

**CHRISTMAS TREE PROMOTION BOARD**

**CHRISTMAS TREE PROMOTION, RESEARCH AND INDUSTRY  
INFORMATION ORDER**

**BALLOT**

The nominees listed on this ballot are seeking seat(s) on the Christmas Tree Promotion Board (Board). You are asked to cast your vote for (number) members for the seat(s) on the Board. If you domestically cut and sell or import Christmas trees from more than one region, you may only cast a ballot in one region of your choice.

<b>Choose Only (number) Nominees</b>	<b>XX REGION NOMINEES</b>

**Certification Statement**

**I hereby certify** that I have (domestically cut and sold/imported) **a minimum of 500** Christmas trees during the twelve-month period of Month XX, 20XX to Month XX, 20XX:

_____	_____	
Signature	Title	Date
Print First and Last Name: _____		
Company name:		Phone: _____
Street address:		
City/State/Zip code:		E-mail: _____
Tax ID #		Importer ID # _____

**Submission of Ballot to Board:** Once you have completed and signed this ballot please place this ballot in the enclosed, self-addressed envelope and mail it to the Board. **Incomplete ballots, unsigned ballots, or ballots received after Month XX, 20XX, xx pm will not be counted.**

**(Continued on Back of Page)**

**NOTE:** The following statements are made in accordance with the Privacy Act of 1974 (U.S.C. 522a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting this information to be supplied on this form is the Commodity Promotion, Research, and Information Act of 1996, Pub. L. 104-127, 110 Stat. 1032 (7 U.S.C. 7411-7425). Furnishing the requested information is necessary for the administration of this program. Submission of Tax Identification Number (TIN) or Business Identification Number is mandatory and will be used to determine affiliation or entity identification.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0268. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.