

## SEEKING ELECTION INSPECTORS

## FOR ALL ELECTIONS

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 EL-403 attached:

- Mail to the Clerk's Office, 211 Walnut Street, Neenah WI 54956, OR
- Email it to clerk@ci.neenah.wi.us

### **Election Officials:**

- Set up the polling place
- Register voters on Badger Book
- Record who votes in the Bader Book
- Issue ballots
- Monitor the election equipment
- Count the votes
- Complete Election Day forms
- Tally write-in votes
- Close the polls

#### **Qualifications:**

To work at the polls, you must:

- Be an eligible voter in Winnebago County (an adult U.S. citizen who has resided in Winnebago County for at least 10 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

#### **Qualifications Continued:**

- 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

## Training:

• City of Neenah Election Officials are required to attend training before election. The training sessions are held either at Neenah City Hall, 211 Walnut Street, or the Neenah Public Library, 240 E. Wisconsin Avenue.

## Compensation:

 The City of Neenah pays its Election Officials a daily stipend. For attending the preelection training meeting you receive an additional \$20. Breakfast, lunch, and dinner are catered from local restaurants.





# **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.

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