

Election Team Checklist

Before the Election

- Contact unit to confirm election date, time, and location
- Ask if ballots are prepared and that BSA IDs are located for all candidates beforehand
- Ask if a projector and screen are available for use at the election
- Get the Unit Guide to Elections to the unit via hardcopy or electronically
- Download and print Election Script and election forms including adult nomination form
- Confirm all election team members will be able to attend

At the Election

- For the election to occur, 50% of the registered youth must be in attendance
- Introduce yourself to Scoutmaster and SPL
- Go over how the election will run and answer any questions with the Scout Master and Senior Patrol Leader before you start
- The adult member of the election team should speak with the registered adults and fill out the adult nomination if the troop has any eligible and deserving adults
- When it is time for your presentation, go through the script and do the parts that the unit has agreed on
- Pass out ballots and collect them once voting is done
- Count the ballots with the Scout Master and the rest of the election team.
- Fill out forms for the election and gather information about elected scouts from adult leaders including BSA ID
- If necessary to preserve ambiguity, gather information about all scouts on the ballot
- Do not leave until all forms are complete
- Inform the Scoutmaster of the call-out opportunities and how the call-out ceremony works for your chapter or for summer camp
- Thank everyone for their time

After the Election

- Using the forms that were filled out at the election, enter the information for the elected youth into the spreadsheet that you downloaded from the election team page of the lodge website
- Send in the spreadsheet and any adult nomination forms ASAP at <https://support.lodge104.net/open.php?tid=20>