Dear Future Election Worker:

It is my honor to serve as your Supervisor of Elections. My office takes pride in serving the citizens of Sumter County, Florida.

I want to encourage all citizens to become active and involved in the voting process by getting involved as a non-partisan Election Worker during our elections.

Our office provides two opportunities to work as an Election Worker – as an individual or as a group through our Adopt-A-Precinct program.

The Adopt-A-Precinct program is a public/private partnership which has proven to be a successful way for nonprofit groups to raise funds, fulfill their donation goals, while helping with the election process. If your 501c3 club or organization is looking to raise funds, fulfill their donation goals, individual or as a group through our Adopt-A-Precinct program is a public/private partnership which has proven to be a successful way for nonprofit groups to raise funds, fulfill their donation goals, while helping with the election process.

We are successful because of our amazing Election Workers!

Finally, please always vote with confidence and know that my team is here to serve you!

William “Bill” Keen
Sumter County Supervisor of Elections

ELECTION WORKERS

BENEFITS
Opportunity to be involved with the election process
Make new friends ✶ Help others

HOW TO APPLY
< Go to our website: www.sumterelections.org
< Click on Election Worker menu tab
< Click on Forms
< Complete the Election Worker Application
< Complete the Election Worker Availability

ADOPT-A-PRECINCT

BENEFITS
Excellent fundraiser for your organization or charity to earn up to $2,200 per Election Day worked which is paid directly to your charity or organization
Opportunity to be involved with the election process
Help further your organization’s goals and objectives
Make new friends & Help others

HOW TO GET MORE INFORMATION
< Review the details in this brochure
< Visit our website: www.sumterelections.org
< Contact us by phone at 352-569-1540; or via email at: electionworkers@sumterelections.org

FREQUENTLY ASKED QUESTIONS

CAN MY SPOUSE AND I WORK AT THE SAME PRECINCT? Yes. We make every effort to keep you together, if requested.

CAN I WORK AT MY OWN PRECINCT? We make every effort to assign you to work in your precinct. However, depending on county precinct staffing needs, you may be assigned to work at a different location.

CAN I GO HOME FOR LUNCH OR RUN AN ERRAND DURING THE WORK DAY? NO! All Election Workers are required to remain at their assigned location for the duration of the work day. Election Workers are advised to bring with them to the Polling Location all necessary medication, food, and snacks they will need throughout the day.

CAN A “NON 501c3” ORGANIZATION ALSO BE CONSIDERED AS AN ADOPT-A-PRECINCT TEAM? All submitted applications will be reviewed by the county attorney and Supervisor of Elections.

PLEASE NOTE
< Not all Election Workers work every election
< Election Workers are chosen based on the expected turnout for each election, willingness to travel throughout the county, availability, and the size of an election.
< If an Election Worker (outside Adopt-A-Precinct Program) is assigned to work an election, he/she will receive a letter with the assigned position that requires a response to “Accept OR Reject” the assigned position.
< Adopt-A-Precinct team members (when they are not working for their team) ALSO have the option to work as an Individual Election Worker.

William “Bill” Keen
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Requirements

- Registered Voter in Sumter County
- 18 yrs. or older
- Ability to lift 20-30 lbs.
- Ability to read and write in English
- Ability to work 13-14 hour days
- Ability to stand or sit for long periods of time
- Complete an Application before every Election Cycle
- Have a valid email address
- Complete an Application before every Election Cycle
- Ability to read and write in English
- Registered Voter in Sumter County
- Additional ADOPT-A-PRECINCT Requirements
  - Must be a 501c3 or a non 501c3 organization (approved by the Supervisor of Elections)
  - Be able to identify at least 9-13 members of your organization that are willing to donate their time and who will be committed through the whole election cycle (The Clerk and Support Tech positions are provided by the Elections Office)
  - Designate a contact person that is available for communication and responsible for coordination with/of team

Job Description & Pay

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 ($250) - Election Day Precinct Manager -** completes any required paperwork – pickup / drop off election supplies.

**ASSIST CLERK ($200) -** Assist the Clerk with his/her duties.

**BALLOT INSPECTOR ($180) -** Responsible for issuing the ballot to each voter, and for ballot reconciliation.

**VOTING SYSTEM SPECIALIST (VSS) ($180) -** Responsible for overseeing the set-up, opening, closing, and dismantling of the voting equipment.

**BALLOT PROCESSOR ($180) -** Responsible for retrieving the EVID tickets from voters and assisting them with inserting their ballots into the digital scanner.

**EVID INSPECTOR ($180) -** Checks the voter into the precinct by verifying signature and photo ID.

**DEPUTY ($180) -** Responsible for maintaining law and order at the polling place and assisting the ‘no solicitation’ 150 ft. area of the precinct, and assists voters when needed.

**SUPPORT TECHS ($275) -** Trained to assist at assigned precinct with any voting system equipment problems.

**PHONE BANK OPERATOR ($180) -** Assist SOE staff with telephone communications.

**ALTERNATES ($40.00) -** Train for any of the above position(s).

**ADOPT-A-PRECINCT-TEAMS** - the Clerk & Support Tech positions are provided by the Elections Office.

EARLY VOTING ELECTION WORKER PAY:

- Clerk / Support Tech - $12.00 per hour
- All Other Positions - $10.00 per hour

Regarding Taxes: Payments made DIRECTLY to Election Workers are not subject to income tax withholding under Section 3401(a) of the Internal Revenue Code (IRC). There is a set threshold for FICA taxes. The threshold dollar amount is indexed annually and adjusted for inflation. FICA taxes apply when payments made to a worker meet the current threshold. Once the threshold is met, FICA taxes will be taken out for all wages earned for the entire election cycle worked.

Responsibilities

- Make sure you meet the requirements for Election Workers during Election Season
- Make sure you meet the requirements for Election Workers during Election Season
- If chosen to work:
  - Dress comfortable in proper attire
  - Attend assigned Election Worker Training
  - Report to your assigned Precinct and/or Early Voting Location on time
  - Prepare the precinct for voting and help set up voting equipment
  - Greet the voters and fulfill assigned duties
  - Be willing to deal with the public in a courteous, patient, and efficient manner
  - Close the precinct and prepare election materials for delivery to the Sumter County Supervisor of Elections Office

What Happens Next?

For Election Workers:

- After completing an application:
  - You will become part of our pool of Election Workers
  - You will be periodically contacted via email by our Election Worker Coordinators
  - You can also refer to our Election Worker Newsletter available on the Election Worker Tab on our website for upcoming events
  - Make sure to fill out an Availability Form, so we know when you are available to work. (This form is updated prior to each Election Season)

For ADOPT-A-PRECINCT Teams:

- Application will be reviewed by the county attorney and Supervisor of Elections
- The Organization Leader will then be contacted by an Election Worker Coordinator for further instructions.
- If chosen, you will need to sign an agreement and provide a roster of your organizations team.

Training Information

- Per Florida Statute (FS 102.014), Election Workers are required to complete specialized training based on their assigned Election Worker position and training to be able to accommodate the needs of voters during Election Season
- Training will last 2-4 hours and is MANDATORY
- Hands on training is provided by staff of the Supervisor of Elections, along with a manual
- Pay rate for each position includes training time
- Training will be provided at our Bushnell Annex Office location at 316 East Anderson Avenue, Bushnell, Florida