

GUIDELINES FOR LENDING VOTING MACHINES

In reference to the lending of Voting Machines for educational and display purposes, the following guidelines shall apply:

1. All requests must be submitted in writing to Deena Dean, Director of the Board of Elections. Submissions should be made via mail to Bucks County Board of Elections 55 E Court St Doylestown, PA 18901 or email to dkdean@co.bucks.pa.us. We have a limited number of machines available, therefore, requests will be processed on a first come – first serve basis.
2. Machines may not be loaned out for the period beginning six weeks prior to any election and continuing through to four weeks after said election.
3. The use of the machine will not exceed five days at any single location.
4. Please specify the following when submitting requests:
 - Contact information of the person/group requesting the machine (i.e. name, phone number, email address);
 - Date(s) the machine will be needed including the delivery and pick up dates;
 - Location where the voting machine will be delivered;
 - Ballot face specifications including candidate and/or referenda questions. A generic ballot face is available upon request for demonstration purposes.