School Name

**Board of Trustees Election – Parent Representative Voting Paper**

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 some 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.

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Signed

Returning Officer