

**ATTACH EASY TO FOLLOW DIRECTIONS TO YOUR BALLOT FOLDER
FOR EACH TEACHER...**

1st Period TEACHERS:

- √ PLEASE BE SURE EACH STUDENT GETS ONE BALLOT FOR VOTING.
- √ **IF YOU NEED EXTRA BALLOTS, SEND A TRUSTWORTHY STUDENT TO _____ WITH A NOTE SIGNED BY YOU INCLUDING THE SPECIFIC NUMBER OF EXTRA BALLOTS NEEDED.**
- √ PUT THE MARKED BALLOT (**UNFOLDED AND IN THE SAME DIRECTION** IN THE ENVELOPE AND **DESTROY (tear-up) UNUSED BALLOTS.**
- √ **RETURN THE ENVELOPE TO _____ AS SOON AS POSSIBLE.**

MANY, MANY THANKS FOR YOUR HELP IN THIS ELECTION PROCESS!

SGA ADVISOR

When printing directions that can fit on half of a page, save paper!!! Cut the page in half... in fact, for some of these "throw away directions" you may even print on paper that has already been used on one side.

Election Date: _____

Social Studies Teachers:

- Enclosed are the ballots for the SGA class representative elections.
- Print the name of candidates on the board or overhead. Students will write in their first and second choice.
- Each student in your classes should get one ballot. If you need extra ballots, send a student to _____ with a note, signed by you, with the exact count of additional ballots. Destroy all extra ballots.
- Send the voted ballots to _____ as soon as possible after each election.

Thank you very much for you help and cooperation in these elections.

SGA Advisor