

## CITY OF WAUPUN POLLWORKER QUESTIONNAIRE

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Email \_\_\_\_\_ Phone # \_\_\_\_\_ What County do you reside in \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Have you been convicted of a felony/currently serving any portion of a sentence (*if yes, you are unable to work the polls*) \_\_\_\_\_  
(*a criminal history background check will be performed*)

Anything further you wish to inform the Clerk: \_\_\_\_\_

The polls are open for voting from 7:00am to 8:00pm on Election Day.

Poll Workers are needed from 6:30am until completion of the election process which varies depending on the number of ballots cast.

**Below, please list the hours of which you are able/willing to work the polls:**

*(example: if you are able/willing to work the entire day, please list ARRIVE TIME: 630am and LEAVE TIME: as long as needed)*

*(if you can only work designated hours, please list those hours)*

Arrive Time \_\_\_\_\_

Leave Time \_\_\_\_\_

There are several positions of which are in need. Please **mark with an "X"** below which positions you are able/willing to work for the hours designated above.

\_\_\_\_\_ **Ballot Box**      Pollworker will man the ballot machine in which ballots are cast; responsible for reviewing the ballot if rejected by machine (will do this with one other Poll Worker)  
\* Position needed for 630am to close of election  
\* Depending on the volume of voters, may be standing for long periods of time

\_\_\_\_\_ **Open Absentees**      Pollworker will open absentee envelopes, read the voters name aloud, and cast the ballot  
\* Position needed for 630am until all ballots are cast. (will only be a partial day)  
\* Will be standing the entire time while casting ballots

\_\_\_\_\_ **Poll Book**      Pollworker works with another, logging voter number and acquiring signature of voter  
\* Must have good vision to see the poll book & photo ID and good hearing to hear the voter  
\* Position needed for 630am to close of election  
\* Will be sitting during the election process

\_\_\_\_\_ **Ballot Table**      Pollworker works with another, initialing and explaining the ballot to the voters  
\* Must have good vision to read the ballot  
\* Position needed for 630am to close of election  
\* Will be sitting during the election process

\_\_\_\_\_ **Number Runner**      Pollworker will stand behind the poll books and hand out the voter numbers  
\* Position needed for 630am to close of election  
\* Depending on the volume of voters, may be standing for long periods of time

\_\_\_\_\_ **Greeter**      Greeter is the first contact of the voter. You will verify if the voter is in the correct polling place (City of Waupun, Dodge or Fond Du Lac County), will request them to have their photo ID in hand  
\* Position needed from 630am to close of election  
\* Depending on the volume of voters, may be standing for long periods of time

\_\_\_\_\_ **Registration**      Pollworker will verify the voter is eligible to voter, and if so, will complete the voter registration form and obtain an acceptable form of proof of residence.  
\* Excellent hand writing necessary  
\* Position needed for 630am to close of election  
\* Will be sitting during the election process

\_\_\_\_\_ **Registration Runner**      Pollworker will transport voters who have completed registration to the polls  
\* Position needed for 630am to close of election  
\* Depending on the volume of voters, may be standing for long periods of time

\_\_\_\_\_ **Cleaning**      Pollworker will clean/disinfect poll booth each time a voter exits the booth, clean front lobby doors handles, etc.