

Mayor
Pamela A. Goynes-Brown

Council Members
Isaac E. Barron
Ruth Garcia-Anderson
Scott Black
Richard J. Cherchio



CITY OF
NORTH LAS VEGAS

Your Community of Choice

City Manager
Ryann Juden, J.D., Ph. D.

City Clerk's Office
Jackie Rodgers, City Clerk

2250 Las Vegas Boulevard, North · Suite 800 · North Las Vegas, Nevada 89030
Telephone: (702) 633-1030 · Fax: (702) 649-3846
www.cityofnorthlasvegas.com

Dear Candidate,

Congratulations on your decision to file for candidacy for City Council member on the North Las Vegas City Council! The City Clerk's Office is committed to providing you the very best service as to the processing of your candidacy filing.

As part of the filing process, you may use either the Secretary of State's Aurora system, **OR** you may complete the PDF packet found on the City's web page. Completing the submission and the PDF packet may result in a duplicate filing.

If you have any questions relating to your filing, please feel free to contact us.

Thank you,

A handwritten signature in blue ink, appearing to read 'Jackie Rodgers', is written over the 'Thank you,' text.

Jackie Rodgers
City Clerk



STATE OF NEVADA
2024 PRIMARY AND GENERAL MUNICIPAL ELECTIONS
CANDIDATE FILING PACKET CHECKLIST

1. Letter from the City Clerk
2. \$100 Candidate Filing Fee
3. Candidate Filing Checklist (This document)
4. Copy of Driver's License
5. Check of Address / Ward
6. Voice Recording
7. Candidate Campaign Public Records Sheet
8. Declaration of Residency
9. Financial Disclosure Statements/Candidate Acknowledgement
10. Campaign Cybersecurity Information
11. Use of Names on Ballots
12. Code of Fair Campaign Practices
13. Candidate Headshots/Photos
14. Campaign Materials
15. Nevada DOT (Political Signs and Your Highways)
16. Declaration of Candidacy / Non-Partisan Office
17. How to File Financial Disclosure Statements and Contribution and Expense Reports in Aurora
18. Contribution and Expense Report / Candidate Acknowledgement
19. 2024 Sign Permit Application
20. Link to the State of Nevada Candidate Campaign Guide:
<https://www.nvsos.gov/sos/home/showpublisheddocument/9603/638343404023170000>



****If you choose to not fill out this form, the information provided on your Declaration of Candidacy will be used for public information purposes****

This information will be available to the public and will be posted on the Secretary of State’s website. It will also be used for any public or media inquiries regarding your candidacy and/or campaign. Please be sure that all information you provide is accurate and that you have not included any information that you do not wish to be made public.

Legal Name: _____

Name to Appear on Ballot: _____
(In accordance with NRS 293.256 & 293.2565/must match Declaration of Candidacy)

Office Filing for: _____

Party Affiliation: _____

Campaign Contact Name: _____

Campaign Contact Phone Number: _____

Campaign Mailing Address: _____

Campaign Email Address: _____

How does a constituent, including those with accessibility needs (i.e., those who are deaf/hard of hearing or with visual impairments, etc.) contact you to learn more about your campaign?



STATE OF NEVADA

COUNTY OF _____

CITY OF _____

I, _____, being first duly sworn, deposes and says:

1. That I have submitted a Declaration of Candidacy with the City of North Las Vegas for the office of _____

2. That I do swear or affirm under penalty of perjury that I actually, as opposed to constructively, reside at: _____

3. That the address at which I receive mail is _____

4. That my actual, as opposed to constructive, residence in the City of North Las Vegas began at least _____ months immediately preceding the date of the close of filing of declarations of candidacy for this office.

5. That my actual, as opposed to constructive residence in the jurisdiction where I am declaring my candidacy began at least _____ days immediately preceding the last day for filing a declaration of candidacy.

Signature of candidate for office

Designation of name to appear on ballot

Designation of name to appear on certificate of election

E-mail address

Subscribed and sworn or affirmed to before me this _____
day of the month _____ of the year _____

Name of Candidate

Notary Public or other person authorized to administer an oath



I, _____, hereby acknowledge receipt of this document, pursuant to NRS 281.5584, stating the requirements to report candidate financial disclosure statement and the filing date schedule for the reporting of financial statements, pursuant to NRS 281.561, and as set forth in this acknowledgement. I further hereby acknowledge and understand the following:

New or Existing Candidates for Non-Judicial Office Requirements:

- I am required to file a Financial Disclosure Statement electronically with the Secretary of State unless I have been granted a waiver to file on paper.
- I am required to file a file a Financial Disclosure Statement if I'm entitled to receive an annual compensation of \$6,000 or more for serving in the office that I'm seeking, for the office of Legislator or public officer.
- As a candidate filing for public office, I am required to file a Financial Disclosure Statement for the full previous year, from January 1st up until the last day to qualify as a candidate, and my statement is due no later than ten (10) days after the last day to qualify as a candidate for office.
 - Candidate FDS is due on or before, March 25, 2024

Annual Requirements:

- If I am elected, I am required to file a Financial Disclosure Statement, for the full previous year, on or before January 15th.
 - Each year of the term, including the year in which I leave office; and
 - The year immediately following the year in which I leave office, unless I leave office before January 15th, in the prior year.

Any public officer or candidate who violates any provisions of NRS 281 is subject to a civil penalty and payment of court costs and attorney fees. The amount of the civil penalty is:

- | | | |
|---|--------------------|----------|
| ➤ | 1 – 10 days late: | \$25.00 |
| ➤ | 11 – 20 days late: | \$50.00 |
| ➤ | 21 - 30 days late: | \$100.00 |
| ➤ | 31 – 45 days late: | \$250.00 |

➤ 46+ days later (or not filed) \$2,000.00

Candidates for Judicial Office Requirements:

- I am required to file my Statement of Financial Disclosure with the State Court Administrator at the Administrative Office of the Courts.
- As a candidate for a judicial office, I am required to file my Statement of Financial Disclosure no later than the 10th day after the last day to qualify as a candidate for office.

➤ Judicial candidate SFD is due on or before, January 29, 2024

- If I am elected, I am required to file a Statement of Financial Disclosure Statement each year of my term, on or before March 31st, for the proceeding calendar year.

I acknowledge that I may be assessed a monetary civil penalty up to \$2,000, if I fail to timely file the Financial Disclosure Statement in accordance with NRS 281.561.

Signature

Date



The information gathered here is for any campaign and is designated to give you simple, resourceful information that will help protect your campaign's information making it more secure from attackers trying to obtain your information from your organization.

The Office of the Secretary of State does not endorse the Belfer Center, however is providing this information to assist candidates with securing their campaigns.



The Belfer Center has released **The Cybersecurity Campaign Playbook** which is full of resources on managing your cyber risk and securing your campaign.

You can find **The Cybersecurity Campaign Playbook** here:

https://www.belfercenter.org/sites/default/files/files/publication/CampaignPlaybook_0.pdf



Additionally, Belfer has also created a website with information for **Defending your Digital Campaign** and securing your data.

You can find the **Defending your Digital Campaign** website here:

<https://defendcampaigns.org/>



Use of Nicknames, Given Names, Surnames and Titles

NRS 293.256 Names of candidates on ballot not to include title, designation of profession or occupation.

In any election regulated by this chapter, the names of candidates as printed on the ballot shall not include any title, designation or other reference which will indicate the profession or occupation of such candidates. (Added to NRS by 1969, 20; A 1995, 2624)

NRS 293.2565 Use of given names, surnames, and nicknames on ballot; use of additional criteria to distinguish between candidates having same given names and surnames.

1. Except as otherwise provided in subsection 2, in any election regulated by this chapter, the name of a candidate printed on a ballot may be the given name and surname of the candidate or a contraction or familiar form of his or her given name followed by his or her surname. A nickname of not more than 10 letters may be incorporated into the name of a candidate. The nickname must be in quotation marks and appear immediately before the surname of the candidate. A nickname must not indicate any political, economic, social, or religious view or affiliation and must not be the name of any person, living or dead, whose reputation is known on a statewide, nationwide, or worldwide basis, or in any other manner deceive a voter regarding the person or principles for which he or she is voting.
2. In any election regulated by this chapter, if two or more candidates have the same given name and surname and:
 - a. None of the candidates is an incumbent, the middle names, or middle initials, if any, of the candidates must be included in the names of the candidates; or
 - b. One of the candidates is an incumbent, the name of the incumbent must be listed first, and the word “Incumbent” must appear next to the name of the candidate who is the incumbent. (Added to NRS by 2003, 1714; A2011, 2086)

Ballot Name Examples

Legal Name:



<p>Dr. Rudolph Reindeer</p>	<p>Reindeer, Rudolph “Doc” *Acceptable because it reflects a nickname</p> <p>Reindeer, Rudy *Acceptable because it is a commonly accepted abbreviation of Rudolph</p>	<p>Reindeer, <u>Dr.</u>, Rudolph *Not acceptable because it reflects a profession</p> <p>Reindeer, <u>Red Nose</u> *Not acceptable because it is not a commonly accepted abbreviation of Rudolph</p>
<p>Donald Duck</p>	<p>Duck, Donny *Acceptable because it is a commonly accepted abbreviation of Donald</p> <p>Duck, Donald “Bill” *Acceptable because it reflects a nickname</p>	<p>Duck, <u>Q</u>Donald *Not acceptable as “Q” is associated with political or social views.</p> <p>Duck, <u>Recall Daphne</u> *Not acceptable as” Recall” is politically or socially motivated</p>
<p>Betty Stone Rubble</p>	<p>Rubble, Betty Stone *Acceptable as it is the full name</p> <p>Rubble, “Betsie” *Acceptable as it reflects a nickname</p>	<p>Rubble, <u>Queen B.</u> Stone *Not acceptable as it refers to a worldwide title</p> <p>Rubble, <u>Atty.</u>, Betty *Not acceptable as it refers to a profession or occupation.</p>



Code of Fair Campaign Practices

There are basic principles of decency, honesty and fair play which every candidate for public office in the State of Nevada has a moral obligation to observe and uphold, in order that, after vigorously contested by fairly conducted campaigns, the voters may exercise their constitutional right to vote for the candidate of their choice and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- 1. I will conduct my campaign openly and publicly and limit attacks against my opponent to legitimate challenges to my opponent's voting record or qualifications for office.*
- 2. I will not use character defamation or other false attacks on a candidate's personal or family life.*
- 3. I will not use campaign material which misrepresents, distorts or otherwise falsifies the facts, nor will I use malicious or unfounded accusations which are intended to create or exploit doubts, without justification, about the personal integrity of my opposition.*
- 4. I will not condone any dishonest or unethical practice which undermines the American systems of free elections or impedes or prevents the full and free expression of the will of the voters.*

I, the undersigned, as a candidate for election to public office in the State of Nevada, hereby voluntarily pledge myself to conduct my campaign in accordance with the principles and practices set forth in this code.

Signature of Candidate:

Date:

NOTE: Subscription to this code is voluntary. A candidate who subscribes to this code and submits this form to the appropriate filing officer may indicate on his or her campaign materials that he or she subscribes to this code.



The Office of the Secretary of State will be posting candidate headshot pictures on our Election Night Reporting (ENR) website. If you would like to have your candidate headshot photo posted, it must be in the following specifications and emailed to NVelect@sos.nv.gov with “Attention: Candidate Photographs” as the subject line.

- **General Guidance Regarding Candidate Photographs**
 - There is no statutory or regulatory requirement for the Office of the Secretary of State to accept or use candidate photographs during election night reporting. This service is instead offered as a voluntary and discretionary act of the Secretary of State.
 - Candidate photographs are not required. Candidates who do not submit a photograph will not be contacted.
 - Candidate photographs may be accepted from a candidate, spouse, or member of the candidate’s campaign staff only.
 - Candidate photographs must be submitted digitally. The Office of the Secretary of State is not responsible for the quality of the candidate photograph.
 - Each candidate photograph will be cropped to approximately two (2) inches above the candidate’s head (including hair) to approximately eight (8) inches below their chin.
 - Ideal size of the photograph is 0.78 inches wide by 0.94 inches tall (75 x 90 pixels) or 96 x 96 pixels.

- **Time Periods for Submitting Candidate Photographs**
 - Presidential Preference Primary Election:
 - October 17, 2023 – January 19, 2024
 - Primary Election:
 - March 18, 2024 – May 17, 2024
 - General Election:
 - March 18, 2024 – October 5, 2024
 - Photos of candidates submitted for the Primary Election will be used for the General Election.

- **Reasons to Refuse a Candidate Photograph**
 - As photographs are optional, any submitted photograph may be rejected at the Secretary’s discretion.
 - Photographs may be rejected for the following reasons: nicknames could be rejected under NRS 293.2565; offensive in any way to include include nudity, alcohol, or drug paraphernalia, writing or symbology that may indicate allegiance to any group or organization; contain persons or things in addition to the candidate.

Candidates who chose to not submit a photo will have “No Photo Available” as a result on the Secretary of State’s Silver State, Election Night Reporting website.

For questions or concerns, please contact the Elections Division at (775) 684-5705 or email: nvelect@sos.nv.gov.



Campaign Signs



Governance of Campaign Signs (NRS 405.030 and 405.110): State law governs set time periods for placement of campaign signs along interstate and primary highways. Additionally, they govern campaign signs placed within highway rights-of way. Candidates are responsible for reviewing all state, county, and city ordinances for the rules regarding campaign signs, ensuring they do not violate the laws.

State Highway Time Periods (NRS 410.411(4)): Campaign signs must:

- Not be placed next to highway earlier than sixty (60) days before a primary election.

If Candidate is Unsuccessful:

- Campaign sign MUST be removed no later than thirty (30) days after the election.

If Candidate is Successful:

- Campaign sign may continue to be displayed through the general election. All campaign signs MUST be removed not later than thirty (30) days after the election.

Reminder:

- You must obtain permission from property owners prior to placing campaign sign on private property.
- The posting of campaign signs on public utility poles is prohibited, per NRS 704.638.

Disclosures on Campaign Materials

Term Re-Elect (NRS 294A.330): Prohibits a candidate's use of the term "re-elect" in any campaign materials or statements unless that candidate is the current incumbent, either by election or by appointment. NRS 294A.340 also prohibits a candidate's use of other words that falsely imply the candidate is the incumbent.

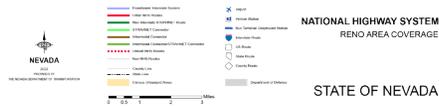
Disclosures on Campaign Materials (NRS 294A.348): Any candidate, committee for political action, political party, or committee sponsored by a political party that spends more than \$100 for the purpose of financing a communication through any television or radio broadcast, newspaper, magazine, outdoor advertising facility, mailing, or any other type of general public advertising shall disclose on the communication that it was paid for by the candidate, committee for political action, political party, or committee sponsored by a political party.

If communication is approved by a candidate, the communication must state that the candidate approved the communication and disclose the street address, telephone number, and internet address, if any, of the person, committee for political action, political party, or committee sponsored by a political party that paid for the communication.

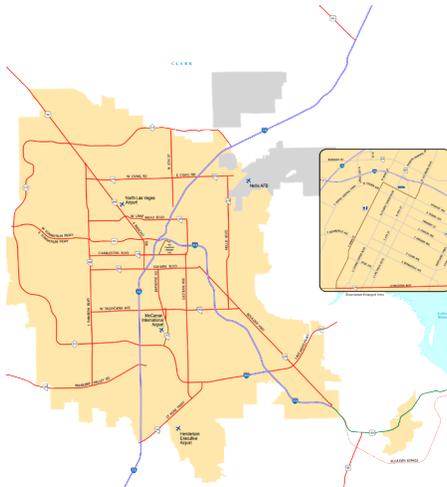
Any internet website available for viewing by the general public or electronic mailing to more than 500 people that: (1) advocates expressly the election or defeat of a clearly identified candidate or group of candidates; or (2) solicits a contribution through any television or radio broadcast, newspaper, magazine, outdoor advertising facility, mailing, or any other type of general political advertising, shall disclose on the internet website or electronic mailing, as applicable, the name of the candidate, committee for political party, or committee sponsored by a political party.

****Disclosures and statements must be clear and conspicuous, and easy to read or hear. The disclosure requirements do not apply to any statement or communication appearing on an article of clothing. They also do not apply to any item that has a retail cost per item of less than \$5 each, such as buttons, pens, magnet, can holder, etc.**

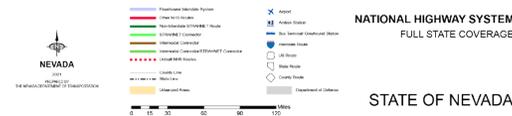
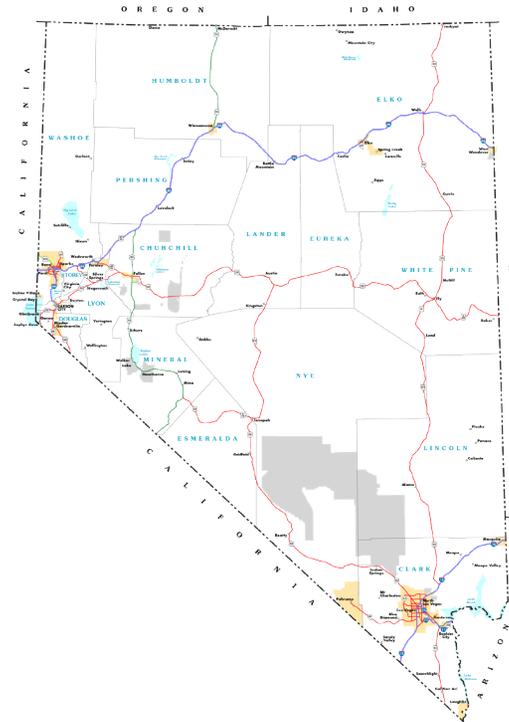
National Highway System (NHS) Routes in the Reno-Sparks Metropolitan Area



National Highway System (NHS) Routes in the Las Vegas Metropolitan Area



Metropolitan Area



NDOT Phone Numbers

Carson City (775) 888-7000

Elko (775) 777-2700

Ely (775) 289-1700

Las Vegas (702) 385-6500

Reno (775) 834-8300

Tonopah (775) 482-2301

Winnemucca (775) 623-8000

Nevada Department of Transportation

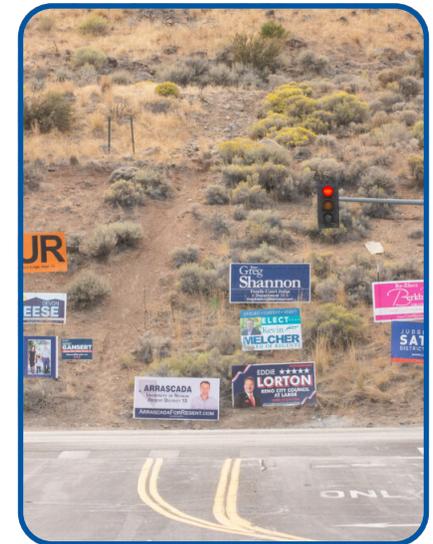


Right-of-Way Division
1263 South Stewart St.
Carson City, NV 89712



Political Signs And Your Highways

*Rules & Regulations Regarding the
Placement of Political Signs Near
Highway Right-of-way*



Tracy Larkin Thomason, P.E.
Director

Nevada Department of Transportation
Right-of-Way Division
1263 South Stewart St.
Carson City, NV 89712
(775) 888-7480

January 2024



Governor
Joe Lombardo

No political sign can be placed within state highway rights-of-way.

As you conduct your campaign for public office, please keep in mind that it is illegal to place signs within the right-of-way of state highways. State highways include not only the well numbered rural routes, but also many county roads and city streets. The provisions of Nevada Revised Statute 405.020, 405.030 and 405.110 and Nevada Administrative Code 410.440, prevent the placement of any advertising signs, including political signs, within state highway right-of-way or roads, which are owned or controlled by the Nevada Department of Transportation (NDOT). In addition, the federal and state "Highway Beautification Acts" limit the placement of any sign on private property if that sign is located within 660 feet of a National Highway System (NHS) route. NHS routes include all freeways, interstates, expressways, most U.S. routes and some state routes including several city streets (see maps).

NDOT has previously published several notices regarding the erection of political signs. This pamphlet is intended to summarize NDOT's enforcement of the laws on political signs and supplements the more detailed regulation. The term "political sign" includes any temporary or portable display or device advertising for or against a candidate for public office or a political party or political point of view.

Rules for state highways:

No signs are permitted in the state highway right-of-way. This includes the right-of-way along freeways, interstates, expressways, highways, and many city streets. NDOT's right of way in urban areas often includes any sidewalks and some clear distance on either side of the street.

NDOT employees will remove signs erected in the highway right-of-way and usually take them to the nearest maintenance station. In most cases, owners of the sign or their representatives can drop by the station to get their signs. NDOT will try to remove the signs so as not to damage them. Removed signs will be retained for 30 days and then disposed of.

If you have a question about the right-of-way for state highways, please call the nearest NDOT district office. In Clark County call the District I Office in Las Vegas at (702) 385-6540, in Tonopah call (775) 482-2300, in northwestern Nevada call the District II Office in Sparks at (775) 834-8300, in Winnemucca call (775) 623-8000, in northeastern Nevada call the District III Office in Elko at (775) 777-2700, and in Ely call (775) 289-1700.

Additional rules for the National Highway System:

Political signs adjacent to and within 660 feet of any NHS highway must meet federal spacing, size, zoning, and lighting requirements and a permit must be obtained from the appropriate NDOT District Office, except as noted below. A non-refundable fee of \$200.00 will be charged for this permit. The following highways are part of the NHS and are under federal and state regulation: IR-11, IR-15, IR-215, IR-515, IR-80, IR-580, U.S. 6, U.S. 50, U.S. 50A, U.S. 03BUS, U.S. 93, U.S. 95, U.S. 95A, U.S. 395, U.S. 395ALT, SR 88, SR 146, SR 147, SR 159, SR 160, SR 163, SR 172, SR 173, SR 225, SR 289, SR 318, SR 360, SR 376, SR 430, SR 439, SR 445, SR 535, SR 564, SR 573, SR 582, SR 589, SR 593, SR 595, SR 599, RM10004, RM11322, SR 612, SR 613, SR 647, SR 648, SR 653, SR 659, SR 667, SR 673, SR 720, William St. (FRCC11), Eastern Ave./Civic Center (FRCL53), Lake Mead Blvd. (FRCL57), E. Jennings Way (FREL17), Vista Blvd. (FRWA08), Del Monte Ln-Neil Rd. (FRWA44)

Damonte Ranch PKWY (FRWA49), Sparks Blvd. (FRWA53), Wells Ave. (FRWA54), Oddie Blvd. (FRWA58), 4th St. (FRWA62), FRWA66, FRWA67, Harry Reid Int'l Airport Connector (SR171), Matley Ln. (FRWA51), Durham Rd. (FRWA50)

Political signs erected on private property that is adjacent to a state highway may be erected no more than 60 days before a primary election and must be removed within 30 days after the primary election. Signs for candidates or questions appearing on the general election ballot do not have to be removed until 30 days after the general election.

A permit is not required for small political signs (4' x 8' or smaller) that are placed on private property near the NHS.

General Rules:

The following rules apply to all signs located near state highway right of way including NHS routes:

Political signs must not distract drivers. The sign cannot resemble official traffic signs.

The sign cannot block view of on-coming traffic.

Apart from state requirements, local governmental agencies can and do have varying criteria regarding placement of political signs on city and county roads. These local restrictions vary greatly among the various entities and must be checked locally.

For further information, or if you have any questions, please call the Nevada Department of Transportation's Right of Way Division.

***In northern Nevada, (775) 888-7480
and in southern Nevada, (702) 385-6540.***



STATE OF NEVADA

COUNTY OF _____

For the purpose of having my name placed on the official ballot as a candidate for the office of _____, I, the undersigned _____, do swear or affirm under penalty of perjury that I actually, as opposed to constructively, reside at _____, in the City or Town of _____, County of _____, State of Nevada; that my actual, as opposed to constructive residence in the State, district, county, township, city or other area prescribed by law to which the office pertains began on a date at least 30 days immediately preceding the date of the close of filing of declarations of candidacy for this office; that my telephone number is _____, and the address at which I receive mail, if different than my residence, is _____; that I am a qualified elector pursuant to Section 1 of Article 2 of the Constitution of the State of Nevada; that if I have ever been convicted of treason or a felony, my civil rights have been restored; that if nominated as a nonpartisan candidate at the ensuing election, I will accept the nomination and not withdraw; that I will not knowingly violate any election law or any law defining and prohibiting corrupt and fraudulent practices in campaigns and elections in this State; that I will qualify for the office if elected thereto, including, but not limited to, complying with any limitation prescribed by the Constitution and laws of this State concerning the number of years or terms for which a person may hold the office; that I understand that knowingly and willfully filing a declaration of candidacy which contains a false statement is a crime punishable as a gross misdemeanor and also subjects me to a civil action disqualifying me from entering upon the duties of the office; and that I understand that my name will appear on all ballots as designated in this declaration.

Signature of candidate for office

Designation of name to appear on ballot

Designation of name to appear on certificate of election

E-mail address

Subscribed and sworn or affirmed to before me this _____
day of the month _____ of the year _____

Name of Candidate

Notary Public or other person authorized to administer an oath



How to file Financial Disclosure Statement (FDS) and Contributions and Expenses (C&E) Reports in Aurora

- Access the Secretary of State's Website at: www.nvsos.gov
- Select the blue Campaign Finance button (left side of screen) listed under Business Services.
- The "AURORA Campaign Finance Disclosure System" comes up
- Login if you already have an Aurora online filing account; OR
- Create a new account (Click green button)

Creating a New Account

Click the green "Create a New Account" button and then you will enter your Login, Password, Name, Email and Association (for "Association" you will need to select "Individual"). Scroll down to put in your new information under "Enter New Individual". Please save this information in a secure location for future reference.

Filing a Financial Disclosure Statement

- Go to www.nvsos.gov
- Scroll down and click on Campaign Finance blue button and the Aurora system will come up
- Click Login to file Reports
- Login with your login name and password
- Click on File a New Report
- Click on Financial Disclosure Statements
- A list of reports comes up. Please select the appropriate report to file.
- You will be required to fill in the boxes for "Length of Residence in NV" and "Length of Residence in District Where Registered to Vote."
- Select Save & Proceed at the bottom of the page before moving on.
- Begin entering your financial disclosure information as required in Sections 1 through 8.
- Select the blue plus sign (+) to enter or a new record; be sure to select the blue checkmark (✓) after each entry.
- If you have nothing to disclose in a particular section, be sure to select that you have "nothing to declare".
- You should refer to NRS Chapter 281 should you have any questions as to what financial information you are required to disclose.
- When you are ready to submit your FDS you will need to select "Submit Report" on

- the summary page.
- You will then be required to Declare Under Penalty of Perjury OR Under God that the statement you are submitting is true and correct. You will also be required to agree to the Terms & Conditions and type in your name in the box before you may formally submit your report.

Once filed, you will receive a confirmation e-mail and your submitted report may be viewed on the “My Saved Filings” page. If you receive notice of a civil penalty with your e-mail confirmation, please contact the Elections Division at 775-684-5705 or nvelect@sos.nv.gov to resolve the penalty fee.

If you have mistakenly entered incorrect information, there is no way to edit a FDS report once it has been filed. You may complete an amended report with the correct information which will supersede the first filing.

Filing a Contribution and Expenses Report

- Go to www.nvsos.gov,
- Scroll down and click on Campaign Finance blue button and the Aurora system will come up
- click Login to file Reports
- login with your login name and password
- click on File a New Report
- click on Contributions & Expenses Reports
- A list of reports will come up. Please select the appropriate report to file.

To begin entering contributions and expenses, please scroll down to the bottom of the page where there is a drop down for entering different types of contributions and expenses.

- You will enter contributions and/or expenses one at a time. For each contribution or expense, you will be required to enter certain information required by law. When you have finished entering the necessary information for an entry, select “Save and Add Another” to continue to your next entry.
- If you are entering in a loan and select “Check here if loan”, 2 more boxes will appear on the page. If the loan IS NOT guaranteed by a 3rd party or a forgiven loan you may disregard the two boxes.
- Be sure to fill in Lines 7 and 11 of the summary page, which requires you to report the aggregate total of your individual contributions and expenses that do not exceed \$100.
- You may enter contributions and expenses at any time and save your entries as a draft by simply selecting “Exit” at the bottom of the summary page. You will be able to access your draft report on the “My Saved Filings” page.
- Refer to NRS Chapter 294A should you have any questions as to what you are required to report.

When you are finished entering in contributions and expenses, it is recommended that you review

your report prior to submitting it.

- On the summary page, select “Printer Friendly Report” to review your report prior to submission.
- Please make sure that your contributions and expenses have been entered accurately and are being reported into the correct category.

When you are ready to submit your C&E, select “Submit Report” on the summary page.

- You will then be required to Declare Under Penalty of Perjury or Under God that the statement you are submitting is true and correct. You will also be required to agree to the Terms & Conditions and type in your name before you formally submit your report.
- This page also allows you to review your C&E prior to submission by selecting “Review C&E one last time in its entirety.”
- When you are ready to submit, select “Submit this Report Now.”
- Once filed, you will receive a confirmation e-mail and your submitted report may be viewed on the “My Saved Filings” page.
- If you have mistakenly entered incorrect information, there is no way to edit a C&E report once it has been filed. You may complete an amended report with the correct information which will supersede the first filing.
- If you receive notice of a civil penalty with your e-mail confirmation, please contact the Elections Division at 775-684-5705 or nvelect@sos.nv.gov to resolve the penalty fee.



I, _____, hereby acknowledge receipt of this document, pursuant to NRS 294A.350(2), stating the requirements to report campaign contributions and expenses and the filing date schedule for the reporting of campaign contributions and expenses, pursuant to NRS 294A.120, and as set forth in this acknowledgement. I further hereby acknowledge and understand the following:

- I am required to file my five (5) Contribution and Expense Reports electronically with the Secretary of State unless I have been granted a waiver to file on paper.
- I am required to file my Contribution and Expense Reports pursuant to the following schedule:
 - ♦ First Report: Due: April 15, 2024
 - ♦ Second Report: Due: July 15, 2024
 - ♦ Third Report: Due: October 15, 2024
 - ♦ Fourth Report: Due: January 15, 2025
 - ♦ Annual Report Due: January 15, 2025

If you file reports one through four, you are not required to file the annual report.

- I am required to file my four (4) Contribution and Expense Reports and my Annual Contribution and Expenses Report as required by NRS 294A.350 even if:
 - ♦ I withdraw my candidacy pursuant to NRS 293.202 or NRS 293C.195;
 - ♦ End my campaign without withdrawing my candidacy pursuant to NRS 293.202 or NRS 293C.195;
 - ♦ Receive no contributions;
 - ♦ Have no campaign expenses;
 - ♦ Run unopposed in the election by another candidate;
 - ♦ Is defeated in the primary election;
 - ♦ Is removed from the ballot by court order; or
 - ♦ Is the subject of a petition recall and the special election is not held.

Any candidate, person, organization, committee, political party, or nonprofit corporation that violates any provisions of NRS 294A is subject to a \$10,000 civil penalty for each violation and payment of the State's court costs and attorney's fees incurred to enforce the filing requirements.

I acknowledge that I may be assessed a monetary civil penalty up to \$10,000 for each violation, if I fail to timely file the Contributions and Expense Reports in accordance with NRS 294A.120.

I acknowledge that I must personally sign each Contribution and Expense Report under an oath to God or penalty of perjury. NRS 294A.350(2)

Signature

Date

Sign Company Name & Address	Phone, Fax & Email
Number of Signs:	

Sign Locations	
1.	
2.	
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4.	
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25.	

Add additional sheets if necessary.

Reminder: Signs must be removed 15 days after the election and all staking materials (e.g. rebar, wood stakes, etc.) must be removed along with signs.