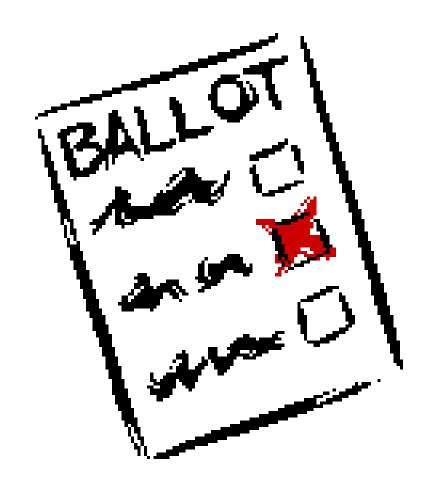


Election Official Training for New Poll Workers

Facilitate the Right to Vote

Keep our elections

- ✓ Fair
- ✓ Transparent
- ✓ Trusted



Our Goal

Our goal is that each eligible voter will be able to cast a ballot, and have that ballot counted.



Election Day

- ★ Polls open 7 a.m. to 8 p.m.
- ★ First Shift: 6 a.m. to 1:30 p.m.
- ★ Second Shift: 1 p.m. until tally is complete



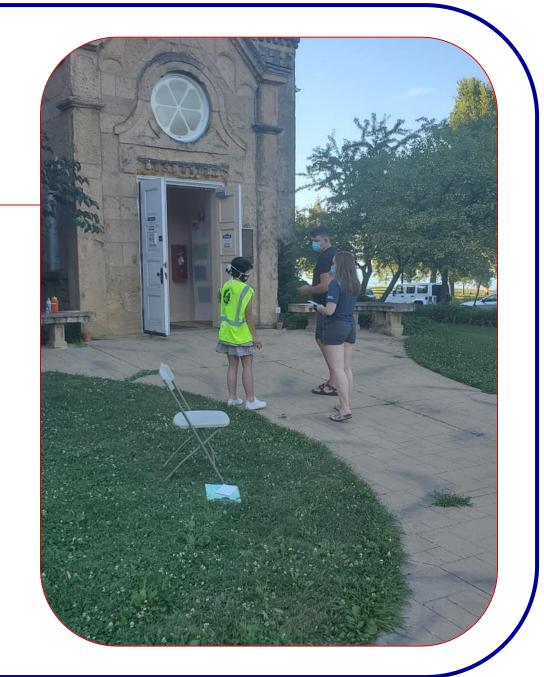
Task Rotation

- ★ Chief Inspector is in charge
- ★ You will be paired with an experienced poll worker
- ★ You will rotate tasks throughout your shift



Greeter Station

- ★ Welcome voters
- ★ Ward map and addresses
- ★ If from another ward, guide to correct polling location



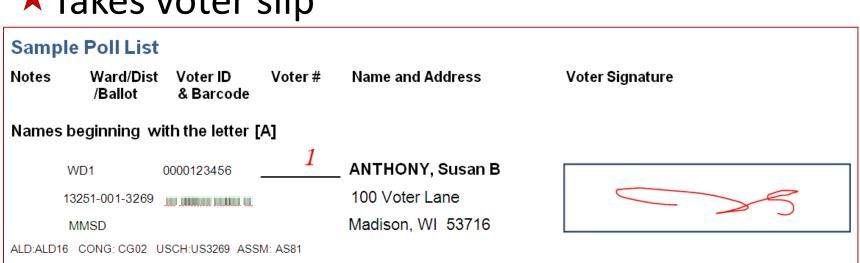
Greeter Station

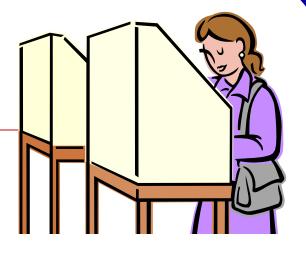
- ★ Are you registered to vote at your current address?
 - Unsure, check forward directory
- ★ Have you moved since you last voted?
- ★ Let's verify your ward



Poll Book Station (Voter)

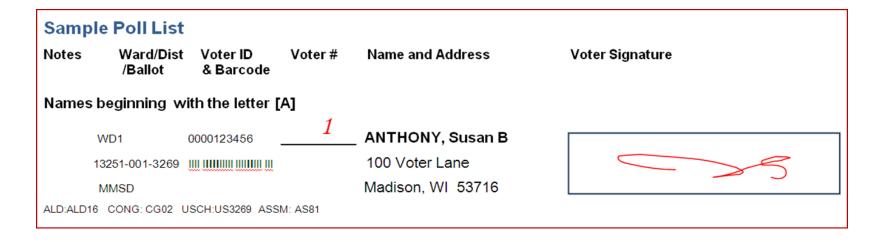
- ★States name and address
- ★Shows ID
- **★**Signs poll book
- **★**Takes voter slip





Poll Book Station

- ★ Alphabetical list of registered voters in ward
- ★ Two poll books per ward
- ★ Supplemental list in back of poll book lists everyone who registered within 20 days of election



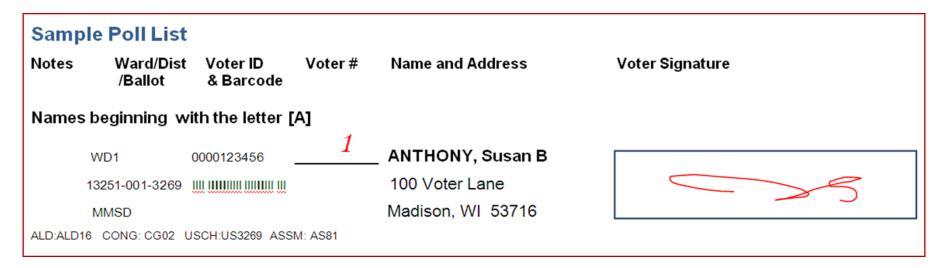
Poll Book Station

- ★ "Did you return an absentee ballot?"
- ★ If returned, may not vote at the polls
- ★ If not returned, may vote at the polls



Poll Book Station (Seat 1)

- * Ask voter to state name & address
- ★ Locate voter in poll book
- ★ Provide page number to Seat 2



Poll Book Station (Seat 2)

- ★ Check Voter ID
- ★"I can check your ID while they find your name on the poll book."



Poll Book Station (Voter Slips)

- ★ Each voter is assigned a sequential number
- ★Write ward number in blank



Poll Book Station (Voter Slips)

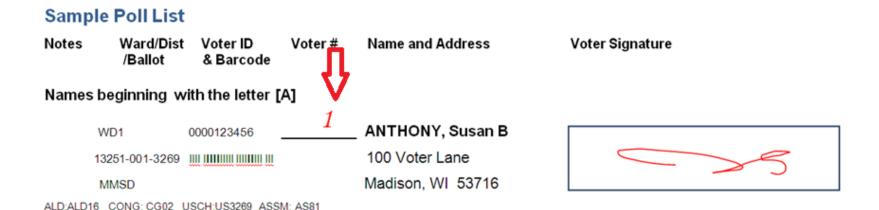
- ★ Color coordinated with poll books, ballots
- ★Use highlighter if ballot style highlighted on poll book (wards with multiple school districts)



Poll Book Station (Seats 1 & 2)

- ★ Record number on poll book
 - ★"Curbside"
- ★ Voter exchanges voter slip for ballot at next station





- ★ Wisconsin driver license expiring after 11/8/2022
- ★ WI DOT-issued ID expiring after 11/8/2022
- ★ WI instruction permit
- ★ WI probationary/temporary license
- ★ WI occupational license
- ★ WI driver license/ID with no picture



- ★ Unexpired Wisconsin driver license or ID receipt (paper)
- ★ Identification card receipt issued to voters petitioning the DMV to verify their identity



Wisconsin Department of Transportation

www.dot.state.wi.us

T1002 02/200

SEPTEMBER 16, 2011 ROGER F CUSTOMER 4802 SHEBOYGAN AVE MADISON WI 53705-2927 Fee and Driving Receipt

Division of Motor Vehicles Qualification and Issuance Section P O Box 7995 Madison, WI 53707-7995

Telephone: 608-264-7049 FAX: 608-261-8201 Email: drw.dmv@dot.wi.gov

C235-7266-9124-07 Fee Amount \$ 50.00

Payment Date: Payment #:

09-16-2011 59441211259 \$60.00

Fee Total: Product Type: Product Nb:

duct Type: Heguser duct Nb: 90705-073-132

Physical Description

OB: 04-04-1969 ex: Mile

ght: 6'00"
ght: 165 lb
t: BRO
t: BRO
an Donor: No

License Classes:

License Reinstatement Card Issuance Fee

D



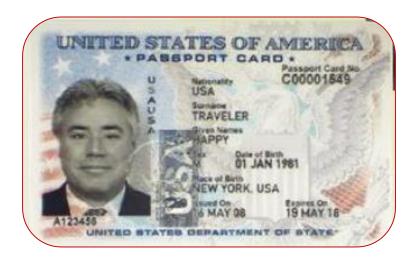




CUSTOMER ROGER F

This receipt is verification that the listed fees have been collected. Carry bits receipt with you while driving until you receive your Drivar License in the mail. This receipt is valid until 10-31-2011, unless otherwise a cancelled, revoked, suppended or despatified by the Wisconsin Department of Transportation. If you have not received your Drivar License in 15 days, please contact DMV using the information above. Beginning June 1, 2010 no person may opende a motor vehicle in this State unless the owner or driver of the vehicle being operated and carry proof of insurance whenever driving. Law Enforcement may ask for proof of insurance at any traffic stop or accident. Failure to have insurance could result in up to a \$500 fine. Failure to have proof, when requested could result in a \$10 fine. You do not need proof of insurance when registering a vehicle or obtaining a driver license, unless DMV specifically requisited proof of financial responsibility (SR-22) after a revocation or suspension. Refer to Wits Stat 344.61-346.55 for full data!

★ U.S. Passport (book or card) expiring after 11/8/2022





★ U.S. Uniformed Service ID expiring after 11/8/2022



- ★ U.S. Air Force
- ★ U.S. Army
- ★ U.S. Marine Corps
- ★ U.S. Navy
- ★ National Oceanic & Atmospheric Administration (NOAA)
- ★ U.S. Public Health Services
- ★ U.S. Coast Guard
- ★ Spouses or dependents of service members

Additional Military ID Examples



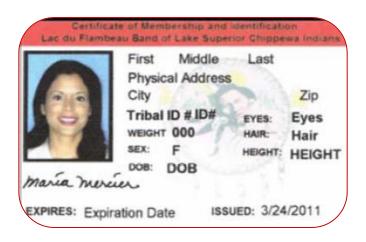
- ★ Veterans Affairs ID
 - ★ Both unexpired and non-expiring IDs



★ Certificate of Naturalization issued within last 2 years



- ★ Tribal ID, regardless of expiration
- ★ Any federally recognized Tribe



- ★ ID issued by an accredited Wisconsin university or college
 - **☆**Student name
 - **☆**Student signature
 - ☆ Date card was issued
 - *Expires within 2 years of issuance



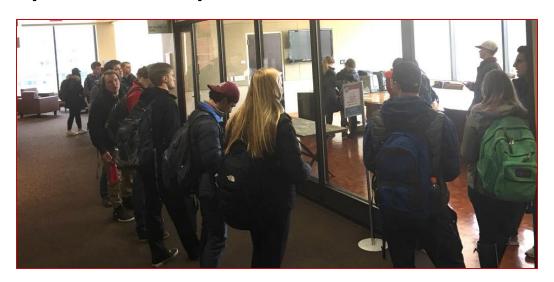
Acceptable College Student Voter ID

- ★ UW Voter Identification Card is valid
- ★ Edgewood Student ID is valid
- ★ Madison College One Card may be valid
- ★ UW faculty ID is not valid
- ★ UW WisCard is **not** valid
- ★ High school ID cards are **not** valid



Expired College Voter ID

- ★ If ID is expired, student needs to show a separate document (paper or electronic) proving current enrollment
- ★ If ID is not expired, no proof of enrollment is necessary



Proof of Current Enrollment

- ★ Only if college ID is expired
 - **☆**Tuition fee receipt
 - **☆** Enrollment verification form
 - ☆Class schedule
 - ☆ Housing contract
 - ☆Current, signed ASM bus pass



Checking Voter ID

- ✓ Acceptable type of ID
- ✓ Acceptable expiration date
- ✓ Name reasonably conforms to poll book
 - ✓ Bob conforms to Robert
 - ✓ Sue conforms to Susan
 - ✓ Bucky conforms to Buckingham
 - Smith-Jones conforms to Smith or Jones



Checking Voter ID

- ✓ Reasonably resembles voter
 - ✓ Remember, photo may be 10 years old
 - ✓ Not appropriate to make comments about voter's photo



Checking Voter ID

- ★ Address on ID is not relevant and is not compared to the poll book
- ★ Voter states current address



Not Accepted as Voter ID



- ★ Driver license/ID from another state
- ★Transportation Worker Identification Card (TWIC)
- ★ Airline/airport issued ID
- ★ Employment ID card

Ballot Station

- **★** Ward number
- ★ 2 Election Officials initial
- ★ Do not point to any candidate or party on ballot

Official Primary Ballot Partisan Office August 14, 2018

for

Ward 1

Municipality and ward number(s)

Ballot Issued by mrl

plm

Initials of election inspectors

Absentee ballot issued by

Initials of municipal clerk or deputy clerk

(If issued by SVDs, both SVDs must initial.)

Certification of Voter Assistance

I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. §6.82 to receive assistance.

Signature of assistor

Ballot Station- Tabulator Returns Ballot

- ★ Message on screen
- ★ Voter removes ballot
- ★ Discreetly offer replacement ballot
- ★ Do not touch or look at ballot unless requested by voter



Replacement Ballots

- ★ Up to 3 tries
- ★ Discarded ballot envelope
- ★ Do not issue a new voter number
- ★ Record 2nd ballot (and 3rd ballot) on poll book



Election Day Voter Registration

Wisconsin Voter Registration Application Please complete legibly Additional instructions on revenue your completed form to your municipal click			
Qualifications please check each box if YOU:	If you cannot check every box, do NOT complete this form Are a citizen of the United States * Will be at least 18 years old on or before Election Day * Are not currently serving a sentence including * accurrently intend to move		
Your Name	2 Last ** First **	Suffer (Jr., II, etc.) Middle *	
About You phone number and email are optional	Bate of Birth (MM/DD/YYYY) *	Phone Number{ } } Email Address	
If you do not have a street address, please use the map on the back of	Street Address 4 City/Town/Village of Mailing Municipality (if different)	AptRoom # WI Zip Permanent Oversees voter? Military Permanent Oversees	
Your Mailing Address If different from above	Street Address (or P.O. Box) City/State/Country/Zip	Are you military or permanent oversees-voter? Military Permanent Oversees	
Prior Registration Information complete this field if you are updating your registration due to a charge in name or address	Full Name on Previous Registration		
Identification (check the box that applies to you) WI Driver License or ID number required if unexpined and valid. SSN required If DLID not valid or nexwer issued.	7 I do not have a valid WI Driv	I have an unexpired and valid WI Driver License or WI DOT issued ID. Provide number and expiration date below Expiration Date	
Proof of Residence military and permanent overseas voters are pot required to provide proof of residence	Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application. Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a psycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples).		
Signature and Certification	By signing below, I hereby certify that, to the best of my knowledge, I am a qualified elector, having resided at the above residential address for at least 10 consecutive days immediately preceding this election, that I have no present intent to move, and I have not voted in this election. I also certify that I am not otherwise disqualified from voting and that all statements on this form are true and correct. If I have provided take information, I may be subject to fine or imprisonment under State and Federal laws X Votor Signature Puls feating of information on this form as punishable under Wescerom law as a Class Theleon.		
Assistant # someone assisted you by signing this 100 X Assistant Signature Assistant Address			
Proof of Residence Type WLDL WLID UTIL BANKV PYCK STDNT GOV LSE GOV EMPL RES TAX HMLSS			
What: Wis-Vote ID #		2: / / mitted by Mail X	
West Sub- District EL-131 (REV 2019-12)	Assist Chr. Ea	et 0.055es X X 2nd Official's Signature	

Registration Station



- ★ Make sure voter is at correct polling place
- ★ Check ward-specific street directory
- ★ Make sure forms are legible

Registration Station

- ★ Voters must register if:
 - ★ New Voter
 - **★** Moved
 - **★** Name Change
 - **★** Inactive
 - 4 years without voting
 - Confirmation postcard undeliverable



Wisconsin Voter Registration Application

Please complete legibly
Additional instructions on reverse

Please return your completed form to your municipal clerk

Qualifications

please check each box if **YOU**:

If you cannot check every box, do NOT complete this form

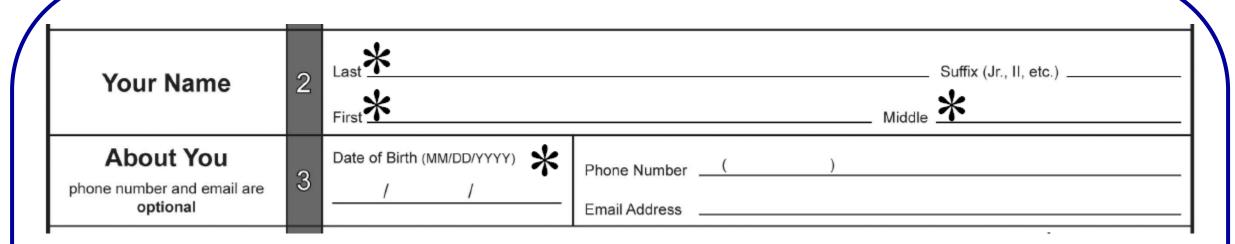
- Are a citizen of the United States 🔆
- Have resided at the address provided below for at least *
 Consecutive days prior to the election and do not currently intend to move

Will be at least 18 years old on or before Election Day

Are not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction

- **★**U.S. citizen
 - "permanent resident" not eligible
- ★At least 18 years old
- ★ Resided at address for 28 days prior to election
 - ★If not already done, change "10" to "28"
- ★ Not currently serving sentence ("off paper")



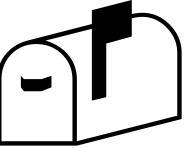


- ★ Legible Name
 - ☆ Full middle name better than middle initial
- **★** Date of birth
 - **☆**Completed
 - ☆ Not today's date
- ★ Phone number and Email optional



1				1			
	The Address Where You Live		Street Address			Apt/Room #	*
	your residential voting address, which cannot be a P.O. Box	4	City/Town/Village of		W	Zip	
	if you do not have a street address, please use the map on the back of this form		Mailing Municipality (if different)	Are you military or permanent overseas voter?		Military	Permanent Overseas
I	Your Mailing		Street Address (or P.O. Box)				
	Address if different from above	5	City/State/Country/Zip_				
L	ii dillerent irom above						

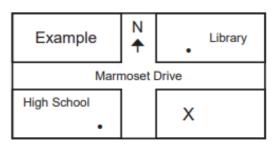
- **★**Address within ward
 - ☆Check ward-specific street directory
 - ☆City of Madison
 - ☆ Mailing Municipality is postal city/town/village
 - ►e.g., Verona, Middleton, McFarland
- **★** Mailing Address only if different

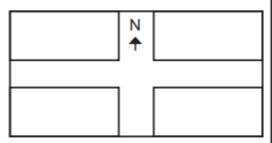


If you do not have a street number or address, please use this map to show where you live.

If you are a homeless voter and are registering to vote, please also provide a letter from an organization that provides services to the homeless that:

- Lists your name
- Describes the location designated as your residence for voting purposes





- ★ If homeless, diagram of fixed location they are designating as their residence for voting purposes
 - Homeless shelter, park bench, or other location where they spend time on a regular basis
 - May register at an address where they had previously established residence, if they intend to return
- ★ Cannot register at a Post Office Box
- ★ Found on back of form

Prior Registration Information

complete this field if you are updating your registration due to a change in name or address

Full Name on Previous Registration	
Full Address on Previous Registration (if known) *City:	*State:

- ★ Previous name, if name change
- ★ Previous address, at least city & state



Wisconsin Elections Commission:

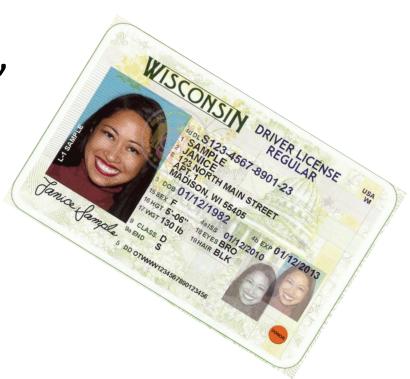
★ Name change effective for voting once ID is updated

★ If new, hyphenated name contains previous name, names

conform



- ★ WI driver license number required, if current & valid
- ★ Otherwise, WI ID number or last 4 digits of Social Security number
- ★ Check none of the above, if applicable

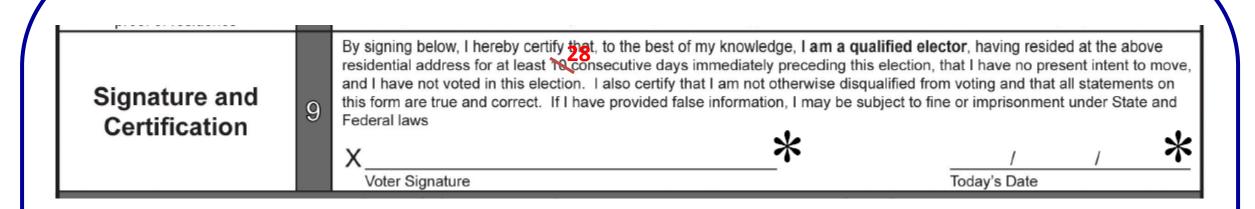


Proof of Residence

military and permanent overseas voters are <u>not</u> required to provide proof of residence Voters must provide a proof of residence document when registering to vote. Please check this box to affirm that you are providing a copy of a valid form of proof of residence with this application

Examples include: a copy of a valid and unexpired Wisconsin Driver License or ID Card, a utility bill, a paycheck/pay stub, or correspondence from a unit of government (see back of application for additional information and examples)

- ★ Voter checks box to acknowledge they are providing proof of address
- ★ Can be electronic
- ★ Does not need to be 28 days old



- **★**The Fine Print
 - At address at least 28 days
 - ☆Qualified Elector (all boxes checked in Section 1)
 - ☆ Have not already voted in this election
- **★** Voter Signature and Date

Assistant

if someone assisted you by signing this form, they must complete this section

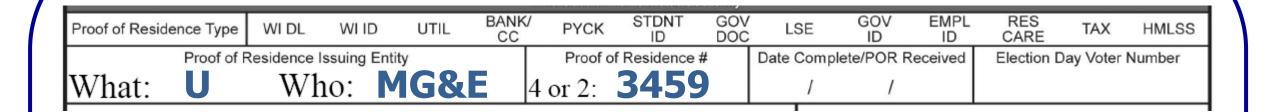
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Assistant Signature

Assistant Address

★ Assistant signature and address if someone other than the voter had to sign the voter's name on the form

★No assistant necessary if voter can make their mark on the form



Proof of Address

- ★ Single document showing current name at current address
- ★ May be electronic
- ★ State Statutes specify acceptable documents

★ Current & valid WI driver license or ID card showing current name at current address (not expired)



- ★ Utility Bill issued within last 90 days
 - ★ Water
 - **★** Gas
 - **★** Electric
 - **★** Cable
 - **★** Internet
 - ★ Mobile Phone
 - ★ Landline Phone



- **★** Bank/Credit Union Statement
 - ★ Includes credit card statement, mortgage statement, home equity credit line statement
- ★ Real estate tax bill for current or previous year
- **★** Paycheck



0000018 9 1600 AMPH	NO ITHEATRE PARKMAY I WEW, CA (404)		CHECK NUMBER: CLIENT ID:	900000
MOUNTAIN	WEW, CA 94149		CHECK DATE	MARKET 25, 2009
investe	MINDSE	MAIN 87R 12-134	USD USD	212.0
select	12596 CTTV X	COUNTRYT		OR ORDER
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	N19/CAG1E.00		/.	
			NUTRICATION STAN	nume

- ★ Residential lease effective on Election Day
- ★ Care facility contract or intake document



★ College fee statement from last 9 months, with student ID

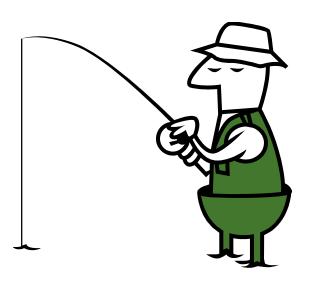
★ Example: Edgewood College

★ Certified Housing List

☆Student shows college ID



- ★ Government issued check or document
- **★**Examples:
 - **☆** Fishing license
 - ☆ Hunting license
 - Concealed weapon permit
 - **☆**Court summons
 - ☆Ticket/citation
 - ☆ Bicycle license registration



Government Document Examples

- **★**Social Security
- **★**Social Security Disability
- ★ Food Share Wisconsin
- **★**Medicare
- **★** Medicaid
- **★** Wisconsin Works (W-2)

- **★** BadgerCare
- **★**SeniorCare
- **★**Unemployment
- **★**Solicitor permit
- **★**Bartender license
- **★**Automobile registration

Government Document Examples



- ★ Public high school transcript, report card, or schedule
- ★ Document from the University of Wisconsin
- ★ Document from a Wisconsin Technical College, including Madison College

Homeless Proof of Address

★ Affidavit from homeless shelter

★ Affidavit from a public or private social service agency providing services for the homeless

☆ Identifies voter

☆ Describes voting residence

Not Accepted as Proof of Address

- **★**Insurance statement
- **★**Medical bill
- ★ Business card
- **★** Magazine subscription
- ★ Expired license/ID
- **★**Out-of-state driver license
- **★** Mail addressed to voter
- ★ Post office forwarding sticker



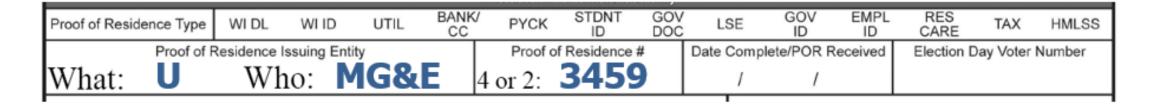


Proof of Residence Type	WI DL	WI ID	UTIL	BANK/ CC	PYCK	STDNT	GOV DOC	LSE	GOV ID	EMPL ID	RES CARE	TAX	HMLSS
Proof of Residence Issuing Entity					Proof of	Residence #	: [Date Complete/POR Received Election			Election D	ay Voter	Number
What: U	Wh	o: N	1G&	E 4	or 2:	<u>3459</u>		1	1				

- ★ Record what proved address
 - A Affidavit for homeless
 - **B** Bank Statement
 - C Care Facility contract/intake document
 - **G** Government Check/Document

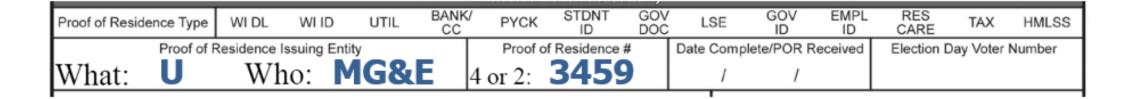
- H Housing list from Edgewood/UW
- P Paycheck
- R Residential Lease
- S Student ID with Fee Statement
- U − Utility Bill
- W WI Driver License/ID





* Record name of agency or landlord that issued document





- ★ Does document have an account number of 7 or more digits?
 - Record last 4 digits
- ★ Does document have an account number of 6 or fewer digits? or 2?
 - Record last 2 digits

Ineligible Voter List

★ Discreetly check registrations against list



	Election Day Voter Number						
WisVote	: ID#		Submitted by	x			
Confidential Elector ID #					Officia	al's Signature	
Ward	Sch. District	Alder	Cty. Supr.	Ct. Of App.	X		
					2nd Officia	al's Signature	

- **★**Official's signature
- **★**Ward number
- ★Send to second official for second signature, voter ID check, poll list signature, and voter slip number



Processing Absentees

- **★** Voter signature
- ★ Witness signature
- ★ Witness Address

OFFICIAL ABSENTEE BALLOT APPLICATION / CERTIFICATION

Note: With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day, Ws. Stat. § 6.86(6).

Name & address label affixed by City Clerk's Office

(Official Use Only) Voter has met or is exempt from the photo ID requirement.

VOTER: Complete the information below and sign the certification in the presence of a witness who must also sign.

CERTIFICATION OF VOTER

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am in resident of the ward of the municipality in the county of the state of Wisconsin indicates hereon, and am entitled to vote in the ward at the election indicated hereon; that I am no voting at any other location in this election; that I am unable or unwilling to appear at the poling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and it the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that requested this ballot.

Voter signs here

Signature of Voter

Today's Date

MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is:

CERTIFICATION OF WITNESS

I, the undersigned withess, subject to the penalties for false statements of Wis. Stat § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and ses of the voter is comect as shown.

X

Witness signs here

Signature of Witness (who is an adult U.S. Citizen)

Witness address here: include house number, street name, and municipality

CERTIFICATION OF ASSISTANT (IF APPLICABLE)

I certify that the voter named on this certificate is unable to sign his her name or make his her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

X

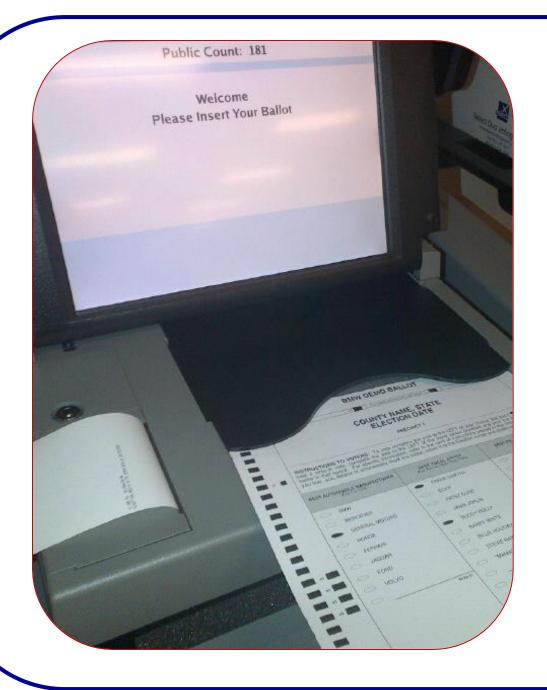
Signature of Assistan

GAB-122 | Rev 2015-05 | Government Accountability Board, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: gab.wi.gov | email: gab@wi.gov

Processing Absentees

- ★ Announce voter's name & address at poll book
- ★ Record voter slip number on both poll books followed by the letter "A"
- ★ Record voter slip number on envelope, followed by "A"





- ★ Protect secrecy of ballot
- ★ Flatten ballots
- ★ Do not rush through tabulator

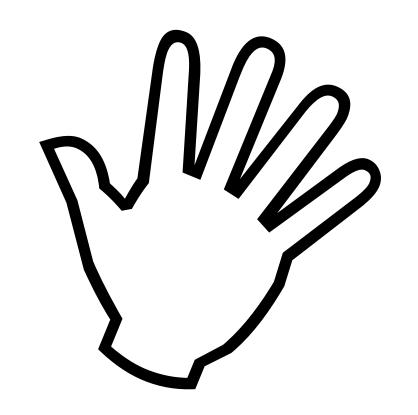
Curbside Voting

*High visibility vests required



Curbside Voting Process

- *Welcome voter from a distance
- *Keep your face and head out of voter's car
- *"Have you moved since you last voted?"
- *Write name and address on scratch paper



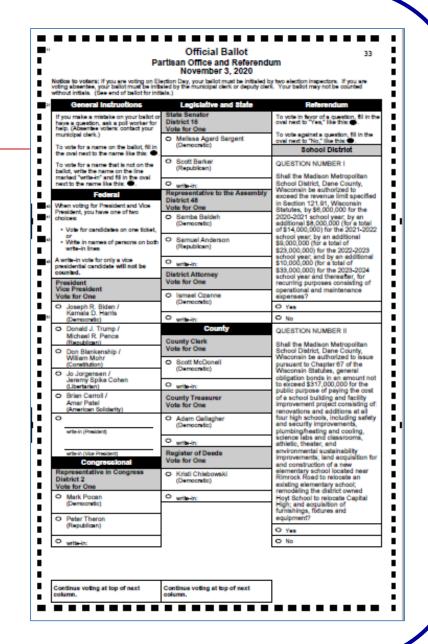
Curbside Voting

- *Check voter's ID
 - May view ID held up to car window
 - ➤ Do not touch ID
- *Ask voter if they have a ballpoint pen



Curbside Voting

- *Announce in polling place
- *Check voter into poll book, "curbside" in signature box
- *****Get ballot
- *Announce that two officials are taking ballot to curbside voter



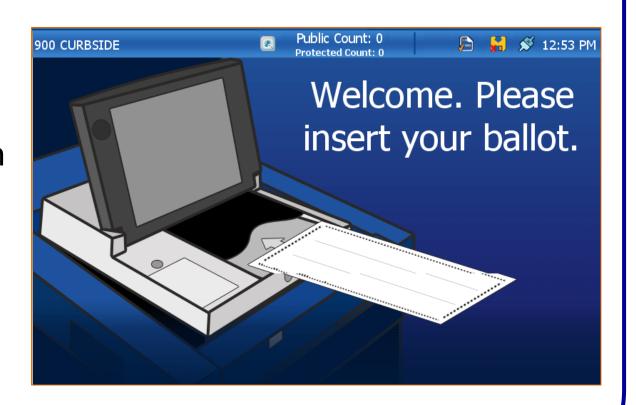
Curbside Voting Process

- *Bring ballot to voter on a clipboard
- *Instruct voter to mark ballot, fold in half on clipboard and wave at you when done
- *****Step back to give voter privacy



Curbside Voting Process

- *Two officials bring ballot inside
- *Announce you are returning with curbside ballot
- *Feed ballot face-down into tabulator



Closing the Polls

- ★ All voters in line at 8 p.m. may vote
- ★ Election Official stands at end of line
- ★ Paperwork to sign after polls close



Thank you!

