

Forms Binder

Cherry Aung

Cherry.Aung@allencounty.in.gov

Allen County

January 18th, 2026

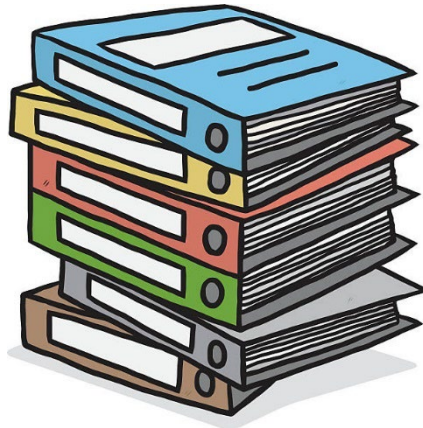


Table of Contents

| | |
|-------------------------------|---|
| Introduction | 1 |
| Project Goals | 2 |
| Methods | 2 |
| CEATS Principles & Tools..... | 3 |
| Conclusion | 4 |
| References | 5 |
| Acknowledgement..... | 6 |

Introduction

A recurring issue after Election Day has been the consolidation of completed election forms, which slows down the audit process. The solution to this issue was the creation of the Forms Binder. The Forms Binder contains paperwork that would be needed during early voting or Election Day. Originally, instead of efficiently retrieving completed forms, we often found ourselves shifting through 550 colored envelopes from 110 voting locations in our old voting plan, but with recent changes to Vote Centers, with 53 sites and 7 early voting locations, the number has been reduced to how many we need in supplies. In the old plan, the estimated cost of acquiring a high volume of envelopes and sourcing the same colors for each election cycle was around \$1,517. Poll workers have become accustomed to using five specific colors for envelopes, and the need to choose a new color each time complicates our organizational effort. The Forms Binders would improve organization by having all our forms in one binder then 5 separate envelopes. We would know what forms would need to be replenished faster, and reusing the binders is more cost efficient. Having uniform organization makes set up easier for myself and anyone else that may put together the binders. Delays were caused in the past because it was always difficult for the print shop to find red and green envelopes and with human error, if something was printed incorrectly, that would mean an envelope would be unusable; meaning we'd have to wait for more envelopes to be delivered. As the person who oversees the Forms Binders, I want the process to be easier, in case I'm out of the office or need assistance. We will utilize spreadsheets and data analysis to document expenditures from past elections and compare them to our upcoming election costs, focusing on binder usage instead of colored folders.

Project Goals

The goal of the Forms Binder project is to consolidate all forms into labeled file folders, which will be organized in a binder for use at any Vote Center (including Early Voting). This solution will enable poll workers to easily access all required forms and provide a designated folder for storing completed forms. By eliminating the need for colored envelopes, we will reduce costs and minimize confusion regarding the location of the forms, thereby streamlining the audit process. It is my responsibility to get the inspector carts ready for early voting and election day. Thus, having the Forms Binders will make getting the carts set up for election day easier.

Acquiring 59 binders and the labeled files to go into those binders will make organization easier for Election time. I'll be able to make a checklist for all the Vote Centers with what kind of forms will need to be printed out, and how many binders will be needed. Since the labeled files will remain in the binders, I won't have to make new ones each election cycle, saving costs on materials. Additionally, if I am unavailable to prepare the binders, I can leave a how-to plan for whoever needs to assemble them. My goal is to make prepping for any election easier for myself and the rest of the election board. Having specific amounts of binders, forms, and labels will speed up getting everything done for Early Voting or Election Day.

Methods

Our first step was to acquire the binders and file folders, ensuring that each folder is clearly labeled. Acquiring the resources did not take long. The binders, the folders, and the labels were already in our office from previous projects. It took a couple of weeks to put the binders together. Simultaneously, we printed copies of the necessary forms such as VRG 4-12s, VRG-7s and PRE-3s for Early Voting and Election Day. The printing process took a few hours because the papers

that were in the envelopes were transferred to the Forms Binders. While the labels took around 10 minutes to print because each binder had the same labels. Knowing what needed to be printed ahead of time took less time away from getting the Form Binders put together. Next, we compiled the folders and forms into the binders. We also updated the instructional paperwork detailing the organization of information within the binder.

The election process was streamlined in preparation for Early Voting and Election Day, benefiting our office and our poll workers. By simplifying form management, we are reinforcing election integrity. This approach will also enable poll workers to inform our office when they are running low on essential forms. There's a set number of forms that are placed in each of the binders' folders. If the forms begin to dwindle, then the poll workers can call our office. We usually print off a large stack of forms (mostly VRG 4/12s) then have a seasonal employee go to said location that needs the forms.

CEATS Principles & Tools

The election process is being streamlined in preparation for Election Day, benefiting our office and our poll workers. Being able to streamline the prep work has made working on Forms Binder a lot easier to manage. Not having to wait for the print shop to deliver the colored envelopes means I could work on compiling forms faster. When forms are updated by the state, I can compare the forms to see which forms need to be changed out. We will utilize spreadsheets and data analysis to document expenditures from past elections and compare them to our upcoming election costs, focusing on binder usage instead of colored folders. Colored envelopes and colored paper to match the folders were around \$1,517 total. The blue and gold colors were around \$120, while the yellow and red were around \$260 and we needed 230 envelopes of each color. The binders and folders didn't have a cost for this project because we utilized what we had

in the office. Blue, yellow, and gold paper cost around \$300. White printer paper costs around \$270 for 6 reams. Comparing the cost of resources, but also how much we had to get made keeping track of all the necessary supplies simpler. Looking at past costs and current costs, we saved around \$947. By simplifying form management, we are reinforcing election integrity. Simplifying any process of elections will make it easier for citizens to understand if they ever have any questions for us or our poll workers. Transparency of the entire voting process creates a sense of fairness for all voters.

Conclusion

In conclusion, the changes from the envelopes to Forms Binders were a success. The amount of money that the office would normally spend went down; it was cost-effective as I had hoped. The cost of putting together the Forms Binders was roughly around \$570. With all the form files labeled in uniform order in every Forms Binder, Poll workers were able to find the necessary forms faster. The biggest hurdle in the past was trying to find all the completed forms in the different colored envelopes, but now, those forms are in the front of the binder. We still check every file to be thorough, but it's made one of the most tedious parts of the election wrap-up easier. The Forms Binders were launched in the Primary of 2023. From looking at past notes in our war room, our hot line for poll workers to call on Election Day, no one had anything bad to say about the Forms Binders. I think the next steps to improve the Forms Binders would be the importance or usage of forms and the order of how they go into within the binders I think the positive results from this project will continue to help our office save money on supplies, expedite the audit process of elections, and maybe it can help other counties do the same thing. Other counties could use our Forms Binders to create their own versions that would work better for them. Some may not use a binder to hold their forms but have a packet instead; this is what I

saw Lake County do for their forms. Overall, I think this project has been a great benefit and can be for other counties as well.

Resources

Amy Scrogam – Director of Allen County Election Board

April Johnson- Assistant Director of Allen County Election Board

Acknowledgement

I would like to express my gratitude to my directors for answering all my questions about the forms folder. I'd also like to express great thanks to the VSTOP team for providing this class with the many counties of our state. It has been a pleasure learning so many new things, getting to hear from a variety of speakers, but most of all, being able to connect with other counties that try their best to administer smooth elections.