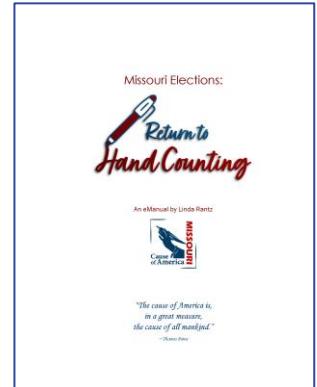


Return to Hand Counting

TRAIN THE TRAINERS

Thank you for inviting us to bring hand counting to your group. Many volunteers are working as rapidly as possible to teach hand counting and train the trainers who will then teach others in their communities. The team from Cause of America is traveling around the country to get groups like yours started on hand counting.

We will bring all supplies, handouts, and materials necessary for training. As the organizer or coordinator of the event, **we ask that you ensure attendance is a minimum of 24 trainees and not more than 48** (additional attendees may be observers). Other details for the event organizer(s) are in the table below. Contact us if you have any questions.



Details	Organizer / Coordinator Responsibilities
Prerequisite for Attendees	Instruct attendees to download the eManual for hand counting and, at the least, read Section 5 of the eManual prior to the training event . HandCounting.com/eManual
AV Needs	A screen & projector, or large TV/monitor with HDMI connection. Microphone for larger rooms.
1 hour Overview 11am to 12pm	Room setup: Theater or presentation setup (see left pic below)
Room reset	From theater setup, switch to counting teams setup (if possible, otherwise use counting team setup for the entire event)
Lunch Break 12pm to 12:30pm	Make lunch break plan for attendees, whether meal provided, donations or payment requested, or everyone brings their own.
4-hour Training 12:30pm to 4:30pm	Room setup: tables for 4-person counting teams, plus 5 th chair at each table for ballot box (see right pic below). Provide empty boxes to use as ballot boxes (1 box for every 4 attendees)
Snacks, Water	If possible, provide water (maybe coffee) during the day. Also, a brownie or cookie break is appreciated during the training session.



“Hand Counting is the Victory Gardens of our day”