

Captain meeting to be held in October—information to come

The Role and Responsibilities of a Precinct Captain:

Prior to Election Day

1. Recruit/schedule volunteers for each precinct. Each precinct will need 3-5 volunteers per shift, plus some “alternates” as backup.
Recommended shifts: *Shifts are determined by districts*
Shift 1 (Set Up) 3-5:45 PM
Shift 2 (Tear down) 5:30 -7:30PM
2. At least two weeks prior to Election Day, contact the person in charge at your polling site to make arrangements for a Kids Voting location (preferably a separate room). Be sure tables and chairs will be provided. Some polling sites have special restrictions.
3. At least two weeks prior to Election Day, call the precinct judge to let him/her know that you are the KV precinct captain. Reassure the judge that Kids Voting will not interfere with the adult voting process,
4. One week prior to election call to remind each volunteer of their shift/commitment. Please give volunteers your election night phone number.
5. Mail, email or fax schedule of KV poll workers (names, addresses, phone) to your District Volunteer Coordinator, XXXX, by October XX.
6. Distribute KV materials to volunteers – KV ballot boxes, voting booths, pencils, ballots, stickers delivered to first shift.

Election Day (Tuesday, November 6th)

1. Have first shift set up polls at 3 PM to be ready for voters at 3:30. Be there to supervise if possible.
2. Ensure that volunteers report to polls and get trained at each shift change.
3. Assign someone from first shift to take completed ballots to KV district headquarters for tallying. (Place in Ballot Envelope #1).
4. Be available—“on call” for questions throughout Election Day. Leave your phone numbers at the polls along with list of KV contact numbers.

Closing the Polls

1. The Captain is responsible for getting final ballots to KV Headquarters when polls close. (Place in Ballot Envelope #2).
2. Collect all supplies and tidy up Kids Voting polling sites. Supplies: extra ballots, pencils, ballot box, voting booths, registration sheets, “I Voted” stickers. These should be returned to KV headquarters.
3. Clean up! *Please restore the room to its original condition. Remove all trash. Remember, we are guests!*

KV Headquarters by District

TBA