

Election Officials facilitate the right to vote and maintain order at the polls on Election Day. They ensure that our elections are open, fair, impartial, and trusted.

ELECTION OFFICIALS DUTIES INCLUDE:

- Verify that the polling location is set-up properly
- Greet voters
- Check Voter I.D.
- Record Who Votes
- Monitor the election equipment
- Process absentee ballots
- Tabulate the vote totals at the end of the evening
- Complete the Election Day Forms
- Tally Write-in votes
- Close the Polls

VILLAGE OF HARTLAND
CLERK'S OFFICE
210 COTTONWOOD AVE.
HARTLAND, WI 53029

OFFICE HOURS:

7:30 a.m. – 4:30 p.m.
Monday-Friday

Offices open until 5:00 p.m. on those dates required by State Statute.

2012 Elections

February 21, 2012 – Spring Primary (if needed) for offices of Judicial, County Board, Village Board and School Districts

April 3, 2012 – Presidential Preference and Spring Election for Presidential Preference and local and county offices

August 14, 2012 – Fall Primary (tentative date subject to change in state law)

September 11, 2012 – Traditional date for Fall Primary

November 6, 2012 – General Election
Presidential, U.S. Senate,
Congressional, Legislative,
State Offices and County Offices

VILLAGE OF HARTLAND
Would you like to serve as
an Election Official?



INFORMATION ON HOW TO BECOME
AN ELECTION OFFICIAL IN THE
VILLAGE OF HARTLAND

HARTLAND ELECTION OFFICIALS

Qualifications

To work the polls you must:

- Be an eligible voter in the Village of Hartland (an adult U.S. citizen who has resided in the Village of Hartland for at least 10 days, and is not disqualified from voting).
- Attend mandatory training sessions
- Speak, read, write and understand English
- Be capable of performing each task at the polling place
- Work well with others
- Perform duties in a non-partisan manner
- Abide by state and federal election laws
- Never engage in electioneering at the polling place
- Treat all voters with respect
- Be free from the influence of alcohol and/or drugs while at the polls
- Not be a candidate or a relative of any candidate for any office on the ballot for that election

How to Become an Election Official

You can complete the Election Inspector Application Form available in the Clerk's Office or on-line at

www.villageofhartland.com

Under the FORMS tab/Elections

Polling Place Assignments

Approximately 4 weeks before an election, the Village Clerk's office sends out letters notifying inspectors of the shift and location that they have been assigned to work for that election. If you are unable to work at the time assigned you must contact the Village Clerk's office as soon as possible.

Shifts

The Village of Hartland offers two shifts for Election Officials:

AM Shift (6:30 a.m. – 2:30 p.m.)

PM Shift (2:30 p.m. – until polls close and the election processing has ended)

The Village Clerk's office will also work with individual election officials to work out a time schedule that is convenient for everyone.

Compensation

The Village of Hartland pays an hourly wage for both working on Election Day and for training sessions attended.

Election Officials
\$8.50/hr.

Chief Inspectors
\$11.00/hr.

High School Students Qualifications to become an Election Official

- Is 16 or 17 years of age;
- Is enrolled in grades 9-12 in a public or private school
- Has at least a 3.0 grade point average or the equivalent
- Has the written approval of the student's parents or guardian; and
- Has the written approval of the principal of the school in which the student is enrolled, if the student has less than a 3.0 grade point average

Contact the Village Clerk's office at 262/367-2714 for more information on becoming a high school election official or email: conniec@villageofhartland.com