



To: Candidates for Municipal Office

Re: **Spring Primary, Tuesday, February 21, 2012**
Spring Election, Tuesday, April 3, 2012

Enclosed are the following forms for candidates for municipal office:

- Type A Notice of a Spring General Election
- Receipt of Election Forms
- Nomination Papers
- Declaration of Candidacy
- Notification of Non-candidacy (incumbents only)
- Campaign Finance Registration Statement
- Information on Campaign Financing
- Information on the placement of campaign signs
- Disclaimers information
- Ballot Access Checklist

The number of signatures required for Village-wide offices is **20-100**. As all signatures need to be verified by the Clerk, please refrain from obtaining more than the required amount of signatures.

Following are some important dates to remember:

December 1, 2011	First day to circulate nomination papers
December 23, 2011	Last day to file notification of non-candidacy
January 3, 2012 (5:00 p.m.)	Last day for candidates to file nomination papers, declaration of candidacy and campaign finance registration statement

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. If you do not sign the Exemption from Filing Campaign Finance Reports, you may want to refer to the form, Contribution Limits for Local Offices. In addition, you may obtain general information about the election from either the Government Accountability Board or me, 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. If you have any questions, please feel free to contact me or the Government Accountability Board at the following address:

Wisconsin Government Accountability Board
212 East Washington Avenue, Third Floor, P.O. Box 7984
Madison, WI 53707-7984
Phone: 608-266-8005
Fax: 608-267-0500
Website: <http://gab.wi.gov/>
Email: gab@wi.gov

Sincerely,

Steven A. Braatz, Jr.
Village Deputy Clerk