

2005-06 SESSION

COMMITTEE HEARING RECORDS

Assembly Committee on Campaigns & Elections (AC-CE)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... CRule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ **05hr_AC-CE_Misc_pt07d**

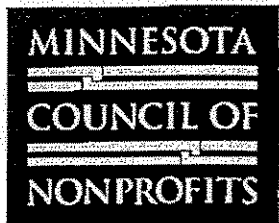
➤ Record of Comm. Proceedings ... RCP

➤ **



Mary Kiffmeyer

MINNESOTA SECRETARY OF STATE



For Release:
28 January 2004

Contact: Kent Kaiser
651-297-8919

Secretary of State & MN Council of Nonprofits Unveil Program to Boost Election Judge Recruitment and Charitable Giving

--Program Potentially Could Direct Over \$6 Million to MN Charitable Organizations

SAINT PAUL—Minnesota Secretary of State Mary Kiffmeyer today joined Minnesota Council of Nonprofits Executive Director Jon Pratt in a press conference to unveil a new program, "Election Judges for Charity" to boost election judge recruitment and charitable giving in the state.

"Currently we have a shortage of election judges—the people who work in polling places on Election Day," explained Kiffmeyer. "Roughly 30,000 are needed for each statewide general election."

"The Election Judges for Charity Program is an innovative way to address the needs of our state and our communities," said Kiffmeyer. "The program provides a sort of 'double incentive' to entice people to serve as election judges: at once, they can serve their state and their favorite charitable organization."

How the Election Judges for Charity Program works, in brief:

- Charitable organizations' supporters enlist as election judges (the organizations help with recruitment).
- Enlistees receive paychecks for their election judge work.
- In turn, they endorse their paychecks to a charitable organization (i.e., donate their wages).
- The enlistees fulfill Minnesota's need for election judges.
- Charitable organizations benefit from an infusion of money (the aggregate amount paid to election judges this year will exceed \$6 million, so that's the potential total benefit).
- Participants claim their donations as tax deductions.

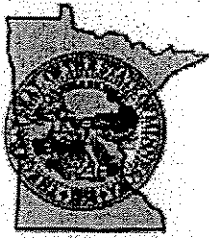
"The Council of Nonprofits is pleased to co-sponsor this project. We'll be encouraging our 1400 nonprofit member organizations to participate," said Pratt. "There is enormous potential to raise funds for charitable organizations and support Minnesota's high rate of voter participation at the same time."

"Nonprofits are very good at recruiting volunteers, and this opportunity serves several goals that are good for the election process and for community organizations—supporting nonpartisan election activities, activating their supporters, strengthening the pool of election judges, and increasing charitable contributions," said Pratt.

"We hope our efforts will benefit the state in two ways: by encouraging more people to serve as election judges and by providing an infusion of funds into our state's charitable organizations. This is a great example of a public-private partnership that has the potential to benefit both sides greatly, and I think it could become a model for other states across the nation," concluded Kiffmeyer.

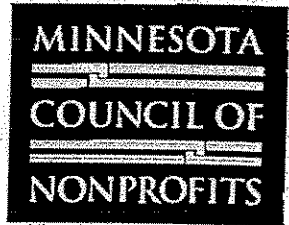
Organizations and individuals interested in participating in the Election Judges for Charity Program may contact the Minnesota Council of Nonprofits at 651-642-1904 or go to the organization's web site, www.mncn.org. Information is also available at the Secretary of State's web site, www.sos.state.mn.us.

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Mary Kiffmeyer

MINNESOTA SECRETARY OF STATE



January 2004

Dear Nonprofit Community Leader:

Imagine the potential of directing over \$6 million to charitable causes in Minnesota! We have an opportunity for you to raise funds while helping to meet Minnesota's need for election judges.

Next fall, nearly three million Minnesotans will vote in our general election. Election officials will need over 28,000 election judges in the polling places across Minnesota. Our team of experienced election judges continues to provide our state with great service, but we are always in need of new recruits.

We have developed the Election Judges for Charity Program to help meet simultaneously your need for funds and local election officials' need for election judges. The program provides a civically responsible fundraising opportunity and is especially beneficial to nonprofit organizations as there is no overhead cost, supplies are furnished, and paid training is provided.

Here's how it works, in a nutshell:

- Participants enlist as election judges.
- Election judges are paid by local jurisdictions for hours worked at the polling place.
- Individuals who participate may donate their paychecks to your nonprofit organization and then may claim their donations as tax deductions.

Polling places require at least 3 election judges, whose duty it is to assist with voting at a polling place for about 16 hours, and generally receive about \$100 to \$150 per Election Day, depending on the jurisdiction. An organization recruiting five election judges for the primary and general election could receive from \$1000 to \$1500, depending on the jurisdiction.

Not only will the Election Judges for Charity Program provide an infusion of funds to charitable organizations in our state, but it will also increase awareness of the need for election judges and the benefits of serving as an election judge, expand the pool of potential election judges, and promote civic responsibility

The Minnesota Council of Nonprofits, a statewide association with over 1400 member organizations, is a co-sponsor of Election Judges for Charity. For information and materials on Election Judges for Charity contact MCN at 651-642-1904 and see the website, www.mncn.org. This program is a win-win opportunity for nonprofits to engage in nonpartisan election activities, activate their supporters, strengthen the pool of election judges, and benefit from charitable contributions. MCN encourages nonprofits to participate in this important program.

Sincerely,

Mary Kiffmeyer
Secretary of State

Jon Pratt
Executive Director
Minnesota Council of Nonprofits

**Minnesota
Needs You!**

**Serve as an
Election Judge
on September 14, 2004
& November 2, 2004**



Produced by the
Office of the Minnesota
Secretary of State
(651) 296-2803

Toll Free: 1-877-600-8683

Web site: www.sos.state.mn.us

E-mail: secretary.state@state.mn.us

First Class
Postage
Necessary

To:

Please send this sign-up form to your political party to be considered for an election judge position. The following is a list of the four major political parties in Minnesota. Mail to your party (Please put in an envelope):

Green
(612) 871-4585
621 W. Lake St.
Suite 205
Mpls, MN 55408

Democratic-
Farmer-Labor
(651) 293-1200
255 E. Plato Blvd.
St. Paul, MN 55107

Independence
(651) 487-9700
1821 University Ave. #105
St Paul MN 55104

Republican
(651) 222-0022
525 Park St., #250
St Paul MN 55103

Election Judge Sign-Up Form

Name: _____

Address: _____

Phone Number: _____

Party Designation: *(Place a check next to your party's name.)*

Green Independence

Democratic-Farmer-Labor Republican

What are election judges?

Election judges are the people responsible for administering election procedures in the voting place on Election Day. Minnesota needs you to become a member of this proud team.

What are some of the duties of election judges?

- ✓ open and close the polls (judges work from 6:00 a.m. to about 10:00 p.m.; in some places, half day shifts are available)
- ✓ be responsible for all election materials
- ✓ ensure that only qualified voters are permitted to vote and that each qualified voter is permitted to vote only once
- ✓ distribute ballots
- ✓ ensure that all votes are cast in secret
- ✓ help voters requiring assistance
- ✓ maintain order in the voting place throughout the day
- ✓ tally the results after the polls are closed
- ✓ certify the precinct election results

Who is eligible?

Anyone eligible to vote who can read, write, and speak English can be an election judge. However, an election judge cannot be a candidate in the election or closely related to a candidate. Also, election judges cannot be closely related to another election judge in the same precinct. ("Closely related" means a spouse, parent, child, or sibling.)

More than half of the election judges in a precinct can be members of the same major political party (except for school elections). However, in all elections, including school elections, each election judge must declare a major political party affiliation. Note: election judges are not identified by party once on the job at the polling place.

The local appointing authority also may adopt additional requirements reasonably related to the ability to perform the duties of election judge.

Impartiality

Election judges must remain impartial at all times while on duty. They must carefully avoid any action that may influence a voter. This includes asking, seeking to persuade, or inducing a voter to vote for or against a particular party, candidate, or question.

Are election judges paid?

Yes.

The pay varies according to the appointing authority.

At least minimum wage is required, unless the individual judge volunteers to serve unpaid.

What about taking time off to serve?

One can take time off from work to be an election judge. Before doing so, the employee must give the employer at least 20 days written notice. The county auditor or municipal, township, or school district clerk will provide a form that shows the hours election judges will work and the hourly pay rate. The employee should attach this form to the written notice submitted to the employer.

Employers can reduce the salary or wages of employees serving as election judges by the amount of compensation paid for being a judge during hours away from work. An employer can also restrict the number of persons serving to less than 20 percent from any single work site.

Can college students serve as election judges?

Yes.

College students make great election judges! Students at least 18 years of age can serve as election judges.

Can high school students serve as election judges?

High school students aged 16 or 17 can be trainee election judges. Call 1-877-600-VOTE for a brochure on being a trainee election judge. Students at least 18 years of age can serve as regular election judges.

How are election judges selected?

Local political party chairs must provide lists of potential judges to their county auditor. Appointments are made locally by the township board or city council; they are required to give preference to the parties' lists of names. All appointments must be made at least 25 days before the election.

What happens after being appointed?

After at least 2 hours of training (for which the election judges are paid), three or more judges will be assigned to each precinct. One of the judges will be appointed the head judge.

Election judges typically serve in the precinct where they live, but if shortages occur, they can serve anywhere in the county or school district.

How to become an election judge:

- Attend your precinct caucus and ask to be placed on the party list of volunteers to be election judges.
- Or, clip the election judge sign up form from this brochure and mail it to the major party of your choice before July 2004.
- Or, call your auditor or clerk after July 2004 to request appointment as an election judge.
- Then, if appointed, attend training provided by your city clerk or county auditor in July, August, or September 2004.
- Serve on Primary Day, September 14, 2004, and Election Day, November 2, 2004. You also may be asked to serve at special elections.

Additional questions?

Please contact your political party at the phone number or address listed on the next page.

This document is available in alternative formats to individuals with disabilities by calling (651)215-1440 or through the Minnesota Relay Service at 1-800-627-3529.

Clip and send to your political party

Green

(612) 871-4585
621 W. Lake St.
Suite 205
Mpls, MN 55408

Independence

(651) 487-9700
1821 University Ave. #105
St. Paul, MN 55104

Democratic-

Farmer-Labor

(651) 293-1200
255 E. Plato Blvd.
St. Paul, MN 55107

Republican

(651) 222-0022
525 Park St., #250
St. Paul, MN 55103



THANK YOU!

How are Election Judges selected?

Local political parties provide lists of potential judges to county auditors. County auditors may add your name to party lists if you ask before sending them to the city clerks.

Appointments are made locally by township boards or city councils, which are required to give preference to the parties' lists of names.

All appointments must be made at least 25 days before the election, and most Election Judges are selected shortly after July 1st. That's why it's important that you make your summer contact information available!

What happens after being appointed?

If appointed, you will attend 2 to 3 hours of paid training in July, August, or September, 2004.

You will be assigned to work with several other Election Judges in a polling place.

Election Judges typically serve in the precinct where they live, but if shortages occur, you may be asked to serve elsewhere in the county.

Serve on Primary Day, September 14, 2004, and General Election Day, November 2, 2004. You may also be asked to serve at special elections.

Additional questions?

Please contact your political party at the phone number or address listed at left, or contact your county auditor.

**MINNESOTA
NEEDS
YOU!**



**SERVE AS AN
ELECTION JUDGE**

**ON SEPTEMBER 14
& NOVEMBER 2, 2004**

Produced by the
Office of Minnesota
Secretary of State
Mary Kiffmeyer

This document is available in alternative formats to individuals with disabilities by calling (651) 215-1440 or through the Minnesota Relay Service at 1-800-627-3529.

What are Election Judges?

Election Judges are the people who supervise and help with elections. They work at the polls.

Can college students serve as Election Judges?

Yes!

College students make great Election Judges! Students at least 18 years of age can serve as Election Judges.

Who is eligible?

You must be a registered voter in the county in which you want to serve as an Election Judge, and you must be able to read, write, and speak English.

However, an Election Judge cannot be a candidate in the election or closely related to a candidate. Also, an Election Judge cannot be closely related to another Election Judge in the same precinct. ("Closely related" means a spouse, parent, child, or sibling.)

No more than half of the Election Judges in a precinct can be members of the same major political party (except for school elections). In all elections, including school elections, each election judge must declare a major political party affiliation. **Note:** Election Judges are not identified by party once on the job at the polling place.

What are some of the duties of Election Judges?

- ✓ open and close the polls (judges work from 6:00 a.m. to about 10:00 p.m.; in some places, half day shifts are available)
- ✓ be responsible for all election materials
- ✓ ensure that only qualified voters are permitted to vote and that each qualified voter is permitted to vote only once
- ✓ distribute ballots
- ✓ ensure that all votes are cast in secret
- ✓ help voters requiring assistance
- ✓ maintain order and ensure a nonpartisan atmosphere in the voting place
- ✓ tally the results after the polls are closed
- ✓ certify the precinct election results

Are election judges paid?

Yes!

The wage is set by the local government conducting the election.

- • • • •
- **What are the benefits?**
- ✓ you get paid
- ✓ build a great resume item with little effort
- ✓ develop your leadership and organizational skills
- ✓ serve as a role model for young voters and provide a welcoming atmosphere
- ✓ fulfill America's needs: there is a statewide shortage of Election Judges
- • • • •

How to become an Election Judge:

- Attend your precinct caucus and ask to be placed on the party list of volunteers to be election judges.
- Or, clip the election judge sign-up form from this brochure and mail it to the major party of your choice before July 2004.
- Or, call your auditor or clerk after July 2004 to request appointment as an election judge.
- Then, if appointed, attend training provided by your city clerk or county auditor in July, August, or September 2004.
- Serve on Primary Day, September 14, 2004, and Election Day, November 2, 2004. You also may be asked to serve at special elections.

Turn to the other side to see how Election Judges are selected and what happens next.

Election Judge Sign-Up Form

Address During School Year:

Check here if this is where you are registered to vote.*

Name: _____

Address: _____

Phone Number: _____

Cell Phone Number: _____

Email: _____

Alternate address:

(If different from school year)

Check here if this is where you are registered to vote.*

Address: _____

Phone Number: _____

* You are eligible to serve as an

Election Judge in any precinct within the county in which you are registered to vote.

Your Party Designation

(Check one)

_____ Green

_____ Independence

_____ Democratic-Farmer-Labor

_____ Republican

Please send this sign-up form to your political party to be considered for an election judge position. Minnesota's major political parties addresses are listed on the other side.

(Cut Here)

Election Judge Trainee Application/Permission Slip

Name of High School _____

Name of Student _____

Address _____

City _____ State _____ Zip _____

(_____) Phone Number _____

Are you a U.S. Citizen? Yes ___ No ___

Are you mentally and physically able to perform the assigned tasks? Yes ___ No ___

Have you ever been convicted of fraud or other election offenses? Yes ___ No ___

Are you related to a candidate? Yes ___ No ___

Signature of Student _____

Date _____

Parental Permission

This is to certify that I give permission for my daughter/son, named above, to serve as an Election Judge Trainee.

Signature _____

Date _____

(_____) Phone Number _____

Return the completed form to your county auditor or city clerk's office.

Contact Us

Phone: 651-296-2803
Toll free: 1-877-600-8683
180 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, MN 55155-1299
E-mail: secretary.state@state.mn.us
Web site: www.sos.state.mn.us

This document is available in alternative formats to individuals with disabilities by calling 651-215-1440 or through the Minnesota Relay Service at 1-800-627-3529.

Serve As An Election Judge Trainee



Published By the
Office of the Minnesota
Secretary of State

Active Citizenship: Serving as an Election Judge Trainee

As a student and member of society, your active participation is valuable and necessary.

Before you turn 18, there are countless opportunities available to you. One of the most rewarding and worthwhile activities is serving your state as an election judge trainee.

Election Judge Trainees are some of the people who work in the polling place on Election Day.

Benefits

- You will be paid, unless you choose to serve unpaid.
- (Many schools also give extra credit in government courses to students who serve as election judge trainees.)
- You'll gain practical experience serving your community and state. In addition, serving as an election judge trainee is an experience that looks great on a resume or a college application.

Qualifications

- To qualify to be an election judge trainee, you must
- ◆ be 16 or 17 years old,
 - ◆ be enrolled in a high school in or be home schooled in Minnesota,
 - ◆ have the approval of your parents and principal,
 - ◆ be a U.S. citizen; and
 - ◆ be able to read, write, and speak English.

Responsibilities of an Election Judge Trainee

As an election judge trainee, you will serve as an actual election official in one of Minnesota's polling places.

Some of the duties of election judge trainees include helping regular adult election judges with:

- ◆ opening and closing the polls (election judge trainees work from 6:00 a.m. to about 10:00 p.m., and in some places half-day shifts are available);
- ◆ ensuring that only qualified voters are permitted to vote and that each qualified voter is permitted to vote only once;

- ◆ distributing ballots;

- ◆ ensuring that all votes are cast in secret;

- ◆ helping voters who require assistance;

- ◆ maintaining order in the voting place throughout the day;

- ◆ obtaining the results after the polls are closed; and

- ◆ certifying the polling place election results.

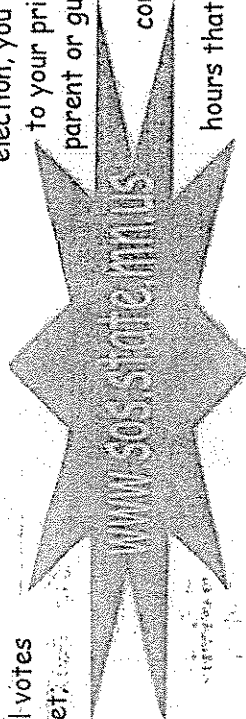
How to Apply

Apply early! If hired as an election judge trainee, you will have training prior to Election Day -- maybe two months beforehand -- so it is important that you contact your county auditor or city clerk as soon as possible to apply. You can call 1-877-600-VOTE to be connected to your county auditor.

Step 1) Fill out the application on the back of this brochure and send it to your county auditor or city clerk.

Step 2) After approving your application, the auditor or clerk will send you a certificate stating the date and hours you will serve.

Step 3) You may be excused from school to serve at the polls as an election judge trainee if, at least 10 days before the election, you submit a written request to your principal signed by your parent or guardian along with the document from your county auditor or city clerk stating the date and the hours that you will be serving.



Step 4) Serve on Primary Day, September 14, 2004, and Election Day, November 2, 2004. You also may be asked to serve at other elections. You may work until 10:00 p.m. on election days.

...And remember: upon turning 18, you may serve as a regular adult election judge. See <http://www.sos.state.mn.us/pubs.html>

Election Judges For Charity Program



Published by
the Office of Minnesota
Secretary of State
Mary Kiffmeyer
651-215-1440

To become an election judge:

There are three ways to apply for an election judge position. (Note: Township boards or city councils, which make the appointments, are required to give preference to the political parties' lists of names.)

- Attend your precinct caucus in March and ask to be placed on the party list of applicants to be election judges.
- Clip the election judge sign-up form from this brochure and mail it to the major party of your choice before May 2004.
- Or, call your county auditor or city clerk after May 2004 and ask to be placed on your party's list.



- If appointed, you will attend paid training provided by your city clerk or county auditor in July, August, or September 2004.
- If appointed, you could serve on Primary Day in September and/or Election Day in November. You also may be asked to serve at special elections.

What about taking time off to serve?

You're allowed to take time off from work to serve as an election judge as long as you provide at least 20 days written notice. Also, your employer is required to pay you your hourly wage minus the amount you're paid as an election judge.

This document is available in alternative formats to individuals with disabilities by calling (651) 215-1440 or through the Minnesota Relay Service at 1-800-637-3592.

Election Judge Sign-Up Form

Name: _____

Address: _____

Phone Number: _____

Party Designation:

(Place a check next to your party's name and mail this form to that party. Addresses are listed on the other side.)

Green _____

Independence _____

Democratic-Farmer-Labor _____

Republican _____

Over \$6 Million Potentially Directed to Charitable Organizations!

What is the Election Judges For Charity Program?

What are election judges?

Election judges are the people who work at the polls on Election Day. As an election judge you would be responsible for administering election procedures in the polling place. Minnesota needs you to become a member of this proud team working to ensure that elections run smoothly.

Election judges are responsible for:

- opening and closing the polls
- all election materials
- ensuring that only qualified voters are permitted to vote and that each qualified voter is permitted to vote only once
- distributing ballots
- ensuring that all votes are cast in secret
- helping voters who require assistance
- maintaining order and ensuring a nonpartisan atmosphere in the polling place
- tallying and certifying the precinct election results
- serving until all ballots are counted (typically 6am to 10pm)

How do you sign up?

One way to apply to be an election judge is to clip the sign-up form from the next page and send it to your political party. Their addresses are listed below. For other ways to apply, see the back of this brochure.

Minnesota's Major Political Parties

Green

(612) 871-4585
621 W. Lake St.
Suite 205
Mpls, MN 55408
www.mngreens.org

Independence

(651) 487-9700
1821 University Ave.
Suite 120
St. Paul, MN 55104
www.mnip.org

Democratic-Farmer-Labor

(651) 293-1200
255 E. Plato Blvd.
St. Paul, MN 55107
www.dfl.org

Republican

(651) 222-0022
525 Park St.
Suite 250
St. Paul, MN 55103
www.mngop.com

How It Works:

- Receive a paycheck for your election judge work.
- Endorse your paycheck to the charitable organization of your choice.
- Fulfill Minnesota's needs! There is a statewide shortage of election judges.
- Build your organization's positive image.
- Claim your donation as a tax deduction.

Note: The amount you will be paid is determined by local jurisdiction.

To be an election judge, you:

- must be eligible to vote
- must be able to read, write, and speak English
- cannot be a candidate in an election or closely related to a candidate
- cannot be closely related to another election judge in the same precinct
- must declare affiliation with a major political party

HAVA PARTNERS PROPOSAL



Memorandum

To: Sutton Meagher, Wisconsin State Elections Board
Fr: Bradley Knott, HAVA Partners
Re: Online Poll Worker Training

May 10, 2005

Thanks for the opportunity to answer your questions and provide more information about HAVA Partners' Poll Worker Training Program. I have included with this document a standard proposal that discusses in detail our product, services, prices and background.

This attachment succinctly addresses your specific questions:

Cost: For 10,000 potential users, one program and five different voting machines/systems:

Create & support course ¹	\$ 10,000	One time fee
License learning management system	\$ 30,000	Annual fee based on number of eligible users
Create web page	\$ 2,500	One time fee
Create voting machine videos	\$ 36,000	One time fee based on \$6,000 per video, Video approx 8 minutes, showing set up, operation and break down of machines
Total	\$78,500	

After initial creation of the program the only fees are for licensing of learning management system. See the attached memo for system features.

Annual licensing of learning management system for 10,000 users is \$30,000 for unlimited access; meaning the course is available 24/7/365 and can be used for all elections.

To answer your specific questions.

- 1) There is no minimum time but we design the course so a user can completed it in approximately 45 minutes with options to view additional material. If you want a longer course, we can build that.

¹ See the attached proposal for all the elements and features included in a course.

- 2) Our core business is online training. We can do face to face trainings and have discussed it with some states. But I would need more information, such as number of days, number of sessions etc. to quote a price.
- 3) We have done poll worker training with the Virginia State Board of Elections and voter education on HAVA for the Iowa Secretary of State. In 2004, we also trained 17,000 Election Day workers online and a smaller group face to face in 21 states for a political party.

We were the principal architects for Principal Financial Group's in-house sexual harassment program. That program included in 16,000 users around the world.

Finally, none of us are new to online training. As you can see in our bios, we have trained thousands of employees in the private and public sectors.

I am planning a trip through Midwest states for the week of May 27th. I would appreciate the opportunity to meet you and anyone else you recommend to discuss the program in more detail, including the face to face training if you wish to do so.

If you have any more questions, please do not hesitate to call.

Online Poll Worker Training

YOUR WAY TO...

- > Uniformity in how elections are run
- > Certify poll worker knowledge
- > Reduce training costs
- > Build a tech friendly work force

HAVA
partners

Helping states meet the HAVA Challenge

The advertisement features a grayscale illustration of a poll station. A person is seated at a table with a computer monitor, while another person stands nearby. Two signs are visible: one says 'PLEASE STAND IN THIS LINE' and the other says 'PLEASE VOTE HERE'. The background shows a large crowd of people.

**Proposal
for
Wisconsin State Elections
Board**

Presented by
Bradley T. Knott
HAVA Partners LLC
(301) 379-0644
bknott@HAVAparters.net

May 10, 2005

Introduction

HAVA Partners is pleased to submit this Poll Worker Training proposal to the Wisconsin State Elections Board (the Board). We are excited about the opportunity to partner with you and look forward to supporting your training needs for years to come.

Online instruction is increasingly the medium of choice for training and instructional needs. It is the fastest growing area for universities, especially those institutions focused on adult learners juggling jobs and family. Online training is rapidly becoming the medium of choice for business and government as they strive to reduce costs while continuing to improve performance. In short, online training is a critical and necessary component of training. We applaud your recognition of the importance of online training tools and we look forward to working with you to meet the challenges ahead.

HAVA Partners is the leader in online training for poll workers and has developed a solution for states, counties and cities to assure compliance with the Help America Vote Act (HAVA). In 2004, we trained over 16,000 Election Day workers.

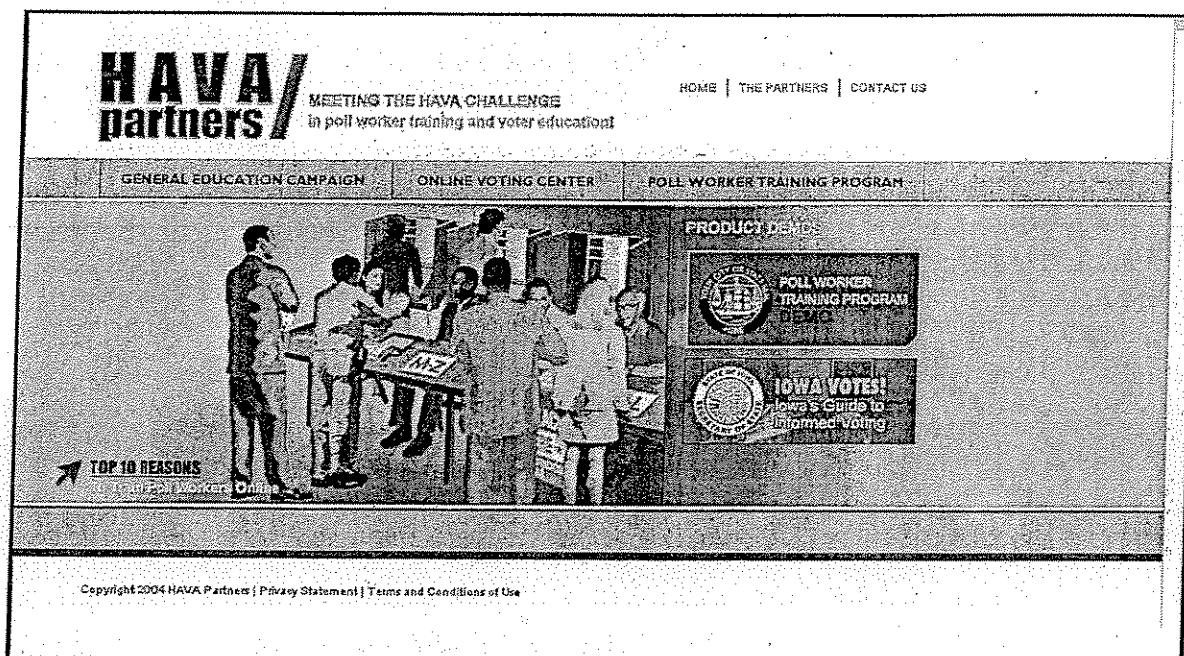
Training Objective

HAVA Partners will work closely with you to provide a dynamic training program that will enable the Board to:

- Ensure uniformity in how elections are run;
- Increase and certify pollworker knowledge;
- Reduce training costs; and,
- Recruit new poll workers comfortable with the new equipment and the technology used in post HAVA election administration.

Why Online?

There are important **advantages to web-based training**. These include: (i) flexibility for users to access the materials at any time, (ii) ease in delivering and modifying content, (iii) real-time tracking and reporting; (iv) reinforce face to face (F2F) instruction; and (v) the ability for in-person trainers to utilize the online test results to focus their training in areas of greatest need.



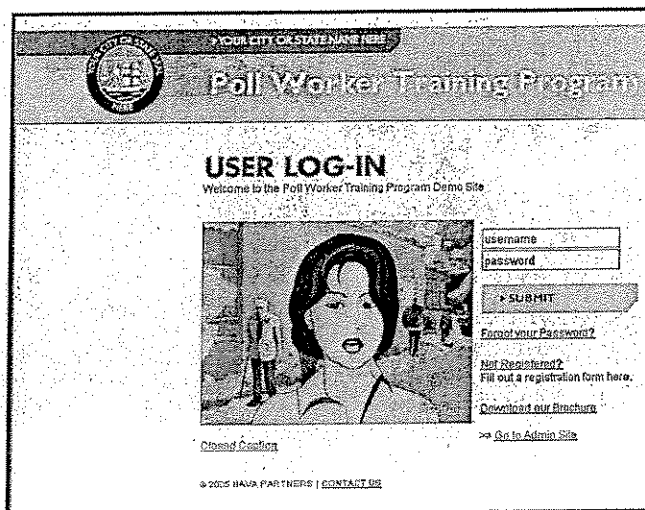
Background

The Help America Vote Act fundamentally changed the way elections are run. HAVA created new rights and responsibilities for voters and requires election officials to purchase new equipment and systems. HAVA also requires that states administer elections uniformly from one jurisdiction to the next. One of the few ways to achieve uniformity is by assisting in the training of poll workers and educating voters on what they will find at the polling place.

HAVA Partners offers online educational products that meet HAVA's mandates. Our products:

- Help states provide a consistent message on voting procedures; and
- Create greater awareness of new voting equipment and processes; including the rules related to provisional ballots, early voting and federal identification.

HAVA Partners' Poll Worker Training Product



The HAVA Partners Poll Worker Training Program ("PWTP") is an online training system consisting of the following interactive features:

- An **audio introduction** (with closed caption) that welcomes users to the site and explains what information will be presented.
- A **customizable narrative** explaining in detail the various job duties, forms used and procedures involved in running elections. The [name of state] [name of state commissioner of elections] will provide this content to HAVA Partners. We will then work with you to refine the content in preparation for publication on the PWTP.
- **Case studies** relating to challenges arising at the polling place. Studies show that people comprehend more information when its relevance to the job they are doing, or are about to do, is demonstrated rather than only explained. We use animation, video and interactivity to teach poll workers what they need to know and show them how it will arise at the polls. PWTP case studies are based on real life scenarios that commonly occur at the polls.

TRAINING

- Introduction
- A Day in the Life
- Job Duties
- Before the Polls Open
- Routine Voters
- Non-Routine Voters
- Closing the Polls
- Case Studies
- Test
- Glossary
- LOG OUT
- ADMIN LOG-IN

A DAY IN THE LIFE OF AN ELECTION OFFICIAL

As the users learn information about what to do, characters and scenarios will be demonstrated.

Johnny is the Chief Election Officer for precinct 12. On Election Day he arrives at the polling location at 6:00 AM to get ready to open the polls by 7:00 PM. To his consternation he could find no electrical outlets and he had to find the janitor to help him move boxes out of the way.

After setting up the physical layout of the room, Johnny compares the poll book with the list of absentee voters. In spite of an offer of assistance from a co-worker, he decides to do this alone in order to protect the privacy of voters. At 6:30 he hears commotion outside and notices that six candidate signs being posted on the entrance door. In spite of their protest, Johnny tells the workers to relocate the signs further away.

At about 6:50 the other election workers ask for their assignments. Johnny tells them to do whatever they wish. Party assigned poll watchers begin to arrive, including one who looks very young. When Johnny learns that he is only 15, he refuses to allow him perform as a poll worker.

JOHNNY

▶ NEXT

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- An interactive quiz to test and certify users' knowledge of information presented on the PWTP. You may set the passing score and determine how to direct those who do not successfully complete the quiz. Quiz results will be made available to you on a secure Internet page.

YOUR CITY OR STATE NAME HERE

Poll Worker Training Program

TRAINING MANUAL | INTERACTIVE QUIZS | CHECKLISTS | SUPPORT

TRAINING

- Introduction
- Job Duties
- Before the Polls Open
- Routine Voters
- Non-Routine Voters
- Closing the Polls
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TEST

Read the following question and select the correct answer. Select the correct answer.

1. A voter who appears at the correct precinct but whose name has changed as a result of a change in her marital status will not be allowed to vote.

TRUE

FALSE

▶ NEXT

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- A list of **Frequently Asked Questions** and corresponding answers.
- A **glossary of terms** used with the PWTP and likely to be used in connection with training.

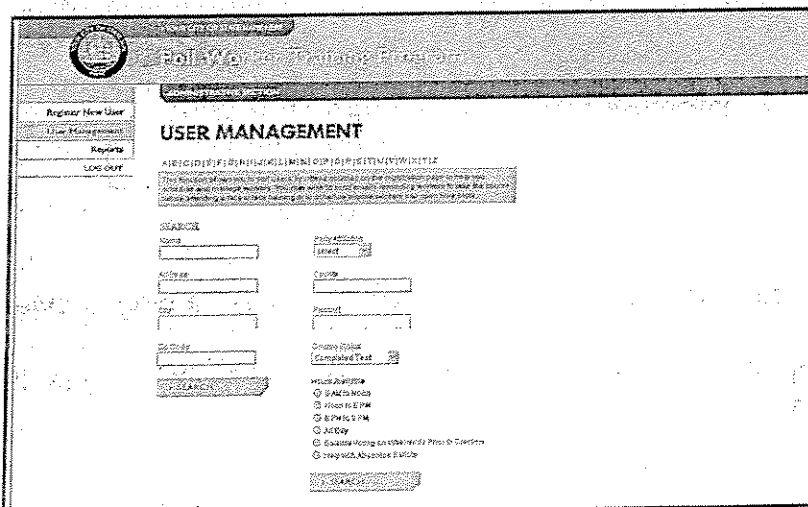
- Visual demonstrations using **video and animation** enable users to see the set up, break down and operation of voting equipment and forms used at the polls.

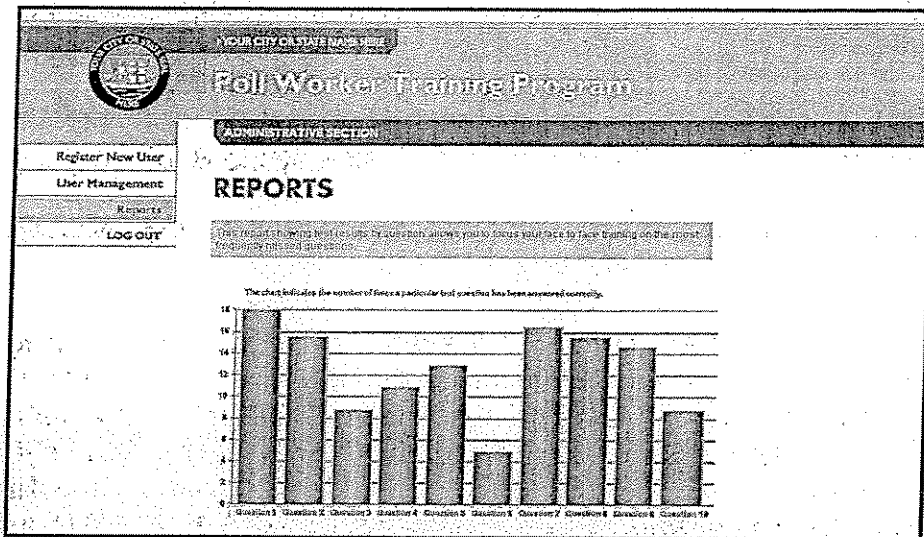


Downloadable Checklists designed to assist with preparation of election polling places and activities.

Reports and User Data. PWTP tracks user activity including the results of the interactive quizzes. Administrators can check test scores as well as the progress of each user. This includes data on who has logged in, how much time the user spent on the site, did the user complete the quiz and, if so, what score was obtained. Results from the tests can be used to focus and improve face to face training.

After each election, HAVA Partners will survey users to ensure continuous improvement of the PWTP and deliver to you a report with a compilation of this material.





HAVA Partners Technology and Track Record

HAVA Partners provides superior value to you through a comprehensive end-to-end program that includes five critical components required for success. This includes:

Experience in Online Training: Bradley Knott, HAVA Partners' managing partner, is a former administrative judge at the United State Department of Labor, and is an Associate Professor at the University of Maryland, University College's, School of Business Administration. Brad was a pioneer in online instruction and has used interactive media to train employees from the federal government and in the private sector since 1996. Chet Olsen, HAVA Partners' vice president, is an attorney who works on all phases of our training module development, including course content. Before joining HAVA Partners, Chet served as a product manager and content director with an online training firm.

Dependable technology: We believe that all technology must be extensively tested and proven reliable. Our technology director, Phil Pfalzgraf, has more than 12 years experience managing large-scale information technology systems. Phil has provided critical business application design & support services to AT&T, IBM, General Electric Information Systems, MCI, Bell Atlantic/Nynex, Cable & Wireless, the United States Department of Defense including the Deputy Directorate of Information Operations, EUCOM, SOCOM, STRATCOM, CENTCOM, PACOM, DARPA, the White House and other government agencies.

Award-winning design: Tom Frank is HAVA Partner's creative director, Mr. Frank's main priority is that the products and services offered by HAVA Partners not only work effectively but are well designed to ensure ease of use. Coupling his thorough understanding of advertising and marketing practices with his background in design, Tom is able to focus on all the creative aspects of a project in order to provide the best insight to HAVA Partners' clients. From web design to print advertising and direct mail

to TV and radio production, Tom ensures a consistent and well-designed approach across all media.

Security: State of the art firewall and encryption security to assure user data is protected and made available only to users designated by the Board.

Implementation: HAVA Partners quickly and effectively set up the PWTP with minimal resources required from the Board.

Customer Service: HAVA Partners believes strongly in simple, yet intuitive design, dependable technology and strong customer support. This has proven to minimize any difficulties users have in accessing and navigating the PWTP site. We also maintain a three-tier Customer Support Center that generates (i) an automated retrieval of forgotten passwords, (ii) email support from 8:00 AM to 9:00 PM Eastern Time, Monday through Saturday to assist Users with questions and usage of the PWTP and (iii) live persons who can be reached via a toll-free phone number.

PWTP Fees: HAVA Partners' price schedule below is based on the aggregate of: (i) the total number of users eligible to access the PWTP site, (ii) the number of jurisdictions where the Board plans to create unique PWTP sites, (iii) the number of versions of PWTP content created for [name of state], and (iv) the number of videos HAVA Partners creates for [name of state] based on the number of voting machines used. User licensing fees are an annual charge while fees charged for each jurisdiction, content and videos are one-time fees with, in some cases, allowable updates.

Our licensing model encourages election administrators to train and manage poll workers for every election and for poll workers to visit the site as frequently as they wish, at any time of the day, to obtain the information they need be an effective and confident election official.

1. Users

Total Number of Eligible Users	Annual Fee	Annual Cost Per eligible User ²
Up to 5,000	\$15,000	\$3.00
5,001 – 10,000	\$30,000	\$3.00
10,001 – 15,000	\$45,000	\$3.00
15,001 – 20,000	\$55,000	\$2.75
20,001 – 25,000	\$62,500	\$2.50
25,000 – 35,000	\$87,500	\$2.25

2. Jurisdictions: If the Board opts to create individual welcome pages for local jurisdictions, the cost will be \$2,500 per jurisdiction. This includes a unique welcome

² This is not an additional cost. This column shows the cost per user by dividing the annual fee by the maximum number of users at that level.

page for each jurisdiction offering the PWTP and two updates during the term of the contract.

3. Content: \$10,000 for each version of the content plus two updates during the term of the contract.
4. Videos. \$6,000 for each unique voting machine video requested that HAVA Partners create.

Terms & Conditions

1. Current pricing is valid for 30 days from the date of this proposal.
2. HAVA Partners and the Board will agree on a reasonable schedule for the preparation and publication of content.
3. The Term of contract will be for 24 months, commencing on the date of contract signing. The contract will contain a provision stating that, at the end of the term, the parties may negotiate an extension of the contract under which user fees shall not increase by more than ten percent a year.
4. Each individual person will count as one user for purposes of determining the maximum number of cumulative registered users allowed during the term.
5. Fifty percent (50%) the total license fee will be payable at completion of the course content and the balance on the first anniversary of the contract signing. Payment on the anniversary date assumes the courses are ready to be used for any number of elections in that year.

We look forward to supporting the Board's poll worker training and HAVA efforts with our expertise, content management, community support and reliable technology infrastructure.

Next Steps

Please contact Brad Knott if you have any questions or need any additional information regarding HAVA Partners and PWTP. You may also access a demo of the PWTP by going to www.HAVAparters.net.

Once we entered an agreement, the implementation can begin immediately.

Thank you again for this opportunity and we look forward to working with the Wisconsin State Elections Board.