

# **POLLING PLACE GREETER INSTRUCTIONS**

## **PRESIDENTIAL PRIMARY- 2020**

Thank you for being a Greeter! We have three goals today:

- Sign up volunteers to work with us.
- Encourage voters to sign up to Vote by Mail in future elections.
- Provide information to voters who experience problems: VOTER PROTECTION HOTLINE #: 941.234.9440

### **What To Do When You Arrive at The Polls**

During Early Voting week, polls open at 8:30 a.m. On Primary Day itself, polls open at 7 a.m. If you are working the first shift, arrive at least 20 minutes early. Introduce yourself to any other workers there – yes, even Republicans.

Because of a recent change in the law, your table and all materials must now be at least 150 feet from the polling place door. Normally, the election workers will have marked where this is.

### **Talking to Voters**

Make eye contact, smile, and say hello to each approaching voter. Don't just sit at the table – be proactive: "Hi, are you here to vote in the Democratic primary?" Or, for a voter who is leaving the polling place, "Thanks for voting. Would you be interested in helping the Democratic party as we prepare for the general election?" Offer the voter the volunteer sign-up sheet. Ask if she/he is signed up to Vote by Mail.

### **Encouraging Voters to Sign up for Vote by Mail**

We know that VOTERS WHO SIGN UP TO VOTE BY MAIL (VBM) VOTE AT A HIGHER RATE THAN VOTERS WHO DO NOT SIGN UP FOR VBM. For people who are reluctant to sign up, point out that if they want to go to the polls to vote even after signing up for VBM, they can still do so. A VBM ballot is a form of insurance in case they become ill or busy before Election Day. They can even hand deliver their VBM ballot to a SOE Office or an Early Voting site before Election Day. And once they mail in the ballot, they can track it by phone or online to make sure it has been received. If the voter says he/she will sign up for VBM later, press just a bit more and say that if the form is filled out now, the party will turn it in, saving the voter the need to do so.

### **What To Do if Voters Experience Problems**

We will have trained Poll Watchers inside Early Voting sites at least part of the time and at some precincts on Primary Day. At some sites, Outside Poll Observers will also be present. However, since not all polling sites will be covered in this way at all times, please

be alert for voters coming out of the polling place appearing upset. (Voters who had to vote provisionally, perhaps because they did not have proper identification, will come out of the polling place holding a piece of paper called a “notice of rights.”) A sign at your table encourages voters to inform you of problems they experienced or observed, and voter protection attorneys are available by phone. **WE WANT TO BE INFORMED OF ANY AND ALL PROBLEMS:** You are our eyes and ears.

Call the number below or ask the voter to call. (Let the voter use your phone if necessary). We want to speak to any voter who cast a provisional ballot; they may need to provide additional information for their vote to be counted. If they don’t want to take the time to speak to our attorney, try to get their name and contact information and use the Incident Report form attached here. Then call the hotline when you can.

**\*\*VOTER PROTECTION HOTLINE – 941-234-9440**

### **What to Do If You Experience Problems**

If someone is confrontational, just smile and say, “We’ll have to agree to disagree.” Arguing won’t get you anywhere, especially with a rabid Trump supporter. If anyone attempts to intimidate you or ANY VOTER, please call the number above and report the problem. You might want to take a cell phone photo or video of any intimidating situation. Remember SAFETY FIRST, don’t escalate the situation and don’t be the person who initiates a confrontation.

### **Afterwards**

If you are working the last shift of the day, please take down the table and collect any materials, including signs. Deliver as directed by precinct captain/area leader. If you have any issues with no-show volunteers or you need help – contact your Captain.

THANK YOU SO MUCH FOR YOUR HELP.

IT ABSOLUTELY MAKES A DIFFERENCE!

## **Suggested Supplies for Early Voting and Precinct Polling Locations-2020**

- A table for hand-outs that fits into your workspace at Early Voting
- Chairs for volunteers
- A tent if permissible (not all sites permit a shade tent)
- Sample ballots or slate cards (not actually necessary for the Primary but this is a great opening ask “We have Democratic sample ballots here”)
- Yard Signs for SRQ DEM Party and "Did you have any trouble voting" Signs
- Vote By Mail applications
- Pens and a Clipboard
- Volunteer Sign-Up sheets (collecting name, phone and email). Ask the voter if they receive the Sunday evening announcement of upcoming events from the Sarasota Democratic Party. We need volunteers! REMEMBER TO TURN THESE SHEETS INTO DATA ENTRY AT HQ SO EMAILS/PHONE NUMBERS CAN BE ENTERED INTO VAN.
- Cold Water (if at all possible) for volunteers
- Hand Sanitizer
- Umbrellas or a tarp in case of rain
- Sunscreen and Bug Spray (if needed for your site)
- Stickers/Pins if available (and eventually candidate information)
- A hard copy of the Greeter Table Instructions for 2020
- Hard copies of the Incident Report Form
- Hard copy of the Voter Protection Hotline Phone Number: 941.234.9440
- The Early Voting or Precinct Table Captain name and phone number (in case of any scheduling issues, supply needs, no-show volunteers or other problems)

## INCIDENT REPORT FORM

*Form Filled Out by:* \_\_\_\_\_ *Phone:* \_\_\_\_\_  
*Date:* \_\_\_\_\_ *Incident time:* \_\_\_\_\_

### Voter Information

*Name:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
*City:* \_\_\_\_\_ *ZIP:* \_\_\_\_\_  
*Phone Cell:* \_\_\_\_\_ *Home:* \_\_\_\_\_  
*Work:* \_\_\_\_\_  
*Email:* \_\_\_\_\_  
*Age:* \_\_\_\_\_ *Race/ethnicity:* \_\_\_\_\_

**IMPORTANT:** *Has the voter moved recently?* \_\_\_\_\_ *When?* \_\_\_\_\_  
*What was prior address?* \_\_\_\_\_  
\_\_\_\_\_

*Did the voter cast a provisional ballot?* \_\_\_\_\_  
*If so, why was he/she told to do so?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Polling Site Information

*Voting Site or Precinct #:* \_\_\_\_\_ *City:* \_\_\_\_\_

### Incident Type (circle)

*Check-in*    *Ballot Issue*    *Voting Machine*    *Site Problem*    *Voter Intimidation*    *Other*

### Incident Description (provide as much detail as possible)

*How was Incident Resolved:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Any Other Witness to Incident?

*Name:* \_\_\_\_\_  
*Address:* \_\_\_\_\_  
*City:* \_\_\_\_\_ *ZIP:* \_\_\_\_\_  
*Home Phone:* \_\_\_\_\_ *Cell:* \_\_\_\_\_  
*Email:* \_\_\_\_\_