



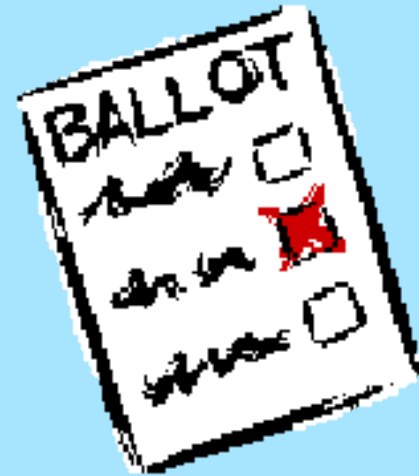
Election Official Training for new poll workers

Facilitating the Right to Vote

Election Officials enhance representative democracy by ensuring the integrity of the electoral process.

To ensure elections are:

- **Open**
- **Fair**
- **Impartial**
- **Trusted**

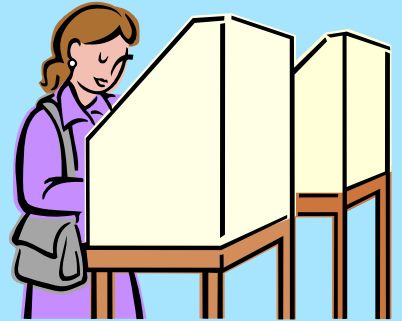


Ensure that the vote of every elector counts!

Election Officials must act in an impartial and professional manner

- Treat all voters with respect. Do not make comments about the voters.
- Treat your fellow Election Officials professionally and with respect.
- Do not allow candidates or politics to be discussed at the polling place.
- Do not permit campaign literature in the polling place.

Voting Procedures



- Voter states name and address.
- If voter is registered at current address, issue a voter slip.
 - Voter slips and poll books are color coordinated with ballots.
- Write voter slip number on poll lists.
Reconcile voter numbers throughout day.
- Voter hands voter slip to Election Official issuing the ballots.

Ballots

- Election Officials write Ward number on ballot.
- Ballots must be initialed by two Election Officials
- Instruct voter on marking the ballot.
- Hand voter an initialed ballot inserted in a secrecy sleeve, and a marking pen.
- Officials should be no closer than 10 feet away from tabulator and booths.

OFFICIAL BALLOT
for
NONPARTISAN OFFICE

APRIL 3, 2007
for
Ward 1

Ballot issued by
mrB

plm
(Initials of Inspectors)

Absent Elector's Ballot
issued by

(Initials of Municipal Clerk or Deputy
Clerk)

Certification of Elector Assistance
I certify that this ballot was marked by
me for an elector who is authorized
under the law to have assistance, upon
request, and as directed by the elector

(Signature of assisting individual)

Supplemental Poll List

- Voters who registered within 20 days of Election are listed on Supplemental Poll List.
- If a voter does not appear on the Original Poll List, check the Supplemental Poll List.
- Voters who register at the polls are added to the Election Day Registration List.
- Reverse Directory helps identify misspelled names.


Election Day Voter Registration

This form is available in an accessible format, upon request.

Wisconsin Voter Registration Application		<input type="checkbox"/> Submitted by Mail <small>(check box only)</small>	
Instructions Instructions for completing sections 1-12 are on the back of this form. Return this form to your municipal clerk, unless directed otherwise. <ul style="list-style-type: none"> • Please use uppercase (CAPITAL) letters only. • Fill in circles as appropriate. • NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence. • If you have not voted in WI and are submitting this application by mail, you must also provide a copy of an acceptable proof of residence. 		Confidential Elector ID# <input type="checkbox"/> SVRS ID # <input type="checkbox"/> <small>(check box only) (check box only)</small>	
1 <input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> WI Address Change		Municipality <input type="text" value="MADISON"/> County <input type="text" value="DANE"/>	
2 Wisconsin Driver License/ID Number <input type="text" value="A123-4567-8910-10"/>		<input type="checkbox"/> I have neither a WI Driver License/ID nor a Social Security Number.	
3 Social Security Number - Last Four Digits (only if no license/ID number) <input type="text" value="X X X - X X -"/>		Print your name exactly as it appears on the document, the number of which you provided in Box 2 (Driver License/ID Card or Social Security Card)	
4 Last Name <input type="text" value="DOE"/> First Name <input type="text" value="JANE"/> Middle Name <input type="text" value="ANNE"/> Suffix (e.g. Jr. II etc.) <input type="text"/> Date of Birth (mm/yyyy) <input type="text" value="1/30/1985"/> Email Address <input type="text"/>		Residence Address: Street Number & Name <input type="text" value="205 STATE ST"/>	
5 Apt. Number <input type="text" value="4"/> City <input type="text" value="MADISON"/> State <input type="text" value="WI"/> ZIP + 4 <input type="text" value="53703"/>		<div style="border: 1px solid black; padding: 5px; transform: rotate(-15deg); display: inline-block;">Sample</div>	
Mailing Address: Street Number & Name <input type="text"/> Apt. Number <input type="text"/> City <input type="text"/> State <input type="text"/> ZIP + 4 <input type="text"/>			
6 Last Name <input type="text"/> First Name <input type="text"/> Middle Name <input type="text"/> Suffix (e.g. Jr. II etc.) <input type="text"/>		7 Address: Street Number & Name <input type="text" value="1234 HIGH AVE"/> Apt. Number <input type="text"/> City <input type="text" value="JANESVILLE"/> State & Zip + 4 <input type="text" value="WI 53545"/>	
8 Please answer the following questions by filling in "Yes" or "No": 1. Are you a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No 2. Will you be 18 years of age on or before election day? <input checked="" type="radio"/> Yes <input type="radio"/> No		If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.	
9 <input checked="" type="radio"/> I certify that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 10 days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. <input type="radio"/> If completed on election day, I further certify that I have not voted at this election. (Please fill in circle)		10 Accommodation needed at poll location (e.g. wheelchair access): <input type="checkbox"/> Mark crossroads <input type="checkbox"/> "X" where you live <input type="checkbox"/> Use dots for landmarks <input type="checkbox"/> I am interested in being a poll worker.	
11 Signature of Elector <input checked="" type="checkbox"/> <i>Jane Doe</i>		Today's Date (mm/yyyy) <input type="text" value="04/01/2008"/> Official Use Only: Election Day Voter # <input type="text" value="124"/>	
12 Corroborator/Assistant Signature: <input type="text"/> Corroborator / Assistant Address: <input type="text"/>		Official Use: Proof of residence type <input type="checkbox"/> Utility Bill <input type="checkbox"/> Official Use: Proof of Residence # <input type="text" value="452879"/>	
13 Official's Signature: <i>Betty Green</i>		SRDs printed name and SRD#: <input type="text"/>	
14 Ward <input type="text" value="41"/> Sch. Dist. <input type="text"/> Alder <input type="text"/> City Supr. <input type="text"/> Ct. of App. <input type="text"/> Assembly <input type="text"/> St. Senate <input type="text"/> Congress <input type="text"/>			

Wisconsin law allows electors to register to vote on Election Day.

Spanish and Hmong registration forms are also available at the registration table.

	Wisconsin Voter Registration Application			<input type="radio"/> Submitted by Mail <small>(Office Use Only)</small>
	Confidential Elector ID# <small>(HINDI - sequential #) (Office Use Only)</small>		SVRS ID # <small>(Office Use Only)</small>	
Instructions	Instructions for completing sections 1-12 are on the back of this form. Return this form to your municipal clerk, unless directed otherwise. <ul style="list-style-type: none"> • Please use uppercase (CAPITAL) letters only. • Fill in circles as appropriate. • NOTE: If this is a change of address, then upon completion of this application your voting rights will be cancelled at your previous residence. • If you have not voted in WI and are submitting this application by mail you must also provide a copy of an acceptable proof of residence 			
	1 <input type="radio"/> New WI Voter <input type="radio"/> Name Change <input type="radio"/> WI Address Change	Municipality <input type="radio"/> Town <input type="radio"/> Village <input checked="" type="radio"/> City	MADISON	
	County	DANE		
2	Wisconsin Driver License/ID Number	A123-4567-8910-10	<input type="radio"/> I have neither a WI Driver License/ ID nor a Social Security Number.	
	Social Security Number - Last Four Digits (only if no license/ID number)	X X X - X X -		

- Applicants with a current & valid Wisconsin Driver's License must list their Wisconsin Driver's License Number.
- Only if they have not been issued a current & valid Wisconsin Driver's License may they list their Wisconsin State ID Number or the last four digits of their Social Security Number.

		Print your name exactly as it appears on the document, the number of which you provided in Box 2 (Driver License/ID Card <u>or</u> Social Security Card).					
→	3	Last Name		DOE	First Name		JANE
		Middle Name		ANNE	Suffix (e.g. Jr II etc.)		Phone #
		Date of Birth (MM/DD/YYYY)		1/30/1985	Email Address		
→	4	Residence Address: Street Number & Name		205 STATE ST			
		Apt. Number		4	City		MADISON
		State		WI	ZIP + 4		53703
5		Mailing Address: Street Number & Name					
		Apt. Number			City		
		State			ZIP + 4		

Sample

- Name written as it appears on driver's license.
- Date of Birth should not be in 2008.
- Residence Address must be in City of Madison.
If address is not in your Ward, elector needs to be sent to correct polling place.
- Mailing Address is not necessary.

		Print your name exactly as it appears on the document, the number of which you provided in Box 2 (Driver License/ID Card or Social Security Card)				
3	Last Name	DOE		First Name	JANE	
	Middle Name	ANNE		Suffix (e.g. Jr II etc.)	Phone #	
	Date of Birth (M/D/YYYY)	1/30/1985		Email Address		
4	Current	Residence Address: Street Number & Name		205 STATE ST		
		Apt Number	4	City	MADISON	
		State	WI	ZIP + 4	53703	
5		Mailing Address: Street Number & Name				
		Apt. Number		City		
		State		ZIP + 4		

Sample

- Telephone number and e-mail address are not necessary, but are helpful when we process applications in the Clerk's Office.

6	Previous	Last Name				First Name		
		Middle Name			Suffix (e.g. Jr II etc)			
7	Previous	Address: Street Number & Name		1234 HIGH AVE				
		Apt. Number		City	JANESVILLE		State & Zip + 4	WI 53545

- Applicants who have changed their name should list their previous name in Section 6.
- If applicant was previously registered to vote anywhere in the United States, they should indicate so in Section 7. The Clerk's Office will cancel their previous registration.

➔	8	Please answer the following questions by filling in "Yes" or "No": 1. Are you a citizen of the United States of America? <input checked="" type="radio"/> Yes <input type="radio"/> No 2. Will you be 18 years of age on or before election day? <input checked="" type="radio"/> Yes <input type="radio"/> No	If you filled in "No" in response to EITHER of these questions, do <u>not</u> complete this form.
➔	9	<input checked="" type="radio"/> I certify that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 10 days immediately preceding this election, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. <u>If completed on election day:</u> I further certify that I have not voted at this election. (Please fill in circle)	

- Sections 8 and 9 must be completed.
- Only U.S. Citizens can register and vote.
- Voters must be at least 18 years old.
- Voter registration applicants must certify that they are qualified electors who have not already cast a vote in this Election.
- Check Ineligible Voter List from State.

10	Accommodation needed at poll location (e.g. wheelchair access):	If you do not have a street number or address, use the map to show where you live. <ul style="list-style-type: none"> • Mark crossroads • 'X' where you live • Use dots for landmarks 		
	<input type="radio"/> I am interested in being a poll worker.			

- Voters with no street address can draw a diagram in Section 10.
- Homeless individuals may use a letter from a shelter as proof of residence, or may use a corroborating witness.

11	Signature of Elector	X <i>Jane Doe</i>	Today's Date (M/D/YYYY)	04/01/2008
			Official Use Only: Election Day Voter #	124

- Applicant must sign and date voter registration form in your presence.
- Election Official writes voter slip number underneath date.

12	Corroborator/Assistant Signature:	Corroborator / Assistant Address:	Office Use: Proof of residence type	✓
			Utility Bill	
			Office Use: Proof of Residence # 452879	

- Election Official must indicate what was used for proof of residence. We need this information in order to successfully process the application.
- You may use the abbreviations found on your Proof of Residence reference card.

Acceptable Proof of Residence

- Utility Bill
- Tax Bill
- Lease
- Wisconsin Driver's License/DOT-issued ID
- University ID (if on certified housing list)
- Bank Statement
- Paycheck
- Any Government Check or Document

Identification Is Never Required

12	Corroborator/Assistant Signature:	Corroborator / Assistant Address:	Office Use: Proof of residence type
			Utility Bill
			Office Use: Proof of Residence # 452879

- If an applicant is unable to provide acceptable proof of residence, their application can be corroborated by a City of Madison resident who provides acceptable proof of residence and signs Section 12. The corroborating witness does not need to be a registered voter.
- If an individual cannot provide proof of residence or prove residency through the use of a corroborator, they cannot register to vote and therefore cannot vote.

The following items
are not acceptable forms
of proof of residence:

- Business card
- Magazine subscription
- Expired driver's license
- Expired state ID card
- Out-of-state driver's license
- Piece of mail addressed to the voter

Official's Signature: <i>Betty Green</i>				SRDs printed name and SRD#:			
Ward 41	Sch. Dist	Alder	Cty Supr	Ct of App	Assembly	St Senate	Congress

Election Official must sign application form.

Indicate Ward at the bottom of the form.

Provisional Voting

used in only two situations

- First-time voters who registered by mail and failed to provide proof of residence (this is indicated on poll list).
- Election Day registrants who have a current and valid Wisconsin driver's license but are unable or unwilling to provide driver's license number on form.

Presidential Ballot

- Only used by voters who moved to Wisconsin less than 10 days before the Election.
- May not be used by truckers driving through town.



Replacement Ballots

- A second ballot is issued to voters who say they made a mistake.
- Voter partially tears original ballot and places it in Discarded Ballot Envelope.
- A voter can be issued a total of three ballots.
- Voter does not get a new voter slip number.
- Record 2nd ballot (and 3rd ballot) on poll list.

Ballot Returned to the Voter



- The tabulator may return a ballot to the voter due to voting errors.
- A message indicating why ballot was returned will print on tabulator.
- Voter removes ballot from tabulator.
- Election Official discreetly reads printout message to voter.
- Election Official shall not look at a voted ballot unless requested by voter.

Processing Absentee Ballots

- Check ward number on envelope.
- Envelope must be signed and witnessed.
- Announce voter's name. Find voter on the Poll List or Supplemental Poll List.
- Issue a voter slip number. Record voter slip number and an "A" on poll list and on envelope.
- Carefully open envelope.
- Feed ballot through Tabulator.

Thank you!

