EAC

National Clearinghouse Awards

Submission

2023

Custom Dynamic Poll Worker Database

For Consideration in:

Best Practices in Recruiting, Retaining, and Training Poll Workers

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Dear EAC Awards Committee Members:

Thank you for the opportunity to submit our Custom Dynamic Poll Worker Database for your consideration for the 2023 EAC National Clearinghouse Awards, in the category of Best Practices in Recruiting, Retaining, and Training Poll Workers.

Our new custom poll worker database, built in-house utilizing Airtable, has allowed us to efficiently communicate with poll workers not only about availability and training, but also ensure that we provide cohesive teams for Election Day. Since implementing this tool, we have seen improvements in poll worker retention. The ability to quickly search our database based on available poll workers, their home addresses, and our vote center locations allows us to match poll workers to vote centers in their local communities.

Below we have included screen-captures showing the various capabilities that our database has, custom filters, tags, fields and templates that allow us to quickly organize for an election and identify our lead workers. We have also created dynamic mail merge templates that integrate with this database, allowing us to send streamlined mass communications tailored to each poll worker's assignment. This tool works for elections big or small and utilizes Airtable, a widely available online resource. This database is a model for others in need of an affordable poll worker CRM tool, customized to their specific needs. We are always happy to share further with any interested colleagues.

This database we have launched over the past year exemplifies the focus of the Salt Lake County Clerk's office to allow all eligible voters to safely and securely have their voices heard through the convenient method of their choice and have a great experience doing so!

Thank you for your time and consideration.

Sincerely,

Lannie K. Chapman
Salt Lake County Clerk

Figure 1: *ArcGIS survey questions capture potential poll worker information and availability. These fields input data directly into our Airtable database.*

What is your full name?*

What is your date of birth?*

MM/DD/YYYY

What is your residential address?*

What is your cell phone number?*

( ) -

What is your email address?*

Are you registered to vote at your current address in Salt Lake County?*
If you are not sure, you can check your voter registration information at SLCO.vote or Vote.Utah.gov.
If you need to register or update your address, you can take care of that now at Vote.Utah.gov.

○ Yes   ○ No   ○ Unsure

Have you served as an Election Worker with Salt Lake County in the past?*

○ Yes   ○ No

Have you served as an Election Worker in another jurisdiction?*

○ Yes   ○ No

Do you have your own transportation?*

○ Yes   ○ No

How far are you willing to travel?*

○ Anywhere in Salt Lake County

○ Less than 20 miles from my home

○ Less than 10 miles from my home

Figure 2: *Potential poll worker survey screenshot continued from the previous page.*

Are you fluent (speak, read, write) in English?*

○ Yes   ○ No

Are you fluent (speak, read, write) in one or more languages in addition to English?*

○ Yes   ○ No

Do you use a computer, tablet, or smartphone on a regular basis?*

○ Yes   ○ No

Are you able to lift 35 pounds (required for some positions)?*

○ Yes   ○ No

A mandatory 2-hour training class is required prior to each election. There are several date and time options you may attend.*

○ I understand that I must attend training.

Are you able to work the In-Office Early Voting Period?

In-Office Early Voting takes place at the Salt Lake County Government building, during business hours: 8-5, Monday through Friday. In-Office EV starts exactly two weeks before Election Day, and ends the Friday before Election Day.

○ Yes   ○ No

Are you able to work the General Early Voting Period?

General Early Voting runs from the Tuesday before Election Day, through the Friday before Election Day. Vote Centers are open from 3-7 pm on those days.

○ Yes   ○ No

Are you able to work Election Day?*

Election Day begins at 5:30 am and ends at 10:00 pm on a date determined by state law.

○ Yes   ○ No

Are you able to work the Audit Period?

The Audit begins one week after Election Day, and continues during business hours until it is finished. In small elections, that could be a couple of hours: But, typically, it will last 2-3 days.

○ Yes   ○ No

If our Vote Center positions are full, would you be interested in working in our ballot center?

○ Yes   ○ No

How did you hear about serving as an Election Worker?*

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Submit

Salt Lake County Election Division

Figure 3: *Many available fields in the poll worker database allow for easy sorting and searching.*
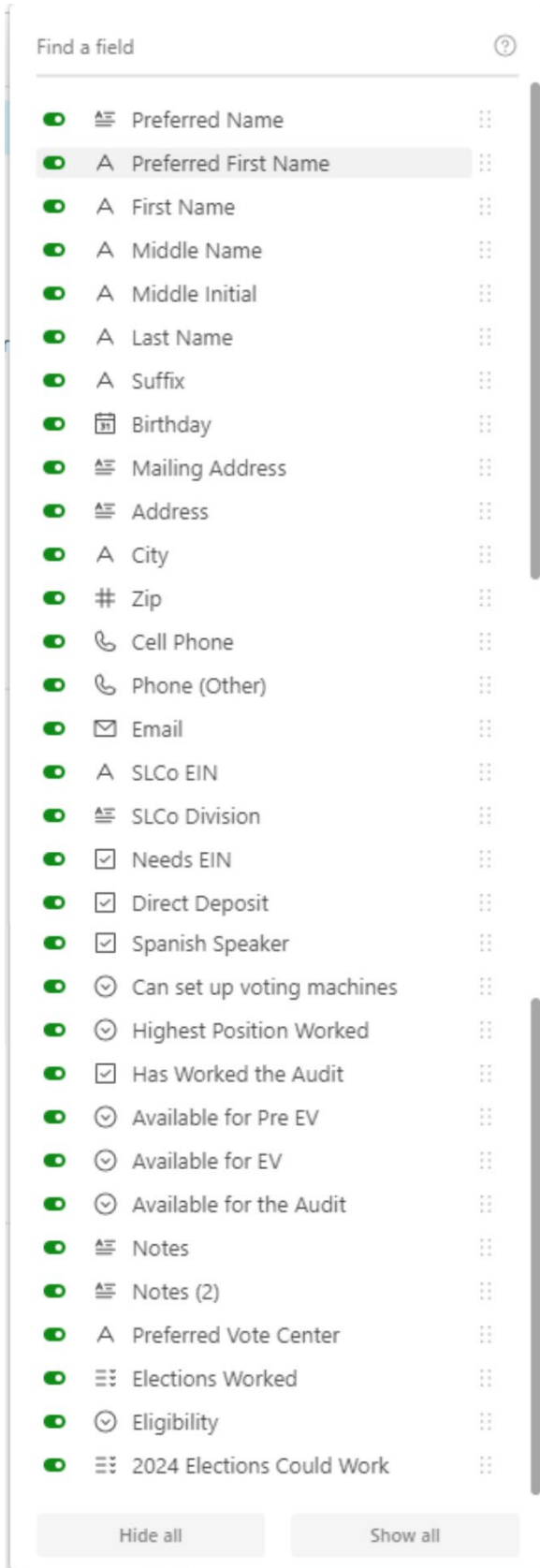
Figure 4: *Within the database, election-specific groups can be created. Within this election-specific "mini database," many available fields provide helpful information when creating assignments.*
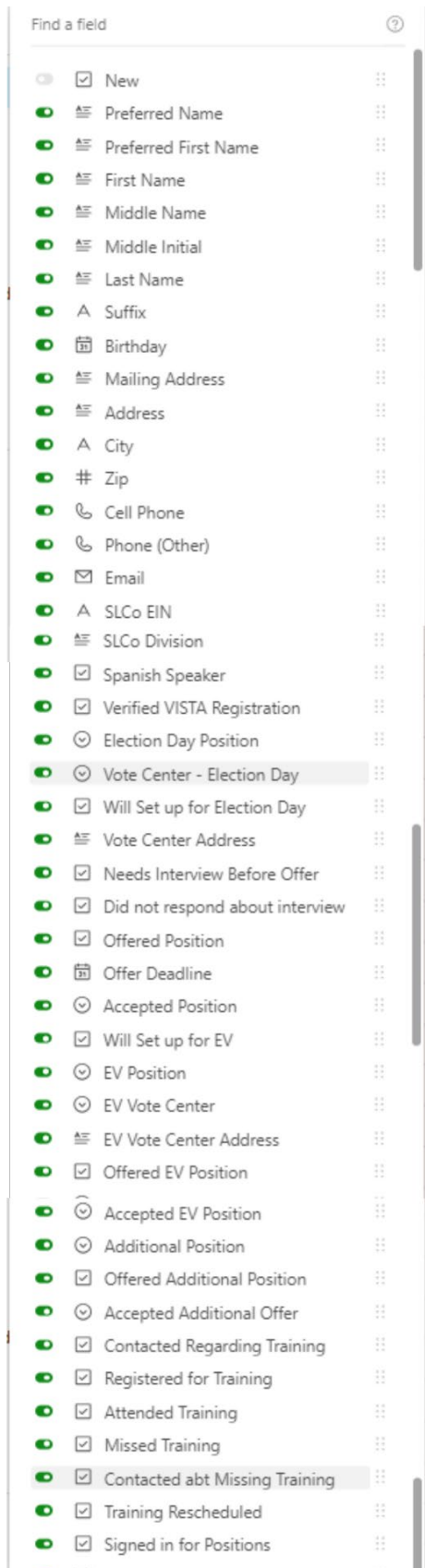
Figure 5: *Pre-built custom filters allow the Salt Lake County Clerk's team to quickly group poll workers or assignments based on various criteria. For example, staff can use the "Empty Spots" filter to ensure that there are no vote centers with empty assignments. Fields like "Contact About Missed Training" or "Needs Interview Before Offer" keep our poll worker hiring and training process smooth and organized.*
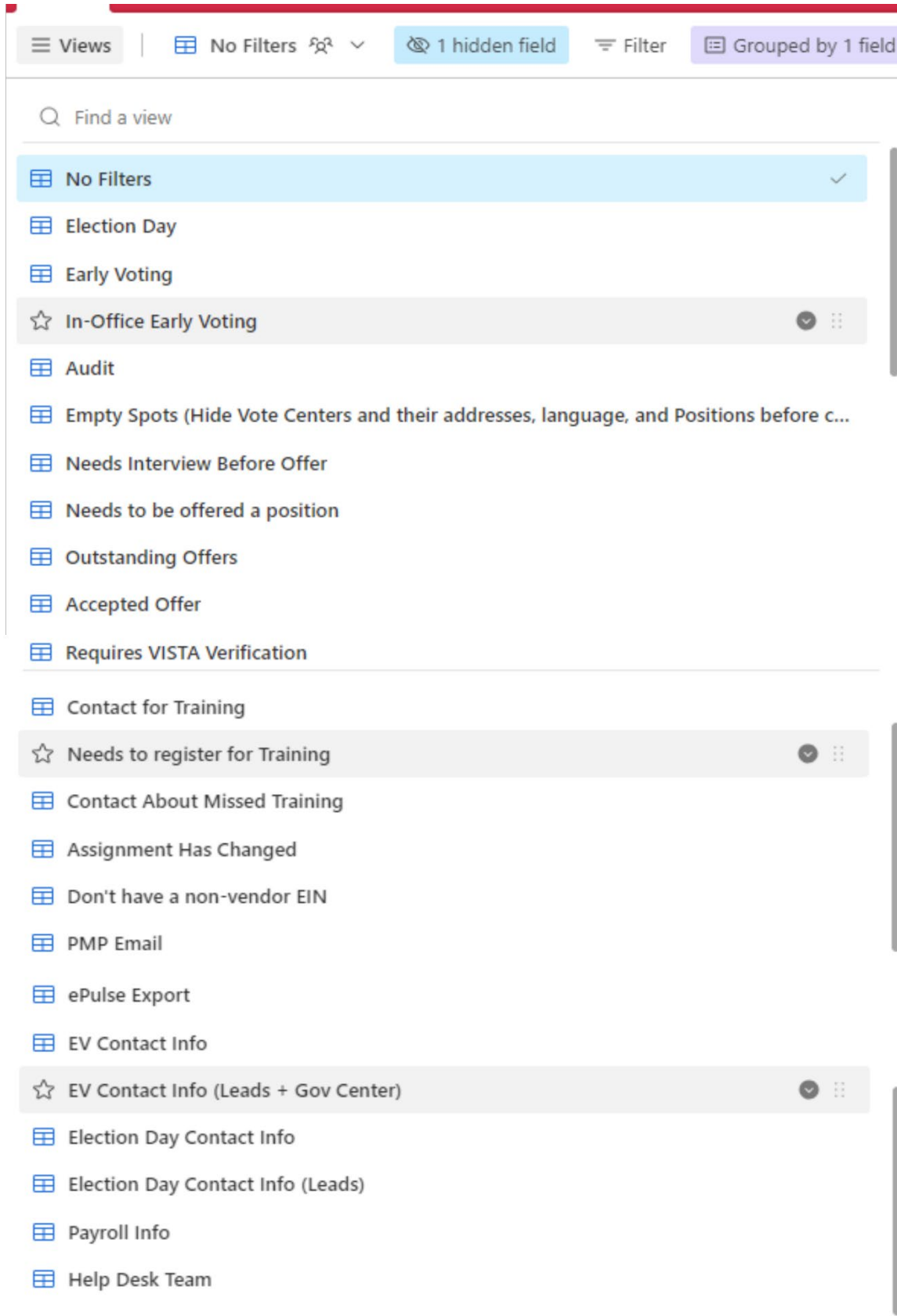
Figure 6: Custom dynamic mail merge templates for communications with poll workers integrate easily with our database. After using the database to build out assignments for a specific election, all the details are easily downloaded into one CSV file and moved into Microsoft Word's mail merge function. Emails like the one below, tailored to each poll worker, are sent with one click.

Hello, John Smith!

We have secured our vote centers and are recruiting to fill the poll worker positions.

We would like to offer you the position of **Alternate Specialist** on Election Day at **Salt Lake County**, located at Salt Lake County.

Election Day is **March 5th, 2024** from 7am- 8pm. You can expect to arrive to your location at **6:00 am**, and depart around **10:00 pm**.
As an Alternate Specialist, you will receive all requisite training to step in if or when a position opens up at a Vote Center. This could happen at any time prior to Election Day. If or when you are selected to serve, you will also join your new team for any necessary site set-up.

Additional time commitments include:

- A two-hour training that must be completed prior to working. If you accept this position, we will send you a link to sign up for a class that works for you. **Currently, the only class available is on February 28th at 1:00 pm.**
  - *There will also be a Practice Makes Perfect event the Friday before Election Day. This is an open-lab, drop-in, drop-out format experience, which poll workers may attend to strengthen their skills and ask any lingering questions.*
- If you are asked to serve, you will be expected to spend approximately two hours before 5 pm on the Monday before Election Day to set up signage and voting machines.
  - *All Vote Center set up times will be determined by representatives from the location and the Vote Center's Lead.*

The stipend for serving as an Alternate Specialist is **$50**. If you are called upon to work a different position, you will instead receive the compensation for your new position.

By way of reminder, <u>you may not serve</u> as a poll worker if you are <u>under 18</u>, are <u>related to a candidate</u> appearing on any ballot in Salt Lake County, or if you are <u>not a registered voter</u> in Salt Lake County.

You may also be removed from your position for:

- Neglect of duties.
- Committing or encouraging fraud.
- Violating any election law.
- Knowingly permitting any person to violate any election law.
- Committing a felony.
- Committing any act that interferes or tends to interfere with a fair and honest election.
- Being otherwise incapable of performing the duties of a poll worker.

If you cannot serve, you must immediately notify the clerks' office. You may do so by responding to this email, or by phone at (385)468-7400.