



ADOPT A PRECINCT

An Initiative of the Wilson County Election Commission

Phillip Warren, Administrator of Elections





ADOPT A PRECINCT

The ADOPT A PRECINCT program is designed to increase community participation in the voting process of Wilson County while providing a monetary incentive to qualified civic groups for their participation. By partnering with the Wilson County Election Commission in this groundbreaking effort you will be part of an initiative that will forge alliances to address the continual need for committed, dedicated, capable and customer oriented poll workers.

Being a Poll Worker is like being a “paid volunteer”. The pay and frequency of elections is not great enough or often enough to be a job anyone would take for “the money”.

The role of a Poll Worker in holding elections is one that is often overlooked by the voters but is not a job to be taken lightly. Poll workers are required to satisfy training requirements before each election, to be on the job for at least 13 hours on one specific day, and must enjoy working with the public. Poll workers should be educated in election civics, but must be non-political in performing their duties. Bottom line- Poll Workers are patriotic individuals that believe in the greatness of our republic and are willing to set aside a few days from their lives for a small stipend to ensure that the integrity of every vote is protected.

We are excited about the opportunity for the Election Commission to provide the voters of Wilson County with the very best voting experience possible while providing your organization the opportunity to raise funds for your projects.



HOW DOES ADOPT A PRECINCT WORK?

An interested civic, school, service or community group may complete the Adopt A Precinct application found on the Wilson County Election Commission's website (www.wilsonelections.com).

Once the application is submitted, it will be reviewed by the Administrator of Elections and a determination of eligibility will be made.

When the organization is accepted to be a partner with the Election Commission they will be notified and asked to submit applications for the individual members of their group who wish to participate in the program.

The individuals will be given their personal password and instructions for the online training. Online training is available for all poll worker positions. This allows our workers to learn at their convenience and at their personal pace. The online training site is exclusive to Wilson County and is available 24/7 to fit the learner's schedule.

Before each election the member participating will receive a letter officially appointing them as poll workers for that election. We will also send a letter to the host organization listing all the members of that group that have been appointed for the election.

Each poll worker will be required to attend a short update class before the election to refresh their skills and to go over new laws, procedures and anything else specific to that election. Training before each election is required by state law.

On Election Day all poll workers are to be at their poll by 6:00 am. (Additional meeting times and duties may be necessary depending on the job at the polls). Workers will stay at their polling place until the polls close and all closing activities are complete, usually around 7:30- 8:00 pm.

After the election, the poll workers pay will be made out to the individual and they will deliver it to the organization they signed up with and worked for. (Checks should be ready within 10 days after the election).



Possible Adopt A Precinct Earnings for Your Group

(Assume the minimum of 5 members participating):

<u>Job</u>	<u>Training Pay</u>	<u>Election Day Pay</u>	<u>Total Pay</u>
Officer	\$ 25.00	\$ 150.00	\$ 175.00
Special Registrar	25.00	115.00	140.00
Registrar	25.00	100.00	125.00
Registrar	25.00	100.00	125.00
Machine Operator	25.00	100.00	125.00
Total for your group			\$ 690.00

This example is based on a basic precinct with five poll workers. Tennessee State law requires no fewer than four poll workers at each poll. Your group may provide all the poll workers at a poll or a portion of them. The number of workers provided by your group at the polling places will determine the earnings for your group.



ADOPT A PRECINCT ELIGIBILITY

To be eligible to partner with the Wilson County Election Commission in the Adopt a Precinct program your organization and members participating must meet certain requirements.

Qualifications for Poll Workers in Wilson County:

- Registered Voter in Wilson County
- Read, write and communicate in English
- Have access to on-line training
- Be able to lift 10-40 pounds
- Be able to work a 14 hour day
- Be available on Election Day
- Enjoy working with the public

Qualifications for Adopt Precinct Organizations:

- Non- Profit organization
- Civic, school, sports, service or community organization
- Cannot be affiliated with religious or political groups or causes

Partner organizations will be required to:

- Have a minimum of five members participate
- Complete the Adopt A Precinct Application
- Have each member participating complete an application
- Have each member participating complete the required training
- Have each member participating agree to have their pay given to the organization
- Allow the use of the group's name by the Election Commission as a partner



BENEFITS TO YOUR ORGANIZATION

- Excellent fundraiser to further your organizations' projects and goals
- Recognition for your organization :
 - On the Election Commission Website
 - Inclusion on our Partner Recognition Board in the lobby of the Election Commission office
 - In press releases provided to the local media
- A project for your organization that is of service to our county

Most Importantly

- The personal and group gratification derived from your active participation in promoting and making possible the cornerstone of our republic- the right of every eligible voter to make their voice count with their vote.



Officer of Elections

Compensation \$150

The Officer of Election is the person in charge of the poll location. The Officer is responsible for conducting the election in the precinct, maintaining order, assuring the secrecy of the ballot by seeing that the voting machines are properly arranged, reporting any voting machine problems to the Election Commission and ensuring the proper performance of all duties by all election officials within the polling place. There is only one Officer for each precinct. There may be more than one Officer present at one location when there is more than one precinct in the same polling place.

The Officer of Election must be familiar with all the poll official's jobs and fully understand all the procedures. When a challenge arises, it is the Officer of Election that contacts the Election Commission office if needed. The Officer is the main contact at each polling location.

Before Election Day, the Officer of Election is responsible for contacting the polling place contact and arranging access to the building for Election Day. The Officer is also responsible for working with the Election Commission office regarding staffing of the poll, assignments, picking up and returning polling place supplies.

Attributes

Personable and friendly; positive "can do" attitude; ability to communicate professionally and effectively with fellow poll workers and voters; team player; positive, patient, courteous, professional; organized; flexible; attention to details.

Skills/ Requirements

Must be able to read and write proficiently in English; able to diplomatically deal with voters under stressful conditions; must have good customer service attitude; must be able to look up names and addresses in the signature book; must remain non-partisan in speech and dress at the poll; must be able to work 13 hours on Election Day; must be willing to conduct voting in strict accordance with Tennessee State Law.



Registrar

Compensation \$100

A Registrar is the first Election Official the voter comes in contact with at the poll. Their job is to ensure that the voter: 1. has an acceptable photo ID 2.is in the correct precinct (by verifying that their name and address is in the signature roster) 3.that all sign in procedures are properly followed before an eligible voter is given an application to vote and 4.that the correct ballot is noted on the voters application to vote.

Attributes

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Skills/ Requirements

Must be able to read and write proficiently in English; able to diplomatically deal with voters under stressful conditions; must have good customer service attitude; must be able to look up names and addresses in the signature book; must remain non-partisan in speech and dress at the poll; must be able to work 13 hours on Election Day; must be willing to conduct voting in strict accordance with Tennessee State Law.

Special Registrar

Compensation- \$115

The Special Registrar is responsible for voters that do not have a proper photo ID, have addresses different from the address listed on their registration, have changed their name or are not on any voter registration list in Wilson County. Every voter that comes to the poll on Election Day and believes that they are properly registered and eligible to vote in Wilson County is to be given a means to vote that day. The Special Registrar is responsible for these voters with these situations. The Special Registrar must be familiar with the Photo ID law, the signature book, the street index, application for ballot, fail safe form, and voter registration form. Also, they must be comfortable with all aspects of provisional voting procedures.

Attributes

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Skills/ Requirements

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Machine Operator

Compensation- \$100

The machine operator is responsible for one or two iVotronic voting machines at the polling place. Their job is to: 1. provide instruction to voters before they vote (on the operation of the machine, if needed or requested); 2. to ensure that the correct ballot is loaded on the machine as indicated on the application to vote; 3. to ensure that the voter completes voting by casting their vote and 4. to give the voter a "I Voted" sticker when they are finished voting before they leave the polling place. The machine operator must be familiar with the operation of the voting machine including the operation of the ADA machine, the procedures for voter assistance (upon their request), the procedure for dealing with a "Walk Away" voter and the opening/closing of the voting machines.

Attributes

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Skills/ Requirements

Must be able to read and write proficiently in English; able to diplomatically deal with voters under stressful conditions; must have good customer service attitude; must be able to look up names and addresses in the signature book; must remain non-partisan in speech and dress at the poll; must be able to work 13 hours on Election Day; must be willing to conduct voting in strict accordance with Tennessee State Law.

