*[Insert school name]*

**School Board Elections**

**Parent Election Voting Cover Letter**

Date

**How to return your voting paper**

Please read carefully before voting.

1. If posting your voting paper, post it to:  
     
   Returning Officer  
   Address *[insert postal address]*  
     
   If posted, your vote **must** be received by the returning officer no later than **5 days after the date of the election.** Try to post it as early as possible as New Zealand Post has reduced postal delivery days in most areas.
2. If delivering your voting paper, deliver it to:Returning Officer  
   *[insert address]*  
     
   You must deliver it before **4pm** on *[insert date of election day].*

Voting closes on *[insert election date*] at **4pm.**

1. **Voting papers may not be emailed or faxed as attachments.**

Signed

*[insert name]*

Returning Officer