



Elections Bulletin

To: All Town and City Clerks
From: Kathy DeWolfe
Re: Future Bulletins by Email
Date: May 12, 2010

Future Election Bulletins by email- and need Adobe to download and open PDF files:

For the past four years, we have been asking clerks to make sure that you have an email address and know how to check emails and open attachments. This will be the last “paper” hard copy Election Bulletin that you receive from our office—you will see future Elections Bulletins arriving by email. If you don’t already have Adobe, you also need to download the free Adobe reader software that lets you open and read PDF files (free download at <http://www.adobe.com/products/acrobat/readstep2.html>).

You must notify Melanie or Katie if you change your email address. You must get an email address through some Internet Service Provider or internet company such as Yahoo or Gmail.

- It is the responsibility of each clerk to check email at least 1 time per week to look for Elections Bulletins or other important messages.
- Occasionally a clerk will contact us to report that our blast email bulletin has not been received. You can make sure you have the latest info by checking our website. All emailed election bulletins are posted there.
- Please make sure to check your spam folder to make sure our messages are not going there. If you are not sure how, check the FAQ’s on your email provider’s website.
- It is your responsibility to maintain the capability to receive our email bulletins.
- You should also log onto the HAVA statewide checklist application at least every other week to look for messages from other towns to remove voters.

Office of the VT Secretary of State – Elections Division

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