

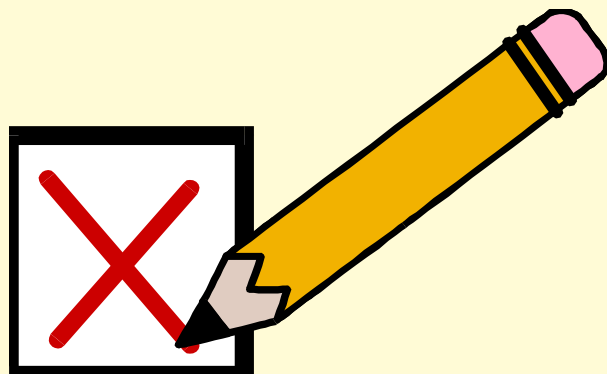
Organizing a Candidates' Forum

How do voters in your community make decisions regarding school board candidates?

Did you know that as part of the largest advocacy organization for children in the state, local PTAs organize candidates' forums for school board elections?

Here are some simple steps to organize a candidates' forum in your community.

1. Remember that PTA does not endorse candidates for office. PTA's responsibility is to provide information so that the community can make informed choices.
2. Set a date, obtain a facility and determine your format.
3. Invite the candidates. Be sure to include date, time, place and format for the forum.
4. Arrange publicity using local newspapers, radio stations or posters/flyers.
5. Assign a moderator who will describe guidelines of the forum and ask questions provided by the audience.
6. Find volunteers to collect and screen questions from the audience.
7. Instruct timers to hold up signs to signal speakers:
 - Green: start
 - Yellow: 30 seconds left
 - Red: stop
8. Remind voters at the end of the forum that November 6 is Election Day.



For more detailed information on conducting a candidates' forum check the *California State PTA Toolkit Advocacy* section, or find the *Toolkit* online at www.capta.org. Look under the resources section of the website.