



# SUBMITTING YOUR CANDIDATE STATEMENT: STEP BY STEP

[Whatcom County Election - Candidate Resources](#)



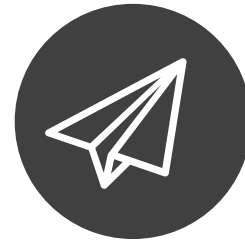
GETTING  
STARTED



PHOTO  
GUIDELINES



STATEMENT  
GUIDELINES



SUBMIT YOUR  
STATEMENT



WHAT  
NEXT



## GETTING STARTED

### TIMELINE – ONCE YOUR CANDIDATE FILING HAS BEEN APPROVED

- You'll receive your **Voters' Pamphlet – Submit Your Profile** email
- All candidates have the opportunity to submit a statement except, Precinct Committee Officers
- Statement and photo are due by Friday, May 28<sup>th</sup> at 4:30pm
- You will receive an email confirming your statement was received
- You will also receive an email once your statement has been approved



## PHOTO GUIDELINES

### CANDIDATE PHOTO

You may submit one self-portrait

- It must be a digital image
- It must be 4x5 or larger
- It must be a Recent Photo
- Color photos with lighter backgrounds work best
- No others in the photo
- Things in the background
- It may not be digitally altered
- No clothing or insignias that suggest holding a public office



## STATEMENT GUIDELINES

### CANDIDATE STATEMENT – GUIDELINES

- Your Biography & Statement should be about you
- Profane, libelous, or defamatory language is not permitted
- Use plain text
  - Allowed:** *Italics*
  - Not Allowed:** **Bold**, underline and ALL CAPS
- No tables, lists or bullets



## STATEMENT GUIDELINES

### CANDIDATE STATEMENT GUIDELINES CONTINUED

- Your statement is divided into two parts:
  - Biography – 100 words:
    - Elected Experience
    - Other Professional Experience
    - Education
    - Community Service
  - Statement – 200 words
    - Four paragraphs
- Hyphenated words count as 2 words
- Statements will not be checked for spelling, punctuation or grammar
- The Candidate Portal will **not** allow for submissions over the word limit
- [Whatcom County Elections – Candidate Filing Guide](#)



## STATEMENT GUIDELINES

### SAMPLE OF A VOTERS' PAMPHLET SUBMISSION



Whatcom County - County Council At-Large Position A - Nonpartisan Office - 4 year term



#### **Warren G. Magnuson**

**Elected Experience:** Washington House of Representatives, Legislative District 37.

**Other Professional Experience:** Farmer/Rancher, Owner of Hai-ley Company, Inc. our 4th generation family farm. Public service volunteer, Registrar and Attendance Specialist

for North Franklin School District, Bailie Memorial Youth Ranch Foundation Board, Di-rector, Past Director of Bailie Memorial Youth Ranch Board, former 4-H leader, PTA President, continuing classroom volunteer. Served as Regional Director for a US Senator.

**Education:** Graduate Paschal High School, Ft. Worth, TX. Graduate of Eastern Washington University, 1980. Law degree from Gonzaga University, 1956.

**Community Service:** Inland Northwest Humane Society; Walk for Life participant, 11 years; neighborhood watch participant; long time recycler.

**Statement:** Senator Magnuson has always given the highest pri-ory to advocating for children and families, including veterans, the elderly and disabled.

District growth has been more than 30% over the past two years, creating a strain on schools and other services. He helped make dif-ficult choices to balance needs and restrain the budget, working to secure funding for the Pierce County Skills Center in Frederickson, the Yelm Loop, the Cross Base Highway, the Orting Bridge for kids, the Nisqually-Mashel State Park, an upgraded early warning sys-tem and work to keep transportation dollars here at home.

Warren advocated for in-home intervention, home health care, support and chore services for children with developmental or behavioral disabilities, seniors and the disabled. He worked to ex-tend the property tax deferral program – helping people whose homes have increased in value, but have not had an increase in income.

He believes the WASL should only be one of several tools used to measure academic success. Warren is honored to represent you and he is and always will be, there for you.

**For More Information:**

(509) 123-4567  
warren@magnuson.net  
www.magnuson.com



## ACCESSING THE CANDIDATE PORTAL

### SUBMIT YOUR STATEMENT

- You should receive it within 24hrs of filing
- Have your prepared statement and photo ready to go
- Use the green link in the email your receive to access the portal



Whatcom County Elections  
311 Grand Avenue Suite 103  
Bellingham, WA 98225  
(360) 778-5102  
elections@co.whatcom.wa.us

#### Please submit a Voters' Pamphlet profile.

Dear Candidate #1:

Your Voters' Pamphlet submission is **due by 4:30 pm on Friday May 28.**

To submit information for the Voters' Pamphlet, use this link:

<https://qa-voter.votewa.gov/CandidateFiling/CandidatePamphlet.aspx?t=BE0B4B63-AD75-4C7B-A2B0-D6EA3432D364&k=1534798>

#### Please note:

- Submissions or corrections received after 4:30 pm on May 28 will not be accepted.
- The Auditor's Office does not correct spelling, punctuation, or grammar.
- Rules for statements and photos are enforced. Refer to page 5 of the [Candidate Filing Guide](#) to learn more.
- Candidate submissions will appear in the Local Voters' Pamphlet (online and printed).
- If you do not submit any information, only your name and contact information will appear in the Local Voters' Pamphlet.

Warm Regards,

Whatcom County Elections

**\*DO NOT REPLY TO THIS EMAIL\***



SUBMIT YOUR  
STATEMENT

## CANDIDATE PORTAL

### Pamphlet Profile

I choose not to submit a photo

[Profile Picture](#)

I choose not to submit a statement and biography

**Legal/Judicial Experience** = 200 words remaining.

**Other Professional Experience** = 200 words remaining.

**Education** = 200 words remaining.

**Community Service** = 200 words remaining.

**Statement** = 700 words remaining.

Website (optional):

Video URL (optional):

**Deadlines**

Voters' Pamphlet submissions are not made public until after the deadline when all photos and statements have been processed. Submissions or corrections after the deadline will not be accepted.

State and county deadlines vary. Contact your [county elections office](#) for deadlines and guidelines.

May 28 at 5:00 p.m. is the deadline for state offices to submit.

**Photographs and Statements**

Proofread carefully. Your biography and statement will be printed exactly as submitted. Tips for submission:

- Copy and Paste: You may need to use the clipboard in the submission box or Control+C and Control+V keys.
- Each biography heading has a separated text box that counts toward the 100-word limit. Only one paragraph under each bio heading.
- If you leave a heading blank, "No information submitted" will be inserted next to that heading.
- Double check your word count and paragraph count are within guidelines.
- No tables, lists, or bullets allowed.
- Photos must be high resolution, not larger than 5 MB, not digitally altered, and not more than 5 years old.
- No photograph may include hats, buttons, or clothing showing words, insignia, or symbols that suggest holding a public office (robes, law enforcement or military uniforms).

**Questions?**

Contact your county elections department for more information.  
State candidates may call the Office of the Secretary of State: 1.800.448.4881  
[elections@sos.wa.gov](mailto:elections@sos.wa.gov)

**Candidate #1**

[123] 456-7890  
[test@test.com](mailto:test@test.com)

**Legal/Judicial Experience**  
No information submitted

**Other Professional Experience**  
No information submitted

**Education**  
No information submitted

**Community Service**  
No information submitted

**Statement**  
No Information Submitted





SUBMIT YOUR STATEMENT

## UPLOADING YOUR CANDIDATE PHOTO

I choose not to submit a photo

Profile Picture

I choose not to submit a statement and biography

Please click each image containing a boat  
If there are None, click Skip

EN

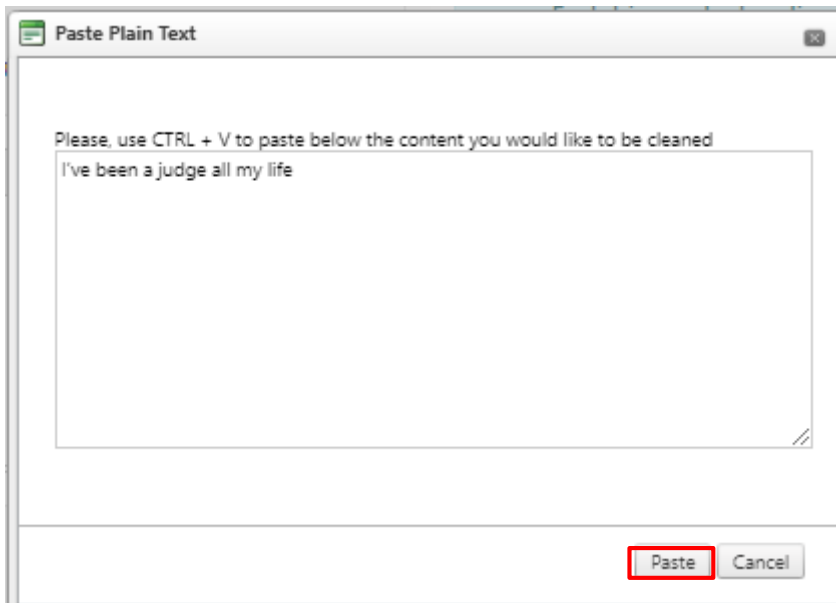
⋮ C Next

I am human

hCaptcha  
Privacy - Terms



## SUBMIT YOUR STATEMENT



## TIPS FOR ENTERING YOUR STATEMENT

Proofread carefully. Your biography and statement will be printed exactly as submitted. Tips for submission:

- **Copy and Paste:** You may need to use the clipboard in the submission box or Control+C and Control+V keys.
- Each biography heading has a separated text box that counts toward the 100-word limit. Only one paragraph under each bio heading.
- If you leave a heading blank, "No information submitted" will be inserted next to that heading.
- Double check your word count and paragraph count are within guidelines.
- No tables, lists, or bullets allowed.
- Photos must be high resolution, not larger than 5 MB, not digitally altered, and not more than 5 years old.
- No photograph may include hats, buttons, or clothing showing words, insignia, or symbols that suggest holding a public office (robes, law enforcement or military uniforms).

- Copy and Paste from your prepared statement
- Use CTRL + V to access the Paste Plain Text editor



SUBMIT YOUR  
STATEMENT

## CANDIDATE BIOGRAPHY

**Legal/Judicial Experience** = 200 words remaining.

**Other Professional Experience** = 200 words remaining..

**Education** = 200 words remaining.

**Community Service** = 200 words remaining.

**Legal/Judicial Experience** = 177 words remaining.

**Other Professional Experience** = 177 words remaining..

**Education** = 177 words remaining.

I am well educated & have a law degree

**Community Service** = 177 words remaining.

- Copy and paste words into the category headings
- It will give you a running word count



SUBMIT YOUR  
STATEMENT

## CANDIDATE STATEMENT

**Statement** = 100 words remaining.

*I* ABC ✂ 📄 📁 ↺ ↻

**Statement** = 53 words remaining.

*I* ABC ✂ 📄 📁 ↺ ↻

The role of the judge is to keep order or to tell you the sentence of the person. A judge is an elected or appointed official who conducts court proceedings. Judges must be impartial and strive to properly interpret the meaning, significance, and implications of the law.

- Cut and paste your Statement
- It will give you your word count
- You cannot go over the word limit



## SUBMIT YOUR STATEMENT

- Review for accuracy
- Having Technical issues?
  - Give us a call before you submit

### STATEMENT PREVIEW

#### Candidate #1

(123) 456-7890  
test@test.com



#### Legal/Judicial Experience

This will be a first for me

#### Other Professional Experience

I've been a judge all my life

#### Education

I am well educated & have a law degree

#### Community Service

I run a free legal clinic

#### Statement

The role of the judge is to keep order or to tell you the sentence of the person. A judge is an elected or appointed official who conducts court proceedings. Judges must be impartial and strive to properly interpret the meaning, significance, and implications of the law.

[Submit](#)



WHAT  
NEXT

## WHAT NOW?

Be looking for these emails:

- Voters' Pamphlet Profile Received
- Voters' Pamphlet Profile Approved

Reminders

- Statements are due Friday, May 28<sup>th</sup> before 4:30 pm
- Biography & Statement are printed exactly as submitted



WHAT  
NEXT

For a complete look at the candidate filing process and statement guidelines, review the candidate filing guide:

[Whatcom County Elections - Candidate Filing Guide](#)

More candidate resources can be found at:

[Whatcom County Elections - Candidate Resources](#)

See who has filed at:

[VoteWA – See Who’s Filed](#) (Available starting May 17<sup>th</sup>)

For information on public disclosure requirements go to:

[www.PDC.wa.gov](http://www.PDC.wa.gov)

# WHATCOM

COUNTY • WASHINGTON

Auditor Diana Bradrick

311 Grand Avenue, Suite 103  
Bellingham, WA 98225

(360) 778-5102  
[elections@co.whatcom.wa.us](mailto:elections@co.whatcom.wa.us)



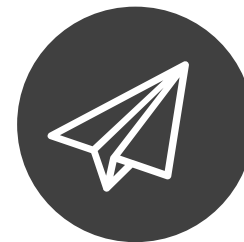
GETTING  
STARTED



PHOTO  
GUIDELINES



STATEMENT  
GUIDELINES



SUBMIT YOUR  
STATEMENT



WHAT  
NEXT