

Delegate Allocation Worksheet - Sample

Calculate the number of delegates to be allotted to each presidential preference using the following chart.

Note: The allotment of alternates is the same as the allotment of delegates.

1. In **Column A**, "presidential preference" means **candidate name** or "**uncommitted**". Write down the names of the "presidential preferences" which have support at your precinct caucus.
2. In **Column B**, enter the number of attendees who support each "presidential preference".
3. In **Column C** "eligible caucus attendees" means the total number of attendees eligible to vote at the precinct caucus. Make sure to include individuals who have submitted **Surrogate Affidavit Forms**.
4. Use the included **Delegate Allocation Percentage Chart** to determine the percentage to enter in **Column D**. If the number of total attendees or the number of "presidential preferences" exceeds the numbers on the table, use the formula below to calculate the allotment of delegates. Ties are to be broken by lot.

$$\text{(Column B} \div \text{Column C)} \times \text{Column E} = \text{Column G}$$

$$\text{(Number of Attendees Who Support Presidential Preference} \div \text{Total Number of Eligible Caucus Attendees)} \times \text{Total Number of Delegates Available} = \text{Number of Delegates for Presidential Preference}$$

5. In **Column E**, enter the total number of delegates for this precinct. The number will be on the front of your precinct caucus envelope.
6. In **Column F**, enter the percentage from **Column D**.
7. In **Column G** enter the product of **Column E** and **Column F**. (**Column E** x **Column F** = **Column G**)
8. Each preference receives the whole number of delegates listed in **Column G**, beginning with the highest number, and working down. If there remain any delegates not allotted, these delegates will be allocated to the preference having the highest number to the right of the decimal point, beginning with the highest number, and working down till all remaining delegates have been allotted. Ties are to be broken by lot. Enter the number of Delegates for each "presidential preference" in **Column H**.

Column A	Column B	Column C	Column D
Enter Presidential Preference: Candidate Name or "uncommitted"	Enter the number of total attendees who support this preference	Enter the number of eligible caucus attendees	Enter the percentage from the Delegate Allocation Percentage Chart
1) Candidate Blue	9	18	.50
2) Candidate Green	4	18	.22
3) Candidate Yellow	3	18	.17
4) Candidate Red	2	18	.11
5)			
6)			

Column E		Column F		Column G	Column H
Enter the total number of delegates for this precinct (See front of caucus envelope)	x	Enter the percentage from Column D	=	Enter the product of Column E and Column F	Enter the number of Delegates for each eligible Presidential Preference.
5	X	.50	=	2.50	2
5	X	.22	=	1.10	1
5	X	.17	=	.85	1
5	X	.11	=	.55	1

Delegate Allocation Worksheet – First Allocation

Calculate the number of delegates to be allotted to each presidential preference using the following chart.

Note: The allotment of alternates is the same as the allotment of delegates.

1. In **Column A**, "presidential preference" means **candidate name** or "**uncommitted**". Write down the names of the "presidential preferences" which have support at your precinct caucus.
2. In **Column B**, enter the number of attendees who support each "presidential preference".
3. In **Column C** "eligible caucus attendees" means the total number of attendees eligible to vote at the precinct caucus. Make sure to include individuals who have submitted **Surrogate Affidavit Forms**.
4. Use the included **Delegate Allocation Percentage Chart** to determine the percentage to enter in **Column D**. If the number of total attendees or the number of "presidential preferences" exceeds the numbers on the table, use the formula below to calculate the allotment of delegates. Ties are to be broken by lot.

$$(\text{Column B} \div \text{Column C}) \times \text{Column E} = \text{Column G}$$

$$(\text{Number of Attendees Who Support Presidential Preference} \div \text{Total Number of Eligible Caucus Attendees}) \times \text{Total Number of Delegates Available} = \text{Number of Delegates for Presidential Preference}$$

5. In **Column E**, enter the total number of delegates for this precinct. The number will be on the front of your precinct caucus envelope.
6. In **Column F**, enter the percentage from **Column D**.
7. In **Column G** enter the product of **Column E** and **Column F**. (**Column E** x **Column F** = **Column G**)
8. Each preference receives the whole number of delegates listed in **Column G**, beginning with the highest number, and working down. If there remain any delegates not allotted, these delegates will be allocated to the preference having the highest number to the right of the decimal point, beginning with the highest number, and working down till all remaining delegates have been allotted. Ties are to be broken by lot. Enter the number of Delegates for each "presidential preference" in **Column H**.

Column A	Column B	Column C	Column D
Enter Presidential Preference: Candidate Name or "uncommitted"	Enter the number of total attendees who support this preference	Enter the number of eligible caucus attendees	Enter the percentage from the Delegate Allocation Percentage Chart
1)			
2)			
3)			
4)			
5)			
6)			

Column E	x	Column F	=	Column G	Column H
Enter the total number of delegates for this precinct (See front of caucus envelope)		Enter the percentage from Column D		Enter the product of Column E and Column F	Enter the number of Delegates for each eligible Presidential Preference.

Delegate Allocation Worksheet – Final Allocation – OFFICIAL ALLOCATION

Calculate the number of delegates to be allotted to each presidential preference using the following chart.

Note: The allotment of alternates is the same as the allotment of delegates.

- In **Column A**, "presidential preference" means **candidate name** or "**uncommitted**". Write down the names of the "presidential preferences" which have support at your precinct caucus.
- In **Column B**, enter the number of attendees who support each "presidential preference".
- In **Column C** "eligible caucus attendees" means the total number of attendees eligible to vote at the precinct caucus. Make sure to include individuals who have submitted **Surrogate Affidavit Forms**.
- Use the included **Delegate Allocation Percentage Chart** to determine the percentage to enter in **Column D**. If the number of total attendees or the number of "presidential preferences" exceeds the numbers on the table, use the formula below to calculate the allotment of delegates. Ties are to be broken by lot.

$$(\text{Column B} \div \text{Column C}) \times \text{Column E} = \text{Column G}$$

$$(\text{Number of Attendees Who Support Presidential Preference} \div \text{Total Number of Eligible Caucus Attendees}) \times \text{Total Number of Delegates Available} = \text{Number of Delegates for Presidential Preference}$$

- In **Column E**, enter the total number of delegates for this precinct. The number will be on the front of your precinct caucus envelope.
- In **Column F**, enter the percentage from **Column D**.
- In **Column G** enter the product of **Column E** and **Column F**. (**Column E** x **Column F** = **Column G**)
- Each preference receives the whole number of delegates listed in **Column G**, beginning with the highest number, and working down. If there remain any delegates not allotted, these delegates will be allocated to the preference having the highest number to the right of the decimal point, beginning with the highest number, and working down till all remaining delegates have been allotted. Ties are to be broken by lot. Enter the number of Delegates for each "presidential preference" in **Column H**.

Column A	Column B	Column C	Column D
Enter Presidential Preference: Candidate Name or "uncommitted"	Enter the number of total attendees who support this preference	Enter the number of eligible caucus attendees	Enter the percentage from the Delegate Allocation Percentage Chart
1)			
2)			
3)			
4)			
5)			
6)			

Column E		Column F		Column G	Column H
Enter the total number of delegates for this precinct (See front of caucus envelope)	x	Enter the percentage from Column D	=	Enter the product of Column E and Column F	Enter the number of Delegates for each eligible Presidential Preference.