

ELECTION INSPECTOR HAND OUT



Wisconsin Elections Commission Video Training Modules

WEC provides some informative training slideshow modules on the different elements of the election day process. There are about 2.5 hours worth of content available, and it's a great way to refresh your mind the night before an election. Scan the below QR code to take you directly to the videos. If you complete any of the videos, please email elections@kenosha.org with those details so we can record your training hours.



If you'd rather read about the different duties for election day, you can do so by scanning this QR code.



Poll Worker Duties

Greeter

Materials



- Binder with map, polling location list, Photo ID guide, Proof of Residence guide, and other instructional sheets
- Address list
- Tablet with access to MyVote.WI.gov, the registered voter list for the City of Kenosha, and the Ineligible Voter list

Responsibilities

The Greeter is the first person the voters see when they enter the polling location. Seasoned voters may walk right through to their ward table, as they're familiar with the process. However, for others, it may be their first time voting.

Greeters are encouraged to be kind and helpful when assisting voters and directing them to the correct area within the polling location. You do not need to ask voters for their Photo ID. However, asking them for their address is necessary in order to direct them to the proper area.

Using the address list created for your specific polling location, locate the voter's address, and corresponding ward.

- If their address appears on the list, ask them if they're registered. Direct them to the proper ward table or registration table as necessary
- If they do not know if they're registered, use the tablet to pull up MyVote.WI.gov and search for their name & DOB. Direct them to the ward table or registration table as necessary
- If their address is not on your polling location address list, search for it within the Master Address List book - direct them to their proper polling location

Reasons a voter may need to update their registration

- Recently changed their name
- Recently moved and did not update their address
- Recently turned 18
- Is new to the City of Kenosha

The City has expanded polling locations from 17 locations in 2023 to 21 locations in 2024. Postcards were mailed out asking voters to double check their polling locations, however some people may insist that they've voted at your location for years only to find out that their location has moved. Please be patient and help them find their new location.

Postcard:



City of Kenosha Clerk-Treasurer
625 52nd Street
Kenosha, WI 53140

DO NOT FORWARD
RETURN SERVICE REQUESTED

**YOUR POLLING LOCATION
MAY HAVE CHANGED**

Polling Location:
Polling Location Address:
Ward:

Name
Address
City, State Zip

The City of Kenosha has increased the total number of polling locations! Additionally, some locations are no longer able to serve due to scheduling conflicts or accessibility requirements.

Back:

2024 Elections:

Spring Primary Election - February 20
Spring Election & Presidential Preference - April 2
Partisan Primary Election - August 13
General Election - November 5



- Find your polling location
- Update your voter registration
- View a sample ballot
- Request an absentee ballot be mailed to you

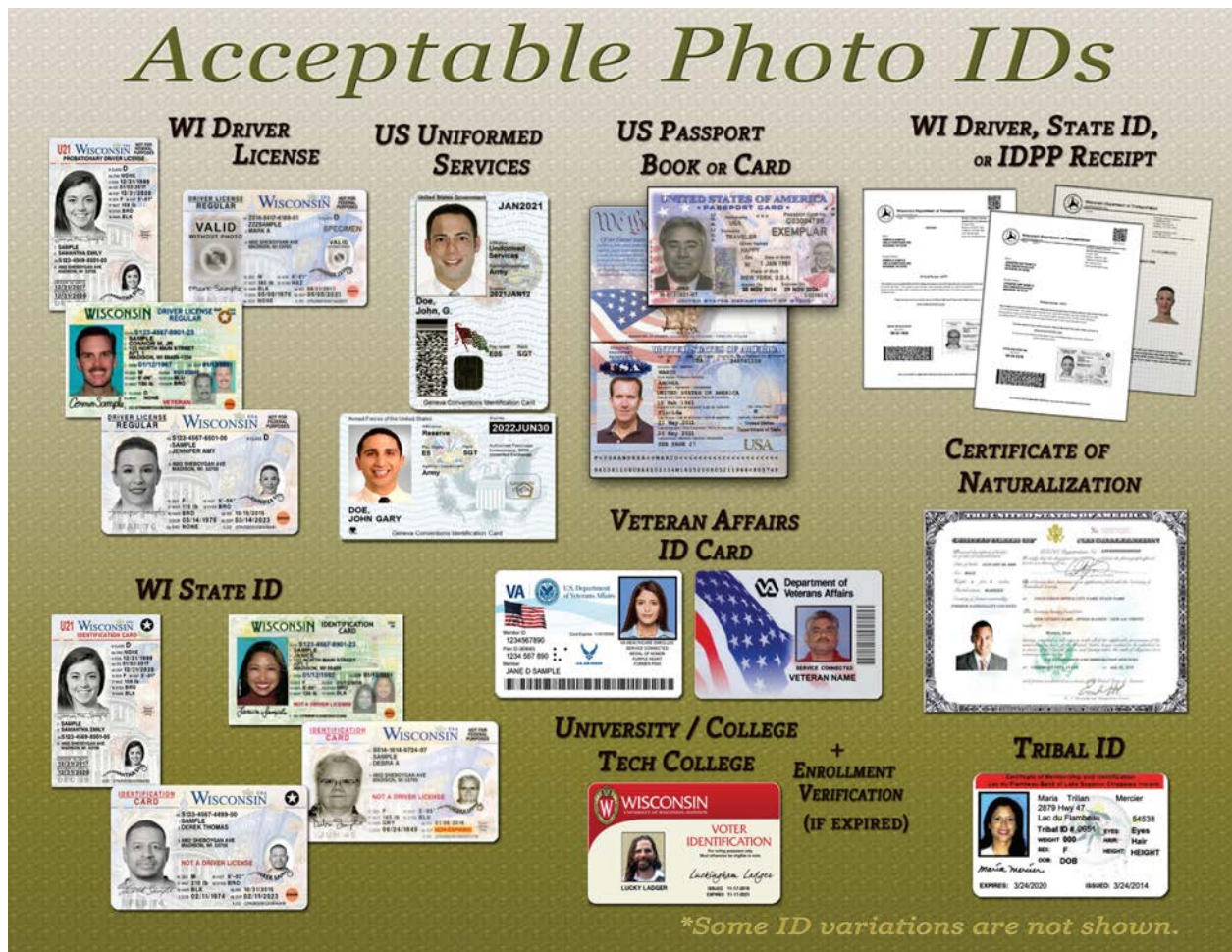


MyVote.WI.gov

Contact the City Clerk-Treasurer's office for assistance.
Phone: 262-653-4020 | Email: elections@kenosha.org

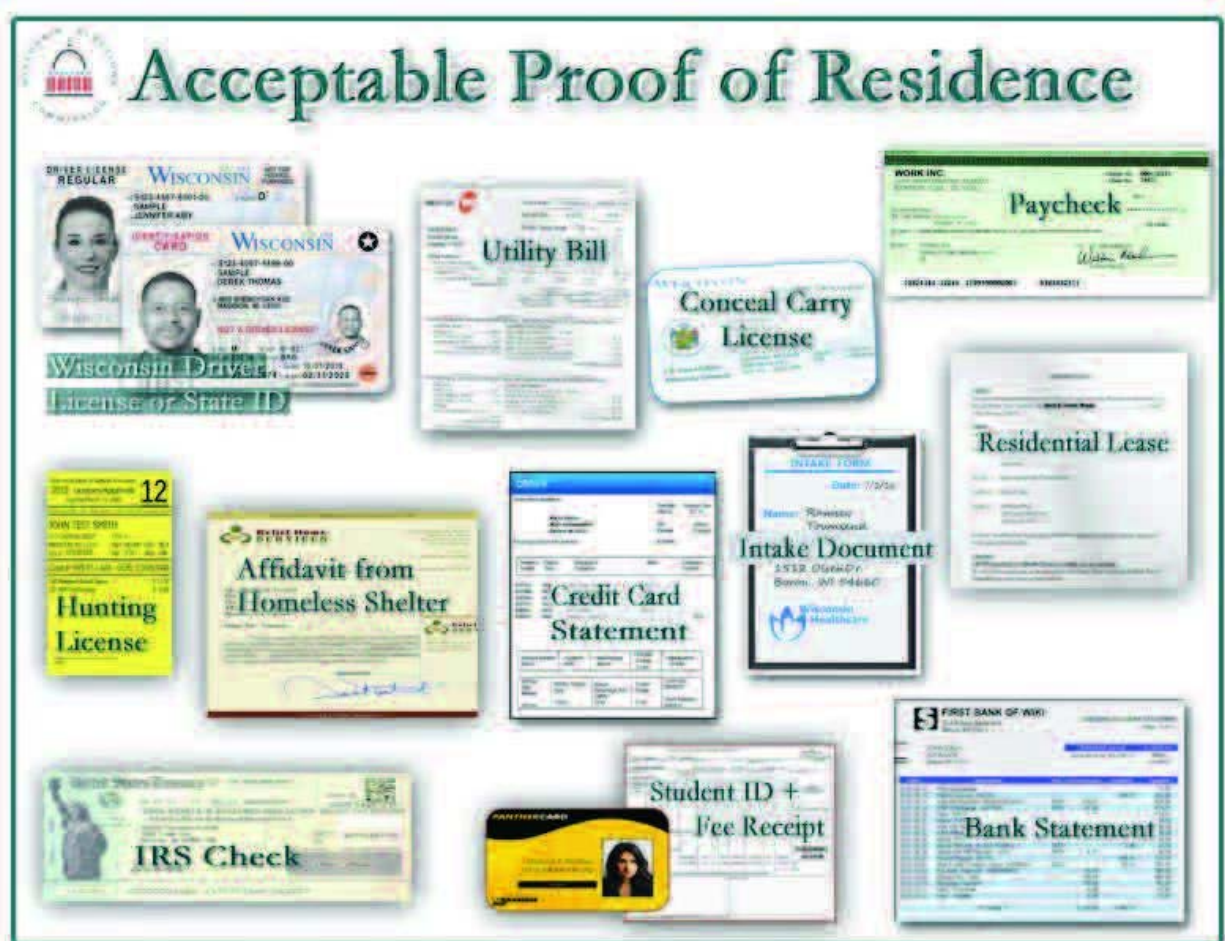
Common Questions

Voters might ask what they need in order to vote. Using your information sheet for Acceptable forms of Photo ID, you can provide them a detailed answer. Their address does NOT need to be up to date on their ID.



Refer to your information sheet about expiration dates on certain Photo ID. For example, WI Photo ID cannot be expired prior to the last General Election.

First-time voters might ask how to register. You also have a list of acceptable forms of Proof of Residency, which they will need along with a Photo ID to register to vote. Their WI drivers license can act as both of these documents as long as the name & address is up to date, and it has not expired prior to the last general election.



These are NOT acceptable forms of proof of residence:

- Doctor Bill/Statement
- Hospital Bill/Statement
- Car or Health Insurance
- Bank Checks
- Passport
- Magazine Subscription
- Library Card

- **Junk/Advertising Mail**

Can't find their polling location?

Some voters might have a Kenosha address, but reside in Somers or Pleasant Prairie.

Tip: Ask them who picks up their garbage, or if they get a City of Kenosha property tax bill.

You can also look up their address in MyVote.WI.gov to verify their polling location.

Direct the voter to the correct municipal office.

Each polling location is also provided with a large City ward map, showing all the wards within the City, as well as a smaller district map of the wards for your specific location.

