



### Board of Education

To file as a candidate for the Board of Education follow the steps below:

Step 1 – Create a campaign finance account here:

<https://campaignfinance.maryland.gov/Home/RegisterCommittees>

Step 2 – Fill out your [Candidate Information Sheet](#)

Step 3 – Download and read the [Washington County Board of Education Ethics Policy](#).

Step 4 – Complete your [Financial Disclosure](#) (Note: when complete, please call Ms. Jamie Lee Brown at 301-766-2946 to schedule an appointment to submit your financial disclosure.)

Step 5 – If you plan on running under a different name complete the [Affidavit of Alternate Name](#) form. (This form is not required if the alternative name is an initial, shortened version, or commonly used variation of a given name. Example: Beth for Elizabeth or Jon for Jonathan)

Now you are almost ready to file. Here are your next steps:

Call the Washington County Board of Elections at 240-313-2050 to schedule your appointment to file. You will be asked to email ([washco.elections@maryland.gov](mailto:washco.elections@maryland.gov)) or fax (240-313-2062) documents 2 – 5 listed below at least 2 hours before your appointment. In addition, you will need to bring all of the following to your appointment:

1. Your Identification
2. Proof of your approved campaign finance account
3. Your completed Candidate Information Sheet
4. Proof of your completed Financial Disclosure
5. Your Affidavit of Alternate Name (if applicable)
6. Your filing fee of \$25.00 in cash or a check made out to The Washington County Treasurer

17718 Virginia Ave | Hagerstown, MD 21740 | P: 240.313.2050 | F: 240.313.2062 | TDD: 711

[WWW.WASHCO-MDELECTIONS.ORG](http://WWW.WASHCO-MDELECTIONS.ORG)