



**Selection:** **Application deadline to school principal is \_\_\_\_\_!** Upon completion and selection to serve at your polling place, you will be contacted directly via email by the Davidson County Board of Elections with the next step in the process.

**TRAINING** Training of all assigned precinct officials/poll workers including Chief Judges, Partisan Judges, Assistant Judges and Student Election Assistant's will take place during the week of \_\_\_\_\_. Classes are offered during Monday-Friday that week at 9am, 11am, 2pm, 4pm, and 6pm. You are required to attend two training sessions that week – a laptop training to learn the database and another to learn the basics of the voting equipment. You are paid for these trainings and that pay will be included in the check you receive in the mail after the election for your total time served. You should review the training materials before Election Day and call our office at 336-242-2190 with any questions.

**ELECTION DAY** All precinct officials must work together as a team. You are expected to speak up if another worker is doing something incorrectly. Everyone must be familiar with processing voters at the registration table and selecting the correct ballot style for each voter; you may be individually tested on various procedures. All poll workers should arrive at the polling place by 6:00am election morning or at the time designated by your Chief Judge. NC Law requires continuous presence of all officials Election Day; therefore, **no one may leave the polling place** during the entire day until after the polls close at 7:30pm and all shutdown procedures have been completed together. You should pack your lunch, drinks and necessary medication for the day. Lunch may be delivered with the understanding that whomever does so, drops and immediately leaves the precinct; they cannot stay to chat while voting is taking place. Many precincts organize lunch, so this is something you should talk to your Chief Judge about prior to Election Day. The Chief Judge is responsible for returning all election supplies to our office Election Night. All officials receive the same training and are held accountable for the same knowledge concerning voter laws and procedures. While there is a small compensation for serving, the purpose of the Student Election Assistant Program is to engage young people in the election process and allow you to be civically involved in your community. If you enjoy this patriotic experience, and your co-workers report that you were successful working with voters, then you'll likely be asked to serve again in a future election.

### **WHEN IS ELECTION DAY?**

**You're being recruited to work for the \_\_\_\_\_ Election.** You may be asked to serve again in future elections if needed; as an Assistant Judge and registered voter.

### **ELECTION DAY CHECKLIST**

- ✓ Know where you've been assigned to serve and arrive at 6:00am (or earlier) on Election Day ready to work!
- ✓ Wear presentable, casual clothing and dress in layers for optimum comfort. Leave your campaign buttons and political jewelry at home!
- ✓ Smoking / tobacco use is not permitted while working at the polling place. We are permitted to use these churches, schools and community facilities and we will respect their property and their rules for use.
- ✓ Discussion of politics, candidates, etc. is **PROHIBITED** while working at the polls.
- ✓ Pack lunch, drinks, medications, etc. or arrangements to have food delivered.