

1. All individuals or election officers who will operate voting machines must be trained for this election. Training will be conducted based on availability at the Department of Elections Warehouse, 220 Lisa Drive, New Castle, Delaware 19720. Request the date and time for this training on the *Election Planner* and the Department will try to accommodate your request.
2. All voting machines that will be used for the election shall be certified by one or more representatives from the organization conducting the election prior to shipping. Request the date and time for certification on the *Election Planner*.
3. Voting machines shall be transported by the Department of Elections.
4. Insurance coverage must be provided (usually in the form of a rider to user's regular liability policy), as follows:
 - \$500,000 combined personal injury and property damage liability (or \$500,000 personal injury and \$100,000 property damage)
 - \$6,000 for each voting machine used.
 - A copy of the policy and/or the rider must be submitted to the Department prior to the shipment of voting machines from the Department of Elections Warehouse.

Our Insurance Broker (Agent) is:

Name: _____ Phone: _____

Name of Insurance Company: _____

Policy Number: _____

5. If directed by the Board of Elections, organizations conducting elections except for municipalities, school districts, and public schools will be charged for the use of voting machines based on the fee schedule adopted by the Board. In the event fees are charged they must be paid prior to the election. Additionally, any organization conducting elections except for municipalities, school districts and public schools shall reimburse the Department for any overtime worked by Department staff in support of the organization's election. The organization will be billed for such overtime with payment due within thirty (30) days of the billing date.
6. The entity conducting the election must notify the Department immediately if the election is cancelled or if there is a change in candidates, polling places, etc.
7. The organization conducting the election shall notify the Department, in writing, **at least 30 days prior to the election** of the names of the candidates (as they shall appear on

the ballot), the offices for which the candidates are running and/or the language for any question(s) that shall appear on the ballot. The Department will prepare proofs for all ballot types and a duly authorized representative of the organization conducting the election shall approve the ballot(s) within one business day following receipt of the proofs. **NOTE:** In special circumstances where due to provisions of a municipal charter or ordinance candidate information cannot be provided at least 30 days prior to the election or for a student government election where provisions have been made in advance, the Department will accept candidate information on an agreed upon date that is less than 30 days prior to the date of the election.

8. Municipalities should notify all candidates to contact the Commissioner of Elections at 905 S Governor’s Ave, Suite 170, Dover 19904, phone 302-739-4277 to see if any campaign finance rules or requirements pertain to the election.

I HEREBY CERTIFY that the information contained herein and in the attached *Election Planner* is true and correct and agree to the terms and conditions of this application.

Signature

Title

Municipality/Organization

Date