

Sample Ballot in Google Forms for Voting on PAT Contract Exceptions

Thank you to one of our colleagues, Julie Wright at da Vinci, who shared with us the Google Forms ballot she created, which allows people to vote anonymously. You are not required to use this specific ballot, but it has worked well for some members.

This voting system requires two different forms for the ballot. The first form will give people information about the contract exception and, after they submit their PPS email address, they will then receive a link to an anonymous ballot. The second form will be the actual ballot, and will NOT record people's emails or names. By using two different forms, you are able to record who voted (on the first form), and what votes were cast (on the second form), while still keeping everyone's individual votes secret.

[CLICK HERE](#) to view the first form for the ballot.

[CLICK HERE](#) to view the second form for the ballot.

(Both forms are currently Read-Only. In order to be able to edit the documents for your school's ballot, please email Jennifer.Dixon@oregoned.org for an editable version.)

Instructions/Helpful Information (review the above two forms for the ballot first, in order for the below info to make more sense):

- Site-specific info on the ballot forms has been removed and replaced with notes on what needs to be added by you. (ex. [***add your school site here***))
- On the first Google Form, you MUST go to Settings, then to Presentation. Under Confirmation Message, add the link to the second anonymous ballot form. (And be sure to use the link for the non-editable version of the second form, so that people voting won't accidentally edit the form. To get that link, go to the second ballot form, click on the Send box, then click on the picture that looks like a paper clip, and copy the link shown.)
- Once you have set up both forms and entered all of the appropriate information, you will then send a link for the first ballot form to your colleagues. They will then go to that link, enter their names and PPS emails, and they will then receive another link to the actual (anonymous) ballot (the second form).
- Occasionally someone may forget to hit Submit on the second ballot. If necessary, you can prompt everyone to try to vote again, and only the person whose vote wasn't counted the first time will actually be able to vote.
- Note that only people who record that they are ready to vote will be able to access the actual ballot (the second form), the voting ballot is anonymous, and each member must vote from their PPS account and can only vote once.