##

**Election Worker Manual Template**

**Year**

**Jurisdiction name**

# County Board of Elections

**Office Hours**

**Mon:**7:30am-5:30pm

**Tue:**7:30am-5:30pm

**Wed:**7:30am-5:30pm

**Thur:**7:30am-5:30pm

**Fri:**Closed

**Sat:**Closed

**Sun:**Closed

### OFFICE HOURS

**Mon:**7:30am-5:30pm

**Tue:**7:30am-5:30pm

**Wed:**7:30am-5:30pm

**Thur:**7:30am-5:30pm

**Fri:**CLOSED

**Sat:**CLOSED

**Sun:**CLOSED

### OFFICE HOURS

**Mon:**7:30am-5:30pm

**Tue:**7:30am-5:30pm

**Wed:**7:30am-5:30pm

**Thur:**7:30am-5:30pm

**Fri:**CLOSED

**Sat:**CLOSED

**Sun:**CLOSED

### OFFICE HOURS

**Mon:**7:30am-5:30pm

**Tue:**7:30am-5:30pm

**Wed:**7:30am-5:30pm

**Thur:**7:30am-5:30pm

**Fri:**CLOSED

**Sat:**CLOSED

**Sun:**CLOSED

**Mission**

**Our mission is to provide an election process that is honest, transparent and responsive to the needs of all eligible citizens in exercising their voting rights.**

|  |  |
| --- | --- |
| Contact Information | County |
| **Address** | 500 S. Main St.Your City, HM 59155 |
| **Phone** | 555-455-0000 |
| **Email** | email |
| **Website** | yourcounty.elections.gov |
| **Recruiter** | XXX-XXX-XXXXemail |

# Table of contents

Update the table before you finalize the document

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# How to use this manual

## Find the right section

At the top of every page, you’ll see the section name. (Look at the tabs, look for color). This will help you find the main section. The first page of every section has a table of contents.

## Look for these symbols

We’ll use them throughout the manual to let you know important details.

[] call the call center

[] say something to the voter

[] this is a very important note

[] when done, file the paper here

[] signature

# Welcome

This is the first real content page of your election worker manual. It’s a chance to let election workers know what they are in for. And to tell them that they aren’t alone.

You’re here to help.

The manual is their go-to resource guide. And it’s going to get them through election day. In it they’ll find:

* Lots
* Of
* Information

Don’t forget to say thanks!

## Important dates to remember

|  |  |  |
| --- | --- | --- |
| Election | Early Voting | Election Day |
| Primary Election | 5/28 to 6/10 | 6/14 |
| General Election | 10/22 to 11/4 | 11/8 |

# Section 1

Start the section with 1-2 sentences that cover the most important thing about the section. For example, the opening section might say that the most important thing is to open on time.

If you won’t be able to open on time, call XXX-XXX-XXXX

## What’s in this section

Manually create a table of contents or automate it. Watch a video on YouTube for how to create multiple TOCs (here’s one to get you started) <https://www.youtube.com/watch?v=YMAkiErPeuU&ab_channel=ChesterTugwell>

# Numbered steps

##

## No images

Add 1 line of context/what you’re doing here

1. Instructions take up a whole line of the page
2. Instructions take up a whole line of the page
	* But there’s a substep here
	* And another substep
3. Back into the action with another instruction that takes a whole line of the page and even goes onto a second line
4. Instructions take up a whole line of the page
5. Instructions take up a whole line of the page
6. Instructions take up a whole line of the page
	* But there’s a substep here
	* And another substep
7. Instructions take up a whole line of the page
8. Instructions take up a whole line of the page
9. Instructions take up a whole line of the page
	* But there’s a substep here
	* And another substep
10. And we’re back to a line of text
11. Instructions take up a whole line of the page
12. Instructions take up a whole line of the page
13. Instructions take up a whole line of the page

## Short list, images for every step

This page layout takes some manual formatting. Use enter to add line breaks between numbered steps to make the step text line up with the top of the picture. Align the pictures to the left.

1. To change the picture, right click or control click on the image and select “change picture” from the menu”
2. Instructions take up a whole line of the page
	* Sub steps may need to be manually formatted
	* And another sub step



1. Back into the action with another instruction that takes a whole line of the page and even goes onto a third line



1. Instructions take up a whole line of the page



1. Instructions take up a whole line of the page

## Lots of steps, lots of pictures

Use this when there are a lot of pictures. Since there are so many images, don’t add a whole lot of text. Text boxes are technically captions so they are tied to the image box.

9. This is the description for the 9th image

**9**

7. This is the description for the 7th image

**7**

4. Edit the selected part of the group

**4**

**3**

3. Double click on the caption, number, or image to select it

**1**

1. The image, number, and picture are in a group

**2**

2. Click once on the group you want to edit

5. This is the description for the 5th image

**5**

8. This is the description for the 8th image

**8**

**6**

6. This is the description for the 6th image

## Short list, occasional pictures

Use this when you only have 1-2 pictures, and they apply to multiple steps

This page layout takes some manual formatting. Select all the text and move the right indent to about 4 or 4.5. That opens up room for a picture on the right-hand side of the page.

1. Instructions take up a whole line of the page
2. Instructions take up a whole line of the page
	* But there’s a sub step here
	* And another sub step
3. Back into the action with another instruction that takes a whole line of the page and even goes onto a fourth line
4. Instructions take up a whole line of the page
5. Instructions take up a whole line of the page
6. Instructions take up a whole line of the page
7. Instructions take up a whole line of the page
	* But there’s a sub step here
	* And another sub step
8. Instructions take up a whole line of the page

# Checklist

##

## Checklist for someone’s job

This might be a job aid because it covers the most important things that one person/job function needs to do throughout the day.

The order of items in a checklist shouldn’t matter too much – if things need to be in a strict order, use a numbered list.

### Before election day

* Schedule the days and hours team members will be working.
* Schedule and call all workers.
* Be at site during the setup.

### Opening the polls

* Open the polls on voting machines and complete paperwork.
* Make sure all indoor and outdoor signs are posted.
* Distribute supplies to Monitors and Senior Monitor.

### While polls are open

* Oversee vote center operation and supervise workers (Monitors, Senior Monitor, Card Collector, Sanitizers) throughout the day.
* Handle voting issues throughout the day (e.g., fleeing voters, printer issues, voting machine errors, etc.)
* Ensure proper forms are completed for specific situations.

### Closing the polls

* Complete closing paperwork.
* Close the polls on voting machines and remove flash drives.
* Pack required items to bring with you to Election Dept. Warehouse, especially transfer case containing flash drives.
* Pack and secure other items that stay at vote center.
* Drive to Election Dept. Warehouse with required items (both Team Leaders or Assistants must drive to the warehouse in one vehicle).

## Multiple short lists with picture

This is a 2 column style of checklist, great for packing lists. These are 2 columns, not a table.

###  Icon  Description automatically generatedName of the item

Item

Item

Item

Item

Item

Item

### Name of the item

Item

Item

Item

Item

Item

Item

Item

### Icon  Description automatically generated

### Name of the item

Item

Item

Item

Item

Item

Item

Item

### Name of the item

Item

Item

Item

Item

Item

Item

Item

## Multiple short lists, no picture

This is a 2 column style of checklist, great for packing lists. These are 2 columns, not a table.

### Name of the item

Item

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### Name of the item

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### Name of the item

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### Name of the item

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Item

# Visual guides

## Photo with legend



**A**

**B**

**D**

**G**

**C**

**H**

**F**

**E**

**A** – Item with description or instructions

**B** – Item with description or instructions

**C** – Item with description or instructions

**D** – Item with description or instructions

**E** – Item with description or instructions

**F** – Item with description or instructions

**G** – Item with description or instructions

**H** – Item with description or instructions

## Photo with call outs



Item

Item

Item

Item

Item

# Form examples

## Full page in appendix

Where to find it

When to use it

How to complete it

Item with description or instructions

Item with description or instructions

Item with description or instructions

Item with description or instructions

**D**

**A**

**B**

**C**

**D**

**C**

**B**

**A**



Where it goes once complete:

## Zoom in on part of a form within numbered steps

This is the same as the numbered steps, but with a form call out instead of an image.

1. Instructions take up a whole line of the page
2. Instructions take up a whole line of the page
	* But there’s a substep here
	* And another substep
3. Back into the action with another instruction that takes a whole line of the page and even goes onto a second line

**D**

**C**

**B**

**A**

**A** – Item with description or instructions

**B** – Item with description or instructions

**C** – Item with description or instructions

**D** – Item with description or instructions

1. Instructions take up a whole line of the page
2. Instructions take up a whole line of the page

##

## 2-pages in appendix (page 1)

Where to find it

When to use it

How to complete it

Line A: Long explanation and math

Line B: Long explanation and math

Line C: Long explanation and math

Line D: Long explanation and math

Line E: Long explanation and math

Line F: Long explanation and math

Line G: Long explanation and math

Where it goes once complete:

## Icon  Description automatically generated2-pages in appendix (page 2)

Example text

Example text

Example text

Example text

**C**

**B**

**A**

**D**

# Optional pages

## Glossary

**First word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Second word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Third word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Fourth word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Fifth word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Sixth word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Seventh word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Eighth word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Ninth word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Tenth word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Eleventh word**

This is the definition of this word. The definition should be between 2-7 lines long.

**Twelfth word**

This is the definition of this word. The definition should be between 2-7 lines long.

Notes

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