

QUESTIONS OR PROBLEMS?

Call Lynn 952.234.1244; Deb 612.810.6678 or Autumn 952.994.2694



GENERAL INSTRUCTIONS - ALL VOLUNTEERS

1. Your primary goal is to create a positive learning experience for student voters.
2. Kids Voting polls open promptly at 7 a.m. and close with the last voter in line at 9 a.m. Polls open again promptly at 2:30 p.m. and close with the last voter in line at 8 p.m.
3. Only official Kids Voting volunteers and voters should be at the Kids Voting table.
4. Kids Voting must NOT interfere or disrupt with the official adult voting process.
5. State law prohibits campaigning within 100 feet of the polling place. Kids Voting volunteers must remain completely nonpartisan. You must not wear any campaign related items or discuss specific candidates, parties or issues in or near the polling place.
6. Wear the Kids Voting name tag so you can be identified as an official Kids Voting volunteer.
7. Become familiar with the Kids Voting ballot so you can assist voters and answer questions.
8. Respect the privacy of the voter. Do not handle or count cast ballots while students are present. Do not look over the shoulder of students who are voting.
9. Voters who make a mistake on their ballot are allowed another ballot. Place the spoiled ballot in the Spoiled Ballot envelope.
10. As a result of the overlap of Shakopee School District boundaries with other jurisdictions, some Shakopee students vote in Prior Lake or Savage Precincts or area townships. Due to logistics, there is one ballot for all students. Regardless of your precinct, be aware that not all students will vote in all the races on the ballot.
11. Even though we discourage students younger than grade 3 from voting, please do not turn away any students. Remember the goal is for a positive voting experience. Refer to the Kids Voting FAQs handout for tips on handling voters younger than grade 3.
12. Keep track of the number of blank ballots you have. If you feel you might run out before the end of your shift, call one of the numbers above to request additional ballots.
13. To respect the privacy of adult voters, Kids Voting discourages taking any photos in the official polling location. If your Kids Voting area is in a separate room from the adult voting, feel free to take photos and text them to one of the contact phone numbers or share them on your Facebook or Twitter account and include #kidsvotingshakopee in the post. Before taking photos, ask permission from the adult accompanying the student. We appreciate your cooperation.
14. The Minneapolis-Richfield American Legion Auxiliary has donated a supply of small US flags to Kids Voting. Please give each voter one flag after they vote until your supply runs out.
15. Each Kids Voting precinct is unique and we encourage volunteers to be flexible and creative about problem solving in order to keep the voting running smoothly without interfering with the official voting. Don't hesitate to call the numbers listed at the top of the page for help.

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MARKING THE BALLOT - ALL VOLUNTEERS

- ★ On the back of the ballot, use a #2 pencil to fill the oval next to the precinct number. Ask the voter for the school they attend and their grade and then fill the ovals next to the appropriate information before you hand the ballot to them.

ASSISTING VOTERS - ALL VOLUNTEERS

1. Welcome the voter and help make their voting experience positive.
2. Have the voter sign the Voter Register binder with their name, grade and school.
3. On the back of the ballot, fill in the oval next to the precinct number with a #2 pencil. Ask the voter for the school they attend and their grade and then fill in the ovals next to the appropriate information before you hand the ballot to them. Make sure that the races that DO NOT pertain to the precinct where you are working have been crossed out using a highlighter.
4. Remind the voter to fill in the ovals with the #2 pencil and ask them to avoid making any other marks on the ballot. A machine is used to scan and tally the votes and only votes cast with a pencil will be counted.
5. Instruct the voter that they may vote for one candidate for each race.
6. Students may vote for as much or as little of the ballot as they choose.
7. Be sure each voter is aware of how to mark their ballot and the races in which they vote.
8. Have the voter place their completed ballot in the ballot box without folding it.
9. Congratulate the voter on exercising their right to vote. Give them an "I Voted" sticker, blue proof of voting card (if they need one) and one of the small US flags.
10. Record any comments from students or adults about their voting experience or Kids Voting on the Quotes and Notes form found in the supplies.
11. At the end of the 9 a.m. and 5:30 p.m. shifts, use a highlighter to draw a line in the Voter Register binder designating the start of a new shift.
12. Voters in line at 9 a.m. and 8 p.m. are allowed to vote.
13. Let the voter know that as soon as the votes have been counted they will be posted on the Kids Voting website, www.kidsvotingshakopee.org.

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SETTING UP THE KIDS VOTING POLLING SITE AT 7 A.M.

1. Introduce yourself to the head election judge of the adult polling area.
2. Unpack your supplies and set up your station. Set the privacy screens at opposite ends of the table with the ballot box in between.
3. Write your name on a Kids Voting name tag and wear it so you can be identified as a volunteer.
4. Place the Voter Register binder and sample ballot on the main table.
5. Attach the "Vote Here" poster on the wall or door outside the voting area so it is visible to all entering the polling place. When you use tape, make sure it can be removed safely at the end of the day.
6. Display the sign with the precinct sponsor along with the donor sign in a prominent place near the main table.
7. If needed, tape the directional signs to aid voters in finding the voting site.
8. Read all of the instructions pertinent to your shift and the Kids Voting FAQs.
9. Polls open promptly at 7 a.m.

END OF 9 A.M. AND 2:30 P.M. SHIFTS

1. Remove all the ballots from the ballot box. Erase any stray marks. Darken any ovals filled in by the voter that may be hard to read.
2. Count the number voters signed in, the spoiled ballots and the votes cast and then complete the Shift Summary form marked with the appropriate time and attached to a large envelope.
3. Place the cast ballots in the large envelope.
4. Use the Quotes and Notes form to give feedback on your volunteer experience or comments made by students. Leave the form with the supplies.
5. At the end of the 9 a.m. shift, place all supplies in the supply box and store it under the table. Leave the signs in place. Place the sign with the Kids Voting hours on or near the table.
6. Deliver the envelope from your shift to Kids Voting Headquarters, School District Offices, 1200 Shakopee Town Square (next to the Dollar General store).
7. At the end of the 2:30 shift, pass on any tips or advice to the next shift of volunteers. If the next volunteer has not arrived, we ask that you stay at the polling place until your replacement arrives or call the person responsible for coordinating volunteers at the precinct.

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TAKING DOWN THE KIDS VOTING POLLS AT 8 P.M.

1. Remain at the polling place until the polls close at 8 p.m.
2. Remove the ballots from the ballot box. Erase any stray marks. Darken any ovals filled in by the voter that may be hard to read.
3. Count the number voters signed in, the spoiled ballots and the votes cast and then complete the Shift Summary form marked with the appropriate time and attached to a large envelope.
4. Place the cast ballots in the large envelope.
5. Use the Quotes and Notes form to give feedback on your volunteer experience.
6. Take down the Kids Voting station.
7. Place all supplies including unused ballots, ballot box, and all signs in the supply box. Fold the privacy screens.
8. Immediately return all materials to Kids Voting Headquarters, School District Offices, 1200 Shakopee Town Square (next to the Dollar General store).

Kids Voting volunteers:

THANK YOU - *your efforts today to provide students with an experience that will last a lifetime – the right to vote. The Kids Voting program would not be possible without your help and we truly appreciate your support.*

Please join us for refreshments following the election at 8 p.m. at the Kids Voting Headquarters, School District Offices, 1200 Shakopee Town Square.

Sincerely,

Kids Voting Shakopee Steering Committee



Kids Voting

Frequently Asked Questions

Q: If I have a question about Kids Voting, can I ask one of the adult election judges?

A: No, please call Lynn 952.234.1244; Deb 612.810.6678; or Autumn952.994.2694.

Q: How should I respond if kids ask, “Who am I supposed to vote for?”

A: An appropriate response would be “You get to choose who you want to vote for. In elections, everyone has the same opportunity to make their own decision. I can read the names for you and then you can decide.” Volunteers should refrain from answering questions about candidates or issues on the ballot with their personal opinions.

Q: Can mom or dad help their child vote?

A: Anyone can assist kids in their efforts, but if the parent tries to persuade a child to vote for a particular candidate, gently remind them that it is the child’s choice.

Q: If a child votes on only part of the ballot, will it still be counted?

A: Yes, just like for the adult ballot, those parts voted on will be counted. The child will not be penalized for skipping part of the ballot.

Q: If a child asks for another ballot because of a mistake, can I give it to them?

A: Yes, give the child a new ballot and rip the other ballot in half, then place it in the manila envelope labeled “Spoiled Ballots.”

Q: If a child shows up to vote and they have not had the Kids Voting USA curriculum in their school or are younger than third grade, what should I do?

A: Because Kids Voting stresses the importance of casting an informed vote, we ask that only students in 3rd grade and older be allowed to vote. In Shakopee schools, the Kids Voting USA curriculum is taught in grades 3 through 9 and elections and candidates are studied as part of social studies classes in grades 10 through 12. If a younger student comes to vote, you might use the analogy that just as teens must wait until they are 18 years old to vote in the official election, they have to wait until they are in 3rd grade to vote in the Kids Voting election. If the parent of a child objects, avoid a scene and allow the child to vote.

Q: If a parent identifies himself as a non-citizen and asks if their child can vote, what should be my response?

A: Allow the child to vote. Allow the parents to observe. This may be the first time the parent has been in a polling place for an election.

Q: What if a child comes in without a parent, should he/she be allowed to vote?

A: Allow the child to vote. The premise of the program is that younger children (grades 3-6) come to the polls with their parents. This has been stressed in the classroom as well as all information sent home with the child, but no child should be turned away.

Q: What should I do with the ballots at the end of my shift?

A: At the conclusion of your shift place all ballots in the appropriately marked envelope. Bring the ballots to Kids Voting Headquarters after the 9 a.m. and 5:30 p.m. shifts and then again after the polls close at 8 p.m. Headquarters is located at the School District Office, 1200 Shakopee Town Square (next to the Dollar General store).

Q: What do I do if I reach the end of my shift and the next volunteers to take over have not arrived?

A: We ask that you to stay until your replacement arrives or call the person responsible for coordinating the volunteers at your polling place to request instructions. As a last resort, call the Kids Voting contacts listed in your supplies.

Q: What happens if a child is waiting to vote at 8:00 p.m. when the polls are supposed to close?

A: Everyone who is in the polls before 8:00 p.m. is allowed to vote, even if they will be casting their vote after 8 p.m. After every child has voted, the volunteer can close the Kids Voting Polling Place.

Q: How are the results of Kids Voting reported?

A: The votes will be counted and tabulated at the Kids Voting Headquarters. A press release will be sent out to the local newspaper when all votes are counted announcing the outcome of the election. Results will be posted on the Kids Voting Shakopee website: www.kidsvotingshakoep.org as soon as possible.

Q: Where do I bring the supplies and ballots at 8:00 p.m.?

A: All supplies and ballots should be brought to the Kids Voting Headquarters, 1200 Town Square (next to the Dollar General store).

Q. What's the most important thing I need to know about my volunteer responsibilities?

A: The most important thing is to make sure that each child has a good experience and that they are enthusiastically welcomed to the polls.



IMPORTANT REMINDERS

- Use #2 pencil & highlighter ONLY to mark ballots (pens or markers may void the student's ballot)
- Mark the precinct, school & grade on the back of the ballot with a #2 pencil
- Ask students to fill in the oval next to the candidate (x's or check marks may not be read by the scanner)
- If you have questions, call Lynn 952.234.1244; Deb 612.810.6678 or Autumn 952.994.2694
- To respect the privacy of adult voters, Kids Voting discourages taking any photos in the official polling location. If your Kids Voting area is in a separate room from the adult voting, feel free to take photos and text them to one of the contact phone numbers or share them on your Facebook or Twitter account and include #kidsvotingshakoep in the post. Before taking photos, ask permission from the adult accompanying the student. We appreciate your cooperation.
- Deliver the ballots in the envelope marked for your shift to Kids Voting Headquarters, School District Offices, 1200 Shakopee Town Square (next to Dollar General store).
- Kids Voting election results will be posted on Kids Voting Shakopee website: www.kidsvotingshakoep.org.

THANK YOU!