# Election Worker Set-Up

Complete and return to:  City Clerk, 211 Walnut Street, Neenah WI   54956 or email psturn@ci.neenah.wi.us

This form is used to document the transmission of election worker information.  All election workers should be noted through the completion of this form. Providers should file this document for reference.

## Contact/Jurisdiction Information

### Relier Information

| | |
|---|---|
| Clerk Last Name | **STURN** |
| Clerk First Name | **PATTY** |
| Municipality  ○ Town  ○ Village  ● City | **NEENAH** |

| County | **WINNEBAGO** | HINDI # | 71261 |
|---|---|---|---|

### Provider Information

| County | **WINNEBAGO** | HINDI # | 71261 |
|---|---|---|---|

| Municipality  ○ Town  ○ Village  ● City | **NEENAH** |
|---|---|

### Poll Worker Information

| | | | |
|---|---|---|---|
| Worker Last Name | | | |
| Worker First Name | | Worker Middle Name | |
| Address:  Street Number and Name | | | |
| Apt. Number | | City | **NEENAH** |
| State & ZIP + 4 | **WI   54956** | | |

| | | | |
|---|---|---|---|
| Date of Birth (MM/DD/YYYY) | | Home Telephone: | **920-** |
| Other Telephone Type: | | Other Phone Number: | **920-** |
| Worker e-mail address | | | |
| Social Security Number | _ _ _ - _ _ - _ _ _ _ | | |
| Party Affiliation (if any) | | ○ Unaffiliated | |

**Worker Type**
Fill in one circle only

○ Chief Inspector    ○ Chief Inspector AM Shift    ○ Chief Inspector PM Shift    ○ Alternate Chief Inspector
○ Election Inspector   ○ Election Inspector AM Shift   ○ Election Inspector PM Shift   ○ Election Inspector (Student)
○ Alternate Election Inspector
○ Election Inspector & Special Registration Deputy (Indicate Deputy Number)
○ Election Inspector & Special Voting Deputy
○ Special Registration Deputy (Indicate Deputy Number)
○ Special Registration Deputy (ED) (Indicate Deputy Number)          Special Registration Deputy Number (if applicable)
○ Special Voting Deputy
○ Tabulator

| Normal Ward | |
|---|---|

| Does this worker require transportation?  ○ YES  ○ NO | Miles to work: **NA** | | Worker willing to work outside ward?  ○ YES  ○ NO |
|---|---|---|---|

Election Types:
○   Any Elections
○   Spring Elections Only
○   Fall Elections Only
○   Governor Elections Only
○   Presidential Elections Only

| Worker Status Expiration Date: | **NA** | Is this a State Appointment?  ○ YES  ● NO |
|---|---|---|

Additional Comments:

| Clerk Signature: | | Election Worker Signature: | |
|---|---|---|---|
| Date: | | Date: | |

GAB-403 (4/2014)

# Serving as an Election Official in the City of Neenah

*Election Officials facilitate the right to vote and maintain order at the polls on Election Day. They ensure that our elections are open, fair, impartial and trusted.*

## Signing Up
*Complete the GAB-403*
- *Return it to the Clerk's Office, 211 Walnut Street, Neenah WI   54956*
- *Call the Clerk's Office (920) 886-6100*
- *Complete the form and email it to:  psturn@ci.neenah.wi.us*

## Election Officials:
- *Set up the polling place*
- *Register voters*
- *Issue ballots*
- *Record who votes*
- *Monitor the election equipment*
- *Count the votes*
- *Complete Election Day forms*
- *Tally write-in votes*
- *Close the polls*



Without poll workers, elections could not be held. **Become a Poll Worker**

## Qualifications:
*To work at the polls, you must:*
- *Be an eligible voter in the City of Neenah (an adult U.S. citizen who has resided in the City of Neenah for at least 21 days and not disqualified from voting)*
- *Attend training*
- *Pay close attention to detail*
- *Speak, read, write and understand English*
- *Be capable of performing each task at the polling place*
- *Work a full shift (6 am to 9 or 10 pm)*
- *Work well with others*
- *Perform duties in a non-partisan manner*
- *Abide by state and federal election laws*
- *Never engage in electioneering at the polling place*
- *Treat all voters with respect*
- *Treat Election Officials and Clerk's Office employees with respect*
- *Be free from the influence of alcohol and/or drugs while at the polls*
- *Not be a candidate for any office on the ballot for that election*

## Polling Place Assignments:
*Approximately four weeks prior to an election the Clerk's Office begins contacting Election Officials to fill vacancies for the upcoming election. You do not need to wait to hear from us, you can call the Clerk's Office 886-6100 to express your willingness to work.*

**Training:**
City of Neenah Election Officials are required to attend training before an election. The training sessions are held on the Thursday afternoon prior to the election at Neenah City Hall, 211 Walnut Street. November General Election trainings are held at the Neenah Library, 240 E. Wisconsin Avenue.

**Compensation:**
The City of Neenah pays its Election Officials a daily stipend of $120 for Spring Elections & the Fall Primary and $150 for November General Elections. Chief Election Officials receive a daily stipend of $180 for Spring Elections & the Fall Primary and $215 for November General Elections. For attending the pre-election training meeting you receive an additional $20. Breakfast, lunch and dinner are included catered by one of Neenah's finest restaurants.

**Regularly Scheduled Elections:**
**Spring Primary**
Primary held on the third Tuesday in February to nominate non-partisan candidates to be voted for at the Spring Election. State Statute §5.02(22)

**Spring Election**
Election held on the first Tuesday in April to elect judicial, educational and municipal officers and non-partian county officers and to express preferences for the person to be the presidential candidate for each party in presidential election years. State Statute §5.02(21)

**Fall Primary**
Primary held in even-numbered years on the second Tuesday in August to nominate candidates to be voted for at the General Election. State Statute §5.02(18)

**General Election**
Election held in even-numbered years on the Tuesday after the first Monday in November to elect United States senators, representatives in congress, presidential electors, state senators, representatives to the assembly, district attorneys, state officers other than the state superintendent and judicial officers and county officers other than supervisors and county executives. State Statute §5.02(5)