

Election Officials/Pollworkers

Top Questions & Answers (for internal purposes only)

1. How do I become an Election Official?
2. Can I look for the information online?
3. Can I find more online about what an Election Official does on Election Day?
4. What happens after I provide my initial contact information?
5. Why do I have to complete a Form I-9 and set up Direct Deposit?
6. What happens after I submit my Election Official appointment and Form I-9?
7. Will I need to attend a training class?
8. Both my husband (family member) and I would like to be Election Officials. Can we be assigned to the same polling location?
9. Can I sign up for a training class?
10. When will precinct assignment letters be mailed?
11. Will I be assigned to my own voting precinct?
12. How will I vote if I am working at the polls in Election Day?
13. Will I be compensated for working the polls?
14. I received my precinct assignment letter but cannot find it now.
15. I was scheduled to work Election Day, but I am no longer available?
16. I am unable to attend training, can I still work Election Day?
17. Can I leave the polling location during the day OR What time can I leave on election night?
18. I know I have to attend training, but I was told about another meeting. What is that?
19. **STUDENT ELECTION PAGE PROGRAM.** I signed up to be a Student Election Page. When should I receive information?

<p>1. How do I become an Election Official?</p>	<p>Tell the caller that we are still looking for people to work in our Virginia Beach polling locations and we will email the information and forms that need to be completed.</p> <ul style="list-style-type: none"> • Look caller up in VERIS and email the following information to electiontraining@vbgov.com <p>First name Last name Voter ID number Verify address Phone number Email address</p> <p>Note: If email address is different, verify current address with caller and notate information in email</p>
<p>2. Can I get the information online?</p>	<ul style="list-style-type: none"> • YES • www.vbgov.com/voter • Click on Election Official (Poll Worker) Information • Notice of Appointment Form, I-9, and Direct Deposit Authorization found at the bottom of the page
<p>3. Can I find out more online about what an Election Official does on Election Day?</p>	<ul style="list-style-type: none"> • Visit www.vbgov.com/voter and click on Election Official (Poll Worker) Information
<p>4. What happens after I provide my initial contact information?</p>	<ul style="list-style-type: none"> • You will receive an email with more information about working at the polls on election day as well as how to get the forms you will need to complete. • A Form I-9 and direct deposit authorization are also required. • You need to bring your paperwork, acceptable IDs, and voided check into our office so we can witness your signature and view your acceptable identification. • The only option is to come into our office to sign up.
<p>5. Why do I have to complete a Form I-9 and set up Direct Deposit?</p>	<ul style="list-style-type: none"> • Election Official pay is processed by the City of Virginia Beach's Payroll Department, so it is a federal requirement from The Department of Homeland Security which requires us to verify employment eligibility. • Direct Deposit is a necessity which saves time and money.
<p>6. What happens after I submit my Election Official paperwork?</p>	<ul style="list-style-type: none"> • You will receive a welcome email which acknowledges receipt of your paperwork and includes your user ID and password to our Easy Vote web portal. • Approximately 6 weeks before the election you will receive an official precinct assignment letter via email placing you at one of our polling locations. • It will include a link to the web portal so you can choose and schedule your training class.

7. Will I need to attend a training class?	<ul style="list-style-type: none"> • YES. New Election Officials will attend training at the Virginia Beach Convention Center during the week of October 18-23 with classes available in the morning, afternoon, night and Saturday.
8. Both my husband (family member) and I would like to be Election Officials. Can we be assigned to the same polling location?	<ul style="list-style-type: none"> • YES. Be sure to write that on your appointment form so we know to schedule you together.
9. Can I sign up for a training class NOW?	<ul style="list-style-type: none"> • “Have you received your emailed official precinct assignment letter”? • If YES, log into the web portal and sign up. • Only after you have signed up to become an Election Official AND you have received your official precinct assignment letter can you sign up for a training class.
10. When will precinct assignment letters be emailed?	<ul style="list-style-type: none"> • Precinct assignment letters will be/were emailed about 6 weeks before each election.
11. Will I be assigned to my own voting precinct? Or Why wasn't I placed in my own voting precinct? Can I change my working precinct?	<ul style="list-style-type: none"> • Whenever possible, you will be placed in your voting precinct. If there are no vacancies, you will be placed at a nearby precinct not more than 10 miles from your home. We have 100 polling locations in Virginia Beach that need to be staffed. There is a possibility that we might ask you to change polling locations prior to Election Day in order to meet staffing requirements. <p>State information above and let caller know you will pass on their request.</p>
12. How will I vote if I am working at the polls on Election Day?	<ul style="list-style-type: none"> • If you are working in your voting precinct, you can vote there on Election Day. • If you are assigned to a nearby location, you will vote absentee. You choose whether to vote IN-PERSON absentee or BY-MAIL absentee. Early voting locations, dates and times on the Election Schedule at www.vbgov.com/voter and also on the Easy Vote web portal.
13. Will I be compensated for working the polls?	<ul style="list-style-type: none"> • Compensation for working as an Election Official on Election Day is \$152.00. You will attend and complete a 3-hour training class before Election Day. Compensation for training is an additional \$20.00. Processing payments can take up to six weeks. We also encourage you to attend an informal meeting which is scheduled by your Chief Officer, meet your fellow Election Official's, and do some preparation in advance.

14. I received my precinct assignment email, but I cannot find it now.	<ul style="list-style-type: none"> • I will notify Cindy or Jennifer to email you another. Can I confirm your email address to be sure it's the same one we have on file?
15. I was scheduled to work Election Day but am no longer available.	<ul style="list-style-type: none"> • "We are sorry to hear you are no longer available" • Email callers details to electiontraining@vbgov.com
16. I am unable to attend training, can I still work Election Day?	<ul style="list-style-type: none"> • . I will see if Cindy or Jennifer are available.
17. Can I leave the polling location during the day OR What time can I leave on election night?	<ul style="list-style-type: none"> • You must be available to work the entire Election Day. For security reasons, no exceptions are permitted. Arrive at the polling location at 5:00 a.m. and remain there until the election results have been reported, all paperwork has been completed (generally around 9:00 pm; for a Presidential Election – 10-11:00pm).
18. I know I have to attend training, but I was told about another meeting. What is that?	<ul style="list-style-type: none"> • Once you receive your precinct assignment letter be sure to contact your Chief Election Official. • The Chief Election Official will usually hold a meeting with the Election Officials assigned to the precinct. • The meeting is usually the Monday before Election Day. • This meeting is not required but recommended so you can see the voting location, meet your fellow Election Officials and do some preparation in advance.
19. STUDENT ELECTION PAGE PROGRAM. I signed up to be a Student Election Page. When should I receive information?	<ul style="list-style-type: none"> • An email confirmation is sent when we receive your application. Let me connect you with Jennifer for further information. • All questions regarding this program can be answered by Jennifer.