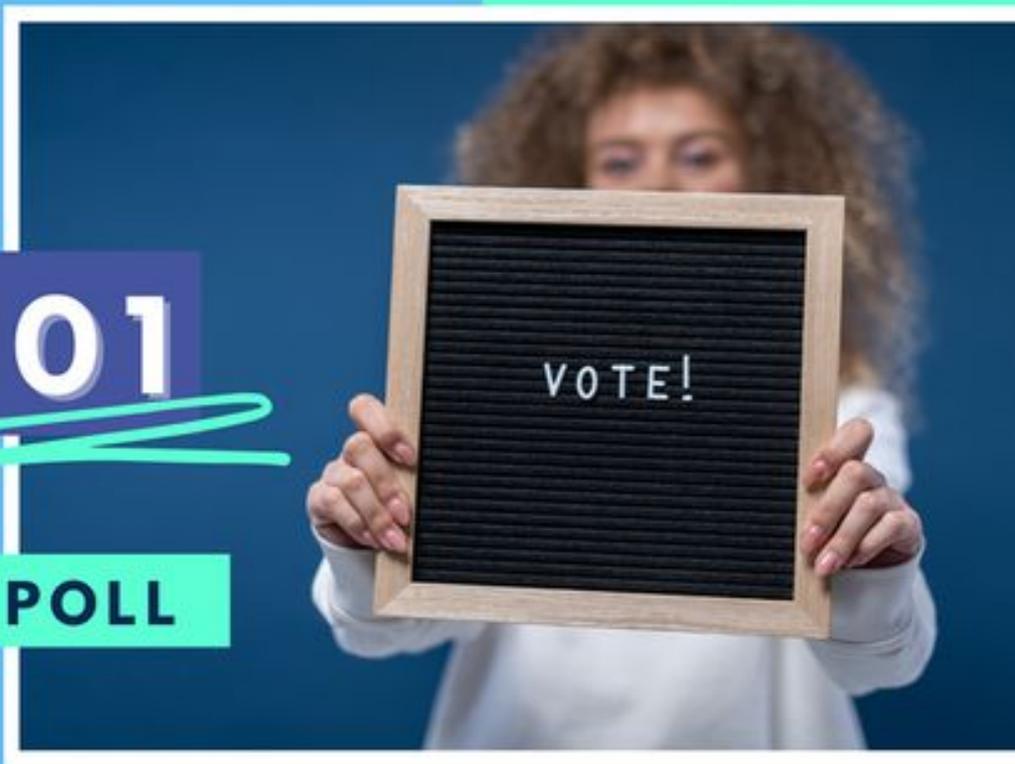


INFO SESSION

POLL

WORKER 101

SO YOU WANT TO BE A POLL
WORKER?



Objectives

- Get a feel for the job
- Ask any questions you'd like
- Decide if this is right for you

we
vote

THE VOTER
LWV LEAGUE OF WOMEN VOTERS®
OF PHILADELPHIA

Who are we?

We're the Committee of Seventy & the League of Women Voters of Philadelphia.

We're voters. Combined, we're 218 years old, and we believe that when more people vote, and are better informed, democracy wins. Since 1904, C70 has led the effort in Philadelphia (and now, beyond the city) to make our government more representative, transparent, and accountable. The LWV started shortly before the passage of the 19th Amendment in 1920.

Both orgs have been—and continue to be—nonpartisan civic leaders, and together with our partners, we're here to provide citizens with everything they need to vote in 2022, and every year after.

The Basics

- Poll workers are Democracy's essential workers
- Thank you for exploring ways to ensure that your community's voice is heard

Poll Worker FAQ

- What is a poll worker?
- What do poll workers do?
- How do I know if I'm qualified?
- Do I get paid?
- Why do we need poll workers?
- What makes this election different?
- How can I learn more and sign up to be a poll worker in Philadelphia?
- What if I live in New Jersey or a Philadelphia suburb and want to volunteer?

Visit seventy.org/become-a-poll-worker for these answers and more!

Election Board

Ideally **five people** on an election board:

- Judge of Elections
- Majority inspector
- Minority inspector
- Clerk
- Machine inspector (1-2)

Compensation

- Can take several months to receive payment.
- Some counties pay as much as \$30 for attending an official training session and taking the assessment.
- Current Rate ranges from \$110 - \$200

Filling Vacancies

- Board of Elections typically makes nearly **thousands of confirmation calls & emails** to current workers
- They are determining vacancies that need to be filled as they make these calls
- When will they call me back? Can I request my own division? Can I be placed with a friend? Can I request a particular position?

Who Can Be A Poll Worker?

[WeVote Poll Worker FAQ](#)

- You can only be a poll worker in the **county** where you are registered to vote
- Cannot be a federal, state, or city employee (**this includes school district employees**)
- Committee people can be poll workers **but must remain politically neutral on election day**
- All poll workers must be able to remain politically neutral on Election Day, (even what you are wearing!)

17 yr olds can be poll workers!

To Apply

- Download the form from philadelphiavotes.com
- Review the requirements
- Sign it, and get your principal & parent/guardian to also sign.
- Email it to **Nathaniel.McCoy@phila.gov**

Must Attend the Training

- Official City trainings are now available online.
- If you're 17, you must complete the training & assessment.

The Law

Ideal - PA Law

- Judge of Elections and Inspectors are elected positions.
- Poll workers must live in the division where they work.

Real - Legal Procedures for Workarounds

- You can and will work the polls without being elected.
- Happens all of the time.
- Counties officially approve poll workers to vacancies 5 days before the election (per state law)
- Happens behind the scenes, you will not participate in this.

Who Will Teach Me All of This?

Board of Elections Training

- Required 1 hour virtual training video with short assessment at the end.
- Sign up at training.philadelphiavotes.com

Committee of Seventy and The LWV - Two Additional Sessions

- Session 1: General election law, election protection, and COVID safety
- Session 2: Details of the day - Common scenarios, reviewing set up, helpful checklists

Other Poll Workers

- [Poll Worker Caucus](#)
- On the job learning on Election Day!

5 simple sections:

1. Preparing for Election Day - charts, lists, and practices to help you have a smooth day.

2. Voting - guides to help with both the repeated tasks and special procedures of Election Day.

3. The Machine Guide - detailed checklists for set-up and take-down, as well as key troubleshooting information.

4. Reference - This section contains important legal information and issues that may arise infrequently.

5. QR Code Signs - To be posted in English, Spanish, & Chinese for voters in line to determine that they are in the right polling place and that they are in fact registered to vote.

POLLING PLACE SET UP

TASK	DETAILS	MEMBER ASSIGNED
Check the polling place and voting machines.	<ul style="list-style-type: none">• Correct machines were delivered• The correct Ward/Division number is on the card in the vinyl pocketSeal is not broken Any issues, call 215-686-1590	
Organize the Election Board	Fill any vacancies / Administer and sign Oath of Office found in Materials Box.	All Members
Inspect and prepare the Voting Machines	Follow directions in the Voting Machines section, page 28	Machine Inspector
Record seals	One person read off seals while another records them on seal envelopes.	Machine Inspector and other assigned member
Place paper ballots on the registration table (Station 2)	Paper Ballots are found in the back of the ExpressVote XL Labeled A	
Open & check Election Materials Box	<ul style="list-style-type: none">• Confirm all required materials for the Division were provided by checking against the 'Election Materials Box' pages 5-11. If materials are missing, call 215-686-1530.• Move supplies to areas designated on station cards	Judge of Election
Turn on cell phone	To be used to call language interpretation services and the County Board of Elections.	Judge of Election
Post all notices and signs	Refer to checklist on page 12 for where to hang.	
Make the Polling Place accessible	Refer to 'Accessibility For Disabled and Elderly Voters' section on page 13	
Set up Poll Books	Put letter tabs in poll books on green insert pages before that letter starts	
Set up Provisional Ballot area (Station 3)	Refer to Station Card 3. This can be done after more time-sensitive work is completed	

Review the Guide

What Do Poll Workers Do?

Beginning of day

- Arrive between 6:15am - 6:30am
- Set up tables, flow of the space, hang required signage and posters
- Unpack and account for materials
- Set up voting machines
- Mark off social distancing
- Receive instructions from Judge of Elections and clarify roles for the day

Throughout the Day

Polls open from 7 AM - 8 PM

- Greet voters at check-in table
- Verify voters names in the poll book
- Help voters with specific questions and needs
- Explain how the machine works
- Manage social distancing

Bilingual Interpreters Needed!

- Prospective Bilingual Interpreters must attend a training seminar held by the Office of the City Commissioners prior to the first election for which they are assigned. **Pay for Bilingual Interpreters ranges from \$95 to \$190 for working on Election Day plus an additional \$30 for attending training.**
- Bilingual interpreters can serve in two divisions at the same polling location OR serve as a member of the election board (except Judge of Election) and as a bilingual interpreter on the same board.
- Training for interpreters will be available in person and online.
- To learn more or sign up, visit [Interpreter.PhiladelphiaVotes.com](https://www.interpreter.philadelphiavotes.com)

End of the Day

Closing the polls - Could be a late night!

- Polls do not close until the last person who was in line by 8pm has voted.
- Follow checklist procedures for shutting down machines.
- Complete paperwork, including payroll.
- Prepare and give materials to BoE workers and police.
- Take down tables, tidy polling location.
- Organize materials and deliver to Delaware and Spring Garden Ave.

This sounds like a lot!
Why do it?



Keep Your Eyes on The Prize!

- You are enabling **Democracy** to exist in the United States!
- Elections cannot happen unless there are enough poll workers to make it happen, and shortages mean long lines and other issues for voters.
- More poll workers mean quicker processing of voters. The faster the processing, the shorter the lines, and the less chance there is that people will get out of line and not vote.
- **Ask yourself:** Is the value to society of this work worth the uncertainty you may have to contend with? (We certainly hope so!)

Get an Advocate and Get Support!

- **The Poll Worker Caucus** is a Facebook group with 600 members who are new and experienced poll workers helping each other through the process.

Be an Election Protection volunteer!

- EP volunteers are utilized **outside of polling locations** to help answer questions, make sure people are at the right polling location, make sure their voter registration is up to date, help arrange rides for people at the wrong location.
- Basically just screening for barriers or challenges before people wait in line to go into the polls, saving people time.
- They want **full-day shifts**, but it is more flexible than being a poll worker.

Vote by mail in 2022

- It's a good idea for poll workers.
- <https://www.pavoterservices.pa.gov/OnlineAbsenteeApplication/#/OnlineAbsenteeBegin>

How To Sign Up

To be a poll worker, sign up at:

- **City Commissioners:**

www.philadelphiavotes.com/en/election-board-officials/pollworker

- **For all other PA Counties, visit VotesPA.com**

expressforms.pa.gov/apps/pa/DOS-VotesPA/County

Thank You!

Committee of Seventy

League of Women Voters of Philadelphia