

# TOWN OF NEENAH

Winnebago County, Wisconsin

## ELECTION OFFICIAL APPLICANT INFORMATION

|          |        |        |    |      |       |
|----------|--------|--------|----|------|-------|
| Name:    |        |        |    |      |       |
| Address: |        |        |    |      |       |
| City:    | Neenah | State: | WI | Zip: | 54956 |
| Phone:   |        | Email: |    |      |       |

## 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.

## ELECTION DATES 2026

|                   |                            |
|-------------------|----------------------------|
| April 7, 2026     | Spring Election            |
| August 11, 2026   | Partisan Primary           |
| November 3, 2026  | General Election           |
| February 16, 2027 | Spring Primary (if needed) |
| April 6, 2027     | Spring Election            |

POLLS OPEN 7:00 a.m. until 8:00 p.m.

- Full Day Shift: 6:30 am – Close of Polling Station (approximately 9 or 10 pm)
- ½ Day Shift: 6:30 am – 1:30pm     PM shift 1:15 to 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  
eskerke@tn.neenah.wi.gov  
Town of Neenah  
1600 Breezewood Lane  
Neenah, WI 54956

# 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 REQUIREMENTS**

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.
- 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 [eskerke@tn.neenah.wi.gov](mailto:eskerke@tn.neenah.wi.gov) to express your willingness to work.