



Hillsborough Classroom Teachers Association

Robert Kriete
President
Johnny Green
Vice President
Valerie Chuchman
Secretary - Treasurer
Stephanie Baxter-Jenkins
Executive Director

Election Coordinator Check List

1. Set date & time to hold election during pre-planning.
2. Provide HCTA members with ballots and sign-in sheet, see attachments.
3. Oversee election & count ballots or electronic poll results.
4. Fill out Representative Election form.
5. Return Election Forms electronically to lisa.lopez@floridaea.org or via school mail HCTA Rte. 1.
6. Maintain record of election at your site for one school year.
7. Thank you for being awesome!