



## SOMERSET COUNTY BOARD OF ELECTIONS

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### Master Board Worker Election Day Guide

Please arrive at the Board of Elections at 5:15am or for certain elections 45min prior to the opening of the polls. Sign in and get your supplies from us. Before you leave the office go into the lobby and go through your supplies to make sure you have everything you need. Your supplies include:

1. Polling Location List
2. Extra Signage
3. Pens
4. Note Pads
5. Mileage Sheet
6. Polling Location Check Lists (1 per polling location)
7. Tape
8. Master Board Worker Badge
9. Points of emphasis (if they are needed)
10. Map of the County

When you're ready to go, make sure that you set your odometer to 0 so you can keep track of your mileage. The best way to do your mileage is to set your odometer back to 0 at every polling location. **(DO NOT FORGET TO WRITE DOWN YOUR MILEAGE AT EVERY POLLING LOCATION)**

Now you are ready to start your day:

1. Set your odometer to 0
2. Go to your 1<sup>st</sup> location (closest location)
3. Write down your mileage
4. Follow your check list (**make sure everything is in order**)
5. Talk to the board workers; see if everything is ok if they have any questions or issues you can help them with. (**YOU CAN NOT TOUCH THE MACHINE**)
6. Call us if you have any problems. (**if there is a problem with the machine or a voter then we need to speak with the board worker**)
7. Go to the next location and so on.

You should go to each location at least twice. If you can get there more than that, that's great. When you are at a location take your time, don't rush in and out. Stay for a little while and see how things are going. If you see something that a board worker is doing and you don't think they should be, you should call us and also write it down. **(Make sure you get their name.)**

We may need you to come in and get supplies and bring them to a location or there may be a problem at a polling location that we need you to handle. If we call you to come in, finish up whatever you are doing and come in as soon as possible.

After the polls close, bring in your supplies to the Board of Elections office. It will be very busy, so please be patient and have everything ready to go:

1. Have your mileage form out and totaled up with your name on it
2. Have your polling location check lists out
3. Sign out and put your mileage in and make sure you hand in your Master Board Worker Badge