



# Ballot Pick-Up Procedures

## General Information

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**Ballots should not be folded or bent in anyway.**

A school district headquarters team should review ballots and to make sure all items chosen are bubbled in completely. Erase stray marks. Ballots should be reviewed for obvious omissions and errors and corrected to the extent possible. For example, check grade level and school code #. Do not complete or alter candidate selection items. **DO NOT DELAY THE DELIVERY PROCESS.**

Ballots will be scanned centrally by Techni-Forms, Inc. The results will be tabulated by Techni-Forms and the results will be transmitted to *The Intelligencer* and the *Bucks County Courier Times*. Results will be published on the morning after Election Day.

Ballots will be collected by each school district at a school district headquarters and forwarded according to the procedures that follow.

## For Ballots Cast at Adult Precinct Locations on Election Day

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A runner from each precinct will deliver completed ballots to the school district headquarters on two occasions:

1. Deliver completed early ballots to school district headquarters no later than 5:30 PM
2. Deliver remaining completed ballots to school district headquarters no later than 7:30 PM

The school district headquarters team should review/correct ballots for omissions and errors.

A runner from the school district headquarters will deliver completed ballots to the designated regional location no later than 6:15 (early run) and 7:30 (final run).

A runner from Kids Voting will pick up ballots at the designated regional locations at 6:30 PM and 7:45 PM

*NOTE: We will be looking for volunteer runners to deliver ballots to Doylestown.*

## **Regional Sites for Ballot Drop Off / Pick Up on Election Day**

### 1. Lower Bucks County

Council Rock North High School, 62 Swamp Road, Newtown (off Route 413 Bypass, near downtown Newtown – (*Bensalem, Bristol Boro, Bristol Township, Council Rock, Morrisville*))

### 2. Central Bucks County

Educational Services Center, Central Bucks School District, 16 Welden Dr. Doylestown (near Route 313) – (*Centennial, Central Bucks, New Hope Solebury, Palisades*)

### 3. Upper Bucks County

Pennridge District Education Center, 1200 North Fifth Street, Perkasie – (*Souderton, Pennridge, Quakertown*)

## **General Election Night Headquarters**

Central Bucks Educational Services Center Board Room  
Election Night Emergency #: 267.893.2114  
Richard Coe's cell # 215.205.6557

### **For Ballots Cast at School Locations Prior to Election Day**

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Each school building will deliver completed ballots to the school district headquarters at the end of the school day.

The school district headquarters team should review/correct ballots for omissions and errors.

A runner from the school district will deliver completed ballots to the Bucks County Intermediate Unit front desk as soon as possible but no later than 6:00 PM on the same day that students voted.

### **What to Do with Kids Voting Supplies after the Election**

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*Each school district will collect and inventory all Kids Voting material and send completed inventory to Richard Coe no later than Friday following Election Day. Each School District will be responsible for storing and safeguarding Kids Voting materials at a secure location.*