

PRECINCT CAUCUS CHECK-OUT LIST

Two precinct leaders (not the new elected leaders) please bring these items immediately following the end of caucus to your District Chair or Vice Chair at the drop off locations:

1. Caucus Precinct Roll (Hard copy/Paper) with the signatures of those who attended.
2. Electronic Precinct Roll –In addition to the paper Precinct Roll, keep track of attendees on an electronic spreadsheet. Please save it as “PRECINCTNAME_Attendance” then email to your County Council District Chair.
3. Affiliation Roll with the names, addresses, and phone numbers of those who affiliated tonight. (This is the list of those who filled out the voter registration card.)
4. Voter Registration Cards
5. Donations to Cache County Republican Party, counted and sealed in the donation envelope. Write the amount on the outside of the envelope. Precinct Chair and Precinct Treasurer must sign the envelope certifying the amount written on the outside matches the amount inside.
6. Paper Election Report sheets with the names, addresses, phone numbers and emails of those elected as party officers, state delegates, county delegates, and alternates, along with any election judges. Election result forms will be provided to you. Have the new volunteer fill out the top section of the contact info form, and tear off and retain the bottom of the form. All fields are required.
7. From the completed election result forms, enter each elected officer’s contact information into the Google form at this address: <http://bit.ly/address>

Please make sure your room is tidy and put back like it was before the meeting.

Thank You for your service to the Cache Republican Party!