



Village of Caledonia
Election Official Application

Name: _____ Cell Phone: _____

Address: _____ Home Phone: _____

Email Address: _____ Date of Birth: _____

1. Are you qualified to vote? _____

Qualifications: *U.S. Citizen, resident of Racine County, at least 18 years of age, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting.*

2. Have you ever been an election official? _____

3. Tell me why you are interested in becoming an Election Official.

4. What qualifications do you possess that you think would help you in working as an Election Official?

5. What is your experience in working in groups or teams?

6. Can you remain politically neutral while acting as an Election Official? _____

7. How would you react to a voter who becomes upset or disrupts the polling site?

8. Elections can occur 1-4 (in rare occasions more than 4) times a year. In order to schedule elections properly we require a minimum one-year commitment. However, we will try to accommodate scheduling conflicts. Are you okay with this?

Polls are open 7:00 AM to 8:00 PM.

Shift I am available to work: *(Check only one)*

- 6:30 a.m. – 2:30pm
- 2:30p.m – End of Night (typically between 9 and 10pm)
- All Day

Every effort is made to assign Election Officials to the shift/location requested, however, this cannot be guaranteed. Please prepare to be flexible as assignments are subject to change on an as needed basis.

Applicant Signature

Date

Please return form to: Village Clerk, 5043 Chester Lane, Racine, WI 53402
For questions, please contact Jen Olsen at jolsen@caledonia-wi.gov or 835-6414.

Thank you for your interest in being an Election Official.

FREQUENTLY ASKED QUESTIONS

WHAT IS AN ELECTION INSPECTOR?

Election Inspectors are the gatekeepers of Democracy and are vital to efficient, honest elections. Election Inspectors are sometimes called “poll workers”.

WHAT DO ELECTION INSPECTORS DO?

Election Inspectors are responsible for election procedures in the polling location to which they are assigned. These procedures include helping to open the polls, registering voters, issuing ballots, providing assistance to voters, explaining the use of voting equipment and closing the polling location.

WHAT IS THE TRAINING AND TIME COMMITMENT INVOLVED WITH BEING AN ELECTION INSPECTOR?

Training is provided by the Office of the Village Clerk and Chief Inspectors. This training will provide the necessary information and knowledge to be a successful Election Inspector. On Election Day, inspectors will start at 6:30 a.m. and work until the end of the day and completion of their duties.

THE FOLLOWING IS REQUIRED TO BE AN ELECTION INSPECTOR:

- Be an adult citizen of the United States who resides in Racine County and is not disqualified from voting.
- Be able to speak, read and write fluently the English language.
- Have good hearing, can sit for long periods of time, efficient in finding names and numbers in the poll books, good penmanship.
- Have strong clerical skills, be able to solve problems and be an effective communicator.
- Work as a team.
- NOT a candidate for any office being voted on at the polling location during the election.
- Enjoy people and service to others.

CAN I BE EXCUSED FROM MY REGULAR JOB TO BE AN ELECTION INSPECTOR?

Wisconsin law requires every employer to grant an unpaid leave of absence to each employee who is appointed to serve as an election inspector if the employee who serves as an election inspector provides his or her employer with at least seven (7) days of notice. The leave is for the entire 24-hour period of each Election Day in which the employee serves. Upon request of any employer, the Clerk will verify the appointment.

I hereby certify that I have read all of the information on this document and that I meet the qualifications of the position(s) for which I am applying. I will adhere to all training requirements and meet the expectations of the job and duties as assigned. I understand that if I fail to meet the qualifications, requirements, or expectations of the job, I may be dismissed without prejudice by the City Clerk. I will maintain a copy of this signed document as proof that I made this commitment.

ARE POLL WORKERS' EARNINGS TAXABLE?

According to the IRS: Election Workers: Election workers are common-law employees; however, under IRC 3121b)(7)(F)(iv) an exception from FICA is provided for election officials and workers who earn less than a specified amount for a calendar year (\$1,400 in 2008). This provision applies to employing entities that do not have a Section 218 Agreement. If the employing entity has a Section 218 Agreement, the Agreement determines the treatment of election worker wages for social security tax. It may exclude election workers altogether from social security; it may specify a lower threshold at which social security tax is withheld; or it may provide no exclusion for election workers, in which case social security and Medicare taxes apply from the first dollar paid.