



SCHOOLS WITH TWO VOTING PERIODS/TWO BALLOT BOXES AMENDED INSTRUCTIONS

All election materials were delivered in Ballot Box #1.

End of **First** Voting Period

1. **DO NOT** PUT THE FOLLOWING ITEMS IN BALLOT BOX #1

- Voters' List
- Election Report
- Unused ballots and any unused secret, supplemental or voided ballot envelopes

Only the completed ballots and envelopes *inserted during the first voting period* may be sealed in Ballot Box #1.

2. Apply Seal #3 over the slot on Ballot Box #1.

3. Break the zip tie on Ballot Box #2.

4. Place **all** of the following items in Ballot Box #2

- Voters' List
- Election Report
- Unused Ballots
- Unused Voided Ballot Envelopes
- Unused Secret Ballot Envelopes
- Unused Supplemental Ballot Envelopes
- Seal #2 and Seal #3

5. Seal Ballot Box #2 with **Seal #1**, just like you sealed Ballot Box #1 leading up to election day.

6. Secure Ballot Box #2 until the second voting period.

Second Voting Period

Follow the *normal* instructions for conducting the vote from the other materials (e.g. slides, video, quick guides) provided.

End of **Second** Voting Period

Follow the *normal* instructions for securing the ballot box, including the following:

1. Put Voters' List and completed Election Report inside Ballot Box #2 with completed ballots.
2. Put unused ballots in the envelope attached to the outside of Ballot Box #2 and discard unused secret, supplemental and voided envelopes.
3. Complete, sign and adhere Seal #3 over the slot on Ballot Box #2.
4. Secure the boxes for pickup by the messenger service.