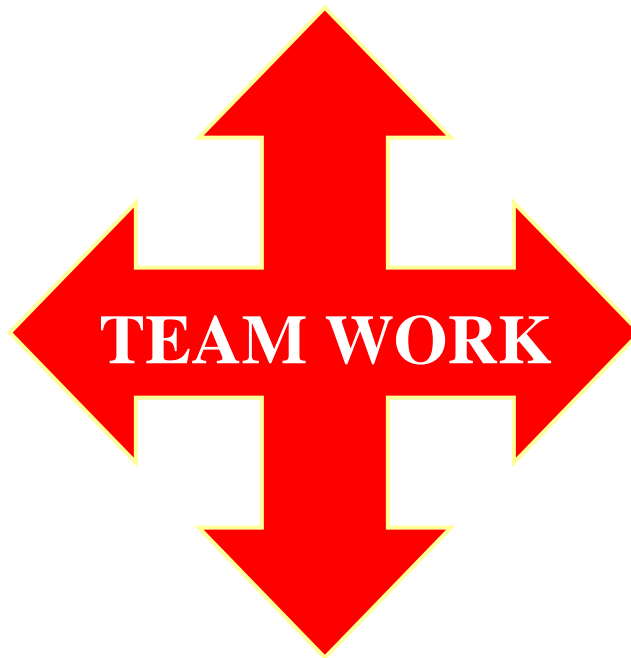


ADOPT -A- PRECINCT

SUPERVISOR OF ELECTIONS

BUSINESS



DEMOCRACY

CHARITY



A non-profit and non-partisan partnership authorized and organized by
Mark Andersen, Bay County Supervisor of Elections

830 W. 11th Street, Panama City, FL 32401

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January 17, 2019

Concerned Business/Civic Leaders
101 Democracy Lane
Bay County, FL.

Dear Business/Civic Leaders

On Election Days, the Supervisor of Elections office is among the largest employers in Bay County, utilizing approximately 600 workers to conduct an election. Finding qualified personnel is a difficult task, but with your help, we can meet that challenge.

As a community we should always be interested in new and innovative means to make democracy more efficient, effective and responsive to the people it is designed to serve. One innovation that has become very popular in our county is known as the Adopt-A-Precinct program. Please join me in a partnership that would involve you in a meaningful community service and allow this office to maximize the quality of service to the voters of Bay County. It is also a major fund-raising opportunity for your organization.

Your business/civic organization can "Adopt" a precinct by making the commitment to contribute your members to be trained and work at a precinct on Election Day for each election. The salary of each of those workers would be paid to your business/civic organization or to a charity of your choice.

The effects of elections touch each and every one of us. If you have further questions about this program please don't hesitate to call the Precinct Election Official Coordinator at 784-6101 or by -e-mail at PEO@bayvotes.org.

I look forward to hearing from you in the near future regarding your desire to make your business/civic organization special with your commitment.

Respectfully,

Mark Andersen
Bay County Supervisor of Elections

FAQS

WHAT DOES "ADOPT-A-PRECINCT" MEAN?

The Adopt-a-Precinct program is designed to provide you, as an organization in this community, an avenue for involvement in the electoral process in Bay County. By forming a community partnership with the Supervisor of Elections Office you can direct fund-raising efforts toward a valuable worthwhile and rewarding activity- "ELECTIONS". Each participating organization "adopts" a specific precinct for the election cycle by providing the personnel to staff the Election Board at that precinct.

WHERE WOULD THE PRECINCT BE?

In recognition of the fact that you may have a preferred area, efforts will be made to address the desire of your organization to choose the precinct location, if available.

WHO IS ABLE TO WORK?

Florida law requires that all precinct election officials be registered voters in Bay County.

HOW MANY PEOPLE WILL BE NEEDED?

The number of people needed for each Election Board is determined by the Supervisor of Elections Office using registered voters for each precinct and will fluctuate from *seven to twelve* Precinct Election Officials.

WHAT SHOULD WORKERS WEAR ON ELECTION DAY?

A comfortable, yet neat appearance is suggested. You may wish to encourage your workers to wear shirts with your organization logo on it.

HOW WILL WORKERS BE TRAINED?

The Bay County Supervisor of Elections office will provide all necessary training.

WHAT ARE THE TRAINING REQUIRMENTS?

The training sessions are based on state requirements and the position title/job at the precinct. All workers receive a 1 hour Sensitivity/Conflict Resolution Class per election year.

WHAT HOURS WILL THEY WORK?

On Election Day, the polls are open from 7:00 a.m. to 7:00 p.m. Precinct Election Officials must arrive at their assigned precinct at 5:45 a.m. to assemble the voting equipment and prepare the voting/polling room. Precinct Election Officials may not leave the polling place that day and must bring all necessary food and medications with them. Procedures for closing the polls are usually completed by 8:00 p.m. The Clerk will then dismiss all other workers and take the ballots and elections documents to the Supervisor of Elections Office for processing.

PRECINCT ELECTION OFFICIAL POSITIONS

Each precinct election official position has specific duties to perform on Election Day. The following is a listing of the position on each election board member, a brief description of the duties and the number of personnel needed for the positions.

CLERK

- Responsible for coordinating all activities of the Election board, picking up election supplies prior to the election and returning supplies to the designated collection site at the end of Election Day
- 1 per precinct required
- One-time 6 hour certification, \$75
- 3 hours refresher training prior to each election \$30
- Paid \$220 on Election Day to conduct election

ASSISTANT CLERKS (2 positions that assist Clerk with Leadership duties)

- Responsible for coordinating all activities with the Clerk of the Election Board, assists the Clerk in duties as directed by the Clerk or by decision of the Election Board
- 2 per precinct required
- One-time 6 hour certification, \$75
- 3 hours refresher training prior to each election \$30
- Paid \$190 on Election Day to conduct election

INSPECTORS (3 positions that may rotate throughout the day)

- **Registration Inspector** verifies proper picture identification and verifies voter's signature and status.
 - Looks up the voter in the precinct register in order to determine eligibility to vote in that precinct
 - Assists the clerk in duties as directed by the clerk or by decision of the election board
 - 2 to 5 per precinct required depending on number of voters in precinct
 - 2½ hours of training prior to each election, \$25
 - Paid \$160 on Election Day to conduct election
- **Ballot Issue Inspector** issues ballots to voters and provides instructions to voters for the proper completion of the ballot
 - Assists the clerk in duties as directed by the clerk or by decision of the election board
 - 2 to 3 per precinct required depending on number of voters in precinct
 - 2½ hours of training prior to each election, \$25
 - Paid \$160 on Election Day to conduct election

BCS SPECIALIST

- Stationed near the tabulator to direct method of depositing the ballot into the tabulator and assists the Clerk in duties as directed by the Clerk
- 1 per precinct required
- 1½ hours of training prior to each election, \$15
- Paid \$160 on Election Day to conduct election

DEPUTY

- Stationed at entrance of voting room to greet voters and maintain order at the polling place
- Assists the Clerk in duties as directed by the Clerk or by decision of the election board
- 1 per precinct
- 1 hour of training, \$10
- Paid \$120 on Election Day to monitor election

DEFINITIONS OF KEY TERMS

PRECINCT ELECTION OFFICIALS BOARD

- The group of Precinct Election Officials assigned to each of Bay County's 44 precincts. There are usually eight Precinct Election Officials assigned to each Precinct Election Board. The size of the Election Board is based on the number of voters at that precinct.

ELECTION CYCLE

- The series of elections scheduled for any given year.

PRECINCT ELECTION OFFICIALS

- An individual who has agreed to work for the Supervisor of Elections office at a precinct on Election Day to process voters.
- Must be a registered voter in Bay County.
- Must arrive at his or her assigned precinct no later than 5:45 a.m. election morning to set up the polling room.
- Must remain at the precinct the entire day until the process is complete usually by 8:00 p.m.

PRECINCT ELECTION OFFICIAL TRAINING

- Florida law requires all precinct election officials to be trained prior to each election.

POLLING PLACE

- The physical location under contract by the Supervisor of Elections Office to provide a voting site for each Election Day in the election cycle.

PRECINCT

- The boundaries drawn on the map of Bay County dividing the county into geographical locations. Bay County currently has 44 precincts: each precinct is assigned a number. Every voter who resides in Bay County is notified by the Supervisor of Elections office of his or her precinct number and corresponding polling place address. Voters who vote at the poll on Election Day are required by law to vote at their designated polling places. Voters who are unable to appear at their designated polling places to vote on Election Day may vote using the absentee ballot method.



ADOPT -A- PRECINCT

RESPONSE FORM

Date ___/___/___

Name of Organization _____

Address _____

City _____ State: _____ Zip Code: _____

Phone # _____ ext. _____

Email _____

Contact Name _____

Comments _____

Provide 10-12 Volunteers:

1. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____

2. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____

3. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____

4. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____

5. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____

6. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____

7. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____
8. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____
9. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____
10. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____
11. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____
12. Name _____ Date of Birth ___/___/___
Phone # _____ E-mail _____

E-mail to PEO@bayvotes.org

or

Mail to: Adopt -A- Precinct Program
Bay County Supervisor of Elections
830 W. 11th Street
Panama City, FL. 32401