

Election Worker Application

Please complete form and send back **if willing to work**

Name (please print) _____

Address _____

Cell Phone # _____ (This is used for Election Day at voting place to get in contact if questions)
****Please note "personal" cell phone use is prohibited at all voting locations on Election Day**

Email: _____

Please circle and/or write your responses:

1. Are you willing to work at any polling location in the county? Yes _____ No _____
2. Circle position(s) you would be willing to hold. **Clerk** **Judge** **Supervising Judge**
3. Can you work a full 14-hour shift? Yes _____ No _____
4. Do you need any special accommodations? Yes No
Handicap Parking Space: Yes No
Handicap Restrooms: Yes No
Other _____

5. Please list a name(s) and telephone number(s) of someone that we may contact in an emergency.

Contact #1 _____ Phone: _____

Contact #2 _____ Phone: _____

6. Do you know of anyone else who would be interested in working the election?
Name, Address & Phone: _____

"I hereby represent that the information provided is correct and complete to the best of my knowledge. I understand that any incorrect, incomplete or false information furnished by me may void this application."



Signature of Applicant

Date



Ashley Rice, Pottawatomie County Election Supervisor
207 N First St, PO Box 187, Westmoreland KS 66549
Phone (785) 457-3314

www.pottcounty.org e-mail: arice@pottcounty.org

Election Worker Team!

This is a great opportunity to serve your community and to be involved in the election process.

You may join the Election Worker Team by completing the Election Workers Application and mail or email to the Election Office, 207 N First St ~ PO Box 187, Westmoreland KS 66549 or arice@pottcounty.org

Election Worker General Information

Qualifications:

- ✓ Resident of Pottawatomie County, Kansas
- ✓ Registered to vote at current address
- ✓ Complete training
- ✓ Available for the complete day (Please Note: **Smoking is not allowed at any polling location, you are also not allowed to leave the polling location**)

Hours:

- ✓ Polls are open from 7:00 a.m. to 7:00 p.m.
- ✓ All election workers report to their assigned work site on Election Day no later than 6:30 a.m. to prepare for 7:00 a.m. opening of the polls.
- ✓ Following the close of the polls at 7:00 p.m., all election workers assist the supervising judge in closing down the polling site.

Election Boards:

- ✓ Election Boards are responsible for the election process at each polling place.
- ✓ Election Boards are comprised of a Supervising Judge and a minimum of 2 Election Workers.

Supervising Judges:

- ✓ The Supervising Judge is the person in charge of the polling place and is responsible for the operation of the polling place.
- ✓ On the Monday prior to every election, the Supervising Judge attends a mandatory meeting, and picks up election supplies at Election Office.
- ✓ On Election Day, the Supervising Judge assigns the duties to the Election Board. All election workers arrange the polling place to receive voters and post all signs. The Supervising Judge officially opens the polls and manages the processing of voters.
- ✓ On Election Night, the Supervising Judge officially closes the polls by closing the doors to the polls at 7:00 p.m. but allows all voters who are in line at 7:00 p.m. to have the opportunity to vote. After the polling place materials have been secured, the Supervising Judge delivers all ballots, and supplies to County Clerk.

Election Workers (Clerks & Judges)

- ✓ Election Workers assist the Supervising Judge and share responsibility for the operation of the polling site.
- ✓ On the Monday prior to Election Day, each worker will attend a mandatory meeting.
- ✓ They greet voters, check in at poll pads, get each voter the appropriate ballot and issue them an "I Voted" Sticker. The voter **MUST** be the one to place their ballot in the ballot can
- ✓ Following the close of the polls at 7:00 p.m., all election workers assist the Supervising Judge in closing the polling site.