INDEPENDENT SCHOOL DISTRICT 4152
1031 Como Avenue
St. Paul, MN 55103

May 1, 2014

Dear TCGIS Voters,
School Board elections are fast approaching! To encourage full community participation, elections will be held from **Tuesday evening, May 13 after the PTO meeting *through* Friday, May 16, 4:45pm.** Election materials to be disseminated by hand as well as email blast by Monday, May 12. One ballot can be turned in for each eligible voter **in person, OR by mail in/drop off** by the deadline. Six candidate biographies are included with the ballot materials to assist you in the voting process, you may vote for up to three candidates.

Please follow the instructions below and return your ballot in the timeline indicated to the locations posted. If you have questions, please email info@tcgis.org.

TCGIS SCHOOL BOARD ELECTIONS

Polls open Tuesday, May 13 (8:00pm) - Friday, May 16 (4:45pm)
VOTING DEADLINE May 16, 2014!

Voter Eligibility: All TCGIS parents, staff, and Board members.

Election Materials to include: (1) Ballot, (2) white business privacy envelope (3) official ballot signature card, (4) 9 x 12 (or similar) manila voting envelope – they are disseminated manually as well as electronically (electronic materials do not include the envelopes)

Directions ~ Please follow step-by-step in the order listed

step 1 gather MATERIALS (see above)
step 2 BALLOT - shade the circle to the left of the name you are voting for on the ballot with a black or blue pen. *Write-in names are allowed – then shade the circle to the left of the name.* ***If you vote for more choices than allowed, your vote will not be counted.***
step 3 PRIVACY ENVELOPE: seal **ONE** ballot in **ONE** **privacy** envelope – per voter.
step 4 OFFICIAL BALLOT SIGNATURE CARD: Print and sign your name on the signature card.
step 5 VOTING ENVELOPE: Insert the **sealed ballot privacy envelope(s)** and the **signature card(s)** all together into the **voting** envelope and seal it.
step 6 VOTING BOX: Place **voting** envelope into the voting box found at designated locations.

If mailing, ballot must be postmarked no later than Friday, May 16th.
For mailed ballots send to: TCGIS Election Officials, 1031 Como Avenue, St. Paul, MN 55103

IMPORTANT NOTES

** more than one signature card and white privacy envelope ***can*** be placed in the manila voting envelope. (For example, two parents ***each*** need to seal their individual ballots in separate white privacy envelopes. They then place both white envelopes with both signature cards in one voting envelope.)

****** **ballots received without a signature card cannot be validated or included in the results**

Election Location(s)
1031 Como Avenue, St. Paul, MN 55103

- **Aula Cafeteria** 8:00pm–8:30pm Tuesday, May 13 (after PTO Meeting)
- **Van Slyke Playground** 7:30am-8:15am Wednesday - Friday, May 14-16
- **School Office** 8:15am-3:15pm Wednesday - Friday, May 14-16
- **Como Ave in front of Aula** 3:15pm-4:45pm Wednesday - Friday, May 14-16