

# How to Adopt a Polling Place



**REGISTRAR OF VOTERS**  
1001 E 9TH STREET  
RENO NV 89512



**REGISTRAR  
OF VOTERS**



[ELECTIONVOLUNTEER@WASHOECOUNTY.US](mailto:ELECTIONVOLUNTEER@WASHOECOUNTY.US)  
[WWW.WASHOECOUNTY.US](http://WWW.WASHOECOUNTY.US)

**A message from  
Washoe County  
Registrar of Voters,  
Deanna Spikula**

*"By helping to serve the needs of our community and supporting the electoral process, you will be assisting in providing our citizens with free, transparent and open elections for Washoe County."*



Dear Washoe County Business and Community Leaders:

The Washoe County Registrar of Voters is excited to announce the launch of the **Adopt a Polling Place** program for the upcoming 2020 Elections. We are seeking to partner with local businesses, non-profit organizations, schools, civic or other community groups to Adopt a Polling Place and serve as Election Day Poll Workers. By assisting your fellow citizens in our community your organization will be:

- Encouraging civic engagement
- Assisting fellow citizens in participating in the electoral process
- Promoting your organization or business within the community
- Providing a team building experience for your employees or volunteers
- Fundraising for your organization or donating to a cause of your organizations choice
- Gaining valuable and unique skills and experiences

By helping to serve the needs of our community and supporting the electoral process, you will be assisting in providing our citizens with free, transparent and open elections for Washoe County. Your organization can make a difference by adopting a polling place on Election Day.

# TABLE OF CONTENTS

Overview of the Adopt a Polling Place Program.....	page 4
Benefits to Your Organization.....	page 5
Eligibility for Adopting a Polling Place.....	page 5
Partner Organization Requirements.....	page 6
Qualifications for Poll Workers.....	page 7
Working Half the Day—Split Shifts.....	page 8
Student Poll Workers.....	page 8
Location and Dates for Poll Worker Training.....	page 10
Poll Worker Job Descriptions.....	page 10
Responsibilities of an Adopt a Polling Place Coordinator.....	page 14
Guidelines for Signs and T-Shirts.....	page 15
How to Promote Adopt a Polling Place Within Your Organization.....	page 16

# Overview of Adopt a Polling Place



By adopting a polling place, your organization can earn money for your fundraising project or any charity of your choice:

Earn from **\$355** up to **\$1,140** towards your organization's fundraising projects. You can **double that** by participating in both the Primary *and* General Elections.

A sign with the name of your group or organization will be displayed at the adopted polling place and you will be added to our Community Partners Wall, highlighted on our website, and spotlighted during a Board of County Commissioners meeting.

**Step 1:** Interested businesses, nonprofit organizations, schools, churches, civic or other community groups may complete the Adopt a Polling Place application.

**Step 2:** Once submitted to the Registrar of Voter's Office, it will be reviewed by the Registrar and a determination of eligibility will be made.

**Step 3: The fun begins**—Our team will equip you with the training & necessary resources for you to adopt a polling place.

The information in this booklet will help you to understand what is required to **Adopt a Polling Place**.

## Benefits to Your Organization

- Excellent way to raise funds to further your organization's projects and goals or for raising donations for a charitable cause of your choice.
- Serving the community and getting your organization's name out to the public as a supporter of civic engagement.
- **Recognition** for your organization:
  - On the Registrar of Voters website
  - Inclusion in our **Community Partner Recognition** at a Board of County Commissioners meeting
  - In a press release provided to local media
  - Signage at the polling place your organization adopts

## Eligibility for Adopting a Polling Place

To be an eligible partner with the Washoe County Registrar of Voters in the Adopt a Polling Place program, your organization and the participating members must meet certain qualifications and requirements.

The following are qualifications for the Adopt a Polling Place program:

- A nonprofit organization
- Business
- Civic, school, sports, service, or community organization
- Church or Faith-Based Organization
- College or High School Student Organization

***You CANNOT be affiliated or associated with any political groups or causes.***

# Partner Organization Requirements

Each organization will need to have a **minimum** of 3 and up to 8 workers to fully staff a polling location.



## Compensation Structure for Election Day:

- Manager **\$120**
- Assistant Manager **\$110**
- Intake Specialist **\$95**
- Additional Compensation:
- All positions receive **\$25** for attending training
- Manager and Assistant Manager receive **\$25** for "Election Eve" pre-setup
- Intake Specialists receive **\$20** for "Election Eve" pre-setup

Note: Your designated coordinator within your organization will need to recruit the Poll Workers to man the polling place your organization has adopted (including bilingual members, if required).

## Training & Next Steps:

- After you have completed the **Adopt a Polling Place application** and have **been approved**, each member participating needs to complete a **Poll Worker application**.
- Each member participating must complete the required in-person and online training - **Training is Mandatory**.
- Workers must be able to commit to the time requirements of training, "Election Eve" setup, and Election Day hours.

# Qualifications for Poll Workers



**In order to be a Poll Worker for the Washoe County Registrar of Voters you must be:**

- A United States citizen and be a registered voter in the State of Nevada.
- A minimum age of 16 years old (for the student program), or 18 years old for regular Poll Worker programs.
- Physically able to endure the long hours of Election Day (approximately 14+ hours, unless you are splitting the shift with another poll worker).
- Physically able to setup equipment that is approximately 35 lbs. in weight.
- Have strong computer skills and can work comfortably with current technology.
- Have a professional demeanor.
- Have access to reliable transportation.
- Complete and pass the online Poll Worker training.
- Able to attend the required in-person Poll Worker training and pass a hands-on evaluation.
- Able to assist with pre-election setup on "Election Eve"

*and*

- May not be a candidate or a relative of a candidate for nomination or election.
- May not be a current elected official, even if not on the ballot for this election.
- Must remain **non-partisan** when working on Election Day.

## Working Half the Day - Split Shifts



We understand that making a commitment to work 14+ hours in one day is a daunting task, and there is another option.

On Election Day the shift can be split in half; one person works 5:30 a.m. - 2:00 p.m. and the other 1:30 p.m. - 9:00 p.m. **However, this option is only available for the Intake Specialist position.** The stipend for this position will be split between the two workers.

## Student Poll Workers



### Program History

In 1993 the Nevada State Legislature added to election law to allow high school students to serve as Poll Workers on Election Day. This special program gives students hands-on experience with the voting process. Join other high school students throughout Washoe County as they discover firsthand how the American electoral process works. You'll have an opportunity to make a difference even before you can cast your vote!

### Qualifications to Participate as a Student Poll Worker:

- You must be a United States citizen by the time you work on Election Day
- Be at least 16 years old
- Be a current high school student
- Be a student in good academic standing
- Obtain parent/guardian and school permission and attend training - permission form is located on our website: [www.washoecounty.us/voters/get-involved](http://www.washoecounty.us/voters/get-involved)



### Student Poll Worker Benefits:

- You will receive \$95 for working on Election Day, \$25 for attending the mandatory training and \$20 for assisting with “Election Eve” pre-setup, for a total of \$140!
- You will receive a personalized certificate of thanks from the Registrar of Voters
- Some schools offer class credit for working on Election Day, especially if you are in a government or political science class (check with your school administrator or teachers)
- Some schools also offer credit or hours for working on Election Day to fulfill a community service requirement for graduation (check with your school administrator or teachers)

### Student Poll Worker Duties:

- Assist with “Election Eve” setup, setup on Election Day and break-down at the end of the night
- Greet and direct voters
- Check-in voters at the “Intake Station”
- Direct voters to sign the electronic roster and activate voter cards for them
- Assist with closing the polls and breaking down and packing the equipment at the end of the Election Day

### Hours of Service:

- Polling places are open from 7 a.m. – 7 p.m.
- Poll workers must arrive at 5:30 a.m.
- The assignment typically concludes at 9 p.m.

### Application Procedure:

Sign up using our poll worker application form at [www.washoecounty.us/voters/get-involved](http://www.washoecounty.us/voters/get-involved)

\*\*If you cannot commit to a full day but would like to work a few hours, please contact us to discuss other possible options.

## Location and Dates for Poll Worker Training

---

Training is required by Nevada Law prior to each election. The Washoe County Registrar of Voters will provide hands-on training as well as online training. The average time spent on training depends on the position you are assigned. Typically, hands-on training is approximately 3 hours and online training is approximately 2 hours.

Hands-on training will take place at the Washoe County Complex located at 1001 E. 9th Street, Reno, Nevada 89512. All Poll Workers are sent a notice that includes the specific location and times of hands-on training, as well as their login information for their online training.

## Poll Worker Job Descriptions

---

### Polling Place Manager

The Polling Place Manager has the responsibility of overseeing the Election Day operations at an assigned polling place. This includes managing and working with Poll Workers assigned to the polling place, coordination of site access, picking up supplies, setting up equipment, assisting and processing voters, completing the closing procedures and transporting the results and supplies to the Registrar of Voter's Office on Election Night.

- Complete required training, both in-person and online
  - 5-6 hour time commitment
- Responsible for contacting **polling location and all team members** to coordinate polling place "Election Eve" setup time
- Meet with polling place site personnel as needed
- Oversee "Election Eve" setup and pre-testing of voting equipment

- Opening and closing of polls, including accurate documentation of ICX Prime vote counts
- Oversee operation of ICX Prime and VVPAT (Verified Voter Paper Audit Trail) printers
- Oversee troubleshooting on ICX Prime or VVPAT, and replace VVPAT printer paper as needed
- Ensure fast and accurate voter processing
- Responsible for crowd control and crowd flow management
- Assist in processing provisional ballots, as needed
- Make personnel assignments at polling place when there are any “No Shows”
- Assist disabled voters and others needing help
- Resolve voter issues or conflicts in a professional manner
- Coordinate Poll Worker duties, lunches and breaks
- Assist with voter eligibility verification, when needed
- Fill in at Intake Specialist position for breaks and lunches
- Remain on the polling place grounds throughout Election Day
- Record final voting data at end of Election Day
- Extract, secure, and return USB results sticks and critical supplies to Voter’s Office at the end of Election Night
- Also responsible for returning VVPAT printer tapes, all completed voter forms, Manager’s Verification Statement, voter label booklets, facility keys (if issued) and payroll sheets to Voter’s Office at the end of Election Night

### **Polling Place Assistant Manager**

The Polling Place Assistant Manager has the responsibility to assist the Polling Place Manager in overseeing the polling place operations. This includes setting up equipment and supplies, assisting and processing voters, and assisting in the closing procedures.

- Complete required training, both in-person and online
  - 5-6 hour time commitment
- As needed, serve as backup contact for polling place site personnel and Poll Worker team members

- Assist with “Election Eve” setup and pre-testing of voting equipment
- Setup of Intake Specialist Station on election morning for voter processing
- Assist with opening and closing of polls, including accurate documentation of ICX Prime vote counts
- Help oversee operation of ICX Prime and VVPAT (Verified Voter Paper Audit Trail) printers
- Help oversee troubleshooting on ICX Prime or VVPAT, and replace VVPAT printer paper as needed
- Ensure fast and accurate voter processing
- Responsible for crowd control and crowd flow management
- Assists in processing provisional ballots, as needed
- Make personnel assignments at polling place when there are any “No Shows”
- Assist disabled voters and others needing help
- Resolve voter issues or conflicts in a professional manner
- Coordinate Poll Worker duties, lunches and breaks
- Assist with voter eligibility verification, when needed
- Fill in at Intake Specialist position for breaks and lunches
- Remain on the polling place grounds throughout Election Day
- Record final voting data at the end of Election Day
- Assists Polling Place Manager in extracting, securing, and returning USB results sticks and critical supplies to Voter’s Office at the end of Election Night
- Along with Polling Place Manager, responsible for returning VVPAT printer tapes, all completed voter forms, Manager’s Verification Statement, voter label booklets, facility keys (if issued) and payroll sheets to Voter’s Office at the end of Election Night

### **Poll Worker Intake Specialist**

The Intake Specialist is typically the first point of contact for the voter at a polling location. The Intake Specialist is responsible for greeting the voter and determining their eligibility to vote. They are responsible for accessing voter information via laptop and confirming a voter's address, party affiliation (Primary only), and ID (if voter record flagged for missing information), along with determining that the voter's current signature matches the signature on their voter record. The Intake Specialist also assists voters with any necessary paperwork such as name, address or party affiliation updates/changes, new voter registration and answers any voter questions.

- Complete required training, both in-person and online (Intake Specialist must have strong computer experience)
  - 5 hour time commitment
- Assist with “Election Eve” setup of polling location
- Setup of Intake Specialist station on election morning for voter processing
- Access voter registration data via laptop by scanning voter’s bar code on Sample Ballot or Voter Registration Card or typing in voter’s name & date of birth and determining if voter is eligible to vote
- Issue required forms
- Conduct same day registration or updates to address, party affiliation, birth date or name
- Answer voter questions
- Direct voter to sign poll book and issue voter access card
- Direct voters to available ICX Prime (voting tablet)
- Remain on the polling place grounds throughout Election Day
- At end of Election Day, assist with comparing and balancing ICX Prime voter counts against number of voter check-ins on Poll Books
- Helps Polling Place Manager and Assistant Manager with all opening and closing duties, as requested

# Responsibilities of Adopt a Polling Place Coordinator

The following is a summary of the responsibility of your organization's Adopt a Polling Place (AAPP) Coordinator.



In regards to Poll Workers, your organization's AAPP Coordinator will:

- Commit to recruiting a certain number of Poll Workers to work a polling location
- If applicable, ask the Outreach Coordinator at the Washoe County Registrar of Voter's Office to participate in an onsite meeting to further discuss and answer questions about the Adopt A Polling Place program
- Distribute Poll Worker applications to those identified as potential Poll Workers
- Return the list of Poll Workers, along with the completed Poll Worker applications, to the Registrar of Voter's Office by March 1, 2020, to ensure that your workers are assigned to the same polling location. Applications turned in after this date will be accepted, but Poll Workers may be assigned to different polling locations
- Inform each Poll Worker of their assigned training date and time
- Inform the Poll Worker Recruiter of any Poll Workers who are unable to attend their assigned training date

In regards to **Poll Workers**, the Registrar of Voter's Poll Worker Recruiter will:

- Process the Poll Worker applications and maintain their information in our Poll Worker database
- Schedule the workers for training and communicate this information to the AAPP Coordinator
- Communicate directly to all Poll Workers with reminders to attend and complete trainings
- Communicate with AAPP Coordinator information about the polling location they have adopted (i.e. facility contact information, delivery information, quantity of equipment, etc.)
- Provide post-election feedback of the Poll Workers to the AAPP, if requested

## Guidelines for Signs and T-Shirts

The Washoe County Registrar of Voter's Office will provide signage at the polling location with your organization's name. Please do not place your own signage at the polling location.

If your organization has or plans to wear a "team" T-Shirt while working at their polling location, the color and design must be approved by the Registrar of Voters prior to Election Day. Here are a few things to keep in mind:

- The design must be non-partisan – No political wording, pictures or logos will be allowed
- The design cannot include any wording, pictures, or logos that would make someone think your group is supporting a political party, ballot issue or candidate
- Avoid anything that could be interpreted as offensive or discriminatory (race, sex, religion, etc.)
- The color of the shirt **cannot** be red or blue (patriotic red, white and blue flag designs are acceptable as long as there are no party intonations)

## How to Promote Adopt a Polling Place Within Your Organization



- Ask the Registrar of Voters to be a guest speaker at your next staff meeting/staff function.
- Offer a perk to employees that commit to participating - depending on your companies policies and guidelines:
  - A "casual" or dress down day
  - Mention the employees in a company newsletter
  - Give a certificate of participation
  - Offer company logo wear or "swag"
  - Promote it as a "team building" experience

You know what will motivate your employees and we are here to help.

Let's work to make this partnership an historic success for the 2020 Elections. Every vote counts, and your organization can make that happen!









---

## REGISTRAR OF VOTERS

---

1001 E 9th Street  
Reno NV 89512

Phone: 775-328-3670



E-mail: [electionvolunteer@washoecounty.us](mailto:electionvolunteer@washoecounty.us)  
[www.washoecounty.us/voters](http://www.washoecounty.us/voters)