






# Poll Worker Preparedness Checklist



Helping America Vote

Poll workers are essential to free and fair elections. They are the reason millions of Americans can vote in-person on Election Day. State and local election officials work hard to ensure poll workers are trained to assist voters and maintain the integrity of ballots and voting equipment. Below are a few important steps poll workers can take to ensure they are ready for Election Day.

- Verify your assigned location – most elections offices use multiple polling locations in their jurisdictions on Election Day. If you have been assigned to work at a specific location, make sure you know which one. If you are a backup or on-call poll worker, verify if you need to report to a location on election morning. 
- Know when to arrive – the polls open early and poll workers must arrive even earlier to ensure they are ready for the first voters. Note when you need to arrive, travel time to the location, and plan your route if you are unfamiliar with the area.
- Know who to report to – understand who you should report to when you arrive at the location and who you can report any issues to throughout Election Day. Typically, there is a dedicated manager or lead poll worker at each location.
- Review your training materials – election officials use a variety of methods to train poll workers, including in-person instruction, written materials, videos, and hands on equipment training. Materials are likely accessible even after your scheduled training session. Review the materials to refresh your memory in the days before the election. 
- Ask any remaining questions – if you still have questions after reviewing training materials, reach out to the training coordinator or elections office contact.
- Plan your day – poll workers often work over 12 hours on Election Day. Make sure you plan your meals. Ask if breakroom facilities will be available at your location, whether there will be a potluck, if you should bring your meals, or if you can order in and plan accordingly. Remember, you may not be able to leave the location during the day. 

On Election Day, you will be working with a team of poll workers. Pay attention to details. If you have any questions throughout the day, your fellow poll workers are often a great resource. Take the time to get the right answer or procedure and document and report any issues as instructed during training. Thank you for volunteering to serve your community and fulfill this essential role.

If you or anyone you know is interested in becoming a poll worker in the future, visit <https://www.HelpAmericaVote.gov> for more information on being a poll worker in your community and how to sign up.

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