

Volunteer On-line Training Instructions

(These instructions will also be at each Kids Voting polling location.)

Setting Up – First Shift Volunteers (6:45 – 9:00 a.m. shift)

Upon arriving introduce yourself to the election judges and locate the Kids Voting table and the Kids Voting supplies. The supplies are labeled ‘Kids Voting’.

On the table set up the voting booths, tape a ‘Vote Here’ sign to the table, and put the blank ballots, pencils, sharpener, eraser, ballot box, and stickers on the table. If the precinct was adopted by a group, tape the “Adopted by” sign to the table. The other “Vote Here” sign can be taped on the door to the election area. On one of the ballots write “Example” at the top, fill in the appropriate Ward and Precinct in the top upper right corner. The first two digits are the ward and the second two digits are the precinct. Ward 1, Precinct 15 would be ‘0115’ and Ward 6, Precinct 3 would be ‘0603’. You can refer to the list of Wards and Precincts if you don’t know the numbers. The Example ballot should be kept on the table with the Voting Instructions and List of Schools.

Getting Familiar with Kids Voting Materials – All Volunteers

Look through the materials in the folder, especially the FAQ sheet, instructions and contact numbers. Wear your company shirt or organization uniform and name tag while you are volunteering. Read the ballot so you are familiar with it when students arrive to vote,

Assisting Students to Vote– All Volunteers

Welcome children who come to the polling site. Show them the ballot and ask them if they have voted using that ballot earlier in the day. If they have tell them, “I’m sorry but you can only vote once in each Kids Voting election. Thanks for voting early.” For those students who are able to vote, you will bubble in the ward and precinct on the ballot for them and then help them fill in their school code and grade code as a way for them to practice filling in the circles. Students need to completely fill in the bubbles on the ballot with the pencils provided. There is a list of schools with a corresponding school code number in the folder. If the child’s school is not listed on the sheet, you should give them the code for ‘other’ which is ‘199’. Bubble the circle next to the child’s grade. If the child is in 3rd grade or younger, explain to the child that he or she needs to complete only the first portion of the ballot. **The ballot must be completed with #2 lead pencil in order for the ballot to be scanned.**

Then show the child to an empty voting booth. Just as at the adult voting booths, you must remain non-partisan at the Kids Voting booth. You can tell them the names of the candidates, but **you cannot tell them your opinions about the candidates and their issues.** After the child finishes voting, help them to insert their ballot in the ballot box. **Ballots should not be folded.** Collect the pencil from the child and give the child a sticker and thank them for voting.

The most important thing is to make sure that each child has a good experience at the polls!

Keeping Track of Ballots– All Volunteers

Keep track of the number of blank ballots you have. If you feel you might run out before the end of your shift call the Ward Captain listed on your emergency contact number sheet and ask him or her to have additional ballots delivered to your precinct. It's better to have too many ballots than to run out of them. **You cannot make copies of the ballot on a copying machine. The scanner will not read those ballots**

At the End of each Shift – All Volunteers

There are large manila envelopes in the Kids Voting box with labels to complete at the end of each volunteer shift. Please take all of the ballots cast during your shift and place them in an envelope and mark the ward and precinct numbers, number of ballots cast and sign your name, phone number and indicate which shift you staffed on the envelope. Complete one the evaluation forms in the folder and put it in the envelope, too. **Bring the manila envelope to KVSP headquarters at 393 Marshall Avenue and pick-up a t-shirt or a mug when you drop it off. If you can't deliver the envelope, leave it on the chair for pick-up.**

Those people who are working the morning shift should leave the Example ballot, Voting Instructions, List of Schools, blank ballots, pencils, and "I Voted" stickers on the table. Then put on the table the sign that reads "This is a non-staffed booth at this time".

Taking Down - Last Shift Volunteers (5:30 – 8:00 p.m.)

At 8:00 p.m. count the ballots cast during the last shift, put them in the manila envelope, and fill out the slip on the envelope. Complete one the evaluation forms in the folder and put it in the envelope, too. Then take down the Kids Voting booths and signs and put all the materials in the Kids Voting box. You should deliver the box of materials, booths, and envelopes with completed ballots to Boy Scouts of America (Kids Voting Headquarters) at 393 Marshall Avenue (corner of Marshall and Western) and join us for a volunteer party. **When you drop off the supplies at headquarters, you will be able to pick-up a t-shirt or a mug. Please let Kids Voting staff know ahead of time if you are not able to drop off the supplies and ballots at the Kids Voting headquarters. If you are unable to deliver them, a Kids Voting volunteer will pick them up but you will have to remain there until they are picked up.**

The volunteer "Thank You" party (After 8:00 p.m.)

All volunteers are invited to come to Kids Voting headquarters (393 Marshall Avenue, Boy Scouts) on election night after 8:00 p.m. for a "Thank You" party. You can pick up your t-shirt or mug then, if you haven't done so earlier in the day. We will also have drawings for various prizes around 9:00 p.m. There will be some food and beverages, too. Please come and join in the excitement of watching the ballots being counted and give us the opportunity to thank you.