



# Volunteer Guidelines

- You are a crucial contributor to the success of the Kids Voting Southeast Pennsylvania program! Your special effort helps to make a child's voting experience a true joy.
- Remember we are guests and elections are serious business. Please be careful not to interfere with the election judges or the actual adult voting. The precinct workers are not affiliated with Kids Voting and they have authority over the voting place.
- Make sure that young children are attended at all times and do not disturb the adult voters or precinct workers. The Kids Voting curriculum teaches students that voting is a serious responsibility.

## Voting Day Procedures:

- 1) Welcome each student who comes to vote. We want to make this a positive experience. No student should be turned away! Home-schoolers and those in private schools and preschools are all welcome.
- 2) Ask students to sign the Student Registration Form, listing their name, school and grade. If a child brings a registration card, you can put a star on it and return it to the child.
- 3) Give each student a ballot and show him or her what information needs to be filled in. Be sure they complete the school code #. Show them the highlighted sample ballot for Congressional and PA legislative candidates.
- 4) Direct students to booth to privately fill out their ballots. However, it is important that they fill out their ballots correctly. (bubble in circles completely) If they make a mistake or change their mind, they must erase their answer completely. **Please double check them. Also, check to make sure that they voted for only one candidate per section.**
- 5) Have students place their completed ballot in the ballot box. **DO NOT FOLD BALLOT!!!**
- 6) Thank the students for voting and give them an "I Voted" sticker and a Kids Voting pencil.
- 7) Please help to keep the Kids Voting area clean.
- 8) At the end of your shift, please help to train the next shift when they arrive.

## \*\*SUPPLY CHECK LIST FOR EACH PRECINCT SITE\*\*

*Some sites have 2 or 3 voting districts, so you will receive more supplies.*

2 voting booths	1 ballot box
Registration pad	ballots
volunteer buttons	2 envelopes
2 "Vote Here" signs	1 outdoor sign (if available)
giveaway pencils	"I Voted" stickers

In addition . . .

- Please provide sharpened #2 pencils for children to complete their ballots (6)
- Feel free to promote your school, club or organization with a small sign or banner!