



**25<sup>th</sup> Annual  
National Conference  
San Diego, California**

## **2009 Professional Practices Program**

# **VOTE KC!**

**(VOTER OUTREACH TRAINING AND EDUCATION)**

**An Educational and Public Outreach Campaign**

## **KANSAS CITY, MISSOURI**

**Submitted by:**

**Shelley McThomas & Shawn Kieffer**

**Directors**

**1828 Walnut, Suite 300**

**Kansas City, Missouri**

**816-842-4820**

**shelley@kceb.org**

**www.kceb.org**

# VOTE KC! PROFESSIONAL PRACTICES SUBMISSION

---

## THE CHALLENGE

The November 4, 2008 election (E-Day) provided considerable opportunities and unparalleled challenges for election administrators throughout the country. The Kansas City Election Board (KCEB), with more than 231,000 registered voters, 150 polls and 354 precincts witnessed an early hint of “election mania” during the February Super Tuesday primary. In addition, the 2008 election cycle was a “first” for many: 36,000 newly registered first-time voters and two new directors who were experiencing their first presidential election---a daunting task for even seasoned administrators. Finally, there was the scrutiny of the national media, due to Missouri’s status as a bellwether and swing State.

KCEB’s task was monumental: How could two new directors engage the community to help deliver excellent election day services to voters? They had inherited a too small budget. They were under the microscope of a frenzied press corps. They operated with a small overworked staff. And they were short on poll workers to handle the anticipated record voter turnout. It was a recipe for an E-Day *Perfect Storm*.

## THE PLAN

Against this backdrop, KCEB decided to launch an educational and public outreach effort designed to persuade not only voters, but the civic and business communities that they too could contribute (and also had a responsibility) towards ensuring that E-Day ran smoothly and efficiently. In June 2008, KCEB launched an effort that we tagged “**VOTE KC!**” **VOTE KC!** set about the task of:

- Advancing the idea that the entire community had an important role to play and their assistance was necessary to ensure that election day in Kansas City ran smoothly and,
- Soliciting support, resources and election workers from all aspects of the community.

The effort was executed in phases: Phase One consisted of community outreach to civic, business, and community groups to engage their support. We took our message, via speaking engagements, to entities as diverse as Penn Valley Community College, the City Council and the Jackson County Legislature to the League of Women Voters and the Greater Kansas City Links. During Phase Two we set up booths and aggressively recruited election workers at festivals, concerts, get-out-the-vote events, schools, and one-on-one arm twisting by individual KCEB staff. We sent out e-mail blasts, used Linked-In and Facebook networks, and even spent a Friday night in a highly-trafficked nightclub district. These activities took place three to four times a week from August through October. Phase Three was an all-out media blitz designed to reinforce various key messages. We met with the editorial board of the *Kansas City Star* and actively engaged the media to help get out key messages --- not only about routine election-day topics, but about ways voters could help the process run smoothly. For example, we pitched to the media *Five Easy Steps to Help Ease Election Day Stress*. Our goal was to urge voters to go to the polls during off-peak hours, to be fully prepared and to arrive with loads of patience and humor.

## THE RESULTS

**1) KCEB took VOTE KC! directly to the public through more than 65 speaking engagements, meetings, manned booths at events and training seminars.**

**2) KCEB developed collaborative partnerships with several entities including the City Manager’s Office (see info below), AARP (a joint election worker recruitment effort through area churches), League of Women Voters (assisted with the Student Voter Registration Day in area high schools), University of Missouri Law School (Facebook election worker recruitment). These collaborations greatly enhanced our ability to conduct the VOTE KC! campaign.**

**3) KCEB received an overwhelming number of poll worker applications. More than 800 citizens, including hundreds of area high school, college and law school students applied. This allowed KCEB to assign, for the first time ever, a Greeter-Locator and Voter Assistant to more than 95% of its polls.**

4) KCEB received unprecedented coverage from all five Kansas City television stations, four newspapers, and seven radio stations. More than 65 local KCEB-specific election interviews and stories aired or were printed between September 15 and November 3, 2008. Pick up of KCEB's *Five Easy Steps to Help Ease Election Day Stress* helped prepare voters to arrive at their polls fully prepared and ready to patiently stand in line to vote. The coverage conservatively generated more than 10 million media impressions for the area's 1 million viewers aged 25-54. Website support and links for checking voter registration status, election worker applications, polling locations were available on the City and County's websites.

5) By far KCEB's most successful outcome from the VOTE KC! project was its collaboration with the City of Kansas City. The result of a speaking engagement at a local community center, the City Manager's office subsequently formed an "Election Preparedness Task Force" with KCEB. The Task Force consisted of the heads of key City departments: General Services, Police, Fire, Health, Parks and Recreation, IT, City Action Center, KC Power & Light, City Manager, and the Mayor's office. This collaboration resulted in rich returns for voters, including but not limited to the following:

- 113 new laptops were loaned to KCEB for voter assistance specialists to have live access to the State's voter database at each polling location (provided by *General Services*).
- An Election Day Command Center manned with a representative from each of the participating Election Day Task Force agencies. On E-Day this Command Center served as a clearinghouse for voter and polling location issues (provided by the *KC Police Department*).
- Parking and traffic directing personnel volunteered (provided by *Public Works Department*).
- Port-a-Potties were placed outside polling locations (provided by *Public Works Department*)
- Four City IT staffers worked at KCEB's offices side by side with our one-person IT department on election day (*Information and Technology Department*).
- Crowd control barriers and line ropes were made available (provided by *Public Works*).

One week prior to E-Day, the City and KCEB held a joint press conference to publicly announce the preparations and planning put in place to ensure a smooth running election. This partnership was a godsend.

### CONCLUSION

The final week leading up to E-Day served as a test run for KCEB's big day. Four to eight-hour waits were experienced at our five absentee voting sites, the office switchboard was bombarded with voter calls, fictitious election-day rumors were circulating throughout the community, staff was frantically working from 6 a.m. to 10 p.m., anticipation and tension were mounting. Would all the hours of planning, strategizing, speaking, recruiting, and collaborating pay off for KCEB?

As all who work in the elections business know, an error-free presidential election is virtually impossible. While KCEB had an unsettling snafu early that morning and a power failure at one poll, the long lines had dispersed by 11 a.m. The remainder of the day went fairly smoothly with a steady stream of voters coming and going. Because there weren't the usual long evening lines, every single poll was able to close on time at 7 p.m.

We believe that election boards should reach out and involve the public in making "their elections" efficient and well-organized. The endless hours of hard work had paid off handsomely for KCEB, but more importantly for the thousands who had taken the time to strengthen our democracy by casting a vote that day or being directly involved as election workers or resource partners.



# ***VOTE KC!***

Voter Outreach Training and Education Campaign

Media and Public Information Packet

**(Alternate Format Example #1)**

Kansas City Board of Election Commissioners  
1828 Walnut, Ste 300 • Kansas City, Missouri 64108  
816.842.4820 • Fax: 816.472.4960 •  
[www.kceb.org](http://www.kceb.org) • [kceb@kceb.org](mailto:kceb@kceb.org)



# ***VOTE KC!***

## A Voter Outreach Training and Education Campaign

Sponsored by the Kansas City Election Board

### THE CHALLENGE

Like all election officials around the country, the Kansas City Election Board (KCEB) staff is preparing for a record turnout of voters in November, including newly registered, **first-time voters** and the **once-every-four-year voters** (“1 in 4’ers”). Kansas City’s 56% and 60% turnouts in 2004 and 2000 respectively are likely to be surpassed and KCEB is gearing up to handle the challenge.

The increased voter turnout will be coupled with:

- a continual shortage of election day workers
- voters who have moved and arrive at the wrong poll
- voters who forget to bring identification
- exhausted poll workers who rise at 4 a.m.(or earlier) to open the polls and work a 15 to 18 hour day.
- poll challengers and/or watchers
- provisional voting
- first-time use of electronic voting machines in a presidential election

Together these circumstances can create long lines, impatient voters and overwhelmed poll workers. KCEB’s goal is to tackle these issues by informing the public about ways we all can help make November 4 (and August 5) as hassle-free, painless, and uncomplicated an experience as possible. Through targeted outreach and education efforts, KCEB hopes to achieve this goal through its ***VOTE KC!*** campaign.

### THE RESPONSE: ***VOTE KC!***

#### 1. VOTER REGISTRATION DRIVES

Registration teams will be on-site at summer events, shopping centers and grocery stores. These one-stop sites will give voters the chance to:

- register to vote
- submit a change of address if voter has moved since last voting
- receive a demonstration on the voting machines (very important for first-time voters)
- apply to become an election day worker

In addition, election materials **reminding voters to carry identification to the polls, to check the KCEB website for their polling location, to vote during less busy times of the day** and other information will be disseminated.

Kansas City Board of Election Commissioners  
1828 Walnut, Ste 300 • Kansas City, Missouri 64108  
816.842.4820 • Fax: 816.472.4960 •  
[www.kceb.org](http://www.kceb.org) • [kceb@kceb.org](mailto:kceb@kceb.org)

## 2. ABSENTEE SATELLITE VOTER INFORMATION CENTERS

Five absentee satellite voter information center locations will open throughout the city July 15<sup>th</sup>. These locations will **provide voters who will be absent from their voting jurisdiction** on August 5 or November 4 the opportunity to cast their ballot in advance. These locations will also provide other services for voters:

- Voter registration
- Address change forms (if voter has moved since last voting)
- Voter machine demonstrations
- Poll worker recruitment

## 3. ELECTION WORKER RECRUITMENT

Undoubtedly **the most important aspect of KCEB's 2008 voter education and outreach campaign** is the recruitment of Election Day poll workers. On election day, KCEB utilizes more than 2,000 temporary employees to handle election administration duties e.g. opening and setting up the polls, staffing polls and administering voting, maintaining equipment and supplies, answering thousands of phone calls, delivering ballots and more.

The categories of workers needed include:

- **Election Judges**
- **Voter Assistance Specialists**
- **Deputy Commissioner Teams**
- **Pickup Personnel (PUP's)**
- **Registrar/ Greeters**
- **Registrar/ Locators**
- **Poll Assistant**

Recruitment sources will include: area businesses and organizations, city and county government agencies, colleges and universities, high schools, churches, and civic organizations.

## 4. MEDIA

KCEB invites the media community **to partner and assist with these outreach** efforts. KCEB will schedule editorial board meetings and provide press packets to assist the media in election day coverage. The press packets will include FAQ's, key contact names and numbers, fact sheet, list of poll sites, historical data (2004, 2000, 1996 elections), and a sample ballot.

We plan to develop PSA's, conduct interviews, hold media briefings, write opinion pieces, and be available for appearances on public affairs programs.

KCEB has been in November election planning mode since March. As our mission statement says: "We are committed to maintaining current and accurate voter rolls, maximize voter registration and voter turnout efforts, educating the voting public, providing the best possible services and conducting efficient, fair, honest and impartial elections at minimum cost to the electorate."



For Immediate Release  
June 18, 2008



Contact: Shelley McThomas ([Shelley@kceb.org](mailto:Shelley@kceb.org))  
or Shawn Kieffer ([Shawn@kceb.org](mailto:Shawn@kceb.org))  
816/842-4820

## KC ELECTION BOARD LAUNCHES VOTER OUTREACH AND EDUCATION PROGRAM

**VOTE KO!** TO ADDRESS ANTICIPATED RECORD TURNOUT IN NOVEMBER

Kansas City, MO--- The Kansas City Election Board (KCEB) announces a voter outreach and education program as it prepares for an anticipated record turnout for the November elections, and possibly the August primary.

“We have a tremendous responsibility to ensure that Kansas City’s 209,000 registered voters are aware of their polling location, registration deadlines and other specific information that will help make their voting experience as easy and stress-free as possible,” said Melodie Powell, Chair of the KC Board of Election Commissioners.

The program, titled “**Vote KC!**” Voter Outreach Training and Education, focuses on three areas:

- **Address Update Reminders** – will help reduce the number of voters arriving at the wrong poll because they neglected to submit a change of address form(#1 cause of lines and telephone calls on election day).
- **Election Worker Recruitment**— will help ease the shortage of election day workers including judges, voter assistance and equipment techs. An increased number of voters, fewer poll workers, and fewer voting sites are a prescription for long lines, voter frustration and poll worker burnout.
- **Voter Registration and Education**- will help ensure that all eligible citizens are registered, informed and fully prepared to exercise this important right.

**Vote KC!** also will focus on the **first-time voter** and those who only vote (“1-in-4’ers”) during a presidential election year –two groups that will be using the computerized voting equipment for the first time. To accommodate this class of voters, KCEB will again provide sites where citizens can “practice” voting or see a demonstration of the voting equipment.

As it has in the past, KCEB will operate Absentee Satellite Voter Information Centers. These satellites, opening July 15<sup>th</sup>, will provide absentee voting services, voter registration, address change and poll worker recruitment forms.

Kansas City Board of Election Commissioners  
1828 Walnut, Ste 300 • Kansas City, Missouri 64108  
816.842.4820 • Fax: 816.472.4960 •  
[www.kceb.org](http://www.kceb.org) • [kceb@kceb.org](mailto:kceb@kceb.org)

Utilizing the KCEB website ([www.kceb.org](http://www.kceb.org)), public service announcements, media updates, speaking engagements, and printed materials voters will become aware of the efforts being made to ensure a positive voting experience this fall.

\*\*\*

*For a complete media packet containing a list of Absentee Satellite Voter Information Center locations and hours of operation, FAQ's for the First- Time Voter, or other materials, e-mail us at [kceb@kceb.org](mailto:kceb@kceb.org) . Indicate whether you wish the packet mailed or e-mailed.*





## F.A.Q.'S FOR THE FIRST-TIME VOTER

### **VOTE KC!**

A Voter Outreach Training Education Campaign

Sponsored by the Kansas City Election Board

#### **I'VE NEVER VOTED BEFORE, WHERE DO I GO REGISTER?**

*Citizens may register at most public libraries, city, state or federal government facilities, at local voter registration drives, or at the election board office located at 1828 Walnut Street. You may also download a voter registration request form from our website at [www.kceb.org](http://www.kceb.org).*

#### **WHAT IDENTIFICATION DO I NEED TO REGISTER?**

*The most commonly used identification is a driver's license. However the following are also accepted: a current bank statement, utility bill, paycheck or other government document that shows the voter's name and address; a passport, social security card, Missouri college/university i.d. or out- of- state driver's license.*

#### **IS THERE A DEADLINE FOR REGISTERING?**

*Voter registration takes place 365 days a year, but to vote in an election, one must be registered approximately four weeks prior to the election. **July 9** and **October 8** are the registration deadlines for this year's August primary and November general elections respectively.*

#### **CAN I VOTE IF I'M NOT REGISTERED?**

*No. Federal law requires that all voters must be registered.*

#### **WHERE DO I GO VOTE?**

*Within a few weeks of registering, you will receive written confirmation of your registration,, along with the address of your poll site. In addition, approximately two weeks **prior to each election**, you will receive a voter notification card indicating the election type, date and your poll site location. You can also find your voting location on our website at [www.kceb.org](http://www.kceb.org) by clicking on "Check Your Voter Status" after typing in your last name and street name.*



### **DO I NEED A PHOTO I.D. TO VOTE?**

*No. The State of Missouri does not require photo identification to vote. (Refer to the list of accepted i.d. types above)*

### **WHAT I.D. WILL I NEED ON ELECTION DAY?**

*The most common type of identification used on election day is a driver's license. A passport, Missouri college i.d., current utility bill, bank statement or other government issued i.d. are also acceptable.*

### **HOW DO I KNOW WHAT NAMES OR ISSUES WILL BE ON THE BALLOT?**

*A complete Sample Ballot is available on the election board website at [www.kceb.org](http://www.kceb.org) six weeks prior to every election.*

### **WHAT IF I'M OUT OF TOWN ON ELECTION DAY?**

*Citizens can vote absentee if they meet several requirements including being absent from your voting jurisdiction on election day. An application for an absentee ballot is available up to 10 weeks prior to an election at [www.kceb.org](http://www.kceb.org) and by clicking on "Absentee Services."*

### **I DON'T KNOW HOW TO WORK THE VOTING MACHINES, CAN I STILL VOTE?**

*Yes. There are election day workers available at every poll to show voters how to work the machines and to assist if needed. In addition, there is a video demonstration explaining how to vote and use the machines at [www.kceb.org](http://www.kceb.org) (click on "New Voting Equipment.")*

### **WHAT IF I WANT TO WORK AT A POLL ON ELECTION DAY?**

*We need you! The election board needs hundreds of additional employees on election day and encourages you to sign up to work. We have several categories of poll workers that might fit your interests or skills: election judge, voter assistance specialist, deputy commissioner, registrar greeter/locator, pickup person, or phone bank operator. We provide the training and competitive pay. You'll enjoy playing a role in this historic election year! Fill out the "Election Worker Application" form at [www.kceb.org](http://www.kceb.org) or call 842-4820.*



For Immediate Release  
July 24, 2008

Contact: Shelley McThomas ([Shelley@kceb.org](mailto:Shelley@kceb.org)) or  
Shawn Kieffer ([Shawn@kceb.org](mailto:Shawn@kceb.org))  
816-842-4820

### ABSENTEE SATELLITE VOTER INFORMATION CENTERS OPEN

(Kansas City, MO) –The Kansas City Election Board recently opened five Absentee Satellite Voter Information Centers throughout the city. These centers provide valuable services to voters preparing for the upcoming August 5 primary election. The centers are one-stop shops for voting services and information including:

- **Absentee Voting**—citizens who will be absent from their jurisdiction on August 5 may cast a ballot at a satellite center (voters residing in *Kansas City within Jackson County only*).
- **Voter Registration**—citizens may register for the November general election (registration for the August primary closed July 9).
- **Address/Name Change Forms**—delays and arriving at the wrong poll are often the result of residents forgetting to update their voter registration information.
- **Demonstrations and Test Voting**— citizens will have the opportunity to test the equipment and receive a demonstration. First-time voter FAQ's are available on the election board's website at [www.kceb.org](http://www.kceb.org). Click on the "Vote KC" icon.
- **Poll Worker Applications**—citizens are encouraged to sign up to work at a poll on election day. Several categories of workers are needed.

The centers are open until 7: 00 p.m. each evening (except Fridays at Brush Creek Community Center) and from 10 a.m. to 3 p.m. on Saturdays. Locations and hours are as follows:

**KC ELECTION BOARD (downtown)**  
1828 Walnut  
M-F 8:00 a.m.-7:00 p.m.  
Saturday 10:00 a.m.-3:00 p.m.

**OLD NORTHEAST, INC. (northeast)**  
6612 Independence Avenue  
M-F 10:00 a.m.-7:00 p.m.  
Saturday 10:00 a.m.-3:00 p.m.

**CENTER HIGH SCHOOL (west)**  
8715 Holmes  
M-F 10:00 a.m.-7:00 p.m.  
Saturday 10:00 a.m.-3:00 p.m.

**BANNISTER COMMUNITY CHURCH (south)**  
9801 Blue Ridge Blvd.  
M-F 1000a.m.-7:00 p.m.  
Saturday 10:00 a.m.-3:00 p.m.

#### BRUSH CREEK COMMUNITY CENTER (midtown)

3801 Cleaver II Blvd.  
M-Th 10:00 a.m. - 7:00 p.m.  
Fri. 10:00 a.m.-6:00 p.m.  
Saturday 10:00 a.m.-3:00 p.m.

All Satellite Voter Information Centers will **close at 5:00 p.m., Monday, August 4** and will re-open in October.

Kansas City Board of Election Commissioners  
1828 Walnut, Ste 300 • Kansas City, Missouri 64108  
816.842.4820 • Fax: 816.472.4960 •  
[www.kceb.org](http://www.kceb.org) • [kceb@kceb.org](mailto:kceb@kceb.org)



## ABSENTEE SATELLITE VOTER INFORMATION CENTERS

JULY 15 – AUGUST 4, 2008

### **Kansas City Board of Elections (Downtown)**

1828 Walnut St., 1<sup>st</sup> Floor

Monday – Friday 8:00 a.m. – 7:00 p.m.

Saturday 10:00 a.m. – 3:00 p.m.

### **Center Sr. High School (West)**

8715 Holmes Rd.

Monday – Friday 10:00 a.m. – 7:00 p.m.

Saturday 10:00 a.m. – 3:00 p.m.

### **Bannister Community Church (South)**

9801 Blue Ridge Blvd.

Monday – Friday 10:00 a.m. – 7:00 p.m.

Saturday 10:00 a.m. – 3:00 p.m.

### **Brush Creek Community Center (Midtown)**

3801 Cleaver II Blvd.

Monday – Thursday 10:00 a.m. – 7:00 p.m.

Friday 10:00 a.m. – 6:00 p.m.

Saturday 10:00 a.m. – 3:00 p.m.

### **Old Northeast Inc. (Northeast)**

6612 Independence Ave.

Monday – Friday 10:00 a.m. – 7:00 p.m.

Saturday 10:00 a.m. – 3:00 p.m.

\*These satellite locations are available for absentee voting, voter registration, change of address submissions, and general information about the upcoming elections. All satellite locations will close at 5:00 p.m., Monday, August 4, 2008, and will re-open in early October.

Kansas City Board of Election Commissioners  
1828 Walnut, Ste 300 • Kansas City, Missouri 64108  
816.842.4820 • Fax: 816.472.4960 •  
[www.kceb.org](http://www.kceb.org) • [kceb@kceb.org](mailto:kceb@kceb.org)



## QUICK FACTS ABOUT THE KANSAS CITY BOARD OF ELECTIONS

**MISSION:** The Kansas City Board of Election Commissioners is committed to maintaining current and accurate voter files, maximizing voter registration and voter turnout efforts, educating the voting public, providing the best possible service and conducting efficient, fair, honest and impartial elections at minimum cost to the electorate.

**OPERATING BUDGET:** \$2.120 MILLION (has remained virtually the same for years)

**FUNDING SOURCE:** Half from City of Kansas City--\$1.06 million;  
Half from Jackson County---\$1.06 million.  
(Per RSMo 115.071)

**STAFF SIZE:** 26 (full time)

**STAFF SIZE ON ELECTION DAYS:** 600-1000

**CURRENT VOTER REGISTRATION:** 207,000

**VOTER REGISTRATIONS, TRANSFERS, NEW REGISTRANTS and ABSENTEES  
HANDLED YEARLY:** 10,000-20,000

**VOTER REGISTRATIONS, TRANSFERS, NEW REGISTRANTS HANDLED DURING  
A PRESIDENTIAL ELECTION YEAR:** 40,000-50,000 (compressed within a five-month  
period)

**VOTER CALLS RECEIVED DAILY:** 20-30  
**VOTER CALLS RECEIVED ON ELECTION DAYS:** 10,000-plus

**COST OF AN ELECTION:** \$400,000 -\$600,000

**# TOUCHSCREEN MACHINES:** 236

**#OPSCAN MACHINES:** 203

**#POLLING LOCATIONS:** 135-150

**#ELECTIONS PER YEAR:** 4 to 6

Kansas City Board of Election Commissioners  
1828 Walnut, Ste 300 • Kansas City, Missouri 64108  
816.842.4820 • Fax: 816.472.4960 •  
[www.kceb.org](http://www.kceb.org) • [kceb@kceb.org](mailto:kceb@kceb.org)



## SAMPLE PUBLIC SERVICE ANNOUNCEMENTS

HAVE YOU MOVED? FORGOT TO NOTIFY THE ELECTION BOARD? SEND US YOUR NEW ADDRESS. GO TO THE KANSAS CITY BOARD OF ELECTIONS WEBSITE AT [WWW.KCEB.ORG](http://WWW.KCEB.ORG) . . . BEFORE JULY 9.

*This public service announcement has been brought to you by the  
Kansas City Board of Elections.*

\*\*\*\*

ARE YOU STILL REGISTERED TO VOTE? DO YOU KNOW WHERE TO VOTE ON ELECTION DAY? GO TO THE KANSAS CITY BOARD OF ELECTIONS WEBSITE AT [WWW.KCEB.ORG](http://WWW.KCEB.ORG) . . . BEFORE JULY 9.

\*\*\*

AMERICA---HOME OF THE FREE, LAND OF THE BRAVE.  
DON'T COP OUT. REGISTER TO VOTE---BEFORE JULY 9.

*This public service announcement has been brought to you by the  
Kansas City Board of Elections.*

\*\*\*

AMERICA---HOME OF THE FREE, LAND OF THE BRAVE.  
DON'T BLOW IT. REGISTER TO VOTE---BEFORE JULY 9.

*This public service announcement has been brought to you by the  
Kansas City Board of Elections.*

\*\*\*

**EVERY** VOTE COUNTS. MAKE SURE YOURS DOES.  
IF YOU HAVE MOVED SINCE LAST VOTING, MAIL OR FAX  
YOUR **OLD AND NEW** ADDRESS, AND **SIGNATURE** TO  
THE KANSAS CITY BOARD OF ELECTIONS OR, CLICK ON  
WWW. KCEB.ORG.

*This public service announcement has been brought to you by the  
Kansas City Board of Elections.*

\*\*\*

HELP REDUCE LONG LINES ON ELECTION DAY . . .  
KNOW YOUR CORRECT VOTING LOCATION **BEFORE** YOU  
GO TO THE POLL. FIND OUT AT [WWW.KCEB.ORG](http://WWW.KCEB.ORG). OR CALL  
842-4820.

*This public service announcement has been brought to you by the  
Kansas City Board of Elections.*

\*\*\*

IF YOU'RE A REGISTERED VOTER WHO PREFERS TO VOTE EVERY FOUR YEARS DURING A PRESIDENTIAL ELECTION, HERE'S A REMINDER . . . MAKE SURE YOU KNOW YOUR VOTING LOCATION BEFORE YOU GO VOTE.

GO TO WWW.KCEB.ORG OR CALL 842-4820.

*This public service announcement has been brought to you by the  
Kansas City Board of Elections.*

\*\*\*

ATTENTION REGISTERED VOTERS . . .

DON'T WAIT UNTIL ELECTION DAY TO DISCOVER

YOU DON'T KNOW WHERE TO VOTE. GO TO

[WWW.KCEB.ORG](http://WWW.KCEB.ORG) AND FIND OUT THE ADDRESS OF YOUR  
VOTING LOCATION---TODAY.





**BE PART OF HISTORY**

**SIGN UP TO WORK AT A POLL ON**

**ELECTION DAY**

**Contact the Kansas City Election Board at 842-4820 if you would like to be an election day worker. Must be a Democrat or Republican and at least 18 years old. Pay and training are provided.**

Kansas City Board of Election Commissioners  
1828 Walnut, Ste 300 • Kansas City, Missouri 64108  
816.842.4820 • Fax: 816.472.4960 •  
[www.kceb.org](http://www.kceb.org) • [kceb@kceb.org](mailto:kceb@kceb.org)



# Join the Election Worker Team!

## Please consider being a part of our team on election day!

On election day, more than 1,500 election workers are needed to serve the voters of Kansas City, within Jackson County. This presents a great opportunity to serve your community and be part of the election process.

You can join our Election Worker Team by completing the Election Worker form and mailing or faxing it to the KC Election Board office. Our address and fax number are listed below.

**Election Workers are the Gatekeepers of Our Democracy!**

**Count me in!**

**I am interested in joining the Election Worker Team!**



PLEASE PRINT – RETURN VIA E-MAIL OR FAX

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ MO Zip 64 \_\_\_\_\_ Date of Birth \_\_\_\_\_ SSN (last 4 digits) \_\_\_\_\_

Home Phone \_\_\_\_\_ Res. Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Bus. Email \_\_\_\_\_

Bus. Phone \_\_\_\_\_ U.S. Citizen? Y \_\_\_ N \_\_\_ Resident of Jackson County? Y \_\_\_  
N \_\_\_ Registered Voter in KCMO Y \_\_\_ N \_\_\_

Describe any physical limitations that require work accommodations \_\_\_\_\_

Where did you pick up this form: \_\_\_\_\_

Party Affiliation: \_\_\_\_\_ Republican \_\_\_\_\_ Democrat

**I'M INTERESTED IN**

\_\_\_\_ Election Judge                      \_\_\_\_ Pick up Personnel                      \_\_\_\_ Voter Assistant Specialist  
\_\_\_\_ Deputy Commissioner                      \_\_\_\_ Greeter/Locator

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Qualifications

- Citizen of the United States
- Resident of Kansas City, *within Jackson County*
- A registered voter, at least 18 years-old
- Available to work in any part of the city

## Hours

- Polls are open from 6:00 a.m. to 7:00 p.m.
- Election workers report to their assigned location no later than 5:00 a.m. to prepare for 6:00 a.m. poll opening.
- Following the 7:00 p.m. close of polls, all election workers assist Supervising Judges in closing poll site.

## Training/Compensation

- **Required attendance** at one training session
- Training pay applicable **only** if combined with election day work
- Compensation ranges from \$25.00 to \$125.00 depending on the position worked
- Training materials including laptops, cell phones and poll logs are provided
- Total election day payment mailed 7 to 10 days after the election

## **Benefits of Becoming an Election Worker**

- Learning about and assisting others in the democratic process
- Showing your civic pride
- Giving back to the community
- Contributing personally to timely, free, fair, honest and accurate elections
- Promoting public trust and confidence in the democratic process
- Earning extra dollars!

## **POLL WORKER DESCRIPTIONS**

### **\*Supervising Judge**

- Assign duties to election judges
- Provide directions for setting up poll
- Open poll at 6:00 a.m.
- Manage processing of voters
- Officially close poll at 7:00 p.m.
- Responsible for preparing designated supplies to be picked up at end of day

### **\*Election Judge**

- Assist Supervising Judges and share responsibilities including, but not limited to:
  - Open and set up poll
  - Check voter identification and ensure poll book signature
  - Greet voters
  - Assist voters as needed
  - Issue “I Voted” stickers
  - Assist Supervising Judges in closing poll

**\*Deputy Commissioners (DC’s)** work in teams to visit assigned poll sites throughout election day to monitor and ensure compliance with voting procedures and laws governing elections in the state of Missouri. Authorized to report any irregularity or failure of duty, assist judges and voters – serves as the eyes and ears of the election board (must designate a party preference).

**Voter Assistance Specialist (VAS’s)** assist voters by verifying their registration, correct polling location or other information using the Missouri Certified Voter Registration database and a laptop computer, cell phone or poll log (provided by the election board).

**Pickup Personnel (PUP’s)** ensure timely retrieval of “digital” ballots and voting supplies from poll sites and deliver the supplies to the election board headquarters (a 3-4 hour shift).

**Greeters/Locators** help minimize lines at the polls by ensuring the voter is at the correct poll, has the correct identification and is in the correct line; has sample ballot, ward map, laws on electioneering, etc. available for voters.

*\*Duties are performed in bi-partisan teams of two.*

# **VOTE KC!**

## **SUPPORTING DOCUMENT EXAMPLES (3 pages)**

**Page 1. Press Release-“Five Easy Steps to Help Ease Election Day Stress”**

**Page 2. Page from City’s Command Center Election Day Call Log**

**Page 3. A Collage:**

- \*Example of local news story resulting from “Five Easy Steps” concept**
- \*City Council agenda showing Election Day Task Force item. KCEB directors made 20 minute presentation.**
- \*City Hall press release announcing election day Command Center .**
- \*Joint KCEB and AARP Recruitment Letter to Churches**



FOR IMMEDIATE RELEASE  
October 22, 2008

Contact: Shelly McThomas  
Shawn Kieffer  
816/842-4811 or 4810

## **KANSAS CITY ELECTION BOARD'S FIVE EASY STEPS TO HELP EASE ELECTION DAY STRESS**

Kansas City, MO--In an effort to ease congestion at the polls, prevent voters and election workers from being overwhelmed, and to lessen the stress the anticipated long lines may cause, Kansas City voters are being encouraged to approach the upcoming election day as follows:

#1 **VOTE DURING OFF-PEAK TIMES.** The election board recommends voting between a.m. and 8 a.m. and 11 a.m. or 1 p.m. to 4 p.m. There is likely to be less congestion and shorter lines during those times of day.

#2 **KNOW HOW YOU WANT TO VOTE ON BALLOT PROPOSITIONS AND INITIATIVES BEFORE ENTERING THE POLLING AREA.** Waiting until one gets to the voting booth to read through the ballot issue language will delay the line and cause longer wait times for all voters. Ballot issues are available on the election board, Kansas City and Secretary of State's websites.

#3 **IF YOU QUALIFY. VOTE ABSENTEE AT ONE OF THE SIX VOTING CENTER LOCATIONS IN KANSAS CITY.** Absentee voting is open daily from 10 a.m.-7 p.m. at the Election Board, Brush Creek Community Center, Plaza Library, Old Northeast Library, Bannister Community Church and Center High School.

#4 **UTILIZE THE STATE LAW (MO 6115.639) THAT ALLOWS EMPLOYERS TO GRANT AT LEAST THREE HOURS OFF TO VOTE AND GO VOTE DURING OFF-PEAK HOURS.**

#5 **ABIDE BY THE INSTRUCTIONS OF THE THEGREETER/LOCATOR STATIONED AT MOST POLLS AND BRING. . . . .**

**\*A SMILE**

**\*A MELLOW ATTITUDE**

**\*AN ABUNDANCE OF PATIENCE. . . . .**

**along with a GOOD BOOK, a FOLDING CHAIR, an IPOD, and a few SNACKS.**

The greeter/locators will assist voters as soon as they arrive at the polls. Their duties will include ensuring voters have their ID's ready, reminding voters to remove any campaign buttons or caps, assisting with handicapped voters, and managing the lines.

###

**KCMO Key Events Report**

date_time	username	fld_Location	remarks	fld_EntryBy
2008/11/03 19:54:23	sbean	Cleaver & Cleveland, 95 & Blue Ridge	Shelly McThomas, the democrat director for KC Election Board called the EOC about 6:15 concerned about unruly voters at Brush Creek Community Center and Bannister Baptist Church. Apparently the polls closed at 5 PM but there were still several hours of people in line and they were beginning to get unruly. She seemed concerned about a police response to an earlier call at Bannister Baptist and called the EOC instead of the PD. I discussed the situation with her and told her that 911 was the appropriate response, but that an increased patrol could be perceived as suppression. She stressed that as long as the police didn't stop, she was ok with it and requested increased patrol I stressed to her that the pollworkers needed to call 911 if there were issues, but I would see if the police could patrol the area. I contacted Capt Helen Burke, KCPD and advised her of the situation, provided her the phone number and asked her to get in touch with Ms. McThomas. Capt Burke will handle the situation for the rest of the evening.	sb
2008/11/04 05:00:00	KC-Master Control		EOC opened at 05:00 with regards to Election Day	
2008/11/04 06:11:00	KCPD-EOC		0601 hours Traffic officers R-830, R-833, R-835 and R-838 dispatched to 7700 N. Church Rd, Polling Location for Traffic Control.	
2008/11/04 05:23:54	KCPD-EOC		59th and Northwest Waukomis, Traffic backed up at polling place, traffic crews dispatched	MLC
2008/11/04 05:23:54	KCPD-EOC		59th and Northwest Waukomis, Traffic backed up at polling place, traffic crews dispatched, R #835	MLC
2008/11/04 06:19:00	KCPD-EOC		104th and Hillcrest, R#840 and 845 Dirspatched for traffic control at polling location.	MLC
2008/11/04 06:14:00	KCPD-EOC		70th and James A. Reed Rd. R-842 and R-841 dispatched for traffic control at polling location.	KE
2008/11/04 06:30:00	KCPD-EOC		55th and N. Sycamore R- 832 and R-836 traffic control for polling location.	KE
2008/11/04 06:00:00	KCPD-EOC		99th and N. Oak: R-832, 836, 830, Traffic control at polling location.	MLC
2008/11/04 06:30:00	KCPD-EOC		99th and N. Oak:R-832, 836 cleared for service, R-830 monitoring traffic.	MLC
2008/11/04 06:30:00	KCPD-EOC	99th and N. Oak	99th and N. Oak:R-832, 836 cleared for service, R-830 monitoring traffic.	MLC
2008/11/04 06:35:00	KCPD-EOC	8035 Ward Parkway PLZ	R-846 and R-848 dispatched on illegally parked cars at polling location blocking businesses.	KE
2008/11/04 06:11:00	KCPD-EOC	7700 N. Church Rd	0601 hours Traffic officers R-830, R-833, R-835 and R-838 dispatched to 7700 N. Church Rd, Polling Location for Traffic Control.	
2008/11/04 06:40:00	KCPD-EOC	13215 Locust ST	R-847 dispatched on vehicles blocking driveways and streets, no school buses can get through.	KE
2008/11/04 06:48:00	KCPD-EOC	99th and N. Oak	R-832, 836 Cleared for service	MLC
2008/11/04 06:59:00	KCPD-EOC	60th and NW Waukomis	R-835 and R-836 self initiated traffic control at Line Creek Elementary	KE
2008/11/04 07:03:00	KCPD-EOC	7700 N. Church	R-830, R-833 and R-838 Cleared for Service	
2008/11/04 07:18:00	KCPD-EOC		R-847 cleared for service	KE
2008/11/04 07:20:00	KCPD-EOC	107th and Marsh	R-847 dispatched on numerous cars blocking driveways and preventing buses from getting through.	KE
2008/11/04 07:24:00	KCPD-EOC	70th and James A. Reed	R-841, 842 Cleared for service	MLC
2008/11/04 07:26:00	KCPD-EOC	50th and Pittman Rd	R-841 dispatched on illegally parked vehicle in front of school blocking bus entrance.	KE
2008/11/04 07:29:00	KCPD-EOC	107th and Marsh	R-847 Cleared for service	MLC
2008/11/04 07:36:48	MAST EOC		MAST responding to polling location 5108 St John on a sick.	ML
2008/11/04 07:38:00	KCPD-EOC	50th and Pittman Rd	R-841 Cleared for service	KE
2008/11/04 07:39:13	KCPD-EOC	99th and N. Oak	R-803 Cleared for service	KE
2008/11/04 08:02:00	KCPD-EOC	104th and Hillcrest	R-840, 845 Cleared for service	MLC

# COLLAGE OF EXAMPLES

http://www.kcabc.com/news/local/story/Election-Day-Tips-for-Voters/Ch3\_3x5... 5/20/2009  
 Election Day Tips for Voters - NBC Action News KSHB-TV 41 Page 1 of 2

**Election Day Tips for Voters**  
 Reported by Shere Hader  
 E-mail: hader@kcabc.com  
 Last Update: 11/04/2008 9:51 pm



Early traffic

**KANSAS CITY, Mo.** - Before you take the first step into election season, make sure you know the drill.

**Step One.** Log onto <http://www.kcabc.com> and make sure you're registered.

**Step Two.** If you haven't talked to your boss, do it before Tuesday. Most of the great employers three hours of paid time off to vote if that work schedule does not allow at least three hours of voting time.

**Step Three.** Know the ballot and figure out how you're going to vote ahead of time.

**Step Four.** Don't wear or bring anything with a political statement within 25 feet of a polling site.

**Step Five.** Bring an approved form of identification. You will need to show ONLY ONE of the following forms of identification:

- Related Links**
- Everything You Need to Know to Vote
  - Downloadable Candidate Request Kansas Vote
  - Election Day Weather
  - Voting Help Other Advantages

Identification issued by an institution of higher education, including a university, college, vocational and technical school, located within the state you are voting in (Missouri or Kansas)

A copy of a current utility bill, bank statement, paycheck, government check or other government document that contains the name and address of the voter

Driver's license or state I.D.

**Step Six.** Try to hit the polls during off-peak hours - between 8 a.m. and 11 a.m. and 4 p.m. and 6 p.m. After 4 p.m., it could be a two and a half hour wait.

As long as you are in line by 7 p.m. you can vote. If you arrive at 7:01 p.m., you are out of luck.

**Step Seven.** If you have a registration problem, request a provisional ballot. Once officials clear up the issue, your vote will be cast.

**Step Eight.** You have the option to vote by touch screen machine or paper ballot. Both have an external paper trail.

**Officials say 80 percent of voters will go for the paper. It's faster. Officials estimate about 15 people can vote at once.**

**Step Nine.** The voting machines won't let you pick more than one candidate in each section. So take your time the headphones.

**Step Ten.** Beware of scammers. The election is Tuesday. Don't let anyone tell you otherwise. Fake news have already been spotted in other parts of the country telling Democrats to vote on Wednesday.

http://www.kcabc.com/news/local/story/Election-Day-Tips-for-Voters/Ch3\_3x5... 5/20/2009

**CITY COUNCIL  
 KANSAS CITY, MISSOURI  
 BUSINESS SESSION  
 1:30 PM  
 10<sup>th</sup> Floor Committee Room, City Hall  
 AGENDA  
 October 30, 2008**

SUBJECT	PARTICIPANTS
1. Approval Minutes for Business Session of October 23, 2008	Mayor Mark Funkhouser
2. 2010 Census	Councilwoman Sharon Sanders Brooks
3. Downtown Area Plan	Councilman Ed Ford
4. Election Day Task Force Update	Councilwoman Sharon Sanders Brooks
5. Discussion of Ordinances, Resolutions and Communications on Today's Docket or for Floor Introduction	Mayor Mark Funkhouser
6. Items to be placed on Future Business Session Agenda	Mayor Mark Funkhouser
7. Closed Session/Litigation Issue(s)*	Galen Beaufort, City Attorney
8. Closed Session/Legal Issue(s)**	Galen Beaufort, City Attorney
9. Closed Session/Personnel Issue(s)***	Galen Beaufort, City Attorney

\*Litigation Issue(s) may be discussed in a closed session pursuant to §610.021(3) RSMo, because it relates to legal action, causes of actions, or litigation.  
 \*\*Legal Issue(s) will be discussed in closed session pursuant to §610.021(1) RSMo because it relates to confidential and privileged communications between City Council and its attorneys.  
 \*\*\*Personnel Issue(s) will be discussed in closed session pursuant to §610.021(3) RSMo because it relates to personnel matter.

**News from City Hall**  
 City Communications Office  
 City of Kansas City, Mo.  
[www.kcabc.com](http://www.kcabc.com)

CONTACT: Mary Charles, city communications officer, (816) 513-1356  
 FOR IMMEDIATE RELEASE: Oct. 30, 2008

**City organizes Election Day command center**

The City of Kansas City, Mo., will coordinate an Election Day command center at the City's Emergency Operations Center in anticipation of an unusually high voter turnout Nov. 4.

The command center will serve as a central point of contact for municipal support, including responding to requests for barricades to better control pedestrian traffic, public health issues and other issues.

Representatives from the Kansas City Election Board, KCP&L, MAST and the City's Information Technology, Public Works, Police and Fire departments will be at the center to ensure immediate response to any issues. Additionally, staff from the U.S. Department of Justice, Kansas City ACLU and the City's Communications Office, Law, Mayor's and Health department will be on-call.

The City also will provide the Kansas City Election Board with Information Technology employees for technical assistance at the election board's headquarters. The City's General Services Department facilitated the loan of 113 notebook computers to the election board. The laptop rental cost was covered by World Wide Technology. The computers will be used at many of the more than 120 polling locations in the city to give the correct poll location to those who are at the incorrect site.

In September, the City performed an election preparedness assessment to help facilitate voter registration efforts at government facilities and to work with the Kansas City Election Board to address potential registration and Election Day problems.

Calls about voter fraud or other issues on Election Day should be directed to (866)-OUR-VOTE. Residents also can call the City's 3-1-1 Action Center, a division of the City Manager's Office, where they can obtain assistance at 311 or (816) 513-1313.

For more information, call Gerald Smith, director of the General Services Department at (816) 513-1437.

-38-



September 25, 2008

Dear Pastor or Church Administrator:

The Kansas City Board of Election and AARP Mutual are appealing to the greater Kansas City community for election workers for the November 4<sup>th</sup> election. With some predicting an 80% voter turnout, voters and polling locations could experience unprecedented lines and delays. Kansas City, like election authorities nationwide, experiences a shortage of poll workers during every election cycle. Help us to reverse this trend in Kansas City!

We invite you to please sign up members of your church to volunteer as Democrat or Republican poll workers. This small but meaningful community service will reap great benefits for the community and our democratic process.

There are several categories of election workers needed including voter assistance specialists, greeters, deputy commissioners, and judges. We will provide the necessary training, supplies and a stipend ranging from \$25 to \$145. Workers must be registered voters in Kansas City (within Jackson County) and some positions require party identification.

Please share with your staff and have interested employees fill out and submit the form below. They may also go to [www.kcabc.com](http://www.kcabc.com) and click on Election Day Workers Needed!

Thank you and we look forward to hearing from you.

Sincerely,

Sharon Kieffer, Republican Director      Shelley McThomas, Democrat Director

**COUNTY ME! I AM INTERESTED IN JOINING THE ELECTION WORKER TEAM!**

PLEASE PRINT - RETURN VIA MAIL OR FAX TO ADDRESS BELOW

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ MO Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_ SEX (M or F)  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Bus Phone \_\_\_\_\_  
 Res. Email \_\_\_\_\_ Bus. Email \_\_\_\_\_  
 Party Affiliation: \_\_\_\_\_ Republican \_\_\_\_\_ Democrat

I AM INTERESTED IN \_\_\_\_\_  
 \_\_\_\_\_ Election Judge \_\_\_\_\_ Pick up Personnel \_\_\_\_\_ Voter Assistance Specialist  
 \_\_\_\_\_ Deputy Commissioner \_\_\_\_\_ Greeter/Locator

C/3/08

Kansas City Board of Election Central Offices  
 4800 Wyandotte, Rm. 200 • Kansas City, Missouri 64143  
 816.495.4800 • Fax 816.495.4810 • Attention: Fax 816-495-2248  
[www.kcabc.com](http://www.kcabc.com) / [info@kcabc.com](mailto:info@kcabc.com)