

Instructions for Volunteers at Polling Place on April 1st

Ann Tennes for Mayor

1.) On election day, the polls are open from 6 a.m. until 7 p.m. There are 20 polling places in Skokie. We will have volunteers at each location. Volunteers for Ann are working 2 and one-half hour shifts starting at 6 a.m. with the final shift of the day being from 4 p.m. to 7 p.m. Some volunteers (aka “closers”) have been asked to stay after 7 p.m. to observe the counting of votes and then report the results to **Ann’s election day headquarters at the North Shore Community Bank, 7800 Lincoln Ave. (first floor conference room - 847-612-9798)**. The name and address of your polling place assignment is listed on the Sign-Up Genius site where you signed up. Polling place locations can also be found on Ann’s website: ann4mayor.com.

2.) Starting Saturday, March 29th, you should pick up a packet of palm cards and a copy of these instructions at either the home of **Randy Roberts** or **Bob Quane**. The packet will contain the palm cards to hand out to voters. Randy and Bob have containers outside their front doors with the packets. If your shift begins after 9 a.m. and you are unable to pick up your packet before April 1st, please come by election day headquarters and pick up your packet. Poll closers will receive special training and poll watcher’s credentials that allow them to legally be in the polling place after it closes and observe the votes being tallied.

3.) Guidelines for Volunteering

- **Please call or text Ann’s election day HQ to report in at the start of your shift and at the end of your shift, or if you have any questions or concerns.**
- Wear your Ann button where it is visible. We will have an Ann sign on a pole at each polling place for you to hold. When you finish your shift, please pass the pole to next volunteer or return it to election headquarters.
- Always be friendly and polite.
- If you feel comfortable, introduce yourself to other volunteers to foster a friendly atmosphere.
- When greeting voters, ask whether they would like information about Ann Tennes, who is running for mayor.
- If there are volunteers for other candidates, be respectful in determining how to engage voters without making them uncomfortable.
- Many people already know who they are voting for and may not want to engage -- don’t take it personally and keep smiling!

4.) Electioneering Rules & Site Etiquette

- **You must stand 100 feet from the polling place or beyond the line as marked by election judges.**
- Always be polite and respectful when speaking to election judges or other public officials.

- If you need to enter the building (e.g. to use the restroom or warm up), remove your Ann button and conceal your palm cards before you enter. Electioneering is not allowed inside the polling place.

5.) If you have a problem or concern while volunteering, you may respectfully ask the election judges for advice, or you can call **Ann's election headquarters** or Randy Roberts or Bob Quane. Always be mindful that we represent Ann's campaign and are respectful to all. Thank you very much for volunteering!