

TOWN OF NEENAH

Winnebago County, Wisconsin

ELECTION OFFICIAL APPLICANT INFORMATION

Name:					
Address:					
City:	Neenah	State:	WI	Zip:	54956
Phone:		Email:			
Social Security Number: (Required to be paid)					

CHECK ALL THAT APPLY

- I would like to serve as a Regular Election Official.
- I would like to serve as a Greeter.
- I would like to serve as Chief Inspector
- I would like to serve as an Election Official *without* pay.

CHECK ANY DATES YOU WOULD NOT BE AVAILABLE TO WORK (2020 – 2021)

- | | | |
|--|--|--|
| <input type="checkbox"/> February 21, 2020 | <input type="checkbox"/> April 7, 2020 | <input type="checkbox"/> August 11, 2020 |
| <input type="checkbox"/> November 3, 2020 | <input type="checkbox"/> February 16, 2021 | <input type="checkbox"/> April 6, 2021 |

CHECK YOUR CHOICE OF SHIFT (Full Day Shifts are preferred)

- Full Day Shift :600 am – Close of Polling Station (approximately 9 or 10 pm)
- AM Shift 6:00 am – 1:30 pm
- PM Shift 1:00 pm – Close of Polling Station

I certify that I am a U.S. Citizen, at least 18 years of age and an eligible voter in the Winnebago County.

Applicant's Signature:		Date:	
Clerk's Signature:		Date:	

Ellen Skerke, Clerk-Treasurer (920) 725-0916
Town of Neenah
1600 Breezewood Lane
Neenah, WI 54956

See Reverse side for additional information

Serving as an Election Official in the Town of Neenah

ROLE AND RESPONSIBILITIES

The Wisconsin Elections Commission encourages all private citizens to vote and to become involved in the election process. One of the most rewarding ways to do this is to become an Election Inspector. The Chief Election Inspector is in charge of the polling place and has additional training requirements. Citizen involvement is essential to conduct open, accurate and fair elections in Wisconsin.

- Set up and maintain an orderly polling place.
- Accurately and efficiently register voters.
- Provide assistance to voters in need due to age or disability.
- Monitor election equipment.
- Troubleshoot.
- Accurately maintain poll books.
- Issue ballots.
- Answer voter questions.
- Enforce State and Federal election laws.
- Accurately complete Election Day forms.
- Participate in closing activities.
- All other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIRMENTS

To work the polls, you must:

- Be an eligible voter in Winnebago County (18 years of age, U.S. Citizen, who has resided in the election district for 10 consecutive days and is not otherwise disqualified to vote).
- Be able to speak, read, write, and understand the English language fluently.
- Have strong clerical skills.
- Be able to solve problems.
- Be an effective communicator.
- Pay close attention to detail.
- Work a full shift.
- Perform duties in a non-partisan manner.
- Abide by State and Federal election laws.
- Never engage in electioneering at the polling place.
- Work well with others and treat all voters with respect.
- Not be a candidate for any office on the ballot for that election.
- Treat Election Officials and Clerk's Office employees with respect.
- Attend training and read Election Day Manual in advance.
- Be free from the influence of alcohol and/or drugs while at the polls.

POLLING PLACE ASSIGNMENTS

Approximately four weeks prior to an election the Clerk's Office begins contacting Election Officials to fill vacancies for the upcoming election. You do not need to wait to hear from us, you can email the Clerk's Office at ellen@townofneenah.com to express your willingness to work.