



## Taking that Extra Step

### Respect the site

We ask churches, fire stations, vet halls and other public buildings to allow us to use their building for poll worker training and voting on Election Day. They are not paid to use their facilities. We do not reimburse them for electricity, water, paper towels or toilet paper. As a representative of the Shasta County Registrar of Voters, please treat the poll sites with respect. Put chairs and tables away and leave the floor neat and clean. Please contact us and let the site know if you accidentally broke something. Leave the poll site better than you found it.

### Respect the site contact

Often times a site contact is assigned to open and close the poll site. The site contact is using their time and personal gas to serve you and our community at the poll site. Saying, "please" and "thank you" go a long way. Give the site manager ample time to meet your request. Our office would rather you keep your requests to, "How many tables and chairs are available?", "Is it possible for us to set up the day before?" or "Would you be giving us a key or will someone come to open and close the poll site? Contact our office if you need ramps, cones, more tables, fans and etcetera.

### Think like a team

The challenge is to think of yourself as a team member. Each poll worker is one member of that team and not a group of individuals that happen to work together on Election Day. The precincts that think like a team balance their statements, return their Election Day supplies in an organized and neat matter and have the fewest voter errors at the poll site. When you work as a team you are more collaborative, successful and happy.

How do you build a team?

- Call you poll workers one month, one week and the day before the Election.
- Bring snacks to share.
- Arrange to meet each other at poll worker training.
- Assign job task or rotate positions throughout the day (Except for the Inspector's position).
- Assist and encourage each other.

Improve voter trust by never losing sight of the value of good service.

### Poll worker standards and expectations

Remember your motto is *to treat all voters with the same respect, courtesy and assistance*. Your voters are your number one priority. Keep personal visiting and conversations to a minimum. It is critical to maintain a quiet and professional atmosphere while there are voters in your polling site. If no voters are present, you may read or perform other pastime activities that do not interfere with the voting process. You may also use your cell phone if you are respectful to your surroundings and limit use.



**Test your Election Acumen!**  
**Words may appear in a combination of horizontal (H), vertical (V), diagonal (D) or backwards (B) orientations**

B Q W Z E D D S B O K Y R A M I R P U M		
O X E P R O V I S I O N A L X I E X A V	BILL	H
Q J L V O T E R Q D L S I N R V G M H X	CAST	DB
N M M B G D Y L E T W L K W Y O I G J W	MAIL	DB
B L A I R O T A N R E B U G X G S F H X	VOTER	H
S I X B D S A H Z J M A S P P Q T T M M	RIGHTS	HB
T A Z A P D C T C A N D I D A T E A E B	ROSTER	H
H M D L N C C X P R I V A C Y V R F K R	BALLOT	VB
G J H L A P R E S I D E N T I A L A O J	PRIVACY	V
I X T O X R K K P R F L A R O T C E L E	PRIMARY	DB
R T W T C Y C A R C O M E D B M M F Y G	PRECINCT	V
X C Z R E K R O W L L O P R E C I N C T	REGISTER	D
W T S A C U Q Z T O I Y P R O R U I M C	CANDIDATE	H
	DEMOCRACY	V
	ELECTORAL	DB
	PROVISIONAL	HB
	PRESIDENTIAL	VB
	POLLWORKER	V
	GUBERNATORIAL	HB

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