

ADOPT-A-PRECINCT



William "Bill" Keen
Supervisor of Elections

William "Bill" Keen, Supervisor of Elections
Sumter County, Florida



• www.sumterelections.org • info@sumterelections.org • (352) 569-1540 • Fax (352) 569-1541

Dear Constituents,

The Adopt-A-Precinct program, a public/private partnership, has proven successful in other Florida Counties. We are in the process of implementing this program, here in Sumter County, and by doing so, it will allow us to partner with our local businesses, community service organizations, and other entities as we provide voters of our county the best experience possible.

Each participating organization "adopts" a precinct for the election cycle by recruiting and providing staff for the election board. After the election, our office will write a check to your organization or charity rather than paying the individual workers. This program gives you the opportunity to raise funds, fulfill your goals, and help in the election process. If your 501c3 club or organization is looking for a way to be involved in the community and searching for a rewarding fundraiser, please contact our office.

I'd like to thank you in advance for partnering with us in this exciting groundbreaking effort. Our election workers make it possible for voters to participate in our democracy.

Should you have questions, or need any additional information, please feel free to contact us.

Sincerely,

William "Bill" Keen
Supervisor of Elections

MAIN OFFICE
Villages Sumter County Service Center
7375 Powell Road, Suite 125
Wildwood, FL 34785

BUSHNELL ANNEX OFFICE
900 N Main Street
Bushnell, FL 33513
This address does not receive mail.



REQUIREMENTS

The most efficient way to participate in the Adopt-A-Precinct program is to identify members of your organization that are willing to donate their time and be committed through the whole election cycle. There are certain requirements that have to be met as an organization and as an election worker.

Organization/Club Requirements

1. Must be a 501c3 organization or club
2. Have a contact person that is available for communication
3. Available for the election cycle (year)

Adopt-A-Precinct workers/Poll Workers

1. Registered Sumter County Voter
2. Read and write the English Language
3. Attend training at a minimum of two to five hours
4. Be able to work at least thirteen to fourteen hours a day
5. Be able to stand or sit for a long period of time



Benefits of Adopt-A-Precinct

1. Excellent fundraiser for your organization or charity
2. Opportunity to be involved in the election process
3. Make new friends
4. Help others
5. Help further your organization's goals and objectives

Because the Supervisor of Elections is governed by Statutes that, on occasion, are amended, these changes necessitate an update to the training curriculum so that every poll worker is knowledgeable and performing with accuracy during an election. Poll workers cannot work an election unless they have attended training prior to the current election. Classroom instruction is interactive, engaging, and specifically designed to prepare the poll worker to meet the needs of the voter and to comply with election laws. Additionally, every poll worker will be provided with a manual.



POLL WORKER POSITIONS

Each election worker has specific duties to perform on Election Day. The following is a listing of the positions at the precinct and a brief description of their duties.

Clerk - Supervises the election process in accordance with Florida Election Law; responsible for overall management of the polling place on Election Day; oversees tasks, activities and people within and outside the polling place; oversees voting process and ensures order is always maintained by resolving conflicts and controlling crowds; returns election supplies to the Supervisor of Elections on Election night.

Assistant Clerk - Assists the Precinct Clerk with all forms, phone calls and paperwork. Communicates with the Supervisor of Elections office resolving voter eligibility issues and resolving conflicts.

Evid Inspector - Verifies voter's eligibility and processes them using the Electronic Voting Identification Device (Evid). Print voter's ballot if precinct is using the direct print equipment. Issues voter Evid Ticket for voting process.

Ballot Inspector - Responsible for issuing the right ballot to each voter. Notes how many ballots given to a voter and reconciles the ballots at the end of the day.

Voting System Specialist (VSS) - Oversees the setup, opening and closing of the election equipment. Instructs voters of the process after making their selection. Transmits results to election office.

Ballot Processor - Stationed at the DS200 tabulator machine to receive voters Evid tickets and secrecy sleeves. Usually the person that gives out the "I voted" stickers.

Deputy - Ensures that voting signs are in place to best assist voters. Enforces the no solicitation law. Assist voters outside the polling place and maintains order along with the Precinct Clerk.

Tablet Inspector - Stationed outside of the precinct to assist voters with updates or eligibility findings before entering the polling place.

Phone Bank Operators - The phones are manned with individuals trained by the SOE office staff. They will assist the SOE office staff with eligibility problems called in by precinct clerks. They will help with other voter problems that may arise Election Day.

Zone Techs - Assigned a specific area of the county for which they are responsible on Election Day. They are trained extensively on the machines and will travel throughout the county to visit each of their assigned precincts, troubleshooting when necessary.





ELECTION COMPENSATION

Pay to election workers is not subject to income tax withholding under Section 3401(a) of the Internal Revenue code (IRC). The threshold dollar amount is indexed annually and adjusted for inflation. FICA taxes apply to a worker whose pay is \$1,800 or greater. When payments made to a worker that meet the current \$1,800 threshold, all payments paid to the worker are subject to FICA, including the first \$1,799. Workers who earn less than \$600, the amount is not reported.

Early Voting

*Early voting is eight to fourteen days prior to each election, including week-ends. Hours for **voting** may vary from eight to twelve hours per day based on the election. The Election worker hours may vary from four to ten a day. The Early Voting Clerk will be paid at \$12.00 per hour and all other positions will be paid at \$10.00 per hour.*

Election Day

The positions at the Early Voting site are similar to Election Day. The polls are opened from 7:00 am to 7:00 pm. Workers must be at their assigned precinct at 6:00 am. The day ends after 7:00 pm, when all votes are collected and all materials have been packed away for return to the Supervisor of Elections office. The wages for each position are below.

Clerk - \$250

Assistant Clerk - \$200

Tablet Inspector - \$180

Evid Inspector - \$180

Ballot Inspector - \$180

Ballot Processor - \$180

Deputy - \$180

Voting System Specialist (VSS) - \$180

Phone Bank Operators - \$180

Zone Techs - \$275

Alternates - \$40



Alternates are not assigned to work a precinct. They will complete training and will be prepared to fill a position in case of an emergency or no show. They may be assigned to a precinct several weeks in advance, a day in advance or the morning of the election. Alternates are essential to the election process.

ADOPT-A-PRECINCT PROGRAM REGISTRATION



William "Bill" Keen
Supervisor of Elections

ORGANIZATION

CONTACT PERSON

MAILING ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

CELL NUMBER

- Yes, we are interested in participating in the Adopt-A-Precinct program.
 No, we will not be able to participate at this time.

Signature: _____

Date: _____

The Supervisor of Elections retains the right to dismiss, at any time, election workers who fail to meet and/or comply with the standards established by the elections office.

Please return this form to:

William "Bill" Keen

Supervisor of Elections

7375 Powell Rd., Suite #125

Wildwood, FL 34785



FREQUENTLY ASKED QUESTIONS

What Organizations can participate?

Adopt-A-Precinct partners must be 501c3 organizations.

How much can our organization earn?

A group can earn up to \$2,200 per Election Day. We send one check (covering the work of all your Adopt-A-Precinct volunteers) directly to your organization or charity approximately three to four weeks after Election Day.

How many people will be needed?

The number of people needed per precinct for each election is determined by the Supervisor of Elections. Each precinct is staffed with nine to thirteen people. We ask that you make a commitment to work the entire election cycle.

What are the requirements of the workers?

Florida Statutes require that you must be a registered voter of Sumter County, read and write the English language and attend training **prior** to every election. The Supervisor of Elections office provides training prior to each election and may have other requirements.

Are the workers paid for training?

The pay rate for each position includes training.

Where is the training and how long are training classes?

To avoid any inconvenience and lessen disruption of the business operations, the Supervisor of Elections staff will conduct training at the main office in Wildwood and at the Bushnell Annex office. Training will be position oriented and will last two to five hours, depending on the position.

What are the work hours?

The polls are open from 7:00 a.m. to 7:00 p.m. Election workers arrive at their assigned precinct at 6:00 a.m. to prepare the voting room for voting unless otherwise instructed in training. Election workers may not leave the polling place that day and must, therefore, bring all necessary food and medications with them.

For more information about Adopt-A-Precinct, please contact the Supervisor of Elections office at (352) 569-1540.





THANK YOU

We are excited about this mutual beneficial opportunity that engages citizens from all walks of life in making a difference in Sumter County. By forming a community partnership with the Supervisor of Elections, your organization can direct it's efforts toward a valuable, worthwhile, and rewarding activity.

If your organization chooses to benefit from this fund-raiser, your team could earn up to \$2,200 per Election Day. We would love the opportunity to work with you as we provide this great service to our communities.

Thank you again, and if you need additional information, please do not hesitate to contact us.

