1. Your completed Application must be returned to the clerk at the Altadena Community Center located at 730 East Altadena Drive, Altadena, CA no later than 5:00 p.m., May 17, 2013. Office hours vary, so please call ahead.

2. When submitting your Application, please be prepared to show the clerk a document to prove your permanent address. This can be a California driver's license or a California Identification Card.

3. Use any size envelope to submit your Application to the clerk. Be sure to seal the envelope and clearly print your name on the outside. Your envelope must include:
- A completed and signed official Application Form
- An Application fee of $35. This must be a check or money order payable to Altadena Town Council. Do not include cash.
- A statement of your qualifications for office. This is essentially a statement of who you are and why you are running for office. The length and form of the document must be no more than one 8 ½ x 11 sheet. Statements will be made available to the public, and will be included in the Candidate's Booklet at polling sites. Candidates may provide alternate statements or fliers for the Candidate's Booklet. Alternate statements or flyers must be submitted to the Election Chair by June 3, 2013, 5:00 pm.

4. If you cannot document your permanent address to the clerk you must provide the required proof of address to the Election Chair prior to the May 21, 2013 meeting of the Altadena Town Council.

5. Be sure you read and understand the By-Laws, Election Rules and the Ethical Standards. You are required to run your campaign according to those rules. Failure to do so may result in disqualification.

6. If you have any questions about the election process or your candidacy, contact the Election Chair at: chair@AltadenaElection.org or **(626) 664-4300**

Some important dates to keep in mind

Deadline for filing your Application	May 17, 2013 5:00 pm
Candidate's forum at ATC meeting	May 21, 2013 7:00 pm
Election Day	June 8, 2013