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**2024 GOVERNING BODY ELECTIONS**

**SCHOOL READINESS DECLARATION**

**This form must be completed by the school electoral officer and submitted to the district electoral officer at least 21 days before the first election at the school.**

**NAME OF SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATION DISTRICT:**

**CIRCUIT:**

**NAME OF SCHOOL ELECTORAL OFFICER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **STATE OF READINESS** | **YES** | **NO** | **COMMENTS/NEXT STEP(S)** |
| 1 | School electoral officer has been appointed. |  |  |  |
| 2 | School electoral team is in place and informed of their roles and responsibilities. |  |  |  |
| 3 | School election date(s) has/have been finalised and communicated to all relevant stakeholders. |  |  |  |
| 4 | School has an effective advocacy strategy in place. |  |  |  |
| 5 | Venue(s) for the nomination validation and election meetings are suitable and accessible to all participants. |  |  |  |
| 6 | Suitable furniture and stationery (including ballot boxes and voting booths) are available for the nomination and election meeting. |  |  |  |
| 7 | Voter registration was done, and the voters’ roll has been finalised. |  |  |  |
| 8 | All relevant documents were made available to stakeholders (including relevant circulars and regulations). |  |  |  |
| 9 | School is compliant with all the requirements for an e-election, where applicable. |  |  |  |
| **Additional comments:** | | | | |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF PRINCIPAL DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF SCHOOL ELECTORAL OFFICER DATE**