

## **SBO Draft Email (Sample)**

**To:** All (add school name/DBN)

**From:** Chapter Leader Name

**Subject:** SBO information and date of the SBO vote

To All (add school name/DBN)

The SBO vote will be held on (add date).

You will receive an email and or text message from Election Buddy with a unique link to the SBO ballot(s).

Voting will be open from 7 a.m.-4 p.m. only.

If you do not receive the email or text message:

- check your junk or spam email.
- contact me and the DR immediately via email so that this issue can be rectified.

Please do not forward the Election Buddy email and link to other people. Only you can use this link to vote.

After 4 p.m., you may view the SBO results by clicking the email or text message link.

The SBO vote must pass by **55%** of the staff that voted and indicated **Yes** to the modification.

I will share the results with the principal and district representative via email.

Thank you,

Chapter Leader's name