



### **Contact Information:**

Jordan Kelch  
Public Relations Administrator  
527 W. Jefferson Street, Suite 100B  
Louisville, KY 40202  
P: (502) 574.0047  
F: (502) 574.0128  
[jkelch@jeffersoncountyclerk.org](mailto:jkelch@jeffersoncountyclerk.org)

### **Teacher Checklist:**

When scheduling a Mock Election, remember:

- You are responsible for supplying the information that will appear on the ballots.
- Ballot information is due two weeks prior to the school visit.
- A firm number of students and a firm number of classes are due no later than two weeks prior to the school visit.
- The Mock Election Program comes complete with a presentation, one which is not meant for groups larger than 30 students. For example, if you have 90 students, we may need to break them into three different classes.
- With the presentation and voting process, each Mock Election takes roughly an hour to complete.
- Your Mock Election Administrator coordinates with the Board of Elections Warehouse to have real voting equipment delivered to your school. Authentic voting booths will be set up in the location of your choosing, along with the AccuVote Machine (ballot box). It is your responsibility to confirm the space to be used, as well as to direct the Election Warehouse employees to the correct location.
- This program is suited for grades 5 – 12.
- This is a free program open to the public, intended specifically as an educational experience.
- Mock Elections can be scheduled Monday through Friday. Weekends are not available.