



Welcome Kids Voting Precinct Captain!

Thank you for volunteering. You are an important part of this community-wide project that encourages our students to become responsible citizens and exercise their right to vote.

With this program, students have an opportunity to accompany their parents to the polls to cast their “vote” as part of Kids Voting Southeast Pennsylvania. Students should vote at the same precinct as their parents or guardians. Within two days, results will be published in *The Intelligencer* and the *Bucks County Courier Times*.

Below you will find the details about your responsibilities as a precinct captain. We know you will find this to be a rewarding experience.

Please feel free to contact me if you have any questions or concerns:

Central Bucks Volunteer Coordinator:

Hayden Saunier

hayden.saunier@verizon.net

215-272-1630 cell

CAPTAIN MEETING— Tuesday, OCTOBER 5, 7pm CENTRAL BUCKS BOARD ROOM, 16 WELDEN DRIVE, DOYLESTOWN, PA, 18901. If you are unable to make this meeting, please have one of your precinct volunteers attend. It is important that someone from your precinct is in attendance. Thanks!

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:
Shift 1 (includes Set Up) 3:00 –5:30 PM
Shift 2 (includes Tear Down) 5:15-7:45 PM
These are recommended shifts. However, you may adjust the times to fit your needs as long as the precinct is covered from 3:00-8:00 pm.
If your precinct is a “double” precinct, you will want to have at least 5 volunteers per shift. You may want to have a sign up sheet in your school’s main office.
2. Contact the person in charge at your polling site in the next few weeks to make arrangements for a separate Kids Voting room. Be sure tables and chairs will be provided. Some polling sites have special restrictions.
3. Send a list of KV precinct volunteers (names, addresses, and phone) to your District Volunteer Coordinator and precinct Election Judge.
4. One week prior to election, call to remind each volunteer of his or her shift/commitment. Please give volunteers your phone number.
5. Distribute KV materials to volunteers if you will not be present for set up - KV ballot boxes, voting booths, pencils, ballots, and stickers. Prepare a sample ballot, highlighting appropriate sections of the ballot for students in K-3, 4-6 and 7-12. Materials will be distributed at Captain’s Meeting.

Election Day (Tuesday, November 2nd)

1. Have first shift set up polls at 3:00 PM to be ready for voters at 3:30PM. Be there to supervise, if possible.
2. Ensure that volunteers report to polls and get trained at each shift change.
3. Assign someone to take completed ballots to KV district headquarters (CB Board Room) after the first shift for review (place in Ballot Envelope #1).
4. Be on site or available for questions throughout Election Day. Leave your phone number(s) at the poll, along with list of KV Headquarter contact number(s), which will be provided at Captain’s Training Meeting.

Closing the Polls

1. When polls close, the Captain is responsible for getting final ballots to KV Headquarters (CB Board Room) 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, and “I Voted” stickers. These should be returned to your KV district headquarters.

Clean up! *Please restore the room to its original condition. Remove all trash. Remember, we are guests!*

Additional Kids Voting Contacts:

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