



ELECTIONS BULLETIN

To: All Town and City Clerks
From: Kathy DeWolfe, Director of Elections & Campaign Finance
Re: Absentee Envelope Delivery
Date: March 3, 2010

Since 2006, we have shipped the five styles of absentee ballot envelopes directly from the printer to all town clerks once every two years. You need to have enough envelopes for the 2010 Primary and General Elections, the 2011 and 2012 Town Meetings and the 2012 Presidential Primary Election. If you have enough envelopes to last through all these elections, you can “opt out” by checking the box below and say, “Don't send me any envelopes, I have enough to last until summer of 2012.” If the envelopes are stored in a cool, dry environment they should last a long time.

If you have had to order extra envelopes since 2008 or you are almost out of envelopes, please make sure that you review the totals on the attached spreadsheet and increase the number. We have kept track of the clerks who have ordered additional envelopes in the past 2-year cycle. If you have requested envelopes in the past 2-year cycle, PLEASE INCREASE your order. (It is less expensive for you to order too many. It is very costly for both staff time and shipping, if a town runs out during the 2-year cycle.)

Enclosed is a listing of the quantity of each absentee envelope style that will be shipped to each town. Also enclosed is a sheet with an image of each envelope type. 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 2012), 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 or EMAIL to mhodge@sec.state.vt.us or klane-karnas@sec.state.vt.us by March 19, 2010.

- The Town/City of _____ would like to “opt-out” and not have any envelopes shipped for the 2010-2012 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/Town Meeting/Pres. Primary-Inside	Outside	Outside-Postage-Paid
Reduce by					
Increase by					

Office of the VT Secretary of State – Elections Division
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