

# City of NORTHAMPTON

## Election Worker Application

(Revised Aug. 16, 2020)



### Please complete all information and return to:

By Mail: City Clerk, 210 Main Street, Room 4, Northampton, MA 01060

Or by Email: **CCLERK@NORTHAMPTONMA.GOV**

Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
# Street Town Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you registered to vote in Massachusetts? Yes  No  **If yes**, Ward \_\_\_\_\_  
Have you ever served as an Election Worker? Yes  No   
**If yes**, for how long? \_\_\_\_\_ Where? \_\_\_\_\_ What role? \_\_\_\_\_

### I certify that the information given above is true and complete.

Signature

Date

### Hours Available for Election Day Workers

Are you able to work on Election Day from 6:00am- 10:00am? Yes  No   
Are you able to work on Election Day from 10:00am- 2:00pm? Yes  No   
Are you able to work on Election Day from 2:00am- 6:00pm? Yes  No   
Are you able to work on Election Day from 6:00pm – close of polls? Yes  No

You may choose to work more than one shift. If you specify multiple time slots available above, do you want to work more than one shift?  
Please let us know by answering the following question:

Please specify: (circle one) 1 shift only.....2 shifts.....3 shifts.....all day

### Hours Available for November Early Voting (Oct. 17 – Oct. 30)

Are you available to work during Early Voting (Monday – Friday) from 8:00am – 1:00pm? Yes  No   
Are you available to work during Early Voting (Monday – Friday) from 1:00am – 7:00pm? Yes  No   
Are you available to work during Early Voting (Saturday) from 8:00 am – 1:00pm? Yes  No   
Are you available to work during Early Voting (Sunday) from 1:00 am – 6:00pm? Yes  No

**Do you have a polling location preference?** Yes  No  **If so**, which location?  
Leeds Elementary School  JFK Middle School  Jackson Street School   
Smith Vocational  Florence Civic Center  Senior Center   
Ryan Road School

### Please indicate which position(s) you are willing to do:

Inspector  Guide  Clerk  Sanitizer

### How did you hear about becoming an Election Worker?

\_\_\_\_\_

## **Information about Election Worker Positions**

A smooth voting experience relies on trained members of the community to serve as poll workers on Election Day. While a minimum of four poll workers is required by law to keep a precinct up and running, experience tells us that we need more than that to prevent long lines at the polls. Historically, we see more voters during a presidential election. No doubt, despite the health concerns brought about by COVID-19, we can expect record high voter turnout in 2020.

We are committed to provide a safe voting experience for all voters and poll workers, but to do that, we need must ask the community for their help and involvement, especially around COVID-19 health concerns. There are new positions that we need to staff at the polls; while we've eliminated the need for check-out workers, we need to keep voter booths and writing implements clean and sanitized. We also need to reconfigure our polling precincts to allow for greater social distancing, and we will need to guide the voter through the process. Here are the positions we are staffing for 2020:

**Inspectors:** sometimes called Check-In or Check-Out workers, these individuals look up voters in a printed list of registered voters. Once a voter is found, the inspector checks off that a voter has received a ballot. In a primary election, the Inspector also records which party ballot the voter received. Since Unenrolled voters can choose which party ballot they would like to vote, it is important that the Inspector be accurate in recording of this information.

At the close of the polls, the inspector counts how many voters cast their ballot. This number is then compared to the number of ballots that were scanned by the tabulator or hand counted.

**Guide:** For the 2020 elections, the polling locations will be re-configured to allow for proper social distancing and minimal crossing paths face-to-face. To the extent possible, queueing up of voters will be done outside of buildings instead of hallways. The polling locations will be arranged to follow a single procession in one door and out another door. Guides will help the voter figure out where to go next.

At the Senior Center, the polling precincts will be in different areas of the building than in the past. Guides will help the voter to their new destination. Guides will also be used to fill in other positions, as needed.

Generally the voter will proceed from the waiting line >>>> to the check-in table >>>> to the voting booth >>>> to the tabulator >>>> out the exit.

**Clerk:** The Clerk keeps a running report of all activities at the polling location. A Clerk's Log is provided for this purpose. At the end of the evening, the Clerk is responsible to tabulate the final tally of votes that is returned to the City Clerk's Office. The final tally is composed of all votes counted using the ballot scanner plus all votes counted by hand. Logs and tally sheets are provided for this purpose.

**Sanitizer:** We need to do our part to stop the spread of COVID-19. To that end, we are adding Sanitizer positions to clean the voting booth and other surfaces after a voter leaves the area. Sanitizers will also make sure that the check-in table is stocked with clean, sanitized pens for voters.

All positions report directly to the Warden.