



Election Defense Alliance, Election Integrity & the Warren Poll

Volunteer Checklist

Overview

Thank you for volunteering!

Your contribution to the Election Verification Exit Poll (EVEP) project is an important part in helping expose potential problems with our current electoral systems, and providing the justification for meaningful reforms. As a volunteer, you will be helping on Election Day, asking voters to fill in a short questionnaire (our term for a 'sample ballot'), or you will be helping us on Election Night, *after* the polls have closed, with hand counting and/or entering the data into a computer.

Below is a list of tasks that need to be completed as part of a successful EVEP on November 4th.

Election Day Volunteers

Before Election Day:

- Plan your wardrobe for all weather conditions in your area – bring an umbrella, gloves, a hat, boots, clothing layers for different temperatures, sunglasses, sunscreen – anything you might need. Probably everyone will need to dress in layers. Whether you end up indoors or outside, it is likely that there will be temperature variations throughout your shift.
- Dress professional, or 'spiffy casual'. It's important that you foster a welcoming rapport with the general public, so that we achieve a high rate of participation from voters of all political persuasions. It is forbidden to wear partisan clothing, buttons, hats, etc.
- Know where you are going. Make sure you know exactly where your EVEP site is. Your Local Coordinator (LC) may provide you with directions and a map, but if not, make sure you know how to get there. Google Maps or MapQuest are good resources.
- Know your contact information. Your LC will hopefully provide you with phone numbers and email addresses of all team members. Be sure you have all information in one handy place.
- Charge your phone. Election Day is long, and you will likely need your phone (for both personal reasons and for EVEP-related tasks).
- Pack some snacks. Bottled water is probably a good idea, too.
- Most importantly – make sure that your LC has given you some basic training. The tasks are basic but you will want to know how to answer questions, how to react to certain situations, and where to direct any media. Watch *Mr. Smith Goes to Washington*. Or *12 Angry Men*. It can't hurt.
- Bring any clipboards you have. Put your name on the back so you know which one is your clipboard when you leave.

On Election Day:

- Be on time! Your LC will tell you when to meet – but it's good to be ready to go 15 minutes before the polls open. People will be in line, and the early voters *are the best ones to warm up with – they're usually in a good mood.*

- For those arriving for later shifts, please be 10 minutes early so you can get oriented *and* the person you are replacing can leave on time. Some of them will have other time-sensitive obligations like picking up children.
- Make sure your car is somewhere close, but if you have partisan bumper stickers, try to keep it away from the polling entrance.
- Follow the chain-of-custody procedure for the 1st questionnaire: video tape the box and ask the first voter to confirm that the box is, in fact, empty. Get voter signature on tape sealing box lid.
- Wear your ID badge. It is critical that you are easily identified by voters.
- Smile.
- Follow the protocol that your LC explained. Good data depends on everyone doing his/her part. Although you should follow the instructions provided by your LC, here is a basic recap:
 - Approach every voter
 - Follow the script provided in training, but be personable – the key is to tell voters you’re there to verify that the official outcomes are valid and that it should take only about 30 seconds.
 - Ask the voter to place the questionnaire in the box – you shouldn’t touch it.
 - Thank them.
 - If they have questions about the results, offer them an FAQ (if your EVEC has them), or provide the EDA website address. You can also invite them to the public counting session that will occur at a public location chosen by your LC.
 - Be sure to track the number of non-participants (sex, race, approximate age) on the non-participant form on the back of your clipboard.
- Take a break when the voters thin out. Be sure to stay hydrated, and eat, and use the bathroom when you have to. We want to approach every voter, but we know that nature calls.
- Make sure that someone on your team (work with your LC), has met with the Election Officials to determine approximately how long after last voters the poll tape will be posted on site at end of day.
- Enjoy the experience. It is high level civic duty! And you are getting to interact with a great many of your fellow citizens.

Finishing a shift (while the polls are still open):

- Turn in all clipboards with blank questionnaires (except you own, if you brought one), and your **ID badge holder** to your LC.
- Be sure that your LC knows that you’re leaving, and has your contact information.

Finishing your shift (the polls are closing):

- Turn in all blank questionnaires and documents and ID badge holder to your LC.
- Assist with the sealing of the Lock Box following the procedure explained by your LC, videotaping if possible.
- Secure all material and pack up the site.
- Be sure that one volunteer is assigned the task of recording the info from the official poll tape that will be posted. This may take some time, so that person must be prepared to relax for a while.

- The person getting the official totals from the official poll tape should copy them onto a blank questionnaire and *also* photo or video the tape. Depending on how quickly the tapes are posted, this person may need to stay behind and join the others (who may have already begun the counting process) later, *after* obtaining the official totals. Some of the volunteers on the last shift will participate in taping the box shut, locking it in the trunk of a car, videotaping the processes and starting out for the public site to begin hand-counting.

Election Night Volunteers – Counting and Data Entry

- Your LC will tell you an approximate time to meet, *but* it will ultimately depend on whether there are still voters lined up at poll closing time. Your LC should work with the counting team to plan for this possibility - be prepared to be flexible if you anticipate a high turnout at your site.
- The media or public (maybe one person, maybe 20), will hopefully be in attendance. Work to make the site as clean, clear, and comfortable as possible for all involved.
- Remove trash, waste, newspapers, magazines, purses, backpacks, notebooks, and anything else that could confuse the site, or potentially hide, or cover up questionnaires. It is important to not only be methodical, but to avoid even the appearance of sloppiness. It is critical that it be nearly impossible to lose or introduce new questionnaires once the process has begun. The counting site should be a fortress (pizza or Chinese food may be allowable – please see your LC). Counting the equivalent of your community's votes is the highest order of civic duty and, while serious, can also feel celebratory. Follow the counting procedure explained by your LC.
- Be sure to double-check all counts. If two-consecutive tallies do not match, the questionnaires for that particular race must be counted again.
- All recordings should be witnessed by at least one additional person, and two volunteers must initial all numbers on the appropriate form. Record all totals in pen.
- Videotape when possible.
- As each total is completed, follow the procedure for calling into the EVEP Data HQ. All calls must be affirmed by a second person on the phone, and email should include the names of two individuals who will attest to the correct figures.
- Once the hand counts of the races (not the demographic data) are completed, all totals and the totals off the poll tapes must be entered into a table supplied to the LC. That table must be emailed to the EVEP Data HQ.
- After ALL the hand-count procedures are completed, the data enterers who have arrived with laptops should begin entering the data one questionnaire at a time into (provided) computer templates.

If the group moves to another public site to watch the election returns, video the packing up and then the unpacking and continuation of the data entry process.

Addendum

- Please speak with your LC to resolve all issues regarding EVEP processes.
- If your LC is busy, or unreachable, please call:
 - Sally Castleman, Volunteer Coordinator ([781-454-8700](tel:781-454-8700))
 - Ryan Herlinger, Volunteer Coordinator ([215.432.2329](tel:215.432.2329))
- If voters are experiencing problems voting, please direct them to any available representatives of non-partisan organizations on site. Election Protection can be reached at [1-866-OUR-VOTE](tel:1-866-OUR-VOTE).