

January 2025

4810 E. County Line Road.
Littleton, CO 80126
303.483-7011

Thank you for your interest in running for Director of the South Suburban Park and Recreation District Board ("Board").

The Board is comprised of five (5) Directors, elected at large by electors of the District, on a non-partisan basis. Colorado law limits District Director terms to two (2) consecutive four-year terms. Candidates must be an eligible voter of the District at the time of signing the Self Nomination and Acceptance form (a copy of which is included in this packet). An eligible elector is a person who is: (i) registered to vote in Colorado; and (ii) a resident of the District, a property owner in the District, or the spouse or civil union partner of a property owner in the District.

Time Commitment

If elected, your probable time commitment will be as follows:

- **Regular Board meetings.** Scheduled for the second Wednesday of each month, beginning with a study session at 6:00 P.M. and followed by the regular meeting at 7:00 P.M., South Suburban Sports Complex, 4810 E. County Line Road, Littleton, Colorado. Attached is the 2025 regular meeting schedule.
- **Special Board meetings.** Held as needed. Past special meetings have been held for retreats to develop the annual budget and long-term plans.
- In addition to Regular and Special Board meetings, Directors will likely join special committees and task forces in the community; attend celebratory events, such as park and facility dedications; and participate in educational opportunities, which may require travel.

Compensation

Directors are compensated at the rate of \$100 per Board meeting or work session attended, up to a maximum of \$2,400 per year.

Election

The election date is Tuesday, May 6, 2025 and will be held as a polling place election. Three (3) Board positions will be voted upon at the election, each to serve a four (4)-year term. No other questions will be on the ballot.

Candidate Filings

In order to become a candidate for Director on the regular election ballot, the DEO must receive a completed Self-Nomination and Acceptance form by the close of business (4:00 P.M.) February 28, 2025.

To be a valid **write-in candidate**, the DEO must receive an Affidavit of Write-In Candidate on or before the close of business (4:00 P.M.) March 3, 2025. Please be aware write-in candidates will not be listed on the ballot.

Absentee Voting

Colorado special districts must meet certain legal requirements directing the conduct of their elections, different from other Colorado and national government elections. The District will not be mailing ballots to all potential voters; however a voter may request an absentee ballot. An Application for Absentee Ballot, which includes the option to request permanent absentee voter status with the District, is now available on the District's website (www.ssprd.org/elections). A copy of the Application for Absentee Ballot is also included in this packet. Voters may obtain an Application for Absentee Ballot at the District's administrative offices at 4810 E. County Line Road, Littleton, CO 80126, Monday through Friday, 8:00 a.m.–4:00 p.m.; or by calling or emailing the DEO at 303.483.7011 / Elections@ssprd.org. The deadline to request an Absentee Ballot Application is Tuesday, April 28, 2025. Completed applications should be returned to the DEO in person or by mail to 4810 E. County Line Road, Littleton, CO 80126); or emailed (Elections@ssprd.org). Please note – the application must be signed in person. The DEO cannot accept an electronic signature. Please feel free to encourage voters to contact our office with questions regarding absentee voting.

The District is required to send ballots to all Uniformed Overseas Citizens Absentee Voting Act (UOCAVA) voters pursuant to state statute. UOCAVA ballots will be sent out on March 24, 2025.

Fair Campaign Practices Act

Candidates are subject to the Colorado Fair Campaign Practices Act (also known as FCPA). A full and searchable copy of the FCPA (C.R.S., Title 1, Article 45) is available online. It is recommended each candidate take the steps with their legal counsel and become familiar with the responsibilities of a candidate under FCPA and all State election laws. On or before March 7, 2025, the DEO will file copies of Self-Nomination and Acceptance and Affidavits to be Write-In Candidate forms with the Colorado Secretary of State. This will serve as your Candidate Affidavit under FCPA. The Secretary of State will use the email address you provide on your Self-Nomination and Acceptance form or Affidavit to be a Write-In Candidate form as their medium to contact you about matters relating to FCPA reporting.

Other Information

The Colorado Department of Local Affairs, Division of Local Government website provides information on special district elections, as well as provisions of State law having to do with special district elections and rules of the Secretary of State. [Special District Elections | Department of Local Government](#)

The Colorado Secretary of State's website will also provide information on your FCPA reporting responsibilities. [Elections & Voting](#)

Should you have any additional questions, please do not hesitate to contact Rob Hanna, Executive Director or me. Thank you.

Sincerely,

Jennifer King, Designated Election Official
South Suburban Park and Recreation District

Attachments: Self Nomination and Acceptance form
 Affidavit of Intent to be a Write-In Candidate form
 Board Meeting Schedule
 2025 Election Calendar
 Application for Absentee Ballot

**SELF-NOMINATION AND ACCEPTANCE FOR
SOUTH SUBURBAN PARK AND RECREATION DISTRICT**

I, _____, who reside at:
(full name of candidate as the name will appear on the ballot)

Residence Street Address

City or Town, Zip Code

County

hereby nominate myself and accept such nomination for the office of Director of the South Suburban Park and Recreation District, Arapahoe, Douglas and Jefferson Counties, Colorado, for a four (4) year term and will serve if elected at the regular election to be conducted on May 6, 2025.

I affirm that I am an eligible elector of the South Suburban Park and Recreation District at the date of signing this Self-Nomination and Acceptance form.

Mark here ___ if you are a member of an Executive Board of a unit owners association (homeowners association), as defined in Section 38-33.3-103, C.R.S., located within the boundaries of the District (or Director District, if applicable) for which you are running for office.

I further affirm that I am familiar with the provisions of the Fair Campaign Practices Act as required in Section 1-45-110, C.R.S., and I will not, in my campaign for this office, receive contributions or make expenditures exceeding two hundred dollars (\$200) in the aggregate during the election cycle, however, if I do so, I will thereafter register and file all disclosure reports required under the Fair Campaign Practices Act.

DATED this _____ day of _____, 2025.

Signature of Candidate

Printed Full Name

Mailing Address (if different)

Telephone Number

City or Town, Zip Code

Email Address

WITNESSED by the following **registered elector of the State of Colorado:**

Signature of Witness

Printed Full Name

Residence Street Address

Telephone Number

City or Town, Zip Code

Email Address

County

OFFICE USE ONLY

Received this _____ day of _____, 2025 at
_____ a.m./p.m.

Verified _____

Designated Election Official

AFFIDAVIT OF INTENT TO BE A WRITE-IN CANDIDATE

I, _____
(full name of the candidate)

who reside at: _____
(Residence Street Name and Number)

(City or Town, Zip Code)

(County, State)

(Mailing Address, if different from residence address)

whose email address is: _____
(Email Address)

whose telephone number is: _____
(XXX) XXX - XXXX

desire the office of Director for a four-year term on the Board of Directors of the South Suburban Park and Recreation District at the regular election on May 6, 2025, **and am qualified to assume the duties of the office if elected and will serve as Director if elected.**

I further affirm that I am familiar with the provisions of the Fair Campaign Practices Act as required in § 1-45-110 of the Colorado Revised Statutes, I will not, in my campaign for this office, receive contributions or make expenditures exceeding \$200 in the aggregate during the election cycle, however, if I do so, I will thereafter file all disclosure reports required under the fair campaign practices act.

DATED this ____ day of _____, 20__.

WITNESSED by the following registered elector:

(Signature of Candidate)

(Printed Full Name of Candidate)

(Signature of Witness)

(Printed Full Name of Witness)

(Residence Address)

(City or Town, Zip Code)

[Continued on next page]

Before me, _____, a notary/officer duly authorized to administer oaths, in and for said State, personally appeared _____, whose name is subscribed to the forgoing Affidavit of Intent to Be A Write-In Candidate, and who being first duly sworn, upon oath says, that the foregoing statements are true and he/she acknowledges the execution of said instrument to be of his/her own free act and voluntary deed for the uses and purposes therein set forth.

Subscribed and affirmed to before me this _____ day of _____, 20 _____.

STATE OF COLORADO

COUNTY OF _____

Seal

(Notary/Official Signature)

My Commission Expires _____

(Title)

Eligibility Section (not required, but helpful for DEO to expedite)

I am an eligible elector because I am registered to vote in Colorado and am (mark one):

- A resident of the District; or
- The owner (or spouse/civil union partner of owner) of taxable real or personal property situated within the boundaries of the District, Spouse's Name, if property is in spouse's name; or
- A person who is obligated to pay taxes under a contract to purchase taxable property within the District.



BOARD OR DIRECTORS

Board of Directors' meetings are open to the public. The Board meets on the second and fourth Wednesdays of the month (unless otherwise noted), beginning at 6:00 PM for a study session followed by a public meeting at 7:00 PM in the boardroom at 4810 E. County Line Road, Littleton, CO 80126. The times and dates are subject to change.

January 08, 2025	February 12, 2025	March 12, 2025
April 05, 2025	May 14, 2025	June 11, 2025
July 09, 2025	August 13, 2025	September 10, 2025
October 08, 2025	November 12, 2025	December 10, 2025

Board Agendas can be found on the South Suburban BoardDocs page:

<https://go.boarddocs.com/co/ssprd/Board.nsf/vpublic?open>



MAY 6, 2025 REGULAR POLLING PLACE ELECTION CALENDAR

DATE	ACTION	AUTHORITY
12-7-24	<p>FOR METROPOLITAN DISTRICTS ORGANIZED AFTER JANUARY 1, 2000, the County Clerk and Recorder of each county in which the District is located shall provide the District with the voter registration list as of 150 days prior to the election for purposes of emailing or mailing the call for nomination between 100 and 75 days prior to the election. The list(s) must be ordered prior to this time.</p> <p>FOR ALL OTHER DISTRICTS that chose to mail such call for nominations, the County Clerk and Recorder of each county in which the District is located shall provide the District with the voter registration list as of 150 days prior to the election for purposes of mailing the call for nomination between 100 and 75 days prior to the election. The list(s) must be ordered prior to this time.</p>	1-13.5-501(1.7) 1-13.5-501(1.5)
Before providing the Call for Nominations	District Board adopts Election Resolution calling the regular election, appointing Designated Election Official, approving any ballot question(s) to be submitted to the electors, if any, and determining other matters. NOTE: The Board can delay adopting a Resolution to approve any ballot question(s) until closer to the date to certify the ballot content.	
1-1-25	Earliest day Self-Nomination and Acceptance forms can be filed with the Designated Election Official or, if none has yet been designated, with the presiding officer or the Secretary of the Board of Directors (no earlier than January 1 st and no later than the normal close of business on the 67 th day before the election).	1-13.5-303(1) 1-13.5-303(4)
1-26-25	First day to be able to provide* the Call for Nominations between 100 days and 75 days before a regular special district election. The call shall state the special district director offices to be voted upon, where a Self-Nomination and Acceptance	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)

form may be obtained, the deadline for submitting the Self-Nomination and Acceptance form to the Designated Election Official, and information on obtaining an absentee ballot.

*Except as set forth below for Metropolitan Districts organized after January 2000, the Call for Nominations must be made by publication one time in a newspaper of general circulation within the District and by one of the following methods:

1. Posting the information on the District's website; or
2. Mailing the notice to each address at which one or more active registered electors of the District resides as provided on the voter registration list as of 150 days prior to the election; or
3. Including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election or other informational mailing sent by the District to the eligible electors; or
4. For Districts with fewer than 1,000 electors that is wholly located in a county with a population of less than 30,000, posting the notice in at least three public places within the District boundaries and in the office of the County Clerk and Recorder.

FOR METROPOLITAN DISTRICTS ORGANIZED AFTER JANUARY 1, 2000, the District must email the notice to each active registered elector of the District as provided on the voter registration list as of 150 days prior to the election. If the elector does not have an email of record in the voter registration records, the notice must be mailed to each address at which a registered elector resides. The notice must also be provided by one of the following methods:

1. Publication one time in a newspaper of general circulation within the District; or
2. Posting the information on the District's website; or

	<p>3. Including the notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election or other informational mailing sent by the District to the eligible electors; or</p> <p>4. For Districts with fewer than 1,000 electors that is wholly located in a county with a population of less than 30,000, posting the notice in at least three public places within the District boundaries and in the office of the County Clerk and Recorder.</p>	
2-20-25	Last day to provide the call for nominations.	1-13.5-501(1) 1-13.5-501(1.5) 1-13.5-501(1.7)
2-28-25	<p>Last day Self-Nomination and Acceptance forms must be filed with the Designated Election Official or, if none has yet been designated, with the presiding officer or the Secretary of the Board of Directors (no later than the normal close of business on the 67th day before the election).</p> <p>FCPA NOTE: If the Self-Nomination and Acceptance form or the Affidavit of Intent to be a Write-in Candidate contains a statement substantially stating “I will not, in my campaign for this office, receive contributions or make expenditures exceeding two hundred dollars (\$200) in the aggregate during the election cycle, however, if I do so, I will thereafter register and file all disclosure reports required under the Fair Campaign Practices Act”, then no disclosure reports are required to be filed unless and until the two hundred dollar (\$200) threshold has been met.</p>	<p>1-13.5-303(1) 1-13.5-303(4)</p> <p>1-45-108(1)(c)</p> <p>Article XXVIII, Section 2(2) of the Colorado Constitution</p> <p>Secretary of State Rule 16.3.1 of the Rules Concerning Campaign and Political Finance</p>
3-3-25	Last day to file Affidavits of Intent to be a Write-in Candidate with Designated Election Official (not later than 64 days before the election).	1-13.5-305
3-4-25	Designated Election Official, if instructed by resolution of the Board, may cancel the election if there are no more candidates, including write-in candidates, than positions to be filled, and there are no ballot question(s), and declare the candidates elected (at the close of business on the 63 rd day before the election or anytime thereafter). If the	1-13.5-513(1) 1-13.5-513(3)

	<p>electors are to consider the election of persons to office and any ballot question, the governing body may by resolution withdraw the ballot question(s) and cancel the election at any time prior to the election, if there are no more candidates, including write-in candidates, than positions to be filled. No election may be cancelled in part.</p> <p>Notice of cancellation of the election must be published one time prior to the election date. The Notice must be posted in the office of the Designated Election Official, and in the office of the County Clerk and Recorder of each county in which the District is located. A copy of the Notice shall be filed with the Division of Local Government. Designated Election Official shall notify the candidates that the election was cancelled and that they were elected by acclamation.</p> <p>SPECIAL NOTE: If the election is cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the special district following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing and filing of an oath with the County Clerk and Recorder and posting of a bond.</p>	<p>1-13.5-513(6)</p> <p>1-13.5-112(2)</p>
<p>3-7-25</p>	<p>Certify ballot content (no later than 60 days before the election). Every ballot shall contain the names of all duly nominated candidates for the offices to be voted for at the election. The arrangement of the names shall be established by lot at any time prior to the certification of the ballot. The Designated Election Official shall notify the candidates of the time and place of the lot drawing for the ballot. The drawing shall be performed by the Designated Election Official or a designee. If any ballot question(s) will be included on the ballot, they must follow the list of candidates.</p> <p>Designated Election Officials of special districts with overlapping boundaries must meet, confer and, if practical, hold the elections in a manner that will permit the eligible electors in the overlapping area to vote in all of such elections at one polling place.</p>	<p>1-13.5-511 1-13.5-902(2) 1-13.5-902(7)</p> <p>1-13.5-504(3)</p>

<p>3-7-25</p>	<p>FCPA NOTE: If election is NOT canceled, each candidate or the Designated Election Official shall file with the Secretary of State a copy of such candidate’s Self-Nomination and Acceptance forms or Affidavits of Intent to be a Write-In Candidate (no later than 60 days before the election). If the Self-Nomination and Acceptance form contains a statement that the candidate is familiar with the provisions of the Fair Campaign Practices Act, then no filing of a “Candidate Affidavit” under the Fair Campaign Practices Act is required.</p> <p>FCPA NOTE: A candidate who does not accept contributions but who expends money for campaign purposes shall not be required to form a Candidate Committee, but shall be required to file disclosure reports for the reporting periods during which the expenditures are made.</p> <p>FCPA NOTE: Candidate Committees shall register with the Secretary of State before accepting or making any contributions. Issue Committees shall register with the Secretary of State within 10 calendar days of accepting or making contributions or expenditures in excess of \$200 to support or oppose any ballot question.</p>	<p>1-45-108(3) 1-45-108(3.3) 1-45-110(1)</p> <p>Article XXVIII, Section 2(10), Colorado Constitution</p> <p>Secretary of State Rules 2.1, 16.1 and 16.3 of the Rules Concerning Campaign and Political Finance</p>
<p>3-22-25</p>	<p>Designated Election Official shall mail absentee ballots to those eligible electors who have applied and are designated as a “covered voter” under the Uniform and Overseas Citizens Absentee Voting Act (UOCAVA) (not later than 45 days before the election).</p>	<p>1-13.5-618 1-8.3-103(1)(d) 1-8.3-110(1)</p>
<p>3-22-25</p>	<p>Earliest date to hold a class of instruction concerning the tasks of an election judge (not more than 45 days prior to the election).</p>	<p>1-13.5-408</p>

<p>3-27-25</p>	<p>Last day for the Designated Election Official to order the voter registration and property owners lists (no later than 40 days prior to election). Designated Election Official may order an initial voter registration and property owners lists be received 30 days prior to the election, with a supplemental list provided 20 days prior, or the complete lists provided as of the 6th day prior to the election</p>	<p>1-13.5-203(1) 1-13.5-204(1) 1-13.5-204(2)</p>
<p>4-4-25</p>	<p>If requested, County Clerk and Recorder shall certify initial list of registered voters and County Assessor shall certify initial list of property owners (no later than 30 days prior to election).</p> <p>Designated Election Official shall have available printed ballots (at least 30 days prior to election).</p>	<p>1-13.5-203(1)(a) 1-13.5-204(2)</p> <p>1-13.5-902(1)(a)</p>
<p>4-7-25</p>	<p>Mail absentee voter's ballot to each of those eligible electors on the list of permanent absentee voters or those eligible electors who have applied for an absentee ballot (not more than 72 hours after the blank ballots have been received).</p>	<p>1-13.5-1002(2)(b)</p>
<p>4-15-25</p>	<p>FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (21st day before the election).</p>	<p>1-45-108(2)(a)(II)</p>
<p>4-16-25</p>	<p>Last day to publish Notice of the election once (at least 20 days before the election). Post Notice in the office of the Designated Election Official. Mail a copy of the Notice to the County Clerk and Recorder of each county in which the District is located.</p> <p>Post Polling Place sign at each polling place (at least 20 days prior to election).</p> <p>If requested, County Clerk and Recorder shall supply supplemental list of registered voters and County Assessor shall supply supplemental list of property owners (no later than 20 days prior to election).</p>	<p>1-13.5-502(1) 1-13.5-502(2)</p> <p>1-13.5-502(3)</p> <p>1-13.5-203(1)(a) 1-13.5-204(2)</p>

<p>4-21-25</p>	<p>Designated Election Official shall appoint election judges (at least 15 days prior to election). Designated Election Official shall mail certificates of appointment and acceptance forms to each person appointed. Each election judge shall file an acceptance of appointment with the Designated Election Official within seven (7) days after certificate of appointment and acceptance forms were mailed.</p> <p>Designated Election Official shall appoint at least one member of the special district Board and at least one eligible elector of the special district who is not a member of such Board to serve with the Designated Election Official as the Canvass Board for the election (at least 15 days prior to election).</p>	<p>1-13.5-401(1) 1-13.5-403 1-13.5-404</p> <p>1-13.5-1301(1)</p>
<p>4-24-25</p>	<p>If the District is using voting machines or an electronic voting system for the use of absentee voters, such voting machines or electronic voting system must be available from 12 days prior to the election until the close of business on the Friday preceding the election.</p>	<p>1-13.5-1007(1) 1-13.5-1007(2)</p>
<p>4-29-25</p>	<p>Last day to request an absentee ballot (close of business on Tuesday preceding election).</p>	<p>1-13.5-1002(1)(b)</p>
<p>4-30-25</p>	<p>If requested, County Clerk and Recorder shall supply the complete list of registered voters and County Assessor shall supply the complete list of property owners (as of the 6th day prior to the election).</p>	<p>1-13.5-203(1)(a) 1-13.5-204(2)</p>
<p>5-2-25</p>	<p>FCPA NOTE: File Candidate Committee or Issues Committee Report of Contributions and Expenditures pursuant to the Fair Campaign Practices Act with the Secretary of State (Friday before the election).</p>	<p>1-45-108(2)(a)(II)</p>
<p>5-5-25</p>	<p>Deliver to election judge the registration records and all necessary election supplies, including ballots, voting booths, etc. (at least one day prior to the election).</p>	<p>1-13.5-205</p>
<p>5-6-25</p>	<p>ELECTION DAY. 7:00 A.M. to 7:00 P.M.</p>	

5-14-25	Last day to receive voted absentee ballot from UOCAVA eligible elector, if such ballot was postmarked or transmitted electronically by 7:00 p.m. on the day of election, in order for ballot to be counted (by the close of business on the 8th day after the election).	1-8.3-111 1-8.3-113(2)
5-20-25	<p>Canvass Board shall certify the official abstract of votes cast at the election (no later than the 14th day after the election). A copy of the certificate of election results shall be filed with the Division of Local Government. The Designated Election Official shall transmit to each person declared to be elected a certificate of the person's election.</p> <p>The term of office of each newly elected person shall commence at the next meeting of the Board of Directors of the District following the election, but no later than thirty (30) days following the date the election results were certified and upon the signing of an oath and filing with the County Clerk and Recorder and posting of a bond. If the election was cancelled, the term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the District following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing of an oath and filing with the County Clerk and Recorder and posting of a bond.</p>	1-13.5-1305(1) 1-13.5-1305(2) 32-1-104(1) 1-13.5-112(1) 1-13.5-112(2)
6-5-25	FCPA NOTE: File Candidate Committee or Issue Committee Report of Contributions and Expenditures with the Secretary of State (30 days after the election).	1-45-108(2)(a)(II)
	Election official shall retain the sealed voted ballots until time has expired for any contest proceedings or 25 months after the election, whichever is later. All other election records and forms shall be preserved for at least six (6) months following the election.	1-13.5-616(1) 1-13.5-616(2)

Many thanks to Micki Mills from Cockrel Ela Glesne Greher & Ruhland, PC (CEGR Law) for developing this valuable resource.

APPLICATION FOR ABSENTEE BALLOT

IMPORTANT!!

- Signed application must be submitted to DEO by close of business Tuesday, April 29, 2025.
Return applications to: Jennifer King, DEO, SSPRD, 4810 E. County Line Road, Littleton, CO 80126 or Email to Elections@ssprd.org
Absentee ballots must be received by Election Judge or DEO by 7:00PM on Election Day, May 6, 2025, to be counted.

To the Designated Election Official of South Suburban Park and Recreation District:

I, _____, am requesting an absentee ballot on behalf of (select one):

- Myself, whose birth year is: _____; or
a family member related by blood, marriage, civil union, or adoption to the applicant, whose birth year is _____.

who is an eligible elector of the South Suburban Park and Recreation District, State of Colorado, eligibility by virtue of:

- Being a resident of the District, with an elector residence address of:

(Address) (City) (Zip Code) (County, CO)

- or -

- Ownership (or spouse or civil union partner) of the taxable real or personal property (described below) situated within the boundaries of the District, or a person who is obligated to pay taxes under a contract to purchase taxable property within the District

Physical address or description of property:

Address) (City) (Zip Code)

Mail absentee ballot to the following address:

(Address)

(City) (State) (Zip Code)



- CHECK BOX IF ELECTOR WISHES TO BE ON DISTRICT'S PERMANENT ABSENTEE VOTER LIST. Applicant will receive an absentee ballot for every election conducted by the District if checked.

I am applying for an absentee ballot for use by me or the person noted above pursuant to §1-13.5-1002(1)(b) in voting at the District's regular election to be held on the 6th day of May, 2025.

Signature

Date

*In case of elector's inability to sign his/her name, the elector's mark shall be witnessed by another person. Electronic signatures will not be accepted.

Office Use Only

Date received: _____

PAV #: A2025-_____

ID #: _____