Extra! Extra! Read All About It
Newsletters and Poll Workers: A Winning Combination
Forsyth County, GA

Submitted by: Mandi Smith
Elections Assistant
110 E. Main Street, Suite 200
Cumming, GA 30040
May 17, 2007

Mandi Smith
Elections Assistant

**Extra! Extra! Read All About It!**

**Newsletters and Poll Workers: A Winning Combination**

On any given Election Day hundreds of thousands of people can be found working at the polls all across the country. In the last major election over 300 poll workers were out in the field here in Forsyth County alone. We all know our job is impossible to perform without the assistance of our poll workers. They are the backbone of our operation and yet we expect miracles from this community of people that we often fail to communicate with more than just a few times a year. Essentially they are out of the elections loop except at election time. We here in Forsyth County recognized just how unfortunate this situation was and what an opportunity we were passing up by not staying in closer contact with this extended family of ours. We found an easy and effective way to bring our poll workers into the often complicated and ever changing loop: good old fashioned newsletters. Newsletters are a tried and true way of catching people up to date en masse and we here in Forsyth County appreciate that more informed poll workers through out the year equal more productive poll workers on Election Day and more active poll workers throughout the year.

Our first newsletter, “Your Vote, Your Voice” was mailed out in 2003 to rave reviews and they have only gotten better in the years since. Our latest and best (our current newsletter is always our best!) newsletter went out in December of 2006 (see attached). Each issue provides our office with the opportunity to briefly inform our poll workers about upcoming legislation and to provide them with calendars of crucial dates and our current contact information. Over the years we have included both historical and local election facts and figures, anecdotes about what our poll workers do in their spare time (you know, when they aren’t working elections!) and we have provided accounts of what we have been up to in and out of the office. Recent issues of “Your Vote, Your Voice” highlighted several of our student poll workers by including their thoughts on their most recent experiences working the polls. We seize this opportunity to advertise anything and everything that has a direct impact on our poll workers: upcoming training, precinct relocations, requests to work our booth at the fair, recruit volunteers for the Independence Day parade… the topics are endless.

In today’s world of terse emails and abbreviated text messages it is easy to think that newsletters have gone the way of punch cards and lever machines, but in our world this is simply not true. While the average age of poll workers is slowly becoming younger it is no secret that the job of a poll worker is, more often than not, held by a member of the senior generation. And
while the vast majority of our poll workers (regardless of age) do have access to email they do not always check it the way they would their physical mailbox. Therefore, we send the majority of our newsletters the old fashioned way, through the United States postal service. Besides, there is just no substitute to the thrill of walking out to the mailbox and receiving an actual letter.

We often take the time to hand deliver the latest issue of “Your Vote, Your Voice” to our local officials and other department heads. While our newsletters highlight our poll workers and those issues that are particularly relevant to their success they also serve a somewhat dual purpose: to show others not actively involved in the election process that we do indeed work more than just five days every other year. We also send out a handful of issues of “Your Vote, Your Voice” in PDF format by way of email. This is the most effective way of reaching other Elections departments in other counties in Georgia and in other states across the country. Obviously we are fortunate in that we are only distributing newsletters to several hundred people at a time; if you have 4,000 poll workers email would probably be the most effective way of distributing your newsletter—however that doesn’t mean you have to lose the personal aspect of a newsletter.

As for the technical end of actually writing an effective newsletter, every elections office should have the tools for compiling a newsletter. We currently use Microsoft Publisher to create “Your Vote, Your Voice”, but you can find newsletter templates in Microsoft Word as well. The overall design of our newsletter has evolved over time to accommodate our needs; however, you can easily find templates in Publisher or Word to suit any possible requirements you may have (one page, two page, front and back, or single sided). Each person in our office submits articles (and/or ideas) throughout the year, and they are included in the issue most relevant to those ideas. We share a Bulk Mail permit with other departments in the county, thereby saving us money on postage to mail our newsletters in addition to other mailings we may have throughout the year. Thanks to the recent purchase of a new printer we are able to print our newsletters in color on both sides of 11x17 paper. If you do not have access to a color printer do not let this stop you from sending out newsletters. One page newsletters in black and white can be just as effective as a four page color newsletter; you will merely have to be more selective in what topics you choose to include.

That said; it is virtually impossible to run out of possible topics to include in your newsletter. As we are all well aware, the changes in legislation alone can fill up a large and heavy book; therefore, it is our job to simplify the pertinent information in order to brief our poll workers prior to training and routinely all throughout the year. Poll workers respond better in training if they already have an idea of the changes that are taking place. Remember, the plan is to limit the number of surprises they have to face, not to spring the biggest surprise of all on them!

We want all of our poll workers, no matter what their title, manager, assistant manager, clerk, or student poll worker, to be as up to date as possible, and our newsletter, “Your Vote, Your Voice” has proven to be a highly effective tool in maintaining relationships with all of our poll workers here in Forsyth County, including those past, present, and future poll workers. Overall, we have found that the costs incurred to successfully execute a newsletter are minimal in comparison to the rewards of having more informed and therefore, more actively involved poll workers.
Forsyth County General Election
November 7, 2006
REPORT CARD

Graded By: Gary Smith, Sylvia Sewell, Adrienne Slater, Kris Smith, Betsy Brown, & Mandi Smith

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter Participation</td>
<td>A+</td>
<td>We had 76,574 registered voters on Election Day and 52.72% of those registered turned out to vote.</td>
</tr>
<tr>
<td>Poll Workers</td>
<td>A+</td>
<td>We had 159 poll workers on Election Day (not including students) in 30 precincts. They did a superb job and we thank them for all the hard work they put into making our day run so smoothly.</td>
</tr>
<tr>
<td>Youth Participation</td>
<td>A+</td>
<td>We had 47 students working the polls on Election Day (a minimum of one per precinct and several helping on Election night).</td>
</tr>
<tr>
<td>Early Voting</td>
<td>A</td>
<td>During Advance Voting 6,593 people voted at one of our three satellite locations.</td>
</tr>
<tr>
<td>Absentee Ballots</td>
<td>A</td>
<td>We mailed 3,066 Absentee Ballots and of those 2,644 (82%) were returned. Time it took 9 people to open and count the ballots on Election Night: 5 hours.</td>
</tr>
<tr>
<td>Phone Bank</td>
<td>A</td>
<td>Averaged 1 call per minute. Six staff members answered up to 5 lines throughout the day.</td>
</tr>
<tr>
<td>Voting Equipment</td>
<td>A</td>
<td>We used 414 DRE’s on Election Day and 46 during Advance Voting.</td>
</tr>
</tbody>
</table>

Overall Average: A
Special thanks to all of our poll workers who came out and helped us at the fair. We were fortunate this year to have a permanent location that we could decorate and call our home away from home for eleven days. And we were able to register several new people and to answer questions about the upcoming election.

Thanks again! We are already looking forward to next year!

My Trip to Trinidad

The Rotary Clubs of Forsyth County each year donate wheel chairs to a foreign country. This year it was to Trinidad and I traveled with two other South Forsyth Rotarians (Jackie Johnson and Ted Richardson) to make the presentation of 280 wheel chairs. Up at 3 AM to catch a 6 AM flight with connection in Miami and arrival in Trinidad that afternoon. The weather was hot and rainy sort of like New Orleans in July. Our Rotarian hosts were wonderful and went out of their way to make our visit a memorable one – being able to participate in this operation was worth the long trip. We set up in a parking lot and spent the entire day providing new opportunities for people to become independent – one 98 year old woman made everyone catch their breath as it was the first wheel chair she had ever used. Meetings, dinners, and soon the trip back home – would I do it again? Absolutely!

Gary J. Smith, Director of Elections

Forsyth County Registrations & Elections

Contact Information

Gary Smith, Director of Elections, CERA
Email: GSmith@forsythco.com
Sylvia Sewell, Deputy Chief Registrar
Adrienne Slater, Elections Supervisor
Kris Smith, Electronic Voting Technician
Betsy Brown, Outreach Coordinator
Mandi Smith, Sr. Administrative Specialist

Board of Registrations & Elections

Gary J. Smith, Chairman
Janis Thomas, Democratic Appointee
Brandt Meadows, Republican Appointee

2007 Election Dates

March 20, 2007.........Possible Special Election
June 19, 2007...............Possible Special Election
September 18, 2007......Possible Special Election
November 6, 2007.........Possible Special Election

Don’t Forget to
Mark your calendars!
The Power of Promotion
How an Elections Office can Successfully Market Themselves
Forsyth County, GA

Submitted by: Betsy Brown and Mandi Smith
Forsyth Co. Registration and Elections
110 E. Main Street, Suite 200
Cumming, GA 30040
Betsy Brown and Mandi Smith
Forsyth County Registrations and Elections
2007 Professional Practices Program

The Power of Promotion:
How an Elections Office can Successfully Market Themselves

The thought of promoting and marketing by an elections office has probably crossed the minds of many of you, but it probably all seems a little overwhelming and entirely too expensive. This is simply not true. Forsyth County recognizes that we must be proactive if we want to maintain the high standards that we set for ourselves and our poll workers and because of this we have started several trends in promotion regarding both poll workers and voters that we plan to expand in the years to come. We have established that giving gifts of appreciation to our poll workers has great benefits, as does giving promotional items to voters and prospective voters.

It is our responsibility as election officials to promote the vote and the best way to encourage others to register and to actually get out and vote is through education. And in our experience the voters respond best to small concise pieces of information....and if that concise information just happens to come on a letter opener or a magnet all the better. Passing out promotional items is our way of staying connected to our voters; therefore, when choosing promotional items for them, we tried to choose things people would use everyday. We used letter openers, post-it notes, credit card-sized magnifiers, and magnets. We then distributed our promotional items along with our brochures and a copy of our latest newsletter (depending on the situation) at expos, the fair, and to invited guests. Magnifiers are usually in your wallet, post-it notes near the phone, letter openers in the desk, magnets on the refrigerator. The items we chose could end up in any room in the house; which is exactly what we wanted—never let them forget who you are and where they can find you.

We understood the most important part of using promotional items was to include our office’s contact information on EVERYTHING. This increases the likelihood that the voters will use this contact information to get answers to their questions. Having your county or department website as the main source of information saves staff time and also helps to familiarize the voter with your website – often one question leads to another question and the answers can usually be found on our website. Inevitably having those little reminders all over the house will hopefully trigger voters to go to the website before Election Day to answer their questions, their voter status, etc. The great thing about a user friendly website is that when a voter has a question at 10 pm, he can get an answer. Many times they will forget about their question until it is the last minute on Election Day and we all know how much fun that is....

It is a good idea when possible, to plan for and order your promotional items well in advance of the dates you need them, allowing you to plan for their distribution, packaging, personalization, etc. as far in advance as possible, as there isn’t much time to do that in the middle of training or elections. Shop around for the best prices for what you are looking for – we chose our vendors based on their website, catalog, ease of ordering and free samples sent for the products we were considering.

Inexpensive ways to get the word out were also a big part of our marketing plan for 2006 and will continue to be a large part of our 2008 plans. Remember: You do not have to spend a lot of money to successfully inform your voters. In the months immediately preceding each election last year we were fortunate enough to be able to pass out bookmarks at both of our local libraries; which conveniently enough were two of our three Advance Voting locations. The bookmarks that we both designed and printed in house encouraged our voters to be a VIP.....to Vote In Person. The bookmarks were 2-sided and printed in color. They contained the addresses of each of our advance voting satellite sites, as well as our phone number and website information. We also handed out our bookmarks to newly registered voters here in the office. In my house, bookmarks end up all over the place – never in a book – I usually have to use a receipt or an empty envelope – but they can be found from the kitchen to the guest room to the laundry room to the bathroom. So just like the more costly promotional items, the idea is to stay connected to the voter beyond just taking their registration application.
We also printed two sided postcard-sized 2006 election calendars. In addition to the upcoming election dates these also included the advance voting satellite sites as well as our contact information. These we handed out to newly registered voters as well as at our local fair and at expos. Printing and cutting the bookmarks and the calendars was done in house with only the cost of cardstock paper and some ink. New residents were especially happy to have these items as they were small and would fit on their refrigerator or bulletin board.

Never underestimate the power of the “I’m a Georgia Voter” sticker. In recent years we have sent our First Vote students out into the crowds at our local fair with one mission...to urge the masses to register to vote...and a fun way to do that is to pass out the stickers to children (with the parent’s permission of course) and directions to the voter registration booth. Entice the people with what they are missing out on... “I Voted” stickers.

Promotional items for poll workers can vary as much as those for voters. The gifts should be practical and, if possible, usable even when they are not working an election. Two years ago we presented our poll workers with “Election Official” pins. Last year we surprised them with a coffee mug. We had “Forsyth County Election Official” printed on them; the thought behind the printing was to tell the poll workers this was a gift for them only – it wasn’t for the public – it was only for our poll workers. We wrapped and sealed them in brown lunch sacks with a fun label expressing our appreciation. The labels read: “Just a little token of our appreciation. Thanks for all you do! Forsyth County Elections.” While they were not personalized they still wore that we took the time and cared enough about them to individually wrap the mugs instead of merely pulling one out of a box on their way out the door. These mugs were given out after the first poll worker training of the year. Many poll workers brought the mugs with them to the polls on Election Day and in the future they will always remember their time working elections whenever they use their mug.

If you can it is a good idea to come up with (or borrow) a slogan of some kind; we decided on “If You Don’t Vote, You Can’t Complain.” We had our slogan imprinted on all of our promotional items including the 2007 pocket calendars we presented to each of our poll workers in 2006. These calendars were included in their supply boxes for the November General Election last year. The calendars were gift boxed with personalized labels for each worker in the precinct. We received many compliments and ‘thank you’s’ for each of the gifts and we plan to give out 2008 calendars this year with the 2008 election dates printed on the back cover. The calendars let them know that we want them back...and when. It is our way of saying, “We know you have a busy schedule, so don’t forget to make us a part of it next year.”

It is vital to show our appreciation for a job exceptionally well done. Following a presidential year we invite all of our active poll workers to a much deserved dinner. Everything is on us...we provide all the food and it gives our poll workers the opportunity to relax and enjoy each other’s company. In gubernatorial years we hold a special poll manager luncheon. Again the food is on us...but the suggestions, complaints, and concerns are on our poll managers. This is their opportunity to voice concern for future elections and we are there to listen and to learn.

A no-cost to low-cost way of getting the word out is by putting an insert in your County Water Bills. You can include one 8.5 x 11 flyer in each bill and include whatever information you need to get across; registration deadlines, election dates, advance voting locations, etc. When we did this our mail room folded and stuffed the flyers – our only cost was the printing and the paper. Since then our county commissioners have taken over using the water bill for a county newsletter; however, we are allotted space in the newsletters during election seasons. So whatever your situation may be do not pass up this opportunity to get out election information.

We see part of our job as making the choice of voting as easy and enjoyable an experience as possible. If you have the time and the budget, promotional items can help get your message out to the voters and can be a way to say “Thank You” to your poll workers. Promotional items can range from those done in house with little or no costs involved to items bought from an outside vendor that are tailored to your needs and can cost thousands of dollars. You decide what you can afford and what you want to do and you should also plan to include promotional items in your future budgets. Remember to treat every voter and potential voter in your community as a potential poll worker. Just as you want to express your appreciation to your poll workers you should make a point of providing your voters with the means to answer all of their questions.
A Promotional Bag and its contents

Bag Contains: Registration Application, Newsletter, Brochures, Letter Opener, Magnet, Post-it Note Pad, & Pocket Magnifier
Front of Letter Opener

Back of Letter Opener

Magnet

"If You Don’t Vote, You Can’t Complain"
Forsyth County Registrations & Elections
770.781.2118
www.forsythco.com
Post-it Notes

Pocket Magnifier
A Poll Worker Mug and its Packaging
2007 Pocket Calendar

"If You Don't Vote,
You Can't Complain."
Forsyth County Elections
Cumming, GA 30040

Close-up of Inscription

Calendar and its Packaging
Increasing Efficiency in Election Administration
Using Automation to Generate Personalized Election Worker Letters
Johnson County, KS

Submitted by: Brian D. Newby
Johnson County Election Commissioner
2101 East Kansas City Road
Olathe, KS 66061
Johnson County Election Office

Increasing Efficiency in Election Administration

Using Automation to Generate Personalized Election Worker Letters

Submitted May 18, 2007
to the Election Center Professional Practices Program
by Brian D. Newby
Johnson County, KS Election Commissioner
Increasing Efficiency in Election Administration:
Using Automation to Generate Personalized Election Worker Letters

In Johnson County Kansas, voter registration doubled between 1986 and 2006, requiring more polling places and more election workers to operate the polls. The number of Election Office staff members has remained the same, making increased efficiency essential.

For a Presidential election, we assign up to 1800 workers to staff nearly 300 polling places. Workers at each location include the Supervising Judge, a Designated Driver or a Relay Driver, one or more Election Workers, and a student worker (at most locations).

By law, every election worker must complete training prior to working at the polls on Election Day. In November 2006 we coordinated 15 sessions for workers, ranging from refresher courses for veterans who have worked one or multiple previous elections, to hands-on training for “newbies” who are working for the first time. Experienced workers may substitute an on-line class for an in-person class no more than once a year.

Supervising Judges, who are in charge of the polls, attend a regular training class plus a specialized session on Saturday or Sunday before the election.

Previous Procedure: In the manual process for assigning workers, we created basic letters by position, personalized them with an address label for the worker and another label for the polling place, and enclosed additional sheets with other information. Opportunities for error were abundant, proofing was difficult, sorting and stuffing was tiring, requiring an average of four people for three days to complete the project.

Efficiency Improvement: The automation solution was a team effort. A staff member with database experience analyzed the information available and developed a series of queries, while the staff member who manages election workers created templates for letters. Finally, letters and query results were merged to generate personalized letters for each election worker based on their own location assignment, position assignment and training information.

Labels and sorting were eliminated, proofing was simplified, and the time required for the project dropped literally from days to hours.

Procedure: Annually, we send an ‘Election Availability Questionnaire’ to all election workers in our database and record their responses.

Upon completion of the election worker assignment process for a given election, we send notification letters to all assigned workers who have indicated they are available for that election. Each letter indicates the polling place and position assignment, and includes a return page for the worker to either confirm acceptance of the assignment and to choose a training session, OR to decline the assignment. A postage paid return envelope is included.

In an alternate procedure, used in smaller elections, assignments are made by telephone. A follow-up letter confirms the polls assignment and the selected training session.

Letters are formatted to fit a window envelope, eliminating the need for an address label. The return page includes the worker’s name and address, plus polling place and position codes for use by election office staff for ease of recording the returned response page.

Drivers and Supervising Judges receive a supplementary letter about a week before the election with instructions and maps for returning election results and supplies. The same basic automation process is utilized to print these letters for the selected individuals requiring this informational mailing.

As a follow-up to the assignment letters, we find that reminder phone calls the day before each training session reduces the number of no-show cancellations and the need to reschedule workers to other sessions. Anyone who is not trained cannot work the election.

Sample letters are attached.
Johnson County Election Office

Brian D. Newby
Election Commissioner

Patriotic Citizen
1234 Main Street
Spring Hill, KS 66083

KEEP THIS COPY FOR YOUR REFERENCE
PLEASE READ CAREFULLY!!

You have been selected to work at the 2006 Fall General Election on Tuesday, November 7, 2006.

Your polling place assignment and address is listed below:

Spring Hill Civic Center
401 N Madison St
Spring Hill, KS 66083

Your position assignment is: Election Worker

Your Refresher Training Class is scheduled for Saturday, ________, 9am-12noon.
(Write the date you select from page 2)

Your Refresher Training Class will be conducted at

Olathe North High School
600 E. Prairie St.
Olathe, Kansas

NO FOOD OR DRINK ALLOWED IN THE AUDITORIUM!!!!!!

PLEASE NOTE: All election workers need to arrive at your assigned polling place at 6 am on Election Day. Be certain to take enough food and drinks for the entire day. All workers are required to remain at the polling place until the polls close at 7pm and assist with closing.

If you have any questions, you may call 715-6836 (24 hours / 7 days).
If no one is available at the time of your call, leave a message and someone will return your call.

Please respond by completing Page 2 of this letter and return it to the Election Office in the enclosed envelope as soon as possible but no later than September 15, 2006.

1201 East Kansas City Road, Olathe, KS 66061
Website: www.jocoelection.org
E-mail: election@jocoelection.org

Johnson County Election Office

Brian D. Newby
Election Commissioner

Patriotic Citizen
1234 Main Street
Spring Hill, KS 66083

RETURN THIS PAGE TO THE ELECTION OFFICE BY SEPT 15

Step 1 ______ Yes, I accept this assignment.
________ No, I am not able to accept this assignment.

(if you indicated you are unable to accept this assignment you may skip step 2, sign and mail)

Step 2 Please circle the date you wish to attend your Training Class:
(circle only one date)

Saturday
October 14
9 am-12 noon

Saturday
October 21
9 am-12 noon

Both classes will be conducted at:
Olathe North High School
600 E. Prairie St.
Olathe, Kansas

• State law requires that everyone attend a training class prior to every election.
• Seating is limited. Training sessions will be assigned first come, first served.
• You will be contacted only if the session you selected is full.
• Please mark your calendar accordingly (Write your choice on page 1 of this letter).

Step 3
Signature_______________ Date_____________

RETURN THIS PAGE TO THE ELECTION OFFICE BY SEPT 15

2101 East Kansas City Road, Olathe, KS 66061
Website: www.jocoelection.org
E-mail: election@jocoelection.org

Exhibit 1: Assignment Letter to worker who has served before – with refresher training option return page
Johnson County Election Office
Brian D. Newby
Election Commissioner

Patriotic Citizen
1234 Main Street
Spring Hill, KS 66083

KEEP THIS COPY FOR YOUR REFERENCE
PLEASE READ CAREFULLY!!

You have been selected to work at the 2006 Fall General Election on Tuesday, November 7, 2006.

Your polling place assignment and address is listed below:

Spring Hill Civic Center
401 N Madison St
Spring Hill, KS 66083

Your position assignment is: Election Worker

Your Training Class is scheduled for:

(Write the date and time you select from page 2)

Your Training Class will be conducted at the

Johnson County Election Office
2101 E. Kansas City Road
Olathe, Kansas

PLEASE NOTE: All election workers need to arrive at your assigned polling place at 6 am on Election Day. Be certain to take enough food and drinks for the entire day. All workers are required to remain at the polling place until the polls close at 7pm and assist with closing.

If you have any questions, you may call 715-6836 (24 hours / 7 days). If no one is available at the time of your call, leave a message and someone will return your call.

Please respond by completing Page 2 of this letter and return it to the Election Office in the enclosed envelope as soon as possible but no later than September 15, 2006.

2101 East Kansas City Road, Olathe, KS 66061
Website: www.jocoelection.org
(913) 782-3441 Fax: (913) 791-1753
E-mail: election@jocoelection.org

RETURN THIS PAGE TO THE ELECTION OFFICE BY SEPT 15

Step 1
Yes, I accept this assignment

No, I am not able to accept this assignment.

(If you indicated you are unable to accept this assignment you may skip step 2, sign and mail)

Step 2
Please circle the date / time you wish to attend your Training Class:
(circle only one date / time)

Tuesday
October 18
1 pm - 4 pm

October 24
9 am - noon

Wednesday
Thursday
Saturday

October 21
9 am - noon

October 28
9 am - noon

October 28
2 pm - 5 pm

All training classes will be conducted at the

Johnson County Election Office
2101 E. Kansas City Road
Olathe, Kansas

- State law requires that everyone attend a training class prior to every election.
- Seating is limited. Training sessions will be assigned first come, first served.
- You will be contacted only if the session you selected is full.
- Please mark your calendar accordingly (Write your choice on page 1 of this letter).

Step 3
Signature __________________ Date ______________

RETURN THIS PAGE TO THE ELECTION OFFICE BY SEPT 15

2101 East Kansas City Road, Olathe, KS 66061
Website: www.jocoelection.org
(913) 782-3441 Fax: (913) 791-1753
E-mail: election@jocoelection.org

Exhibit 2: Assignment Letter to new worker – with training option return page
KEEP THIS COPY FOR YOUR REFERENCE
PLEASE READ CAREFULLY!!

You have been confirmed to work at the 2007 Spring General Election on Tuesday, April 3, 2007.
Your polling place assignment and address is listed below:

Spring Hill Civic Center
401 N Madison St
Spring Hill, KS 66083

Your position assignment is: Election Worker (Designated Driver)
Your Refresher Training Class is scheduled for Saturday March 10, 2007 9am-12noon
Your Refresher Training Class will be conducted at: Overland Park Church of Christ 115th and Pflumm Rd.
Overland Park, KS
NO FOOD OR DRINK ALLOWED IN THE AUDITORIUM!!!!!

As Designated Driver for your location, a packet of information with the details of your “drop-off location” will be mailed to you under separate cover.

PLEASE NOTE: All election workers need to arrive at your assigned polling place at 8 am on Election Day. Be certain to take enough snacks and drinks for the entire day. All workers are required to remain at the polling place until the polls close at 7pm and assist with closing.

If you have any questions, you may call 715-6836 (24 hours / 7 days).
If no one is available at the time of your call, leave a message and someone will return your call.

HAVE A GREAT DAY AT THE POLLS!

2101 East Kansas City Road, Olathe, KS 66061
Fax: (913) 782-3441
Website: www.jcoelection.org
E-mail: election@jcoelection.org

Exhibit 3: Letter to driver confirming telephone assignment
Nextel Communication Link to Precincts on Election Day
Rutherford County, TN

Submitted by: Howard H. Penuel, Jr.
Administrator of Elections
1 Public Sq. South Rm. 103
Murfreesboro, TN 37130
HOWARD H. PENUEL, JR.

ADMINISTRATOR OF ELECTIONS
RUTHERFORD COUNTY, TENNESSEE
1 PUBLIC SQ, SOUTH RM. 103
MURFREESBORO, TENNESSEE 37130
Telephone: (615) 898-7743/Fax (615) 898-7938

THE ELECTION CENTER
2007 PROFESSIONAL PRACTICE PROGRAM

NEXTEL COMMUNICATION LINK
TO PRECINCTS ON ELECTION DAY

Submitted by: Howard H. Penuel, Jr.
NEXTEL COMMUNICATION LINK
TO PRECINCTS ON ELECTION DAY

Webster defines the word communication as “a process by which information is exchanged between individuals through a common system of symbols, signs or behavior;” and further, the dictionary described communication as a “system for communicating.” We have found that having an effective form of communication with election officials on the “front lines” (at the polling place) is an immeasurable election day practice necessary for conducting successful elections.

Gone are the days when Native Americans would send smoke signals or produce drum sounds as signals to communicate with other tribes located miles away about pending trouble on the horizon. A later example, familiar to many of us during our growing years, was when we would attempt to communicate with a playmate around the corner of a building while speaking into an empty can which magnified the audio voice sounds through the tightly held string as the receiver listened by keeping the string tight and pressing the second empty can to the ear. These examples of communication were inventive and effective methods of sending or receiving information at the time, but would obviously prove ineffective in today’s world of almost instant communication technology.

Rutherford County, Tennessee presently has 48 precincts where some 122 thousand voters are assigned to vote. Geographically, the polling places are spread throughout 612 square miles. Dial up land lines and cell phones were once used as communication devices but proved to be slow and cumbersome for effective rapid communication with the “office,” even in the 21st Century.

According to post 9/11 documents submitted to authorities, the use of Nextel phones with walkie-talkie features were the only effective way to communicate in the immediate area of disaster in New York City for many days.

Using this as a supportive practice by fire and police officials from New York, the Rutherford County Election Commission chose to use the Nextel phone service as the method of communication in the unlikely event of possible emergencies and to improve communications between precincts and the election office during elections. Forty-eight precincts are divided into eight teams who are linked with their assigned office team captain for every call. The phones are programmed by county technology personnel to link with only their team captain for requesting information or to seek answers. The official only has to press a button, identify oneself, and wait for the team captain to respond. Depending on the activity of the election from the other seven teams, office team captains are usually able to solve a problem in a matter of minutes.
Rutherford County, Tennessee
Communication Practice

The practice of using the Nextel method of communication during elections has proven to be simple and easy to use by election officials after several training sessions. The Nextel provides the election official the comfort of knowing who is on the other end of the phone and who will help with “their problems,” during each and every call.

Costs involve the rental or purchase of Nextel phones, plus activation, and the charges for air time used by officials during the election. Officials must be trained by qualified, knowledgeable users, and demonstrate a user confidence level prior to the election. “Practice makes perfect” goes along way when election officials use the Nextel communication device.

Future improvements to this practice envisioned for the 2008 Presidential Election would be not to divide precinct into teams, but to provide each precinct team leader with a Team Captain for receiving almost immediate help from the office. Furnishing each team leader (each precinct) with an instant response link to a team captain at the office would avoid delay and speed up the election process for the voter and election official as well.

In today’s world the practice of having an effective rapid communication link between Precinct officials and the office on election day, such as the Nextel Walkie-Talkie, is an absolute necessity for conducting elections.

Supporting Documents:
Precinct Nextel assignment breakdown
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<th>phones</th>
<th>location</th>
<th>instructions</th>
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<th>total voters</th>
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Using a Check List to Assure Voting Machines are Ready for Election Day
Rutherford County, TN

Submitted by: Howard H. Penuel, Jr.
Administrator of Elections
1 Public Sq. South Rm. 103
Murfreesboro, TN 37130
THE ELECTION CENTER
2007 PROFESSIONAL PRACTICE PROGRAM

"USING A CHECK LIST TO ASSURE VOTING MACHINES ARE READY FOR ELECTION DAY"

Submitted by: Howard H. Penuel, Jr.
USING A CHECK LIST
TO ASSURE VOTING MACHINES
ARE READY FOR USE ON ELECTION DAY

Throughout the course of conducting an election, whether for a state, county or municipality, one of the most important facets of the operation is making sure every precinct is assigned the correct number of voting machines, correctly programmed with qualified candidates, tested and ultimately placed at the correct precinct. This may seem very elementary, but, if the process is not correctly performed in a timely manner, then results could be very detrimental to the election official in charge on the day of the election.

The Rutherford County, Tennessee election commission practice of using a voting machine preparation check list, similar to a pre flight inspection pilots use in aviation, has proven to be successful.

In order to provide the correct number of voting machines for each precinct, as provided by state law, office personnel pulls precinct numbers of registered voters from our registration data base. Using this figure, the correct number of voting machines are numbered and assigned to a precinct. This information is rechecked by a different office staff member for accuracy using a printout of voting machine numbers. A machine tech list is then printed and checked again for accuracy before given to the machine tech. who loads the correct ballot style onto the correct voting machine.

After the machine tech loads the ballot on the voting machine, each activation is tested to assure the machine is working properly and the precinct name and number assigned to the machine is then verified.

After each machine has been successfully tested, the machine tech labels each machine/case with the proper number and name of precinct assuring all machines are correctly identified.

A machine list is then prepared and proofed by another staff member before it is forwarded to the state as required by state law. The voting machines are now ready for pick-up by the officer or the person assigned to pick up assigned machines referring to the information provided from the machine list. The person who picks up the voting machines rechecks the numbers using the machine/precinct list to verify the correct machines and then signs a receipt verifying having the correct machines.

This practice appears to be redundant, but if a check list is followed precinct officials and voters may rest assured that each precinct has the correct number of voting machines with the correct assigned numbers, which have been tested for the correct ballot and proof of accuracy.

Supporting Document:
Precinct Voting Machine Checklist
1. Collect precinct numbers
2. Assign voting machines to precinct (per voter in each precinct)
3. Using software, assign machine numbers to a specific precinct
4. Print report and verify machine number and count
5. Print machine tech. list with machine numbers and check for accuracy
6. Program correct ballot on correct voting machine using list
7. Test voting machines and verify precinct name and machine number
8. Label case with machine number, precinct number and name
9. Print final machine list, proof
10. Person picks up machines and compares machine list with Numbers on voting machines before signing for machines