

Student Poll

Workers

VOTER CHECK-IN

2 Students:

Check-in voters using
school ID checklist
Distribute ballot

VOTING BOOTHS

2 Students:

Provide voter instructions
Direct voters in line to
open voting booths
Ensure steady flow from
line to voting booth

BALLOT BOX

1 Student:

Supervise students as
they submit their ballot
Troubleshoot as
needed

STICKERS

1 Student:

Distribute "I Voted"
stickers to voters
*The Ballot Box poll
worker can fulfill this
if needed

MARSHALL

1 Student:

Announces start and
end of voting
Ensures ballot box is
empty prior to start of
voting; validates totals
*Can volunteer in other
roles if needed

MISCELLANEOUS

Students may choose
to rotate poll worker
responsibilities during
a break in voting
Poll worker
instructions may vary
slightly depending on
whether paper or
online ballots are used

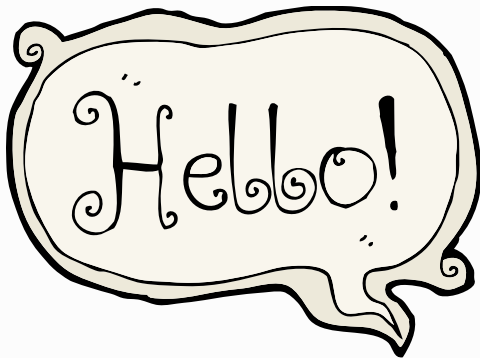


STUDENT POLL WORKERS

INSTRUCTIONS FOR VOTER CHECK-IN STATION

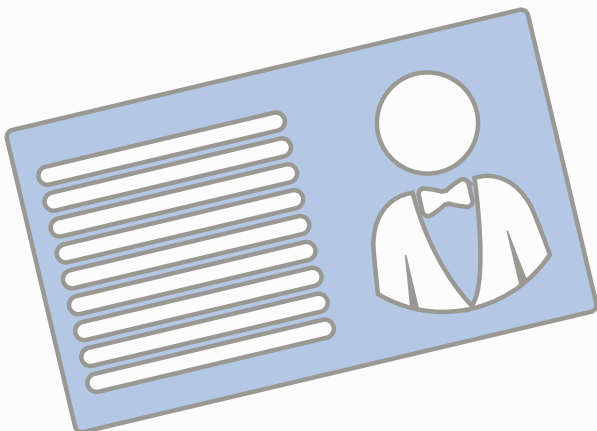
FIRST VOTER CHECK-IN VOLUNTEER

- Greet the voter
- Check the voter's school I.D.
- Check off the corresponding school I.D. number on the checklist
- Send voter to Second Voter Check-in Volunteer



SECOND VOTER CHECK-IN VOLUNTEER

- Provide the voter with a ballot
- Show the voter the candidate flyers on the wall and let them know they can read them to determine who they would like to vote for
- Send them to the line for the voting booth



MATERIALS FOR VOTER CHECK-IN VOLUNTEERS

- School I.D. checklist and pen
- Blank ballots
- HELPFUL TIP: Volunteers should be sitting at the voter registration table

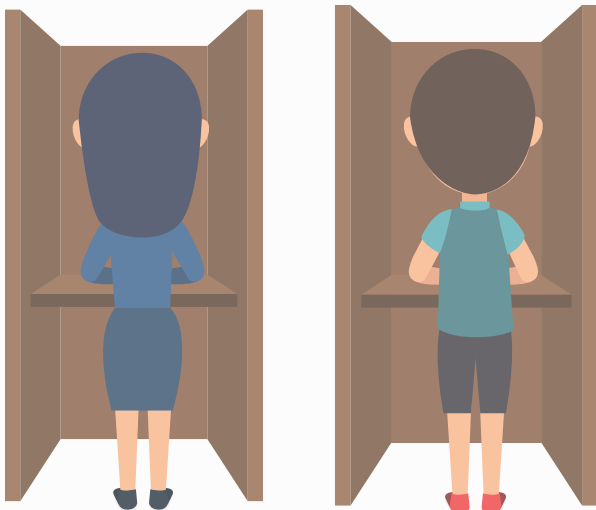
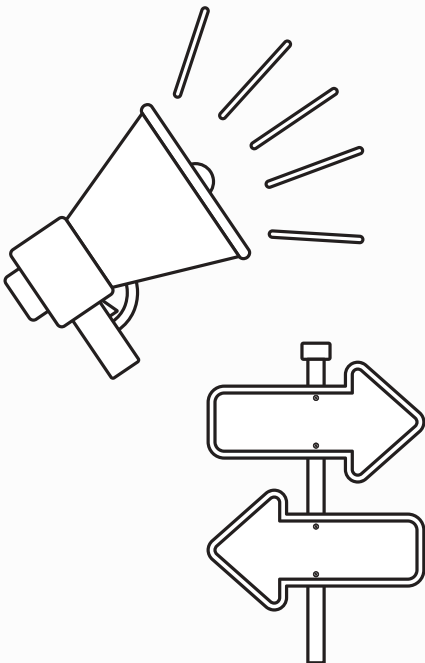


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INSTRUCTIONS FOR VOTING BOOTH STATION

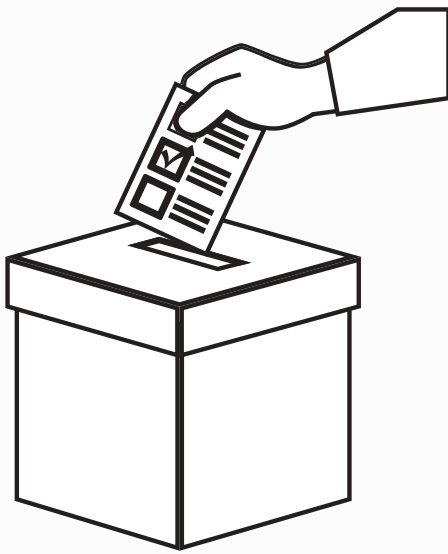
VOTING BOOTH VOLUNTEER(S)

- Greet the voter
- Inform voter to fill in the bubble to vote for a candidate (show sample ballot)
- Explain that they should use the sample sheet in the voting booth as a reference
- Remind them that they can only vote for one person per office
- Send voter to an open voting booth; ensure that voters are moving from the line to the voting booth in a timely manner but do not rush the voters in the voting booth
- Be available to answer questions regarding the ballot when needed



MATERIALS FOR VOTING BOOTH VOLUNTEER(S)

- Sample ballot to use as example
- Sample sheet identical to one in voter booth to use as example
- HELPFUL TIP: Volunteer(s) should be standing near front of line near booths



STUDENT POLL WORKERS

INSTRUCTIONS FOR BALLOT BOX STATION

BALLOT BOX VOLUNTEER

- Greet the voter
- Allow the voter to insert their ballot into the ballot box
- It does not matter which direction the ballot is facing
- If the voter is unsure of how to insert their ballot, volunteer should demonstrate with a sample ballot but should not actually drop the ballot in the box
- When the ballot is successfully inserted, thank the voter and send them to the sticker station
- HELPFUL TIP: Volunteer should decide if they want voters to fold ballot and then drop it in the box or if folding is unnecessary



MATERIALS FOR BALLOT BOX VOLUNTEER

- Ballot box
- Extra ballots in case the voter needs to complete a new one
- HELPFUL TIP: Volunteer should be standing next to the ballot box



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INSTRUCTIONS FOR STICKER STATION



STICKER VOLUNTEER

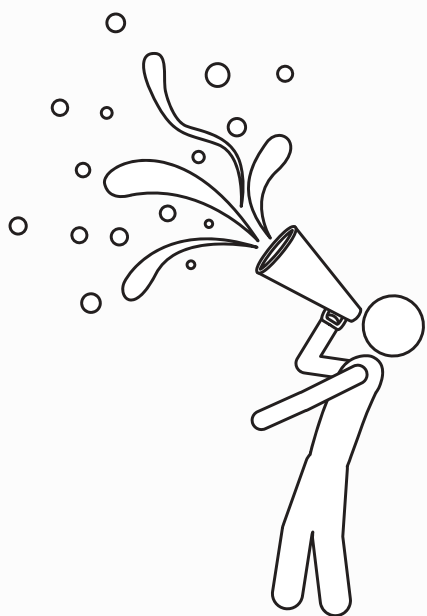
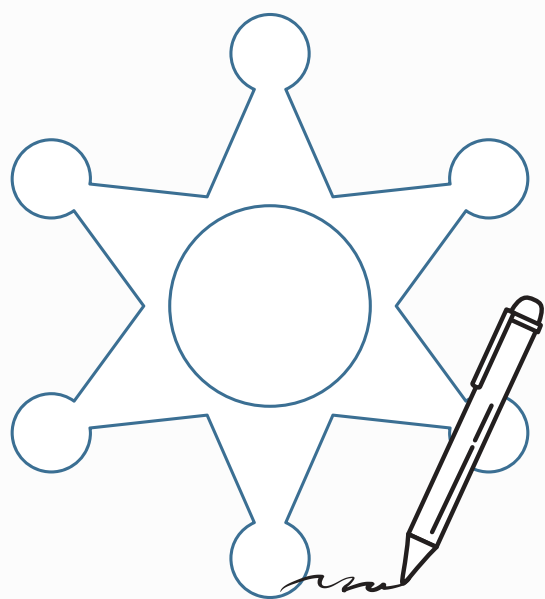
- Greet the voter
- Hand them 1 "I Voted" sticker
- Thank them for voting
- HELPFUL TIP: Volunteer should decide if they want to rip the stickers off one by one and hand the voter the sticker without the plastic cover on the back or if they would rather hand out stickers with the plastic cover on the back.



THANK
YOU

MATERIALS FOR STICKER VOLUNTEER

- "I Voted" Stickers
- Trash can to throw plastic covers from the stickers
- HELPFUL TIPS: Volunteer should be standing near exit
- If there are not enough poll workers, the Ballot Box Volunteer can distribute the stickers



STUDENT POLL WORKERS

INSTRUCTIONS FOR MARSHALL

MARSHALL VOLUNTEER

- Confirm the ballot box is empty prior to the start of voting
- Announce "Voting is now open!" in a loud voice to start the voting
- Stand behind last voter to stop late voters from getting in line; remain there until last voter has voted
- Announce "Voting has ended!" in a loud voice to end the voting
- Verify the total ballots collected by signing off
- EXTRA: The Marshall can fulfill this role and another station

MATERIALS FOR MARSHALL VOLUNTEER

- Pen for signing
- HELPFUL TIP: Announcements should be made in the presence of voters