



# ELECTIONS BULLETIN

**To: All Town and City Clerks**  
**From: Kathy DeWolfe, Director of Elections & Campaign Finance**  
**Re: Absentee Envelope Delivery**  
**Date: December 21, 2007**

In 2006, we switched to a system where we will send the five styles of absentee ballot envelopes to all town clerks once every two years instead of "filling orders" upon request. Low pricing of bulk envelopes makes it much less expensive to send boxes of 500 of each style envelope to each clerk in even the smallest of towns than to fill small orders throughout the year.

We understand that this will mean that some clerks will not use all the envelopes in a two-year period. For the 2008 elections, clerks can "opt out"--a clerk can check a box and say, "Don't send me any envelopes, I have enough to last until summer of 2010."

If the envelopes are stored in a cool, dry environment they should last a good long time.

Enclosed is a listing of the quantity of each new absentee envelope style that will be shipped to each town. The number shipped is based on a percentage of your checklist totals, as of 3/2007. Please review the numbers to see if the quantity of each envelope is sufficient for your town. These numbers are intended to be a two-year supply, and the smallest quantity for each box was 500, so these numbers were rounded up or down accordingly.

**Please complete the bottom of this memorandum if you want to "opt-out" (you need no envelopes until the summer of 2010), or REDUCE (only reduce by full box of 500), or if you want to increase the number of envelopes (only increase by full box of 500). DO NOT REPLY IF THE QUANTITY OF ENVELOPES IS OKAY WITH YOU (we will automatically have envelopes sent to you if we do not hear from you).**

**Please FAX this to (802) 828-5171 by January 4, 2008.**

The Town/City of \_\_\_\_\_ would like to "opt-out" and not have any envelopes shipped for the 2008 Elections.

The Town/City of \_\_\_\_\_ would like to have the number of envelopes shipped reduced/increased. Indicate the amount by number of boxes below:

	Primary-Inside	Primary-Unused	General-Inside	Outside	Outside-Postage-Paid
Reduce by					
Increase by					

Office of the VT Secretary of State – Elections Division

Phone: (802) 828-2464 or Toll-Free (800) 439-8683

Fax: (802) 828-5171 On the web: [www.sec.state.vt.us](http://www.sec.state.vt.us)

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