

REPUBLICAN COMMISSIONER HELEN G. FARRELL

COUNTY OF JEFFERSON

BOARD OF ELECTIONS COUNTY BUILDING, 175 ARSENAL STREET WATERTOWN, NY 13601-2543

TELEPHONE: (315) 785-3027, 3028 or 3325

DEMOCRATIC COMMISSIONER
PEGGY L. ZECCOLO

January 31, 1994

TO: Jefferson County Board of Supervisors

RE: 1993 Annual Report

The Jefferson County Board of Elections respectfully submits its annual report for your inspection.

We hope that this report will give you and understanding of the operation of the Board of Elections.

Helen G. Farrell, Peggy L. Zeccolo, Commissioner Commissioner

Sandra L. Corey, Deputy Commissioner Cindy S. Corbett, Deputy Commissioner

JEFFERSON COUNTY BOARD OF ELECTIONS ANNUAL REPORT 1993

TABLE OF CONTENTS

INTRODUCTION1
BUDGET1
VOTER REGISTRATION1
MAIL REGISTRATION2
VOTER OUTREACH2
PETITIONS2
ABSENTEE BALLOTS3
AFFIDAVIT BALLOTS3
COURT ORDERS3
ELECTION INSPECTORS3
CAMPAIGN FINANCE4
POLLING PLACES5
VOTING MACHINES5
NEWS MEDIA5
DIGITIZING5
911 ADDRESS CHANGE6
SUMMARY6

INTRODUCTION

The Jefferson County Board of Elections conducts all National, State, County, and Town elections. Although the Board of Elections is a County Agency, the structure, responsibilities, and duties are mandated by the New York State Election Law with administrative procedures, directions, and guidelines provides the rules and regulations as defined by the New York State Board of Elections.

In 1993, the Board had full-time staff of four employees with equal representation of Democrats and Republicans as mandated by New York State Election Law. The Board is administered by two part-time Commissioners of Election who serve a two year term. The Commissioners are elected by the County Committee of each Political Party and their appointment is confirmed by the County Board of Supervisors. The Commissioners each have a Deputy who works full-time in the Board Office and runs the day-to-day operations of the office. The Deputy Commissioners are assisted by two Registration Clerks, and two part-time employees who work approximately five months of the year.

The staff of the County Board of Elections provides the technical, clerical, and mechanical skills necessary to provide services, information and statistical data to County Supervisors, other departments, governmental agencies, and to the public. The Board Office is located in the Jefferson County Office Building, 175 Arsenal St., Fourth Floor. The office is handicapped accessible and open daily to serve the public.

BUDGET

The total 1993 budget for the Jefferson County Board of Elections was \$ 165,560, allocated to the following:

Personnel costs and benefits, postage, offices supplies, printing costs, travel and education, computer software, and digitizing pilot program.

The Board's budget for 1993 was decreased \$9,341 from our 1992 budget.

VOTER REGISTRATION

In 1993 Jefferson County had 44,863 registered voters who were eligible to cast ballots in the November General Election. In August, 43,712 voters were sent the mandated verification notice. There were then 3,308 cancellation notices sent. Due to the card check 1,389 registrations were cancelled. There were 344 voters who re-registered.

During the year, 267 enrollment changes were processed. The changes will be effective for the 1994 Primary. There were 135 cancellations received from other counties in New York State and 112 cancellations received from other states.

MAIL REGISTRATION

In 1993, the Board of Elections distributed 10,000 registration forms. There were 6,000 distributed by various groups, 630 forms were distributed by local candidates, and 1,200 forms were distributed through our outreach program. In addition 350 forms were requested by phone from our office. Totally there were 4,203 forms that were received and processed by the Board.

VOTER OUTREACH

Counter Box Program

During 1993, the Board of Elections had 75 sites in Jefferson County displaying counter boxes containing registration forms. Counter boxes are on display in banks, post offices and the Department of Motor Vehicles. The forms are restocked on a regular basis by the Board personnel. The Board is continually looking for new sites.

High School Voter Registration

During the months of February and March of 1993, the Board's full-time Registration Clerks visited schools and registered high school students. The Board of Election offers to give presentations to Government classes during their visits. Several of the high schools in the County wish to do their own registering of students. These schools are sent a supply of registration forms. The schools are responsible for returning completed forms to the Board in time to meet registration deadlines. In 1993, 297 students were registered.

Local Realtors

The Board of Elections keeps in touch with our local Realtors by phone. Each Realtor is mailed a supply of registration forms to put in their packets that are given to their customers.

Senior Citizens

In 1993, the Boards part-time staff visited the local nursing homes to register voters. The staff also assisted the newly registered voters in filling out absentee applications for those who are confined. A supply of forms and applications were also left with social workers at the facilities.

PETITIONS

In 1993, there were 271 petitions filed at the Jefferson County Board of Elections. Petitions were filed by Democratic, Republican, Conservative, and Liberal Parties. There were 3 specific objections filed against various designating petitions. The objections filed required research by staff in preparation for Commissioners' ruling. There were 43 Independent petitions filed, and 3 specific objections were filed against those petitions.

All of the objections were ruled upon by the Commissioners. None of the Commissioners' rulings were challenged in court.

ABSENTEE BALLOTS

For the 1993 Primary Election, 609 ballots were mailed out, 335 ballots were cast and 35 Primary Ballots were invalidated.

Of the 1,337 ballots mailed out for the 1993 General Election, 1089 ballots were cast and 36 were invalidated.

Absentee ballots are kept in-house at the Jefferson County Board of Elections. Ballots are counted during the re-canvass of the machine vote. This is the policy and procedure that is followed by the Board, (unless there is a close vote on the machines.)

AFFIDAVIT BALLOTS

Special Ballots are sent to each election district to accommodate the voter who presents himself to vote when no record can be located for that voters registration. The voted ballots are placed in a completed affidavit envelope and returned to the Board of Elections for Commissioners' or Deputy Commissioners' decision on voter eligibility. On Primary Day 10 affidavit ballots were voted and after research 8 ballots were cast. On General Election Day 37 affidavit ballots were voted and after research 14 ballots were declared valid and cast.

The reasons for the ballots not being cast are as follows: registered too late, not registered, went to wrong polling place, not properly enrolled (primary) and did not complete affidavit correctly.

COURT ORDERS

There were very few court order for the 1993 General Election 6 voters voted by court order.

Lee Clary, Jefferson County Judge, was contacted this year concerning court order procedure. He felt that now standard guidelines could be set, that each case would have to be considered on its own merit. It was suggested by his office that each of the major parties be contacted and asked about having a lawyer available to handle the paper work involved, this would make the process go a lot smoother.

ELECTION INSPECTORS

Election law mandates four (4) Election Inspectors, representatives of the Democratic and Republican Party, in each district and requires new inspectors to be trained and tested when they are appointed and every three years thereafter.

The hourly pay range for inspector services varies throughout the county. Some towns pay as high as \$6.00 and hour and as low as \$4.45. The city of Watertown raised their pay this year to \$6.00 per hour. The average pay is around \$5.00 per hour with some towns paying mileage for return of supplies and attending school.

In 1993, Inpector Training School was held at the North Side Improvement League, 633 Mill St., Watertown, NY. The training sessions were held on August 9 thru 11. Two (2) three (3)- hour sessions were held each day. The Training is given by the Deputy Commissioners.

Of the 302 Inspectors and Alternates who were trained in 1993, there were 57 Inspectors and Alternates who took the required exam.

In 1993, 75 voters expressed an interest in becoming Election Inspectors, by checking the appropriate box on their registration form. The names of these voters were passed on to the party that they enrolled.

Several voters responded by phone to the request of Inspector interest on the verification postcards that are sent in August. These names were also forwarded to their respective parties.

Inspector records are stored in a computerized database thereby insuring that accurate lists, with the required information, are forwarded to town and city clerks in a timely fashion so Inspectors can receive prompt payment for school attendance as well as Primary and Election Day services.

"Train the Trainer" State Board Training Program

The Jefferson County Board of Elections was represented at the training program conducted by the State Board of Election at their offices in Albany, NY, by the Deputy Commissioners. The purpose of the program is to develop professional level skills in those who train Inspectors. Both Deputy Commissioners have successfully completed the original program of two (2) years of training. This kind of training will be on going with the State Board of Elections. The Commissioners and Deputies of the Board also attended training seminars conducted by their association and the State concerning upcoming legislation, National Voter Registration Act, and other administrative concerns.

Inspector Newsletter

The Jefferson County Board of Election sends a newsletter twice a year to each of its Inspectors and Alternates. This has proven to be a great tool in keeping the inspectors up to date on changes in the Election law that may effect them. Also, it is a good way to go over problems that may have arisen on Election Day.

CAMPAIGN FINANCE

New York State Election Law requires candidates and their political committees to file financial disclosure statements at least three (3) times a year with the appropriate Board of Elections. Financial Disclosure refers to campaign contributions and expenditures, not personal income or personal expenses.

The Jefferson County Board of Elections receives all filings of party, county and town committees, and all political committees supporting candidates for office contained within Jefferson County.

The Board Office distributes the New York State Guide to Financial Disclosure booklet, all necessary forms, contribution limitations listings, and filing calendars to all candidates.

Five (5) years of disclosure records are on file at the Board office. As public records, they are open to inspection upon request. Copies may be obtained at 25 cents per page.

POLLING PLACES AND VOTING MACHINES

Jefferson County has 77 polling sites. All of the polling sites are accessible to the handicapped.

We have 101 voting machines owned by the township or city where they are located. The Board also owns two voting machines which are on hand in case they are needed. We also use these machines to teach our inspectors and machine custodians. Many of the towns and the city allow their machines be used for Village elections and School District elections.

NEWS MEDIA

The Board of Elections works very closely with our local news media. The Local television station comes into our office several times before elections to keep people reminded of Election Day. The local radio stations work diligently to keep the voters informed of the many important dates pertaining to the elections. Our newspaper reporters are also working very hard at keeping people informed with sample ballots, and articles about the elections. We have all worked very hard to keep communications open, and we are pleased with the results of our hard work.

DIGITIZING

The National Voter Registration Act of 1993, which will be implemented in January of 1995, makes sweeping changes in voter registration and record keeping. Dramatic increases in voter registration are expected. Records kept for 4 years will now have to be maintained indefinitely. The deadline for voter registration will be moved from 25 days to 10 days prior to the Election. These requirements would seriously strain the present resources of the Board of Elections in personnel, budget and storage. Fortunately, New York State Election Law provides for electronic storage of election records through a system called digitization. The familiar poll record books that are presently in use would be replaced by a less bulky computer generated book, resulting in a savings of time, space and materials. The Board of Supervisors approved the conversion of registration records through digitization and provided the startup funds necessary to purchase the required hardware. Due to the efforts of our office and the Deputy County Administrator the funds were obtained, from our 1993 budget, to complete a pilot program in the last November Election. The pilot program which was tried out in 5 election districts was a success and the go ahead was given to complete the digitization of voter registration records in 1994. The Jefferson County Board of Elections wishes to thank the New York State Board of Elections, Tompkins County Board of Elections, Mark Rossman from NTS Corporation, Jefferson County Data Processing Department and Deputy Administrator Schelling for their assistance in implementing this program.

EMERGENCY 911 ADDRESS CHANGES

The adoption of the emergency 911 system has changed the majority of mailing addresses in the County. The process of changing voter registration records to reflect the conversion was begun by the Board of Elections in 1993 and is expected to be completed in 1994.

SUMMARY

1993 was an unusually busy year for the Jefferson County Board of Elections. Primary Enrollment was at an all time high for the County. The implementation of the digitization program combined with 911 address conversion increased the workload considerably. However, all the regular work of the Board and this additional work were handled without the need for additional Board personnel or overtime by full-time staff.

ORGANIZATIONAL CHART JEFFERSON COUNTY BOARD OF ELECTION

1993

COMMISSIONERS

Peggy L. Zeccolo & Helen G. Farrell

DEPUTY COMMISSIONER

Cindy S. Corbett

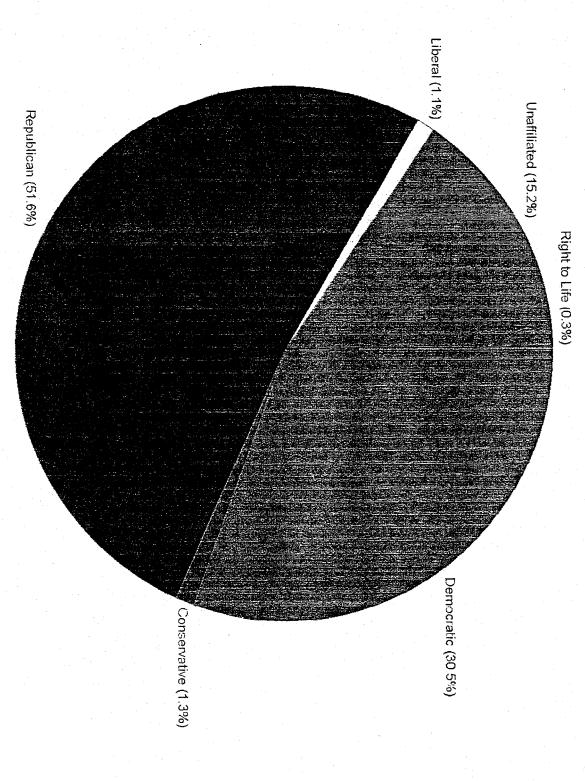
DEPUTY COMMISSIONER

Sandra L. Corey

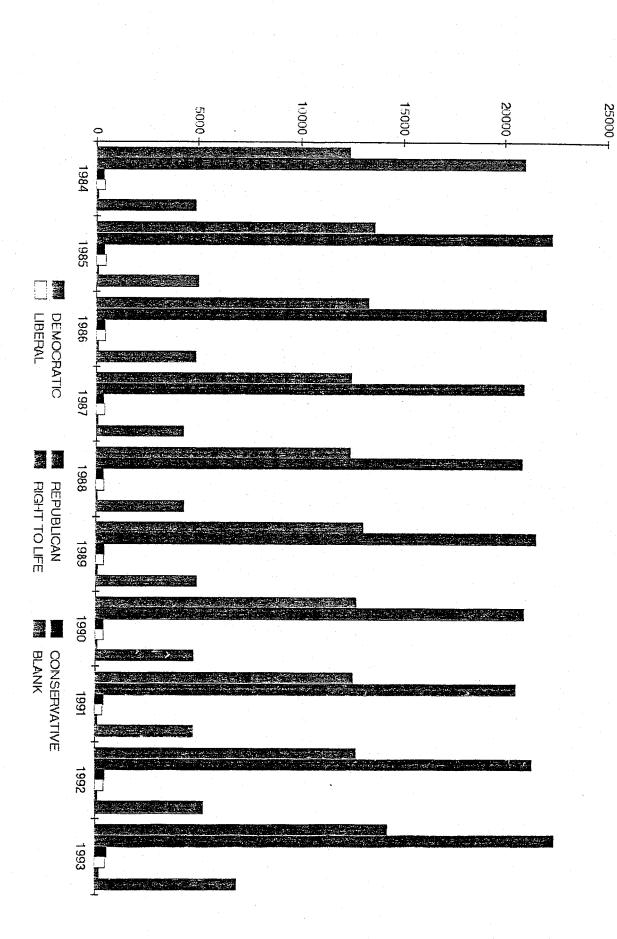
REGISTRATION CLERKS

PART TIME CLERKS & ELECTION WORKERS

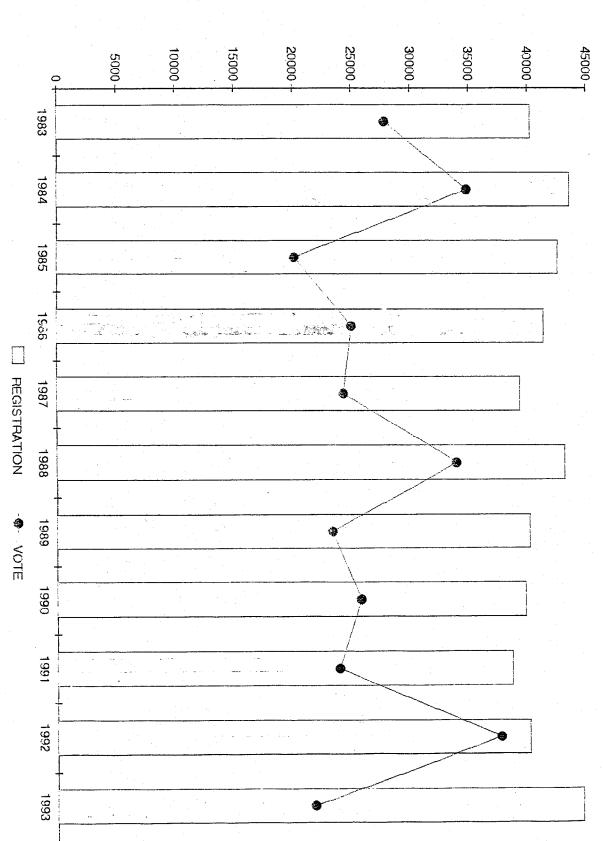
PARTY ENROLLMENTS - 1993



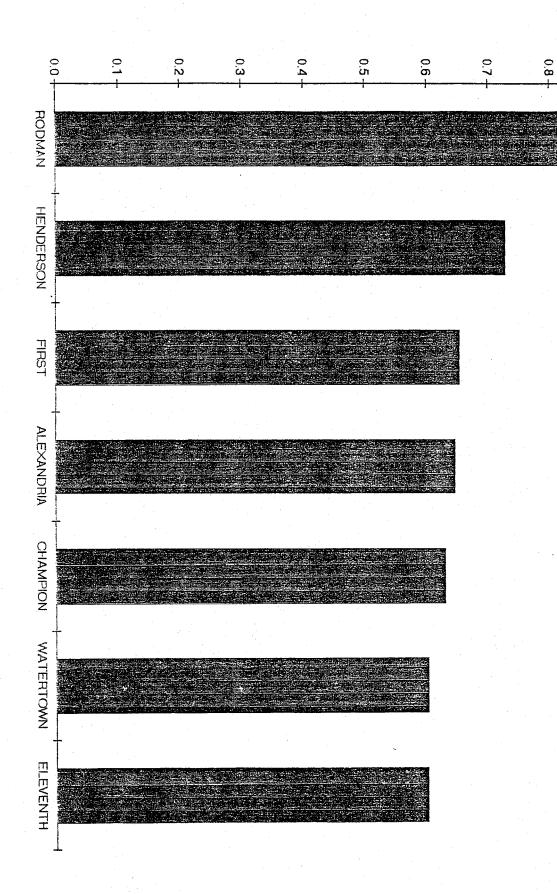
PARTY ENROLLMENTS 1984-1993



VOTER TURNOUT 1983-1994



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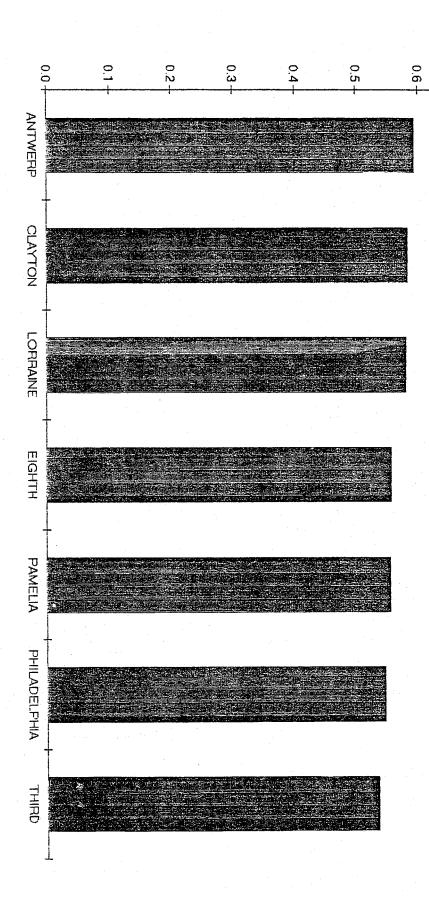


VOTER TURNOUT, 1993

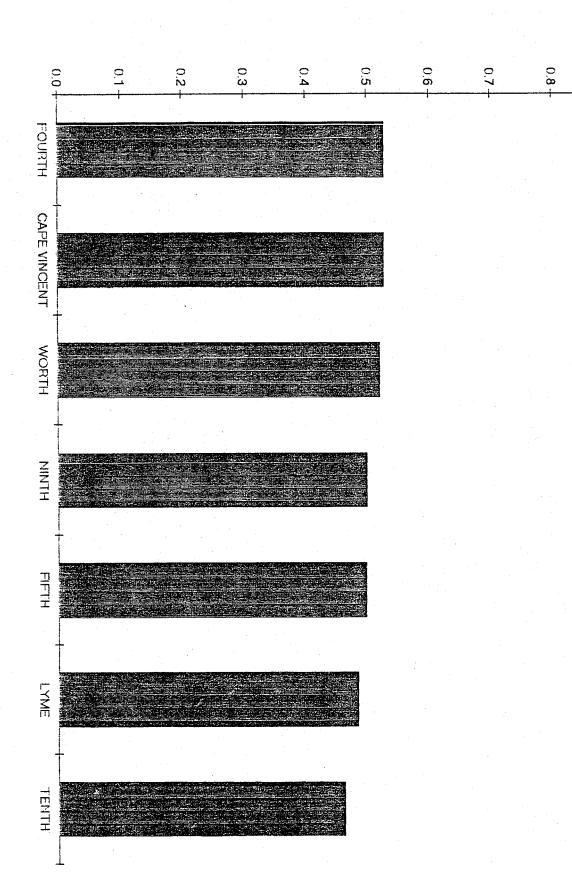
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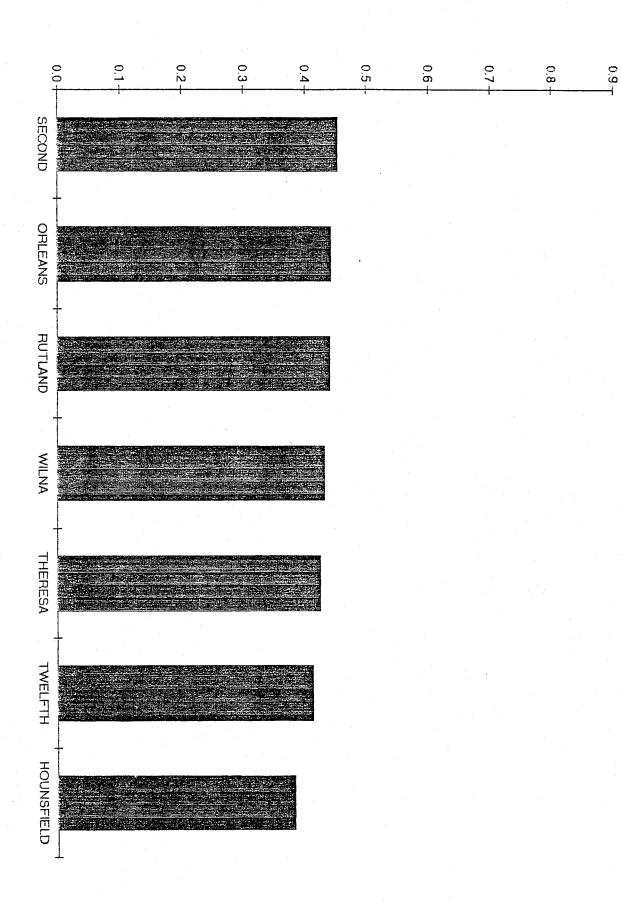
0.8



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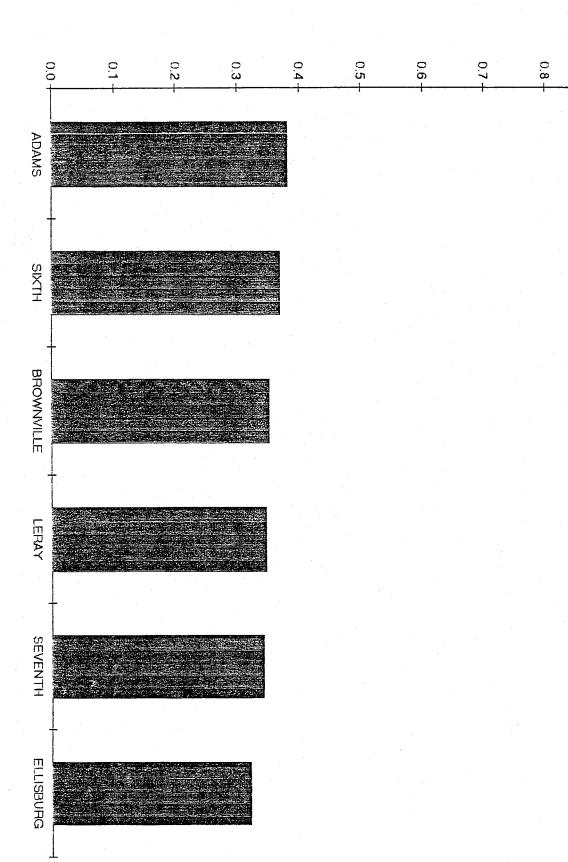


VOTER TURNOUT, 1993



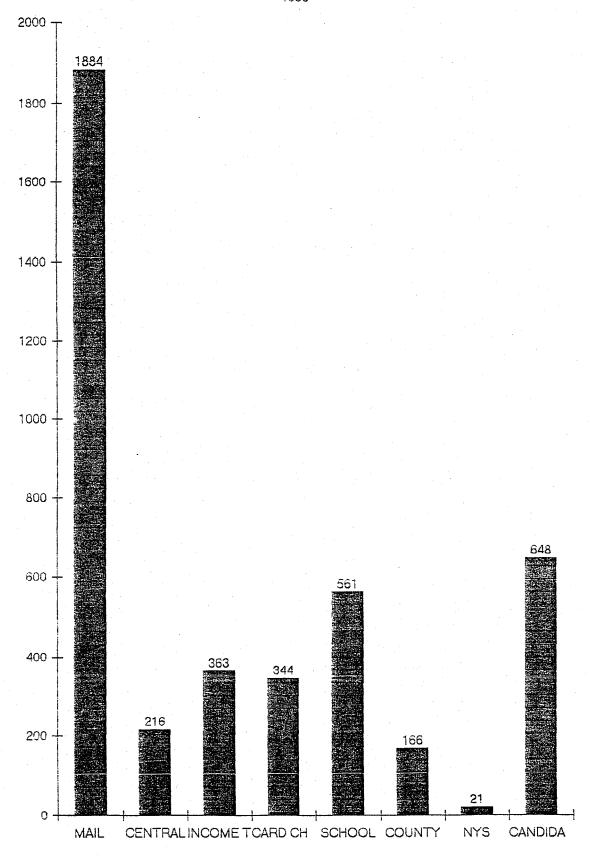
VOTER TURNOUT, 1993

7.9



REGISTRATIONS

1993



STATISTICAL INFORMATION FORM

0

COUNTY JEFFERSON PAGE 1 DATE JANUARY 24, 1994 FINANCIAL SUMMARY BUDGET **TOTAL BUDGET FOR 1993 s** 165,560 AMOUNT 93 BUDGET INCREASE OR DECREASE FROM LAST YEARS BUDGETS 9,341 DECREASE **AMOUNT APPROPRIATED FOR 93** SALARIES SALARY AND BENEFITS 129,790 PRINTING 15,000 \$ **SUPPLIES** 23,750 S TRAINING 2,500 TRAVEL AND EDUCATION S STAFF SUMMARY COMMISSIONERS DEMOCRATIC COMMISSIONER SALARY \$ 2,500 REPUBLICAN COMMISSIONER SALARY 2,500 **2 OR 4 YEAR TERM FULL OR PART TIME** PARTTIME DEPUTY COMMISSIONERS DEMOCRATIC DEPUTY SALARY 26,140 REPUBLICAN DEPUTY SALARY 26,140 S **FULL OR PART TIME** FULLTIME EMPLOYEES NUMBER OF FULL TIME BOARD EMPLOYEES 4 NUMBER OF PART TIME BOARD EMPLOYEES REGISTRATION AND ENROLLMENT SUMMARY COUNTY REGISTRATION ISSUED IN SPRING COUNTY REGISTRATION ISSUED IN SPRING (MALE) 21,249 COUNTY REGISTRATION ISSUED IN SPRING (FEMALE) 23,614 COUNTY REGISTRATION ISSUED IN SPRING (BLANK & VOID) 7,033 TOTAL SPRING REGISTRATION FIGURE 44,863 CURRENT REGISTRATION in the print langijangs king **CURRENT COUNTY REGISTRATION (MALE)** 20,771 **CURRENT COUNTY REGISTRATION (FEMALE)** 22,941 **CURRENT COUNTY REGISTRATION (BLANK & VOID)** 6,787 CURRENT TOTAL REGISTRATION 43,712 CURRENT COUNTY ENROLLMENT BY PARTY CURRENT DEMOCRATIC ENROLLMENT 13,761 **CURRENT REPUBLICAN ENROLLMENT** 21,975 CURRENT CONSERVATIVE ENROLLMENT 541 CURRENT RIGHT TO LIFE ENROLLMENT 158 489 **CURRENT LIBERAL ENROLLMENT** MAIL CHECK INFORMATION NUMBER OF NOTICES MAILED 43,712 3,308 NUMBER OF NOTICES RETURNED 3,308 NUMBER OF 2ND. NOTICES MAILED 1,389 NUMBER OF REGISTRATIONS CANCELLED NUMBER OF RE-REGISTRATIONS PURGE INFORMATION NUMBER OF PURGED NOTICES SENT 0 0 NUMBER PURGED FOR NON-VOTING

NUMBER OF VOTERS RE-REGISTERING

REGISTRATION INFORMATION CON'		
LOCAL REGISTRATION		
NUMBER OF FORMS PROCESSED	C	
NUMBER OF SITES USED	C	
DATES OF LOCAL REGISTRATION	C	1
HOURS OF LOCAL REGISTRATION	C	
COST OF LOCAL REGISTRATION (PER REG. RECEIVED)	\$	
NUMBER OF PEOPLE WHO CALLED TO REGISTER	XX0 TO 25	[] 26 TO 100
AFTER LAST DAY OF LOCAL REGISTRATION		(CHECK ONE)
CENTRAL REGISTRATION		
NUMBER OF CENTRAL REGISTRATION FORMS PROCESSED	216	
MAIL REGISTRATION		Nagara a d
NUMBER OF FORMS USED	10000)
NUMBER OF FORMS ISSUED TO GROUPS (excluding candidates)	6630	
NUMBER OF FORMS PROCESSED FROM AGENCY - BASED REG. PROGRAM		(NYS)
NUMBER OF FORMS PROCESSED FROM TAX PACKETS	363	
TOTAL NUMBER OF MAIL REGISTRATION FORMS PROCESSED	4203	
CANCELLATIONS		
NUMBER OF REGISTRATIONS CANCELLED (REASON) MOVED-DEATH	4817	
NUMBER OF CANCEL NOTICES SENT TO OTHER NY COUNTIES WE SEND N	OTTORS TO ATT	COUNTRE /cm
NUMBER OF CANCEL NOTICES SENT TO OTHER STATES WHEN A VOTER I	MOTCATES TO HEL	R PREVIOUS I
INSPECTOR INFORMATION SUMMARY		IC LIGHTOOD A
TRAINING AND SALARY		
NUMBER OF INSPECTORS APPOINTED	240	**************************************
NUMBER OF INSPECTORS ATTENDING CLASS	340	
NUMBER OF INSPECTORS WHO TOOK EXAM.	244 244	
NUMBER OF INSPECTORS WHO FAILED EXAM.	0	
NUMBER OF ALTERNATE INSPECTORS	APPT. SCHOOL	
APPOINTED AND TRAINED	191	58
NUMBER OF CLASSES GIVEN	1 6	
CLASS SIZE	APPROX 50	
AVERAGE LENGTH OF CLASS SESSION		HRS
INSPECTOR SALARY RANGE (IF YOU HAVE A COUNTY-WIDE	LOW	HIGH
SALARY ENTER THAT AMOUNT IN BOTH THE LOW AND HIGH BOX)		\$16.00 1
RATE OF PAY FOR INSPECTORS ATTENDING TRAINING SESSION	\$ 5.00	
NUMBER OF PEOPLE WHO CHECK MAIL REG OR CALLED BECAUSE		
OF MAIL CHECK CARD ASKING TO BE PUT ON LIST AS INSPECTOR	75	5 .
ABSENTEE AND AFFIDAVIT BALLOT SUI	MMARY	
PRIMARY ABSENTEES		Was a second
NUMBER OF APPLICATIONS RECEIVED	600	
NUMBER OF BALLOTS MAILED	609	
NUMBER OF BALLOTS MAILED	335	
NUMBER INVALIDATED (NOT SIGNED, DATED AFTER ELEC, ETC.)	35	
NUMBER OF VOTERS WHO VOTED IN PERSON AFTER VOTING ABSENTEE	3.	
GENERAL ABSENTEES	1	
NUMBER OF APPLICATIONS RECEIVED	100	21, 2211, 150
NUMBER OF BALLOTS MAILED	1337	
NUMBER OF BALLOTS MAILED NUMBER OF BALLOTS RETURNED		
NUMBER INVALIDATED (NOT SIGNED, DATED AFTER ELEC, ETC.)	1089	
NUMBER OF VOTERS WHO VOTED IN PERSON AFTER VOTING ABSENTEE	36	2
AGINDER OF TOTERS WITO TOTED IN PERSON AFTER TOTING ADSENTEE	1	i

PAGE 3	
IF YOU VISIT NURSING HOMES FOR ABSENTEE I	
NUMBER OF HOMES VISITED	2
NUMBER OF BALLOTS PROCESSED	
PRIMARY AFFIDAVITS	12
NUMBER OF AFFIDAVITS RECEIVED	10
NUMBER OF AFFIDAVITS COUNTED	8
REASONS FOR REJECTION	
NUMBER NOT SIGNED	
NUMBER NOT IN DISTRICT moved, not registered	2
NUMBER FILLED OUT INCORRECTLY	
GENERAL AFFIDAVITS	
NUMBER OF AFFIDAVITS RECEIVED	37
NUMBER OF AFFIDAVITS COUNTED	14
REASONS FOR REJECTION	7
NUMBER NOT SIGNED	16
NUMBER NOT IN DISTRICT moved - not registered	10
NUMBER FILLED OUT INCORRECTLY	
PETITIONS	
DESIGNATING PETITIONS	
NUMBER RECEIVED 13 CAUCUS	271
NUMBER CHALLENGED	3
NUMBER OF SPECS FILED	3
NUMBER INVALIDATED BY BOARD	3
NUMBER OF COURT CASES	0
NUMBER OF CASES UPHOLDING BOARD POSITION	0
NUMBER OF CASES REVERSING BOARD POSITION	0
INDEPENDENT PETITIONS	
NUMBER RECEIVED	43
NUMBER CHALLENGED	4
NUMBER OF SPECS FILED	3
NUMBER INVALIDATED BY BOARD	3
NUMBER OF COURT CASES	0
NUMBER OF CASES UPHOLDING BOARD POSITION	0
NUMBER OF CASES REVERSING BOARD POSITION	0
CAMPAIGN FINANCE SUM	MARY
NUMBER OF FILINGS	510
NUMBER OF FIVE DAY LETTERS SENT	2
NUMBER OF CURRENT DELINQUENT FILINGS	0
NUMBER REFERRED TO COUNTY ATTORNEY OR DA	0
POLLING SITES SUMMA	RY
NUMBER OF POLLING SITES IN COUNTY	77
NUMBER OF POLLING SITES ACCESSIBLE TO HANDICAPPED	7.7
NUMBER OF ELECTION DISTRICTS IN COUNTY	77
VOTING EQUIPMENT SUM	
NUMBER OF VOTING MACHINES	101
WHO OWNS VOTING MACHINES	TOWNS/CITY
WHO MAINTAINS VOTING MACHINES	TOWNS/CITY
NUMBER OF VOTING MACHINES ACCESSIBLE TO HANDICAPPED	101

New York State Board of Elections COUNTY VOTER REGISTRATION ACTION PLAN Election Law § 3-212.4

COUNTY

JEFFERSON

REPORT ON YEAR 1993 WITH ACTION PLAN FOR YEAR 1994 Submit to State Board of Elections by January 31, 1994

I. COORDINATOR	The designated Voter Registratio	n Activit	ies Coc	rdinator is
Name/Title	SANDRA L. COREY, DEPUTY COMMIS			
Address	175 ARSENAL ST.			
	WATERTOWN, NY 13601			
Telephone/Fax	(315) 785-3325/(315) 785-5070			
VOTER REGISTRA	TION FORMS			
REGISTRATION FO	ORM SUPPLY			
1. Number re	ceived from State Board	14000		
2. Number pr	inted by County Board	0		
3. Number re	maining in supply	400		
	RMS DISTRIBUTED			
1. Schools .		700	•	
	ces(not included under Ch 79)	4100		
•	Groups	1875	· · · · · · · · · · · · · · · · · · ·	
4. Other		3325		
5. TOTAL		10000		
III. OUTREACH PRO	202440 4000			
POSTAL PROGRAM	-			
	offices supplied with forms		39	- -
2. Number of Voter	registration forms distributed		975	-
SCHOOLS PROGRA	1M & 2.212 Ah			
		10		
	ol Districts in County	12	 .	
2. Number of distri	taran da antara da a	12		
3. Number of design		12 8	-	
4. Number of scho			_	
5. Number of stude	ents registered	561		

00131777	•
COUNTY	JEFFERSON

III. MEDIA Describe any media program, either paid or public service, involving Radio/TV/Print you have conducted. Provide any statisics where possible.

WE MEET WITH THE MEDIA AS OFTEN AS NEEDED TO DISCUSS WHAT THEY WANT FROM OUR OFFICE AND WHAT WE WILL NEED FROM THEM. THIS HAS WORKED OUT VERY WELL FOR BOTH OF US. WE ALWAYS SEND A MINI NEWLETTER TO ALL OF THE MEDIA (RADIO, TELEVISION, AND NEWSPAPERS) GIVING THEM THE FINAL RESULTS OF THE PREVIOUS ELECTION, DATES FOR THE FOLLOWING ELECTION YEAR, AND ANY OTHER PERTINENT INFORMATION WE FEEL THEY MIGHT NEED. THEY IN TURN ADVERTISE ELECTION DATES AND HOURS, AND POLLING PLACES, ETC.. THE TELEVISION STATION COMES INTO THE OFFICE ON AN AVERAGE OF 5 TO 6 TIMES A YEAR HELPING US GET THE MESSAGE OUT TO THE VOTERS. WE FEEL VERY FORTUNATE BECAUSE THE MEDIA HAS WORKED VERY WELL WITH US AND BECAUSE OF THIS WE FEEL THE VOTERS ARE VERY WELL INFORMED.

IV. PRINT RESOURCES Describe how your board utilizes brochures and posters provided by the state board. Provide quantity used where available.

WE USE THE BROCHURES FOR OUR COUNTY FAIRS, SCHOOLS, AND WHENEVER ANYONE COMES IN AND WANTS INFORMATION.