



280 East Broad Street
Columbus, Ohio 43215

<http://Vote.FranklinCountyOhio.gov>

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BOARD MEMBERS: Douglas J. Preisse, Chairman ★ Michael F. Colley, Esq. ★ Zachary E. Manifold ★ Kimberly E. Marinello

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Mr. Ed Kozelek
Time Warner, Inc.
1015 Olentangy River Road
Columbus, OH 43212

Dear Mr. Kozelek:

I had spoken to Bobbie earlier in the week and she gave me permission to mail you this packet. Thank you for your willingness to review this information.

Alexander Woollcott, a commentator for *The New Yorker* magazine said, "I'm tired of hearing that democracy doesn't work. Of course it doesn't work. We are supposed to work it." Mr. Woollcott could not have said it any better. One of the greatest opportunities that we have to work the democratic process is to serve as a poll worker on Election Day. The Franklin County Board of Elections is reaching out to our friends in the corporate community to find enthusiastic, detail-oriented associates who are active in their community.

Through the Champions of Democracy program that was established in 2004, we have recruited and trained hundreds of poll workers from companies such as Huntington Bank, AEP, Nationwide, and The Ohio State University. Some organizations have provided paid leave while others require employees to take vacation or other leave time to participate.

There is no cost associated with participating and each poll worker receives compensation from Franklin County (at least \$148 for training and Election Day services). **To show our appreciation, every Champion of Democracy participant will be recognized in a Columbus Dispatch ad following the election.**

Here's how the program works:

- Time Warner provides a minimum of 10 employees to serve on Election Day
- The Board of Elections will dedicate a day to visit your location, set up a display to promote Champions of Democracy (**see photo in packet**) and help recruit your associates for the program, as well as give them the opportunity to register to vote in November's election
- We can also bring a couple of voting machines on that day and, working with you, create a "mock election" to determine a special event theme, a party menu, or whatever *you* would like to vote on
- We will provide you with pre-printed posters and flyers to promote Champions of Democracy
- At a later date, the Board of Elections will hold a 3-hr. training class on site for your employees to learn election procedures to ensure that they are fully prepared to serve
- The Board of Elections' staff will be available to assist you throughout the entire process

In order to serve on Election Day, each employee must:

- Be a U.S. Citizen and a registered Franklin County voter
- Have transportation to the polls
- Work from 5:30 AM to at least 8:00 PM on Election Day

Mr. Kozelek, thank you for taking the time to consider this opportunity. We would be honored to have Time Warner become a Champion of Democracy and join other great companies who call central Ohio "home." If you would like more information, please feel free to contact me. We look forward to working with you as we continue to find the best poll workers in Franklin County to serve during the upcoming election!

Sincerely,

Steve Bulen
Training Coordinator

SMB/tbb
Encl.



Franklin County
Board of Elections

presents

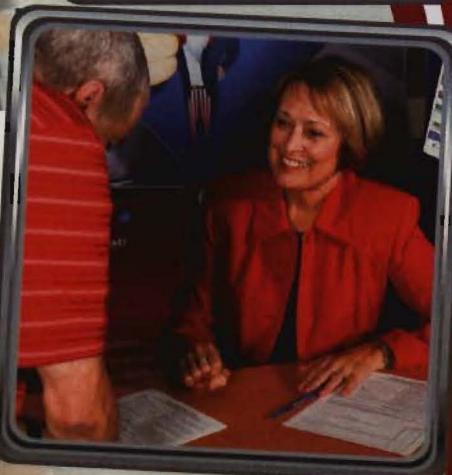
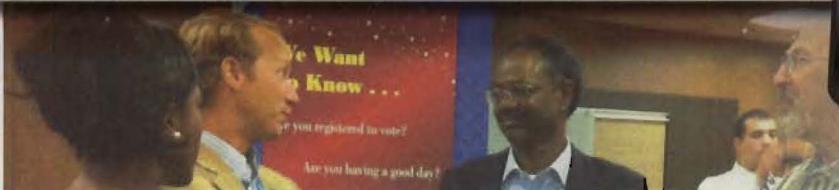
CHAMPIONS *of Democracy*

Franklin County Board of Elections presents, "Champions of Democracy", a campaign used to recruit employees from local businesses to serve as poll workers on election day. During this process, the Board of Elections:

- 1** Dedicates a day to visit the organization, sets up a display to promote Champions of Democracy and helps recruit their associates for the program



- 2** Provides their associates the opportunity to register to vote in the upcoming election.



- 3** Brings a couple of voting machines on that day and, working with the organizations, creates a "mock election" to determine a special event theme, a party menu, or whatever non-political items they would like to 'vote' on.



OVER ►►



CHAMPIONS

of Democracy

Through the Champions of Democracy program, the Franklin County Board of Elections has partnered with several companies and organizations throughout central Ohio to find the best poll workers. Our "Champions" include seven of the top thirty largest Central Ohio employers and four fortune 500 companies, including:



JOHN GLENN SCHOOL
OF PUBLIC AFFAIRS

glenn.osu.edu



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UNIVERSITY



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INDUSTRIES

 **STATE AUTO®**
Insurance Companies

 **PACER**
Making Your World Run Smoother



The American Voting Experience: Report and Recommendations of the Presidential Commission on Election Administration

In recent years, some programs have also been instituted to encourage employers to make opportunities for poll worker service available to their employees.¹⁴⁰ Two states provide by law that employers must afford their employees these opportunities without penalty. Other states have developed programs to recognize employers for supporting those employees who wish to work on Election Day. Examples include the “Champions for Democracy” program in Franklin County, Ohio,¹⁴¹ and in the Kansas City metropolitan area, “Making Voting Popular.”¹⁴²

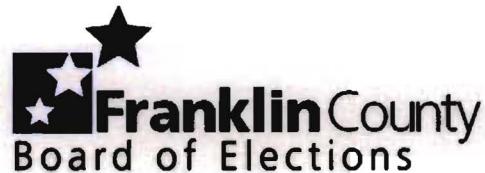
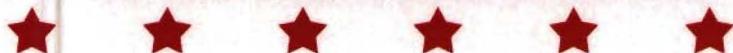
January 2014

WOULD YOU CONSIDER...

**Giving Your Employees An Opportunity
To Serve As A Poll Worker
During The Upcoming
November Election?**

*Election results can affect every one
of us personally and professionally.*

*That's why it's crucial that every
election is conducted in a fair and
accurate way.*



**"I'm tired of hearing that democracy
doesn't work. Of course it doesn't work.
We're supposed to work it."**

*Alexander Woollcott,
commentator for The New Yorker magazine*

As a global leader in entertainment and media, and the second-largest multiple service provider, **Time Warner** realizes the vital role that every employee plays in carrying out the vision and goals of your organization.

The same holds true for the Franklin County Board of Elections.

Your people's creativity, talent and commitment to excellence ensures that you continue to provide high-performance service. We recognize the need for excellence on Election Day and that's why we've partnered with our friends in the corporate community to recruit and train the very best poll workers available in Franklin County.

We believe that we can find that type of poll worker in the offices and hallways of Time Warner!

THE CHAMPIONS OF DEMOCRACY PROGRAM IS DESIGNED TO:

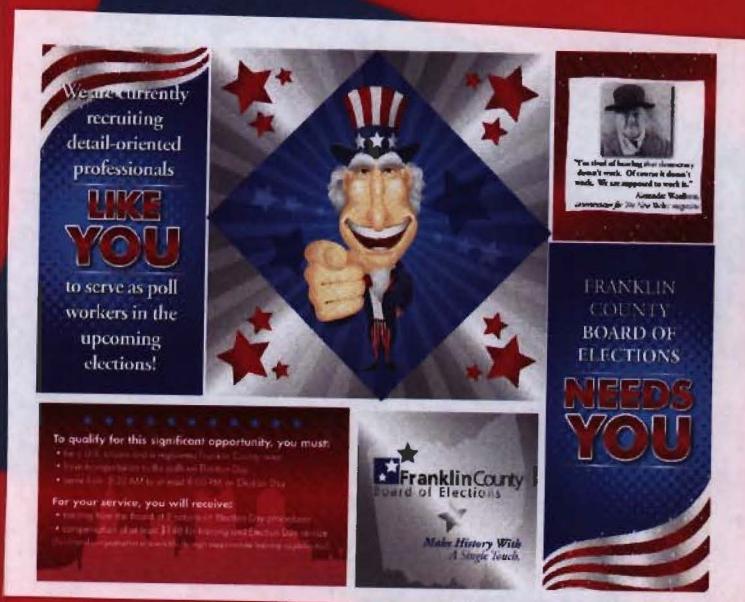
1 HELP RECRUIT YOUR EMPLOYEES

2 TRAIN YOUR EMPLOYEES ON SITE

We will work with you in scheduling a poll worker training class at your workplace.

3 GIVE YOUR "NON-REGISTERED" EMPLOYEES
AN OPPORTUNITY TO REGISTER TO VOTE.

As part of the "Step 1" recruiting process, our staff is available to set-up a display in your facility and be available to talk with your associates. We will bring a couple of our voting machines and hold a "mock" election, giving your associates a chance to cast their "vote" for a party theme, or event menu, etc.



The Columbus Dispatch

WWW.DISPATCH.COM

Real vote-getters

Elections can't happen without poll workers ready to roll up sleeves

With fewer than 200 days until the November 2012 election, Secretary of State Jon Husted is calling on Ohioans to be "active participants, not passive critics" at the polls. Each year, the state's 88 county elections boards work hard to find poll workers.

"It is Ohio's poll workers who interact with each voter and, based on that interaction, have a direct bearing on that voter's confidence in our system," said Husted in a statement. He said poll workers "can have more of an impact on the ultimate success of our elections than the Secretary of State, lawmakers and judges combined."

Workers must be registered to vote in the county where they will serve; they must not have had a felony conviction, and may not be a candidate in the election they're working in. Pay varies

somewhat by county, but Franklin County pays \$133 for election day, and another \$15 to \$50, depending on a person's duties, for a three-hour training session.

Franklin County hires about 4,000 workers for primary and general elections, while Delaware County hires about 600. Every county has regulars who return to work each election, but all are eager to get new workers into the pool.

Not everyone can devote the time to being a poll worker. It's a long day, requiring workers to be available from approximately 5:30 a.m. to 8:30 p.m. on Election Day. But in addition to compensation, they will get a chance to be a key part of our democratic process in a year when Ohio once again is expected to be a critical state in the presidential race.

For more information on becoming a poll worker, go to www.PEOinOhio.com (which contains links to every county's elections board) or call 614-466-2655.



American Electric Power
1 Riverside Plaza
Columbus, OH 43215 2373
AEP.com

Nicholas K. Akins
President and CEO

614-716-3800

As president and chief executive officer of American Electric Power, I highly recommend the Champions of Democracy program conducted by the Franklin County Board of Elections. AEP has been a proud participant in Champions of Democracy since its inception in 2004, and AEP employees have participated as election workers in every election in Franklin County since. I urge other companies to consider supporting the program.

We cannot take our democratic process or the integrity of our elections for granted. Knowledgeable, well-trained poll workers are an essential part of our form of self-government. That's why we support the Champions of Democracy program and allow our employees to take time off to volunteer as poll workers.

I encourage other employers in Franklin County to participate in Champions of Democracy. When employees have the opportunity to become poll workers, they learn more about our democratic process, the importance of our representative form of government and the role of political parties in our society. I think that knowledge and experience can make us all better citizens and, as a result, better employees. Support of the election process also can strengthen ties to the communities where we live and work.

As the election process becomes more sophisticated, it's critical that poll workers be able to understand and apply new technologies. Private sector employees are an excellent source of trained, adaptable and technology-savvy workers to meet this need. I hope you will join me and the employees of AEP in supporting this essential community service.

Sincerely,

A handwritten signature in black ink that reads "Nicholas K. Akins". The signature is fluid and cursive, with "Nicholas" and "K." being more stylized and "Akins" being more legible.

practice makes perfect

★★★



An Open House Weekend of Review for Poll Workers

Franklin County recognized the importance of providing poll workers with the opportunity for a final review of election procedures and materials just prior to them serving on Election Day. As a result we developed "**Practice Makes Perfect**," an open house review staffed by poll worker trainers, which is held on the weekend (Friday evening through Sunday) preceding every election.

Depending on the scope of an election, Franklin County employs anywhere from 2500 to 4500 poll workers each election, and poll worker training takes place during a seven-week period prior to Election Day. Consequently those poll workers who attend classes earlier in the season have a greater chance of forgetting important information needed to successfully perform their duties. **Practice Makes Perfect (PMP)** provides an opportunity to receive a last-minute review of those duties and ultimately instill confidence into our poll workers, which they then take with them to the polls.

Our mission is "to recruit, train and place the very best poll workers who are committed to serving voters with excellence and civic pride." **Practice Makes Perfect** helps fulfill that mission by providing a way to maintain "borderline" poll workers who might otherwise have needed to be replaced because of difficulties during training. A poll worker may be recommended or required to attend **Practice Makes Perfect**, based on either a firsthand assessment from a poll worker trainer or the results of a written assessment given at the end of every training class. We are able to target specific areas of need to customize a last-minute review track for each poll worker recommended or required to attend.

Practice Makes Perfect is devised to accommodate every poll worker through creating a smorgasbord of options within the event, including the following ►

"There is no glory in practice,
but without practice
there is no glory."
Author Unknown

Quick Question Counter



The Quick Question Counter is designed to support those poll workers who have one or two areas where they may be a little unsure of a correct voting procedure, or perhaps they would like to review the materials that they will be using on Election Day. Affectionately called the "big sandbox" of **Practice Makes Perfect** because of its hands on component, this station contains all of the supplies as well as copies of forms and workbooks that are used on Election Day. Trainers are available throughout the room to answer questions, and poll workers can see pictures and descriptions of and examine any temporary ADA equipment required at their voting location that may need to be set up before the polls open. This area is extremely popular during **Practice Makes Perfect**.

Ten-Minute Tune-Up Groups



These groups (6 to 8 poll workers) were created to concentrate on the most important components of correctly processing voters.

Areas of focus include:

- accurately determining whether a voter is a Regular or Provisional voter
- providing the correct ballot for Provisional Voters based on the voter's current street address
- reviewing each section of the Provisional Envelope

These trainer-led sessions, as the name implies, are designed to last 10 to 15 minutes. Participants in these groups include not only general **PMP** attendees but also those poll workers who were recommended to attend. After the review session is complete, the trainer escorts his/her group to the Quick Question Counter and returns to the Tune-Up area to begin another ten-minute session. There may be up to 10 different Tune-Up groups simultaneously taking place.



Continued ►

Continued ▼



Intense Hands-On Small Group Training

Created to handle those who were required to attend **Practice Makes Perfect**, these groups of 6 to 8 poll workers go through a more in-depth session that simulates the training that poll workers receive prior to the election. A trainer takes each group through actual voting scenarios and poll workers process "voters" using the same procedures and completing the same materials that they will use on Election Day. Usually lasting for 30 minutes or more, these sessions give the trainer another chance to monitor each participant and advocate for a possible "eleventh-hour" change in a poll worker's assignment if he/she is still unable to master the important skills needed on Election Day. A poll worker who is required to but does not attend **Practice Makes Perfect** is in jeopardy of losing his/her position in future elections. Both elements serve as effective ways of maintaining the best possible roster of poll workers every election.



Voting Machine Review

Franklin County uses DRE voting machines and during **Practice Makes Perfect**, poll workers can receive a last minute review on three separate segments of using the machines:

- opening and closing procedures
- accurately processing voters
- printing a results tape at the end of an election

This section of **PMP** is designed to give poll workers the option to choose which segment(s) they would like to complete by simply walking up to an available station and, under the supervision of a trainer, go through the steps to successfully complete each part. In an effort to brush up on skills that might allow them to be a better team player, many times poll workers will visit this area even if their Election Day assignment is something other than assisting voters on the DRE voting machines.



Voting Location Manager Lab

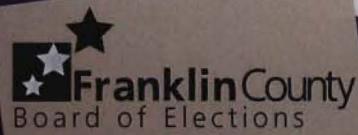
The successful implementation of Election Day procedures and policies falls upon each group of poll workers assigned to over 400 voting locations throughout Franklin County. We rely heavily upon a team leader, the Voting Location Manager (VLM) and ask him/her not only to be the head of each team but also to be familiar with each team member's Election Day duties.

That is why **Practice Makes Perfect** has a dedicated room to focus on the Voting Location Manager's responsibilities. In addition to a couple of our very best trainers, this station is also staffed by a few veteran Voting Location Managers who are able to squelch the fears and concerns of 'rookies' by providing expertise derived from years of experience. Voting Location Managers also receive reminders of any last minute updates and/or changes that have been implemented by the Secretary of State or Board of Elections.

Most Managers begin their **PMP** journey in the "Lab" and then visit the Voting Machine Review room and Quick Question Counter where they are able to study in depth the equipment and materials that will be used on Election Day.

Practice Makes Perfect is an important element of poll worker training in Franklin County. We have seen tremendous benefits from offering this last minute review open house. Poll workers are able to spend as much time as they need to ensure that they feel confident heading into the election. This past spring, almost 40% of the poll workers scheduled for the May 5th Primary attended the event.

Franklin County poll workers may not be performing perfectly on Election Day, however, **PMP** has been a step in the right direction to help get them there!



1700 Morse Rd, Columbus, OH 43229
vote.franklincountyohio.gov

practice
makes perfect



practice makes perfect

★★★



Ten Minute Tune-Up Groups

A worksheet titled "Ten Minute Tune-Up Groups" for a "ROSTER TABLE JUDGE". It includes the "practice makes perfect" logo, the Franklin County Board of Elections logo, a digital timer showing "0:10:00", and the instruction "Set Timer For 10 Minutes".

Object: Poll Workers will determine if voter is regular or provisional.

- 1) Work through scenarios, having PEO ask for name & current address.
- 2) Give PEO a minute or so to make decision. All at same time, PEOs will lay down poker chip either REG or PROV side up.
- 3) Take PEOs to QOC to discuss their assessments/ask any questions they may have.

Scenarios:

- 1 – Bea Kuhl: ID & SPB match – Regular voter
Current address: 1543 North Star Ave
- 2 – Bunker Hill: Military ID & SPB do not match (must use Street Guide) – Regular voter
Current address: 1680 Ridgeway Place
- 3 – April Furst: Non Photo ID & SPB don't match (must use Street Guide) – Provisional voter
Current address: 1456 Mews Court
- 4 – Major Downer: Military ID & SPB match – Regular voter
Current address: 1301 Uirlin Ave
- 5 – Daisy Fields: 17 YO voter: ID & SPB match – Regular voter
Current address: 855 Grandview Ave
**Remind 17 YO voters sign SPB, get ATM & RFPB, and are sent to paper table.
- 6 – Gabe Pools: No ID – Provisional Voter
Current address: 1284 Hope Ave

A worksheet titled "Ten Minute Tune-Up Groups" for a "Provisional Ballot Judge". It includes the "practice makes perfect" logo, the Franklin County Board of Elections logo, a digital timer showing "0:10:00", and the instruction "Set Timer For 10 Minutes".

Object: Poll Workers will review provisional envelope and complete Crossword Puzzle.

- 1) PEO completes Reference Guide per sample.
Remind PEO of required information in both the voter and PEO sections.
- 2) PEO completes crossword, using Yellow Street Guide.
Give correct info so PEO can check work.
- 3) PEO takes copy of 12-D form.
Discuss when/how to use 12-D form.
- 4) Take PEOs to QOC to discuss their assessments/ask any questions they may have.

A worksheet titled "Find the Precinct Identifier or Ballot Style" with the instruction "Complete the crossword below". It includes the "practice makes perfect" logo, the Franklin County Board of Elections logo, and a crossword puzzle grid. The grid has several words filled in, such as "ACROSS" and "DOWN".

ACROSS

4. 1354 Westwood Ave (Precinct Identifier)
5. 1456 Mews Ct (Ballot Style)
8. 855 Grandview Ave (Precinct Identifier)

DOWN

1. 1902 Goodale Blvd (Precinct Identifier)
2. 1573 Elmwood Ave (Ballot Style)
3. 1680 Ridgeway Pl (Ballot Style)

Created on TeacherspayTeachers.com and Classmate Master



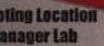
practice
makes perfect



Voting Location Manager Lab

Experienced Voting Location Managers review common managerial procedures with PMP attendees.

practice
makes perfect



Voting Location Manager Review Table
Answer questions specific to managing the location.

Management Topics that may come up: Training Manual Page(s):

Picking up supplies	Page 23
Supplemental Absentee Voter List	Page 23 and 50
Setting Up ADA Equipment <i>Remind VLM's to take down equipment at the end of the day and put it where they found it first thing in the morning</i>	Page 20 - 27
In case a poll worker does not show up	Page 33
Managing lunches and breaks	Page 6
In Case of Emergency at your location	Page 10-13
Who is allowed in the polling location	Page 38-42
Replacing RTAL Paper	Page 46-47
Items that must be returned Election night	Page 58-59

Things that fall through the cracks

- o Using the Problems and Corrections pages
- o Checking the voter off of the Register of Voters list
- o Tracking of paper ballots by Paper Ballot Judge

Lesson plan for the VLM's at Practice Makes Perfect

Review some of the Management topics (ask the VLM if they have concerns about any of them)

Review the late letter information that is included in the VLM Supply pick up packet (especially the yellow, green and blue highlighted sections)

Review the 17-Yr-Old notice that contains the Ballot Style for the voter. The Signature Poll Book will not have the Ballot Style listed for 17-yr-old voters (left out by mistake). Encourage VLM's to record the ballot style in the Signature Poll book.

Review the "Supplemental Green Page" of the County Street and Road Guide (show the page that will be included)

Review the list of LID's that will have the #5 in the Signature Poll Book. Follow the instructions on the sticker for each voter with a #5

Review of the Info Graphic cards – Roster, Machine Judge, Portable Printer (People learn through different methods)

Remind them about the Absentee Supplemental list that will be available on Monday, May 4th. Review the instructions on how to access the list

Review the supply drop off instructions, especially if coming from Interstate 71 (show new map of double turn lane)

Remind them of the Youth at the Booth Surveys and to return them on Election Day (see envelope)

Encourage them to visit the Quick Question Room to see the ADA setup for their voting location

Encourage them to visit the Machine Room to review Closing the machines



practice
makes perfect



Intense Hands-On Small Group Training

practice
makes perfect



Intense Hands-On
Small Group Training

Intense Hands-On Small Group

Roster Table Judge

Object: Poll Worker completes Roster Table Judge scenarios.

- 1) Work through scenarios, having Poll Workers ask for name and current address.
- 2) Give Poll Workers Reference Guide card.
- 3) Discuss assessments.
- 4) Keep a list of those Poll Workers unable to process voters correctly. Give list to Steve.

Scenarios:

1 – Bea Kuhl: ID & SPB match – Regular voter

Current address: 1543 North Star Ave (Precinct ID COLS 33D 01 Ballot Style 170)

2 – Bunker Hill: Military ID & SPB do not match (must use Yellow St Guide) – Regular voter

Current address: 1680 Ridgeway Pl (Precinct ID Grandview B 01 Ballot Style 803)

3 – Harris Halitosis: ID & SPB do not match – Regular voter

Current address: 1739 Westwood Ave (Precinct ID COLS 33 D01 Ballot Style 170)

4 – Flavius Freeman: ID expired; No other ID – Provisional voter

Current address: 1667 North Star Rd

5 – Gene Poole: ID & SPB do not match – Regular voter

Current address: 1404 Hollywood Ave (Precinct ID COLS 33 G01 Ballot Style 174)

6 – Homer Goforth: ID & SPB do not match - Regular voter

Current address: 1566 Terrace Dr (Precinct ID Grandview B 01 Ballot Style 803)



Object: Poll Worker completes Provisional Ballot Judge scenarios.

- 1) Poll Worker completes Reference Guide per sample.
Remind Poll Worker of required information in both the voter and PEO sections.
- 2) Poll Worker finds missing voter info on each page of Provisional packet.
Give ID & missing info for Poll Worker to complete voter info & check exp date of ID.
- 3) Poll Worker completes their section, using Yellow Street Guide.
Give correct info so Poll Worker can check work.
- 4) Discuss assessments.
- 5) Keep a list of those Poll Workers unable to process voters correctly. Give list to Steve.

Provisional Packet:

1 – Ducky Bill: No Birthdate

Birthdate: 03/15/1993 LID 3021 (Precinct ID COLS 33 D01 Ballot Style 701)

2 – Vern Fern: No Signature/Date

Signature/Date LID 3021 (Precinct ID Grandview B 01 Ballot Style 803)

3 – Daisy Fields: No Printed Last Name

Last Name: Fields LID 3021 (Precinct ID COLS 33 G01 Ballot Style 174)

4 – Jill Plum: No city in Current Address

City: Columbus LID 3021 (Precinct ID COLS 33 G01 Ballot Style 174)

5 – Avery Goodbook: No ID

ID: Utility Bill LID 3021 (Precinct ID COLS 33 G01 Ballot Style 174)

Talking Point: Voter to Provide ID in 7 days