

Quick Guide to Curbside Voting On Election Day

Review this document before working curbside.

Revised 7/2020

1. Greet the voter

- ✓ “Welcome!” “We’re glad you could make it!” Stay far enough away from them that they feel safe – everyone will be different. A “thumbs-up” through a closed car window may be the best way to be friendly.
- ✓ Keep your face and head **out** of the voter’s car.
- ✓ “Have you moved since you last voted?”
- ✓ If the voter needs to register, give them a registration form and follow the Election Day Registration procedure.
- ✓ Look to see if the voter has their own pen or if you need to let the use one of our sanitized pens.

2. Ask for the voter’s name and address

- ✓ Write it down on scratch paper.
- ✓ Check the street directory for the address (make sure the voter is at the right polling place).

3. Check the voter’s ID

- ✓ Be **respectful** and check for acceptable **type, expiration date** (if required for that type), **name, and photo**.
- ✓ The name on the ID should “reasonable conform” to what they told you.
- ✓ The address on the ID doesn’t matter.
- ✓ **Do not touch the voter’s ID**; have the voter hold it up to the car window.
- ✓ If the voter does not have an acceptable form of ID, they will become a provisional voter.

4. Go inside to the Badger E-poll book table

- ✓ State the voter’s name and address (if the voter is not registered, bring out a paper registration form and come back with it completed).
- ✓ Poll book workers select “curbside” in the signature box.
- ✓ Get a voter slip.
- ✓ Get a ballot at the ballot table.

5. Bring the Ballot to the Voter

- ✓ Recruit a second poll worker to accompany you outside.
- ✓ Announce that you are leaving the polling place with a ballot for a curbside voter.
- ✓ Bring the ballot to the voter on a clipboard with a privacy shield from the ballot table.
- ✓ Stand far enough back to give the voter the ability to vote in secret.

6. Return the Ballot to the Polling Place

- ✓ Two workers bring the ballot inside.
- ✓ Announce that you are returning with a ballot for a curbside voter.
- ✓ Feed the ballot into the tabulator.

7. Sanitize Pens and Clipboards

- ✓ Clean the clipboard and discard pen (if the voter didn't bring their own) between each use.
- ✓ Voters in the same car can share materials without sanitizing between them.
- ✓ You should keep one pen for the whole shift for yourself and not share it with anyone else.

Accepting Absentee Ballots Curbside

You do not need to check the ID of someone dropping off a ballot!

1. Remember, anyone can drop off an absentee ballot with you! Check for the following:

- ✓ The envelope is **sealed**.
- ✓ The envelope is **signed by the voter**.
- ✓ The envelope has a **witness signature** and **address**.

2. Poll workers can be the absentee voter's witness.

- ✓ Watch the voter sign the envelope (or initial their signature)
- ✓ Poll workers can use the address of the polling place instead of their own address

3. Bring the ballot into the polling place and note that it was received curbside in the incident log and give to the Chief Inspector to be sent to City Hall for processing.