



## District Volunteer Coordinator Responsibility Checklist

- \_\_\_ Obtain list of precincts from your district Kids Voting coordinator
- \_\_\_ Recruit groups who will “Adopt-A-Precinct” or two and be willing to staff volunteers at that precinct
- \_\_\_ Contact parent groups at each elementary school and determine which precinct(s) they will be adopting. It is best to get a commitment to adopt a precinct BEFORE school is out on as many precincts as possible.
- \_\_\_ Work with high school to determine which precincts student organizations/clubs could adopt with the help of at least one adult leader
- \_\_\_ Recruit community organizations to “Adopt-a-Precinct”. We will give you some Kids Voting brochures to help with this.

### Sources of Volunteers

AARP	College/University student groups	League of Women Voters
Alumni associations	Cub Scouts	Lions Club
American Association of University Women	Employee groups	National Honor Society, Student Council (other high school organizations/clubs)
Assistance League	Girl Scouts	Press associations
Auxiliary organizations	Home School groups	Retired Educators
Bar Association	Jaycees	Rotary Club
Board of Realtors	Junior Achievement	Teachers’ unions
Boy Scouts	Junior League	Veterans associations
Chamber of Commerce	Kiwanis	Volunteer Centers
Civitas	Knights of Columbus	
	Labor unions	

- \_\_\_ When a precinct has been adopted, have the group identify a Precinct Captain and obtain their contact information. For the elementary schools, this is important to do in the spring, probably after PTO/PTA elections so they are good to go and have an established Volunteer Coordinator for their adopted precincts.
- \_\_\_ Have the parent groups consider making Kids Voting a committee for the 2008-2009 school year so that the Precinct Captains can sign parents up in the fall.
- \_\_\_ Provide each new Precinct Captain with a list of their duties (which will be given to you by Kids Voting)
- \_\_\_ Ask each Precinct Captain to make a sight visit in the summer to obtain permission from the local site and ask them for a separate room to set up Kids Voting. Have them report this information to you and you can keep it on a master list.
- \_\_\_ Communicate with Precinct Captains in the fall and provide assistance as needed.
- \_\_\_ Have Precinct Captains keep track of all contact information for their volunteers, as thank you’s will be sent.
- \_\_\_ Participate in training of precinct captains
- \_\_\_ On Election Night, be at Election Headquarters for your district and handle requests from polling sites (more ballots, etc)
- \_\_\_ On Election Night, collect ballots dropped off mid-way through the night and work with a volunteer team to check that ballots were completed accurately
- \_\_\_ At the end Election Night, help collect and organize all supplies. Deliver or have someone deliver supplies to Main Election Headquarters.