



District Volunteer Coordinator Responsibilities

- Obtain list of precincts from your Kids Voting district.
- Recruit groups who will "Adopt-A-Precinct" (or two) and be willing to staff volunteers at that precinct.
 - 1) Contact parent groups at each elementary and middle school and determine which precinct(s) they will be adopting. It is best to get a commitment to adopt-a-precinct BEFORE school is out for as many precincts as possible.
 - 2) Work with high schools to determine which precincts student organizations/clubs could adopt with the help of at least one adult leader
 - 3) Recruit community organizations to "Adopt-A-Precinct". We will give you some Kids Voting brochures to help with this.

Sources of Volunteers

AARP
Alumni associations
American Association of University Women
Assistance League
Auxiliary organizations
Bar Association
Board of Realtors
Boy Scouts
Chamber of Commerce
Civitan
College/University student groups
Cub Scouts
Employee groups
Girl Scouts
Home School groups
Jaycees
Junior Achievement
Junior League
Kiwanis
Knights of Columbus
Labor unions
League of Women Voters

Lions Club
National Honor Society, Student Council, World Affairs Club (other high school organizations/clubs)
Press associations
Retired Educators
Rotary Club
Senior Centers
Teachers' unions
Veterans associations
Volunteer Centers

- When a precinct has been adopted, have the group identify a Precinct Captain and obtain their contact information. For the elementary schools, this is important to do in the spring, probably after PTO/PTA elections so they are good to go and have an established captain for their adopted precincts.
- Have the parent groups consider making Kids Voting a committee, so that the Precinct Captains can sign parents up in the fall.
- Provide each new Precinct Captain with a list of their duties which will be given to you by Kids Voting and will be listed on our web site.
- Ask each Precinct Captain to make a sight visit in early fall to obtain permission from the local site and ask them for a separate room to set up Kids Voting. Have them report this information to you and you can keep it on a master list.
- Communicate with Precinct Captains in the fall and provide assistance as needed.
- Have Precinct Captains keep track of all contact information for their volunteers so that you can send thank you's.
- Participate in training of precinct captains in the fall,
- On Election Night, be at Election Headquarters for your district and handle requests, if any, from polling sites (more ballots, etc).
- On Election Night, collect ballots dropped off mid-way through the night and work with a volunteer team to check that ballots were completed accurately.
- At the end of Election Night, help collect, organize, and inventory all supplies. Deliver or have someone deliver supplies to designated district location. E-mail inventory list to Richard Coe within one week after the election.