

ELECTION CENTER

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Checklist For Polling Place Preparations (Including Poll Workers)

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POLL WORKERS

PRIOR TO ELECTION DAY

Have you prepared a list of tasks to be accomplished in the poll worker hiring process?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is that list in a time sequence order?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you stayed current with State and Federal legislation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you prepared a poll worker recruitment brochure or letter?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you asked churches and organizations to print notices in their newsletters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you prepared and mailed poll worker availability letters to poll workers who have worked for you in the past?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you keeping a in-house cross reference file on "do not hires" (including reason) in order to keep office staff well informed and as to not duplicate staff's hiring efforts?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you retired those who have not performed well in the past?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Suggestion: Keep the poll workers that have not performed on the history file so that you do not hire them again. Keep deletions for when a poll worker moves or is deceased. (Find a systematic method for doing this.)	
Have you looked for recruiting possibilities with Federal, State, city, county and school and special district employees?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the State or Board of Supervisors passed a law or ordinance permitting employees to work and get their full salary plus the election day pay?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Note: This is a great incentive for employees to work.	
Have you contacted major employers in the area to help with recruiting?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you contacted high schools and colleges in your area for student poll workers, if your laws allow?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Suggestion: If you have a student poll worker program, contact the school districts and request that if a student is working in the polls it is a part of their curriculum. (This makes it easier for the schools, teachers, and the student.)	
Does your website have poll worker recruiting information available?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does it need to be updated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you prepared a poll worker manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a contract in place to have them printed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Can you print "in-house"?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If so, do you have sufficient supplies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you arranged for someone to proofread for content, grammar, typos, etc... and review format?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Have you reviewed all laws that are displayed at the polls and verified that they are current?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you reviewed the poll worker training manual and made the law changes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you arranged for training facilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have written agreements/contracts in place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the County or jurisdiction recruiting polling places self-insured?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you insured that bi- or multi- language poll workers can speak both or all languages correctly?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you assigned poll workers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you recruited bi- or multi- language poll workers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you recruited additional or standby poll workers for last minute cancellations or "no-shows"?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you assigned coordinators or Rovers to assist the poll workers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you prepared training materials, including audio-visual materials?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you reviewed content and delivery with others?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you set-up an orientation class on or off site for prospective poll workers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you prepared different training programs for new poll workers and experienced ones?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you trained your trainers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do they know how to use audio-visual equipment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have your trainers evaluated your training?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have they provided you with feedback?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you scheduled training classes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you sent notices to confirmed and prospective poll workers regarding class assignments?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you notified all election staff of the training schedule?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you confirmed and reconfirmed poll worker availability?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do all poll workers know when they are to report for duty on Election Day?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do they know the location of the polling place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you or the poll workers arranged for polling place access (a key; burglar alarm off; if a gated community, need security code; etc...) on Election Day?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do poll workers have a place to park on Election Day?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are special permits needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you arranged for delivery or pick-up of polling place supplies and equipment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you arranged for a list of absentee voters for each polling place to insure voters don't vote twice?	<input type="checkbox"/> YES <input type="checkbox"/> NO

AFTER ELECTION DAY

Have you remembered to pay your poll workers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you evaluated your poll workers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you send them an evaluation form?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you thanked your poll workers over and over and over again for their hard work and participation in the election process?	<input type="checkbox"/> YES <input type="checkbox"/> NO

POLLING PLACES

PRIOR TO ELECTION DAY

Have you prepared a list of duties (in time frame sequence) that need to be accomplished in order to secure polling locations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you stayed current with State and Federal legislation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you identified the area(s) of the jurisdiction that will have an election?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the boundary lines well defined?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you determined the ballot type for each effected jurisdiction?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you determined the number of voters in each jurisdiction?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you determined the number of polling places that will be needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you able to consolidate your precincts/polling places?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you identified polling places that need bi- or multi- language assistance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you obtained any necessary approvals for polling sites? (Board of Supervisors, Secretary of State, political parties, School District, Fire District, Local or State Housing Authorities, Apartment Owners, Mobile Home Park Association, Home Owners Association, etc...)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ordered all necessary supplies, forms and envelopes?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you identified polling places that have been used in the past?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you need to change any?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you need to add any?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you sent preliminary notices to the owners/managers of the property where prospective polling places are located?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you insured that adequate parking will be available on Election Day for both poll workers and the voters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are special permits necessary for parking access for poll workers? Voters?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you prepared any required legal notices or press releases regarding polling locations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you carry "event" insurance to protect property owners?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If so, is the policy current?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have written agreements/contracts in place for use of facilities on Election Day?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Does the facility have sufficient electrical outlets?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are restrooms available for poll workers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Water?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you notified the city, county and State of polling locations so that they don't schedule roadwork on Election Day?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you determined that each registered voter is correctly assigned to his/her polling place?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you notified each registered voter of his/her polling location?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have pictures of your polling places on line (except garages)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you confirmed and reconfirmed the availability of your polling locations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your website have current and correct polling location information?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you surveyed all of your polling locations to insure that they meet all accessibility requirements? (See Accessibility Preparations Checklist #1)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Voting Equipment: Do you have enough?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you arranged for voting equipment delivery?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you arranged for supply pick-up?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you insured that you have a way to communicate with your polling locations on Election Day?	<input type="checkbox"/> YES <input type="checkbox"/> NO
(Cell or landline telephones?)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you sure that there will be someone to open the door to the polling place on election morning?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the poll worker get a key?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do they actually have the key?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the building where the polling place is located alarmed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the poll worker know how to turn off the alarm?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If it is a gated community, does the poll worker have the security code to open the gate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does staff have maps and driving directions to polling places so that they answer voter's inquiries?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have this information on your website?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is it current and correct?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the precinct worker have telephone cards to give to voters who are in the wrong precinct?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a list of contacts and telephone numbers available (for quick reference) on election day in case of problems and/or emergencies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sheriff Department—(other than 911)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fire Department?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Local Utility? (Electrical, Gas and Water, etc...)	<input type="checkbox"/> YES <input type="checkbox"/> NO

AFTER ELECTION DAY

Did you cut checks for polling location rental fees, if any?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did you thank the property owners/ managers for the use of facilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did you evaluate polling locations that you do not want to use again?	<input type="checkbox"/> YES <input type="checkbox"/> NO