

**Iowa State University  
College of Human Sciences  
Online Voting System Request**

**Requester**

**Name:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Relationship to the vote and/or voting group:** \_\_\_\_\_  
\_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Ballot.** How many questions are on the ballot? \_\_\_\_\_

**Ballot question(s) and corresponding choices** (*e.g., Question 1: I approve the report. Choices for question 1: yes, no, abstain*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To what documents/web pages should the ballot page link? (Please send documents with this form and/or list URLs for pages here:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What language should introduce the ballot?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Voters.** Should voting be restricted to particular individuals? \_\_\_\_\_

**Who is eligible to vote? Please describe the group as specifically as possible.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Continues on next page*

*Please include a list of ISU Net IDs for all qualified voters. Only those on the list will be able to log in and vote.*

**Voting. How will voters be informed in advance of the upcoming vote?**

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**If voting is restricted to those with particular ISU Net IDs, an email will typically go out to those individuals when the poll opens. For that message, provide:**

**Name of individual for the “from” field:** \_\_\_\_\_

**Email address of “from” individual:** \_\_\_\_\_

**Subject line:** \_\_\_\_\_

**Content for the message body:**

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**Phone number of “from” individual:** \_\_\_\_\_

**Position title for “from” individual:** \_\_\_\_\_

**Date and time when poll will open (please provide all information above at least one week in advance of this date and time):** \_\_\_\_\_

**Date and time when poll will close:** \_\_\_\_\_

**Submittal checklist:**

**This form is complete.**

**(Quantity) \_\_\_\_\_ documents to which the ballot page should link are attached.**

**Net IDs fall all qualified voters are attached.**

*Email this request form and accompanying documents to [hscomm-reg@iastate.edu](mailto:hscomm-reg@iastate.edu) at least one week prior to the date polls should open. For more information, phone Cathy Curtis at 515 294-8175.*