth: ______________________  E-mail: ____________________________

NOTES: Community member candidates must provide proof of current residency within the school’s attendance area or voting district. Under state law, the names and addresses of Local School Council members are matters of public record.

This section to be completed by candidates for Parent Representative:

Name of one child who attends this school: ____________________________  Grade: ____________________________

INDENTIFICATION SUBMITTED

Indicate which two (2) of the following identification items were presented, photocopied, and attached to this form.
- Driver's License  - Employer ID  - Social Security Card  - Alpha List of Parents, Guardians
- Current Lease  - Student ID  - Current Utility Bill  - Student's Birth Certificate
- IDPA Card  - Credit Card  - Voter Registration Card  - Medicare/Medicaid Card
- Library Card  - Matricula Consular  - Permanent Resident Card  - Other Current ID: ______

List the type of identification and the ID numbers for two (2) of the above if a photocopy machine is not available.

1. ____________________________________  2. ____________________________________

DISCLOSURE OF ECONOMIC INTERESTS

If elected or appointed, candidates MUST submit a complete Statement of Economic Interests within 7 days of taking office.

Are you related to the principal?  ____ Yes  ____ No  If YES, you CANNOT serve on this LSC.

Do you, your spouse, relatives or your company do any business with the Board of Education, the school or the LSC where you are running?  ____ Yes  ____ No  If YES, explain:

STATEMENT OF VERIFICATION AND ACKNOWLEDGEMENT

I verify that the information contained in this Candidate Nomination Form and all related Candidate Forms is true and correct to the best of my knowledge and belief.

I acknowledge that I must complete and submit a Criminal Conviction Disclosure Form (Form 2-16) or be subject to disqualification from election or appointment to an LSC. If elected or appointed, I must clear a fingerprint-based Criminal Background Investigation and must complete sixteen (16) hours of training within six (6) months of taking office. I will be subject to removal from office for noncompliance with the referenced requirements.

Candidate’s Signature: ____________________________  Date: ____________________________

NOMINATION FORM RECEIVED

Received by: (At school): ____________________________  Date: ______  Time: ______

or by Deputy Registrar (if applicable): ____________________________  Date: ______  Time: ______

School Name: ____________________________  Candidate’s Name: ____________________________
School Address: ____________________________  Unit #: ____________________________  Network: ____________________________

Were Two Forms of Identification Provided?  ____ Yes  ____ No

Nomination Forms Complete:  ____ Yes  ____ No

Nomination Forms Incomplete (Check Listing Form Below)

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Number</th>
<th>Received Yes</th>
<th>Received No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Nomination</td>
<td>1-16</td>
<td></td>
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</tr>
<tr>
<td>Criminal Conviction Disclosure</td>
<td>2-16</td>
<td></td>
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<td>Telephone Number Disclosure</td>
<td>3-16</td>
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<td>Candidate Statement</td>
<td>4-16</td>
<td></td>
<td></td>
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<tr>
<td>Teacher/Non-teacher Staff Candidate Information</td>
<td>5-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Candidate Information</td>
<td>6-16</td>
<td></td>
<td></td>
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</tbody>
</table>
### LSC Candidate Criminal Conviction Disclosure Form

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m., March 4, 2016, or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016. Mailed, E-mailed, Faxed or Copied forms will not be accepted. (Please print all information)

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Race:</th>
</tr>
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<tr>
<td>______________</td>
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<table>
<thead>
<tr>
<th>Race Key:</th>
<th>White/Caucasian</th>
<th>African-American</th>
<th>Hispanic/Latino(a)</th>
<th>Asian/Asian-American</th>
<th>Native American/Alaskan</th>
<th>Hawaiian/Pacific Islander</th>
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<tbody>
<tr>
<td>Candidate Type:</td>
<td>Parent/Legal Guardian</td>
<td>Community Resident</td>
<td>Teacher</td>
<td>Non-Teacher Staff</td>
<td>Student</td>
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<tr>
<th>Home Address:</th>
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<table>
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<tr>
<th>Date of Birth:</th>
<th>Month</th>
<th>Date</th>
<th>Year</th>
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<th>Date</th>
<th>Year</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>School:</th>
<th>______________</th>
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</thead>
</table>

### General Instructions

The Illinois School Code requires candidates for a Local School Council to disclose if they have been convicted of any of the offenses listed in SECTION ONE, SECTION TWO or SECTION THREE of this form. Therefore, the failure to complete and file this form shall subject a candidate to automatic disqualification from election or appointment. Candidates need not disclose any convictions as juveniles. Students must disclose convictions if they were tried and convicted as an adult.

Failure to disclose any criminal conviction subject to disclosure will render the candidate ineligible to serve on a Local School Council. Failure to disclose a conviction will result in removal by the Board, subject to a hearing, if the candidate is elected or appointed.

If elected or appointed, the candidate will be required to complete a fingerprint-based criminal background check.

### SECTION ONE

If convicted of any offense listed in Section One, a candidate is NOT ELIGIBLE to serve on a Local School Council. If elected or appointed, the candidate will be removed from office by the Board, subject to a hearing. Failure to disclose the conviction will also result in removal by the Board, subject to a hearing, if the candidate is elected or appointed.

If you have been convicted of committing or attempting to commit any of the Illinois crimes listed below or if you have been convicted of any offense in any other state or against the laws of the United States of America which if committed or attempted in this state would have been punished as one or more of the offenses listed below, mark an “X” in the box next to “Yes.” If you have not been convicted of any of these crimes, mark an “X” in the box next to the statement, “No, I have not been convicted of any of the crimes listed in Section One.”

<table>
<thead>
<tr>
<th>Section One Offenses</th>
<th>Section One __________</th>
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<tbody>
<tr>
<td>Yes</td>
<td>720 ILCS 5/11-120</td>
</tr>
<tr>
<td>Yes</td>
<td>720 ILCS 5/11-130</td>
</tr>
<tr>
<td>Yes</td>
<td>720 ILCS 5/11-190</td>
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<td>Yes</td>
<td>720 ILCS 5/11-150</td>
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<td>720 ILCS 5/11-160</td>
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<td>Yes</td>
<td>720 ILCS 5/11-17</td>
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<td>Yes</td>
<td>720 ILCS 5/11-20.3</td>
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<td>Yes</td>
<td>720 ILCS 5/11-20.1</td>
</tr>
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<td>Yes</td>
<td>720 ILCS 5/11-9.1</td>
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<td>Yes</td>
<td>720 ILCS 5/11-14.3(2)(a)</td>
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<td>Yes</td>
<td>720 ILCS 5/11-14.44</td>
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<td>Yes</td>
<td>720 ILCS 5/11-16</td>
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<tr>
<td>Yes</td>
<td>720 ILCS 5/11-17.1</td>
</tr>
</tbody>
</table>

### SECTION TWO

If you HAVE been convicted of ANY of the above offenses, you are NOT ELIGIBLE to serve on a Local School Council. If you HAVE NOT been convicted of any of the above offenses, mark the box below and continue to Section Two.

Yes □ No, I have not been convicted of any of the crimes listed in Section One.
This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m. on March 4, 2016 or in the Office of Local School Council Relations by 3:00 p.m. on February 19, 2016.

MAIL, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED. (Please print all information)

SECTION TWO

If convicted of any offense listed in Section Two less than ten (10) years ago, a candidate is NOT ELIGIBLE to serve on a Local School Council. If convicted of any offense listed in Section Two more than ten (10) years ago, a candidate is eligible to serve on a Local School Council. However, failure to disclose any conviction for an offense listed in Section Two will result in removal by the Board, subject to a hearing, if the candidate is elected or appointed.

If you have been convicted of committing or attempting to commit any of the offenses listed below or if you have been convicted of any offense in any other state or against the laws of the United States of America which if committed or attempted in this state would have been punished as one or more of the below enumerated offenses, mark an "X" in the box next to "Yes" and give the date of conviction.

| Yes □ | 720 ILCS 570/401.1 | Controlled substance trafficking Date of conviction: _______________ |
| Yes □ | 720 ILCS 570/405.1 | Criminal drug conspiracy Date of conviction: _______________ |
| Yes □ | 720 ILCS 570/405.2 | Street gang criminal drug conspiracy Date of conviction: _______________ |

If you WERE convicted of ANY of the above offenses less than ten (10) years ago, you are NOT ELIGIBLE to serve on a Local School Council.

If you HAVE NOT been convicted of any of the above offenses or if has been more than 10 years since your conviction, you are eligible to serve on a Local School Council. **Mark the appropriate box below and continue to Section Three.**

- □ NO. I have not been convicted of any of the offenses listed in Section Two.
- □ It has been more than ten (10) years since I was convicted of the offense(s) marked above.

SECTION THREE

Conviction of any of the offenses listed in Section Three does not render a candidate ineligible to serve on a Local School Council. However, failure to disclose the conviction will render a candidate ineligible to serve on a Local School Council and will result in removal by the Board, subject to a hearing, if the candidate is elected or appointed.

If you have been convicted of committing or attempting to commit any of the offenses listed below or if you have been convicted of any offense in any other state or against the laws of the United States of America which if committed or attempted in this state would have been punished as one or more of the below enumerated offenses, mark an "X" in the box next to "Yes." If you have not been convicted of any of these offenses, mark an "X" in the box next to the statement, "No, I have not been convicted of any of the crimes listed in Section Three."

| Yes □ | 625 ILCS 5/4-103.3 | Organizer of an aggravated vehicle theft conspiracy |
| Yes □ | 705 ILCS 465/2-1 et seq. | Perpetrator of sexual or physical abuse of any minor under 18 years of age – abused, neglected, dependent minors |
| Yes □ | 720 ILCS 5/8-1.1 | Solicitation of murder |
| Yes □ | 720 ILCS 5/8-1.2 | Solicitation of murder for hire |
| Yes □ | 720 ILCS 5/8-2 | Conspiracy to commit first degree murder |
| Yes □ | 720 ILCS 5/8-4 | Attempted conspiracy to commit first degree murder |
| Yes □ | 720 ILCS 5/8-4 | Attempt to commit first degree murder |
| Yes □ | 720 ILCS 5/9-1 | First Degree Murder |
| Yes □ | 720 ILCS 5/9-3.3 | Drug Induced Homicide |
| Yes □ | 720 ILCS 5/10-2 | Aggravated Kidnapping |
| Yes □ | 720 ILCS 5/11-6.5 | Indecent solicitation of an adult – arranging for a person 17 years of age or over to commit an act of sexual penetration as defined in Section 12-12 with a person under the age of 13 years |
| Yes □ | 720 ILCS 5/11-9; 9.2; 9.3; 9.4; 9.5 | Public Indecency: Custodial Sexual Misconduct; Presence within School Zone by Child Sex Offender; Approaching, contacting, residing or communicating with a child within certain places by Child Sex Offender; Sexual Misconduct with a person with a disability |
| Yes □ | 720 ILCS 5/11-14 | Prostitution |
| Yes □ | 720 ILCS 5/11-15 | Soliciting for a Prostitute |
| Yes □ | 720 ILCS 5/11-15.1 | Soliciting for a Juvenile Prostitute |
| Yes □ | 720 ILCS 5/11-17 | Keeping a Place of Prostitution |
| Yes □ | 720 ILCS 5/11-18 | Patronizing a Prostitute |
### LSC Candidate Criminal Conviction Disclosure Form

This form is required by law and must be filed in the school in which the candidate is running by 3:00 p.m.,
March 4, 2016 or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016.
MAILED, E-MAILED, FACSIMILE, OR COPYED FORMS WILL NOT BE ACCEPTED. (Please print all information)

**SECTION THREE**

<table>
<thead>
<tr>
<th>Yes □</th>
<th>720 ILCS 5/11-20</th>
<th>Obscene material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/11-21</td>
<td>Harmful material</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/11-23</td>
<td>Posting of identifying or graphic information on a pornographic Internet site or possessing graphic information with pornographic material (if punished as a Class 3 Felony)</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/11-24</td>
<td>Pedophile</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/11-25</td>
<td>Grooming</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/11-26</td>
<td>Traveling to meet a minor</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/11-30</td>
<td>Public indecency</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/12-4.1</td>
<td>Heinous battery</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/12-4.3</td>
<td>Aggravated battery of a child</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/12-4.9</td>
<td>Drug-induced infliction of aggravated battery to a child athlete</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/12-11</td>
<td>Home invasion</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/12-14.2</td>
<td>Aggravated battery with a firearm</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/12-32</td>
<td>Ritual mutilation</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/12-33</td>
<td>Ritualized abuse of a child – second or subsequent offense</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/12-34</td>
<td>Female genital mutilation</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/18-2</td>
<td>Armed robbery</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/18-4</td>
<td>Aggravated vehicular hijacking</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/20-1.1</td>
<td>Aggravated arson</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/24-1</td>
<td>Unauthorized use of weapons by possession in the passenger compartment of a motor vehicle or on your person while the weapon was loaded</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/24-1.1</td>
<td>Aggravated discharge of a firearm by knowing or intentional discharge in the direction of a peace officer, correctional institution employee, emergency medical technician, or vehicle occupied by such person</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/24-3.2</td>
<td>Discharge of a firearm loaded with a metal piercing bullet which strikes another person</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/30-1</td>
<td>Treason against the State</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/31A-1.1</td>
<td>Bringing or possessing in a penal institution a firearm, firearm ammunition, or explosive</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/31A-1.2</td>
<td>Unauthorized bringing, possessing, or delivery of contraband in a penal institution by employee</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/33A-2</td>
<td>Armed violence with a firearm, stun gun, laser, knife with a blade greater than or equal to three inches, or other deadly or dangerous weapon or instrument of like character</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/33D-1</td>
<td>Contributing to the delinquency of a minor when the offense committed is first degree murder or a Class X felony</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 5/46-4</td>
<td>Organizing an aggravated fraud conspiracy</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 550/1 et seq.</td>
<td>Cannabis Control Act – except possession of 10 grams or less of cannabis or the manufacture, delivery, or possession with intent to manufacture or deliver 2.5 grams or less of cannabis</td>
</tr>
<tr>
<td>Yes □</td>
<td>720 ILCS 570/100 et seq.</td>
<td>Illinois Controlled Substances Act (offenses not listed above in Section Two)</td>
</tr>
</tbody>
</table>

☐ NO, I have not been convicted of any of the crimes listed in Section Three.

### Verification

1. The undersigned verifies that, to the best of his or her knowledge and belief, the information provided above is true and correct and that he/she is the person named above.

2. The undersigned provides this information to authorize the Chicago Public Schools to perform a background investigation, which may include, but is not limited to, a Criminal Conviction check and fingerprinting.

Candidate's Name (Please Print): ________________________________

Candidate's Signature: __________________________________________

Date: ______________

Parent/Legal Guardian Signature: ____________________________

Date: ______________

If the candidate is a minor (under 18 years of age), a parent or guardian must consent to the disclosure of convictions.
CHICAGO PUBLIC SCHOOLS – 2016 LOCAL SCHOOL COUNCIL ELECTION

FORM 3-16

LSC CANDIDATE

TELEPHONE NUMBER DISCLOSURE FORM

This form must be filed in the school in which the candidate is running by 3:00 p.m., March 4, 2014 or in the Office of Local School Council Relations by 3:00 p.m., February 19, 2016.

MAILED, E-MAILED, FAXED or COPIED FORMS WILL NOT BE ACCEPTED.

If you do not have a telephone, please list the phone number of a neighbor, relative or friend who will accept important messages for you and be sure to relay the message to you.

Your telephone information will be used only by the Board of Education and will not be disclosed to the public.

Pursuant to the Illinois School Code, LSC members’ names and addresses are available to the public.

PLEASE PRINT ALL INFORMATION

Candidate Type: ☐ Parent/Legal Guardian; ☐ Community Resident; ☐ Teacher;
☐ Non-Teacher Staff; ☐ Student

SCHOOL NAME ___________________________________________ DATE ___________________________________________

Teacher and Non-Teacher Staff Candidates, please provide:

CPS Employee ID Number: ___________________________
Note: The name used must match the name associated with the Employee ID.

All Candidates must answer the following questions:

1. Have you served on an LSC in the past? ☐ Yes ☐ No
2. If “Yes,” what was the first year you served? 19_____; 20_____
3. If elected or appointed, will you complete the 16 hours of mandatory training by January 1, 2017? ☐ Yes ☐ No

FIRST NAME ___________________________ LAST NAME ___________________________

HOME ADDRESS ___________________________________________ CITY ___________________________ ZIP CODE ________________

HOME PHONE NUMBER ___________________________ CELLULAR PHONE NUMBER ___________________________

WORK PHONE NUMBER ___________________________ E-MAIL ADDRESS ___________________________
Section 4
Building Your Campaign

Now that you have filed your candidacy for Local School Council, it is time to build your campaign.

This section explores some important best practices that a LSC candidate may find helpful during the early stages of campaigning.
Steps for building Your Campaign

Running your campaign can be thrilling. It can also require a large commitment of resources.

There are two main resources: time and money.

Talking to and meeting with voters requires time, and the more voters there are too persuade, the more time it may take.

These efforts may also require money. Reaching voters may require printing flyers, for example, or it may require buying coffee to host voter conversations.
Starting the campaign
Numbers to know:

☐ How many days until the election (E-Day)
Always have a good understanding of how many days you have left to earn votes.

☐ How many votes are usually cast in this race
Try not to guess. Voting records are public documents. CPS keeps track of the voting records of each LSC race. For 2016, visit: http://cps.edu/ScriptLibrary/Map-LSCElections2016/index.html

☐ Your Win Number
This is the number of votes needed to win. Sometimes this is 50 percent of the likely number of votes cast plus 1. In other words, sometimes a candidate needs a majority of votes to win. In Local School Council elections, a candidate must win a plurality of votes, which means they must be among the top vote getters, even if a single candidate does not earn a majority of votes individually.
Effective campaign financing keeps the effort going. If a candidate can not afford to get their message out, then voters will not be able to recognize the candidate in the voting booth.

Therefore, along with time time, money is one of the two critical resources of the campaign.

Effective budgets are individualized. They reflect the specific campaign needs. The budget should cover the costs of resources for the allotted time of the campaign.
Starting the budget tips and tricks:

☐ How many clipboards?
Clipboards are useful for holding flyers in an easy to reach way, while also holding a surface to write on. This is useful for signing up supporters! Each volunteer talking to voters should have a clipboard ready with materials. *Protip: clipboards are easily lost. Extras come in handy.

☐ Pay for flyers?
If printing hundreds, or thousands, of flyers, it can be cheaper to have them professionally printed than to print them on a personal printer. *Protip: hiring a local printing company can add a nice local touch to your campaign!

☐ How to appreciate Volunteers?
Volunteers are your most loyal supporters. They are so confident in your candidacy that they are spending their own time to help you. Showing appreciation is not only a good thing to do, but it can help retain volunteers who can continue to drive your campaign forward. Even if there is only one volunteer, they should know they are appreciated. *Protip: Even a box of donuts and a pot of coffee is a nice gesture to your volunteers.
Worksheet: Questions about Budgeting:

☐ How many clipboards will I need? ______ X

☐ How much does a clipboard cost: $__________.

☐ Will I pay for printed postcards or flyers?________

☐ How much does it cost to print one-hundred: $_______ X

☐ How many hundreds are needed: __________

☐ Will I pay for a website?________

☐ How much will it cost: $__________

☐ Will I host any volunteer or voter engagement events?_____ X

☐ How much does the venue and menu cost per event? $_______.

Add up the amounts for each category for an example budget!

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