



REQUEST FOR MAIL BALLOT ELECTION SERVICES

Local Name and Number _____

Unit Name and Number _____

Election Chair Name _____

Chair Phone Numbers _____

Date Contacted _____

Number of Eligible Voting Members _____

Price Quote for Services _____

Ballot Mailing Date* _____

(*There must be at least 21 days between the date the ballots are mailed out and the cut off date the ballots must be returned.)

CSEA Headquarters will provide the following election services to requesting Local and Unit Election Committees in **MAIL BALLOT ELECTIONS**:

- Print election ballots, ballot instructions, envelopes, and mailing labels.
- Stuff envelopes and apply postage to both the mailing envelopes and the return envelopes.
- Mail out the ballots.

In order for CSEA to successfully complete the above listed services, the Local or Unit Election Committee must provide the following:

A copy of the approved ballot reflecting all positions to be run in the election, all qualified candidates with the correct spelling of their names and the order in which they are to appear on the ballot. The ballot and the instructions must be "print-ready" when submitted as no changes will be made to the ballot or instructions provided to us by the Election Committee. **The submitting Election Committee is responsible for all design and proofing of the ballot and ballot instructions before submission to Headquarters.**

The ballot return address must be a U.S. Post Office box and it **cannot be the personal box of any committee member, candidate, or any other person.** The Local or Unit Election Committee must arrange with the U.S. Postal Service for a special post office box for receipt and temporary holding of voted ballots so that all mail sent to the Box will only be released at a specified time on the election date to members of the Election Committee.

Pursuant to the CSEA Local and Unit Constitutions, **the submitting Election Committee must provide the prepaid postage on all ballot return envelopes.** The ballot return envelope will be metered by the CSEA postal permit meter and will bear the notation:

**NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY
[Ballot Return Address Here]**

All "print-ready" materials (i.e., ballot, ballot instructions and return address information) **must be received in Headquarters at least three (3) weeks prior to the desired mailing date.**

COSTS FOR MAIL BALLOT ELECTION SERVICES

Mailing Count = _____

PRINTING

Flyer (8 ½" x 11" – text on 1 side only)	11 cents per copy	_____
Flyer (8 ½" x 11" – text on both sides)	22 cents per copy	_____

NOTE: All printing services are black and white only and include return address, mailing labels, labeling, folding and inserting. Election Committee must provide the post office box address information.

#10 ENVELOPES (outer)	11 cents each	_____
# 9 ENVELOPES (return)	11 cents each	_____
# 8 ENVELOPES (ballot)	11 cents each	_____

POSTAGE (outgoing and return envelopes)

Regular First Class	47 cents each	_____
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TOTAL COST ESTIMATE: _____

Payment must be accompanied by a signed copy of this form and mailed to Tim Hodge, CSEA Central Files and Office Services Department, 143 Washington Avenue, Albany, New York 12210, along with the documents noted below in the checklist. To expedite the initial process, you may fax a copy of this signed form to 518-434-8225. Your job will be scheduled in a timely manner upon receipt of this signed form, all original documents and payment (Local/Unit check, money order, or certified bank check – no personal checks accepted).

CHECKLIST:

The following items must be received from the Election Committee Chair:

- _____ Print-ready ballot
- _____ Print-ready ballot instructions
- _____ Ballot return address (Post Office Box information)
- _____ Local or Unit check, money order, or certified check

Signature of Election Committee Chair