

Welcome and THANK YOU!



May 20th, 2025 Consolidated Election New Poll Worker Training

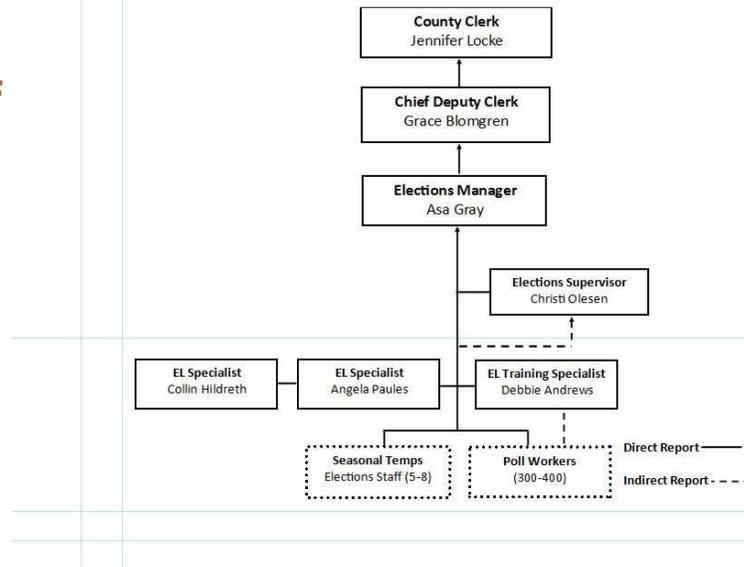
Keep Training Packet for Election Day; you will need it!

www.kcgov.us > Election Tab > Poll Workers > Resources

- Poll Worker Training May 20th, 2025 Consolidated Election (PDF)
- Judge and Poll Worker Resources and Job Duty Guides
- Election Office's Phone 208-446-1030 (Press 1)

Kootenai County Elections Staff

Kootenai County Clerk's Division
Elections Department Organizational Chart, April 2025



Precinct Preparation

Poll Workers – has your Judge contacted you yet? Have they coordinated Election Day arrival time, lunch plans, etc?

Poll Workers – do you know your Precinct number and Polling Location? If not, please speak to us after class.

Plan on arriving at your polling location @ 7:00 AM to help set up. Please talk with your Judge to see what time they would like you there.

VOTE EARLY!

You cannot leave your polling site to vote on Election Day

Early Voting

Kootenai County Elections Office
1808 N 3rd St Coeur d'Alene, ID

Monday May 5 - Friday May 16, 2025

M-F, 8am – 5pm

Absentee Voting

Last day to request an absentee ballot is May 9th, 2025, at 5pm

Fill out an absentee request form today before you leave!



For this Election...Non-Partisan Contests



Highway District Commissioners:

Eastside
Worley



Consolidated Free Library District Trustee

Kootenai Hospital District Trustees



Water and Sewer District Board Members

Green Ferry W&S
Ohio Match Road Water
Ross Point Water



Ballot Questions:

CdA City Fire Bond
Lakeland Jt SD #272 Supplemental Levy
Plummer-Worley Jt SD #44 Supplemental Levy
Post Falls SD #273 Supplemental Levy
Spirit Lake Fire Levy

Additional Information

1

Please let us know if you work for a district running a ballot question

2

Please let us know if you are related to a candidate on the ballot

3

All ballots will be single-page, but may be double-sided.

Please watch for the following indicator:

VOTE BOTH SIDES

Consolidated Election Rules to Remember

- A voter's party affiliation has no impact on their ballot for a Consolidated Election.
- Voters can only vote on candidates or ballot questions for districts in which they reside.
- City of Coeur d'Alene voters cannot vote on the Consolidated Free Library Network Trustee Contest. The Coeur d'Alene Library is a city-governed library and is not part of the Library District.

Electioneering

- ▶ Electioneering is prohibited within 250 feet of the primary entrance/exit used by voters at the polling location.
- ▶ This would include active electioneering, such as sign-waving, the handing out of materials, verbal electioneering, etc.
- ▶ The wearing of political apparel by voters, such as t-shirts, hats or buttons, is considered personal speech, and we will not be restricting such efforts.
- ▶ Private property that is adjacent to a polling location is exempted from the law.
- ▶ As neutral administrators of the voting process, poll workers may not wear any political materials or slogans, hand out any flyers or political materials and may not have any conversations regarding politics.

VOTE DAHO
Polling Place Laws

Electioneering – (IC 18-2318)
The following are prohibited within 250 feet of a polling place

Displaying, handing out any materials, or posting any signs that support or oppose a current candidate or ballot question, soliciting signatures, interfering with the voting process, disrupting the polling place, or obstructing other voters access to the polling place.

Voting When not Eligible – (IC 18-2307)
Individuals must be legally eligible to participate in voting. You must meet the following criteria to register:

- Is at least 18 years old on Election Day
- Is a citizen of the United States
- Resides at the address shown on the registration card
- Has resided in Idaho and in the County for 30 days preceding the election
- Is not under any legal disqualification to vote (Idaho felons' rights are restored upon completion of full sentence).

Influencing Votes – (IC 18-2319 & IC 18-2320)
Voters shall not be influenced by offering a favor or promise, threatening violence or causing injury, withdrawing support of business, enforcing the payment of debt, discharging from employment, bringing suit or criminal charges or by any other means. Idaho voters have the right to a private ballot and their selections will not be tied to them.

Destroying Supplies – (IC 18-2317)
Before and on Election Day, any materials or equipment placed in the polling area allowing voters to vote, may not be removed or destroyed. This includes candidate lists, voting instruction signs, voting equipment, and any supplies needed for voting.

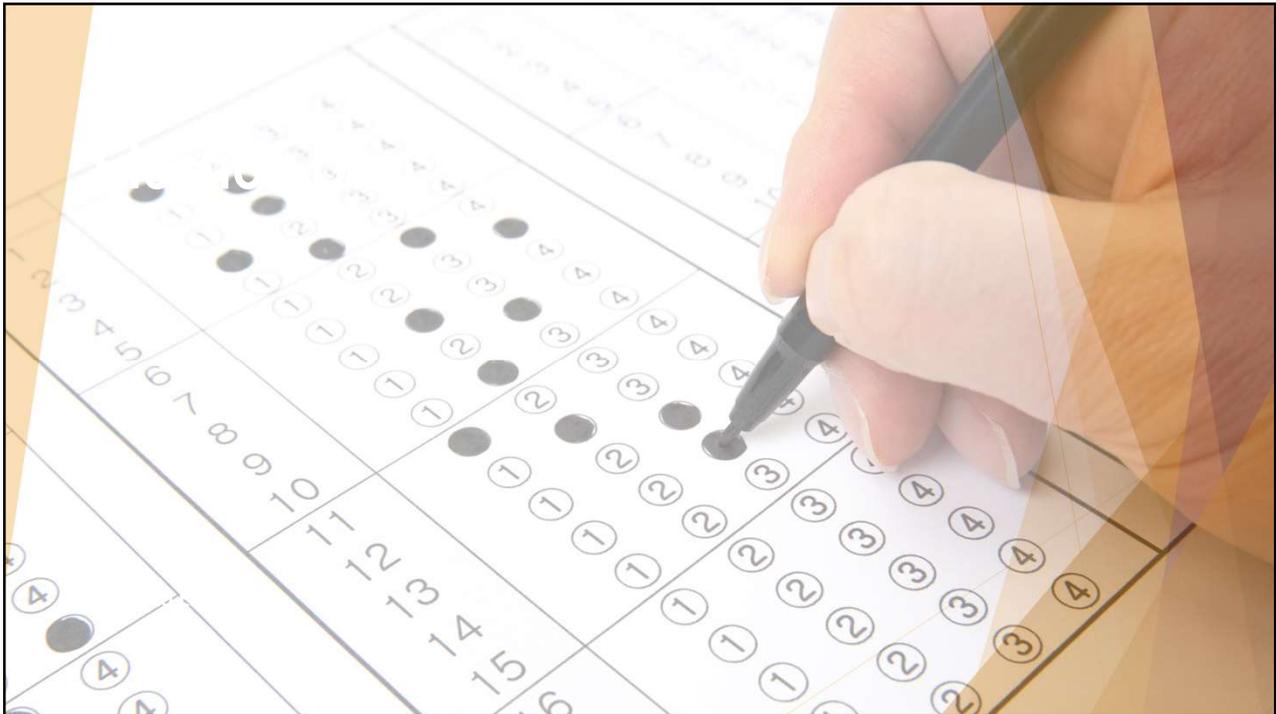
EP-118, UPDATED 1/2024
APPROVED BY THE OFFICE OF THE IDAHO SECRETARY OF STATE

Emergency Procedures

**IN CASE OF
EMERGENCY
Call 911**

**Scenarios of when to call the office:
Technical difficulties, power outages, electioneering issues.
208-446-1030 (Press 1)**

**Scenarios of when to call 911:
Facility/medical emergencies and unruly or threatening
behavior. (In these cases, contact the authorities first and
then contact the office).**



**It may look
crazy, but
only
because it
is!**

Election Day starts early and
goes long

Arrival: 7:00 AM

Departure: 8:30 PM (approx.)

Remember to bring your training packet, it will come in handy.
There will also be role specific job guides in each supply bag

Bring a sweater or jacket if appropriate; if you run warm, bring a
hand fan.

Most Precincts have a plan for food - Confirm eating plans with
your Judge

Make sure you have food and drinks for the day; you may need a
small ice chest or insulated lunch bag

Bring reading materials, knitting, or something for the slow
times. Hopefully, you will get a chance to learn other roles.

With all these items, take into consideration that you are not
able to leave the Polling Location during the day.

No political talk, bring your happy face and attitude to make the
day enjoyable. It is not practical to wear headphones, be on the
phone, or listen to things during the day

What happens when you get there?

The judge or an experienced worker will direct you to help in the set up. Some of the things that need to be done include:

Unloading

Setting up tables, chairs and booths

Posting sample ballots, maps and instructions

Counting ballots - you may help the Issuing clerk complete this task

Connecting – E-Poll Books, Printers and Jetpack

Signing the Poll Worker Sheet

Putting on your name lanyard

Getting sworn in

Roles and Responsibilities

Who does What

A photograph showing a single red wooden pin standing on the left, and a group of four yellow wooden pins standing on the right, all on a light-colored wooden surface. The background is a soft, out-of-focus grey and blue.

Roles and Responsibilities

Judges are responsible for the overall function and management of the polling place. They are there to answer your questions and make decisions.

Roles and Responsibilities

Greeter

- A Poll Worker who uses the Greeter list to determine if the voter is at the right Precinct and has the required ID or documentation

Poll Book Clerk

- Checks voter in using acceptable Photo ID. Makes sure information matches that in the system. Has voter sign E-Poll Book and gives them voter ticket.

Registration

- Ensures the voter completes the registration form!!!!
Wait, I need to say that again: Make sure the voter has **completed** the registration form!!! Ensures the required ID and verification of address is provided. Inputs information in the E-Poll Book

Issuing Clerk

- Hands out the ballots. Verifies the voter's ballot style and provides the correct ballot. Gives the voter instructions regarding marking the ballot.

Receiving Clerk:

- Asks the voter's name; Finds their name on the registered voter list; Deposit ballot into ballot box; Announces the voter has voted

During the Day

- ▶ On slower elections you will have more time for breaks and food
 - ▶ When it is a big or national election, all bets are off!
- ▶ We ask that you aim to accomplish the following:
 - ▶ Maintain a professional attitude
 - ▶ Help voters to get where they need to go
 - ▶ Take the opportunity to get to know other poll workers and shadow their roles as directed by the Judge

**And you
thought the
beginning
of the day
was crazy!**

**The judge will direct you to start the
breakdown of the Polling Place at the
appropriate time**

Take down tables, chairs and booths

Take down posted documents

Close out polling books

Count remaining ballots

Ensure supplies and documents are repacked
correctly

Pick up trash, clean up the area, restore the
polling place

Packing up voting boxes etc.

Help load cars

Remember

- ▶ Being new is not easy
- ▶ This is a long day for everyone
- ▶ Some folks have been doing this for a long time and may seem territorial, please be patient
- ▶ Everyone makes mistakes and we all learn differently
- ▶ If you run into issues that cannot be resolved at the precinct, we are here to help, but start with your judge
- ▶ We appreciate you so much for your willingness to step up and help - and we hope you come back for the next election!
- ▶ You made it!



Questions?

Feedback Cloud

I enjoyed the experience of the elections place and the people I worked with. This is me giving back to my community and state.

Organized judges make the difference

While the training is very good, past poll workers quite often...do some tasks the "way we have always done it".

Our team worked well together. I think we were well prepared although after this length of time, I'm not sure how fresh we or the training is. I was very happy on how smoothly the election went.

I still feel that every training should include everything, even if only a mention and quick example. No one remembers everything and needs that re-fresher...

Repeating training always helps. I thought we were great and had a great crew

Our leader was awesome. Very supportive, gave great direction. I'd do it again.

Enjoyed the Pace...

Signing up to help with Early Voting makes a huge difference in confidence on Election Day.

I feel as though I made a difference...

On Election Day, a couple of people did the same job the whole day and did not let others try the position...

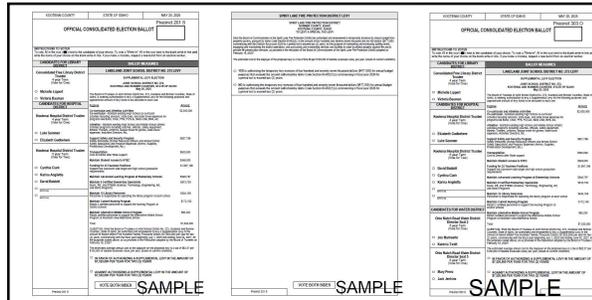
We were grateful to have a new poll worker...she rotated through a few positions and was very helpful..."

I would have liked to rotate to other jobs in the polling place

Election Morning Setup

- **Before Polls open at 8:00 am**
 - Arrive at 7 am and help set up
 - Table, chairs and voting areas
 - Set up booths with signs
 - Set up any outside signage needed





MAKE SURE TO PUT UP ALL YOUR SAMPLE BALLOTS, SIGNS AND MAPS IN THE MORNING –

IT IS EVERY VOTER'S RIGHT TO VIEW A SAMPLE BALLOT PRIOR TO VOTING!

Voter's Rights
Every registered voter in Idaho has the right to:

- View a sample ballot before voting
- Receive instructions on how to vote the ballot and use available voting equipment
- Vote a ballot if you are in line prior to the polls closing
- Ask for and receive assistance in voting, including assistance in languages other than English where required by federal or state law
- Vote without coercion or intimidation by election officials or any other

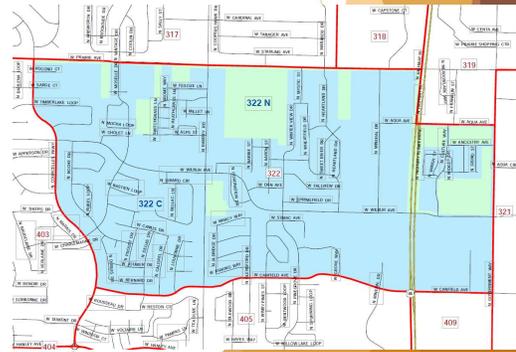
VOTER DAHO
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- Resides at the address shown on the registration card
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Election Poll Worker Verification Form

The following form is required in order to be paid for working as a Poll Worker or Judge. Please update the information listed below and return, **completed and signed**.

I, _____, certify that I performed the duties of a Poll Worker on Election Day at Precinct _____ and I affirm that the information supplied herein is true.

Current Information

Check box if you are a Judge:

MAILING Address: _____

Phone: _____

Cell: _____

Email: _____

Training Date/Time: _____

Signature: _____

(This form must be signed before payment can be issued)

Thank you for your service!

Your judge should have you fill out your payroll sheets at the beginning of the day!

ELECTION RECORD and POLL BOOK

A list of the registered electors for the <u>Election</u> _____ Election to be held:	Date Month Day, Year	IDAHO	County Kootenai	Legislative District No. #	Precinct #	Index A-Z
OATHS OF OFFICE FOR MEMBERS OF ELECTION BOARD Before entering upon the discharge of their duties, the Election Board members shall take and subscribe an oath in the Election Record and Poll Book. Such oath shall be administered by any officer authorized to administer oaths or by the Chief Judge.			IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT I, the undersigned, who swore in the other members of the Election Board, being first sworn, say upon oath: I will perform my duties on this Election Board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election. Subscribed and sworn to before me this _____ day of _____, _____.			
1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election. (Poll Workers Sign)			Signature _____ Title _____			
Swear in your workers at the beginning of the day, and have them sign.			2. CERTIFICATION OF DISTRIBUTING BOARD We certify that the foregoing is an accurate summary of the actions of this Election Board. (Poll Workers and Chief Judge Sign)			
Subscribed and sworn to before me this # _____ Month _____, Year _____			Signature of witness to oath <i>Charles Brown</i> Chief Judge Title _____			
I hereby certify that the preparations of this polling place for the proper conduct of this election, as prescribed by Idaho Code, have been complied with.			Signature of Chief Judge <i>Charles Brown</i> Chief Judge of Election			

Everyone signs again at the end of the day.

JUDGES: Make sure you sign all three places!

E-2A, Approved Secretary of State, January 2011



Questions?



Ballot Accounting

Ballot Counting

- **Before Polls open:**
- **Judges break the 2 seals on the ballot box**
- Ballots are removed
- Count ballots and confirm ballot styles with # of ballots listed on the included assignment sheet.
- Record # of ballots by ballot style on Ballot Accounting Page
- Record both A.M. red tag seal #'s on Ballot Accounting Page
- Ballot box remains open until first voter arrives
- **Let the voter see that the ballot box is now empty, have them sign the e-Poll Book zero report print out, and then seal the ballot box in their presence.**



BALLOT ACCOUNTING for the Consolidated Election held on May 20, 2025

Kootenai County Precinct # **322**

A.M. E Poll Book Case Seal # **AM**

A.M. Express Vote Case Seal # **N/A**

A.M. Ballot Box #1 Seal # **AM**

Total # of Personal Identification Affidavits (PIA's) **PM**

Total # of Election Day Registration Forms **PM**

P.M. E Poll Book Case Seal # **PM**

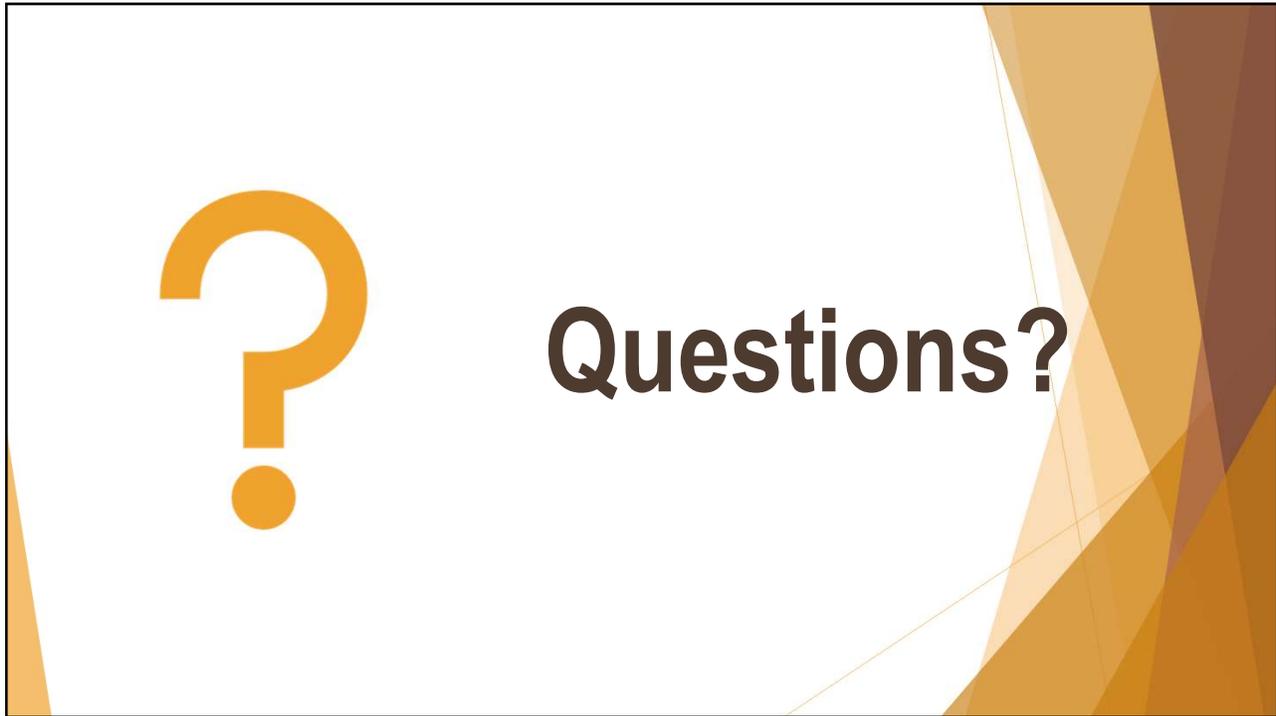
P.M. Express Vote Case Seal # **N/A**

P.M. Ballot Box #1 Seal # **PM**

Red Bag (unused ballot bag) Seal # **PM**

Ballot Codes: **322 C 322 N**

1. OFFICIAL BALLOT ACCOUNTING		322 C	322 N						
a. Number of Ballots received with supplies	AM	250	825						
b. Number of Ballots received in late delivery (p.m.)									
c. Total Ballots to account for (1a + 1b)	PM								
2. VOTING SUMMARY - Complete after polls are closed. (Balance E-Poll Book Check-Ins/Used Stubs/ Spoiled Ballots)									
a. Number of Unused Ballots	PM								
b. Number of Spoiled Ballots									
c. Number of E-Poll Book Check-Ins									
d. Total Ballots Accounted For (2a + 2b + 2c) (Should Match 1c above)									
e. Number of Ballots Cast (1c - 2a - 2b)									
f. Number of Stubs from Used Ballots									
Comments: _____									



Setting up the E-Poll Books and Printers

As part of the Polling Place set up it is important to get the E-Poll Books, Jetpack and Printers set up and ready to go for the first voter!

Getting Started-Setting up the E-Poll Books

Using the Technology User's Guide that is in the Poll Book Case is a must, It is the best tool you have; to set up and troubleshoot any issues!

- Connect Jet pack
- Remove and set up the E-Poll Book and Printer
- Ensure you are connected to the Wi-Fi via the Jet pack
- Plug in the printers and turn them on for connection to the poll book
- Take the stylus out of the Poll Book Case

Logging into the E-Poll Book

Using the Technology User's Guide that is in the Poll Book Case is a must. It is the best tool you have to set up and troubleshoot any issues!

- On the Poll Book press the Home Button or tap the screen to open the device
- Press the icon with the checkmark
- You will see the Start Screen
- Press Start and enter your First and Last name and press Continue
- Enter the Password, press the green Continue button
- Press the green Unlock Device button
- Test the printer, then Continue
- Print out the ZERO Report, then press Continue (The Zero report is signed by the first voter of the day)
- You will see the Tri-color Home Screen and you are ready to check in voters

**STARTING
ELECTION
DAY**



Polls Open at 8:00 AM

- ▶ Judge must announce polls are open!
 - ▶ Reminder! At 7:30 pm, judges must announce that the polls will close in 30 minutes.
 - ▶ At 8:00 PM the judge will announce the Polls have closed. Anyone in line at 8 pm is allowed to vote, but the line must be marked off after that voter.
- ▶ Ballots are counted, documented and ready to give to voters.
- ▶ Make sure your technology is powered on, set up, and logged in so you can help voters.
- ▶ Secure a new seal on the ballot box after the first voter has seen that the ballot box is empty.



GREETER

Greeter Duties

- ▶ Ask if they are registered and have voted at this precinct
- ▶ Make sure they have acceptable Photo ID
- ▶ Show them where the sample ballots and maps are posted
- ▶ Send to Registration if voter needs to check voter status
- ▶ ***Make sure they have Acceptable ID & Proof of Residency***
- ▶ ***Documents need to be dated April 21, 2025 or before***
- ▶ Send to Poll Book Clerk if they are already registered



POLL BOOK CLERK

Check-in Reminders

- ▶ Voters should be telling you their name and address verbally, and that should be what is compared to the E-Poll Book, not the address on their Photo ID
- ▶ When searching for voters, make sure you have the correct voter selected, and watch out for similar names or Jr./Sr.
- ▶ Be aware of common nicknames if you cannot find the voter in the system (i.e. Bill vs William)

E-Poll Book Clerk Duties

- ▶ Ask for acceptable form of ID and find in e-poll book
- ▶ **ONLY SCAN IDAHO DRIVER LICENSE OR IDAHO ID CARD; ALL OTHER ACCEPTABLE IDs use Manual Search**
- ▶ Ask voter to verbally state name and address
 - ▶ Make sure name and address matches e-poll book
 - ▶ Look to see picture ID matches the voter - image and name
 - ▶ Make sure to return the ID to the voter
- ▶ Have the voter sign the e-poll book
- ▶ Complete the check-in process
- ▶ Print out voter's ticket to give the Issuing Clerk for a ballot

Check-In Practice



Spoiling a Ballot Practice



Personal Identification Affidavit (PIA)

- ▶ Only for registered voters with no name or address change.
- ▶ This does not replace signing the E-Poll Book!
- ▶ Judges must verify that all information is filled out correctly and sign the Affidavit right away.

PERSONAL IDENTIFICATION AFFIDAVIT

STATE OF IDAHO
 ss. _____ Precinct
 County of _____

I declare, under penalty of perjury, that my name is listed as _____
 on the official voter registration list, that I am that person, and that I currently reside at _____
 (Residence Address, City and Zip Code)

Any person, who knowingly provides false, erroneous or inaccurate information shall be guilty of a felony. (34-1114, Idaho Code)

Signed: _____

Subscribed and sworn to before me this _____ day of _____, _____.

EG-9 Approved by Sec. of State 2010
The Caxton Printers, Ltd.  _____ Judge of Election

Personal Identification Affidavit (PIA)

- ▶ When to use?
 - ▶ **ONLY IF ALREADY IN THE E-POLL BOOK!**
 - ▶ **The Voter is Already Registered, has had No Changes in Name or Address and is not showing acceptable photo ID.**
- ▶ In these cases, a PIA MUST BE FILLED OUT AND SIGNED!
- ▶ Conduct a Manual Search, select Personal Affidavit as the "Identification Type"
- ▶ **Voter will always still sign the E-Poll Book!**

Spoiled & Voided Ballots

- ▶ **Spoiled**=Voter needs another ballot issued at the polls because they made a mistake. NOTE: the spoiled ballot must go back to the Poll Book Clerk so the voter check in can be spoiled and a new ticket issued to obtain a new ballot. The voter must never have two ballots at a time
- ▶ **Voided**=Voter is surrendering their Absentee Ballot to vote a new ballot at the polls; E-Poll Book will show the Absentee Ballot still in the requested status and will walk you through surrendering it.

VERY IMPORTANT—Voters wishing to vote their Absentee Ballot must return their Absentee Ballot to the Elections Office by 8:00 PM on May 20, 2025. They can't drop it off at the polls on Election Day.

**Not eligible voters:
An Absentee Ballot
that has been
RECEIVED will show
in the poll book like
this:**

The screenshot shows a mobile application interface titled "Voter Eligibility". At the top, there are navigation buttons for "BACK" and "HOME", and a red status bar that says "Mail Ballot Received". The voter's information is displayed as follows:

Name	Birth Year	Voter ID	County
[REDACTED]	[REDACTED]	[REDACTED]	KOO
Address	Ballot Style	Party	Status
[REDACTED]	312 A	UNA	ACT

Below the voter information, there is a yellow bar that says "Mail Ballot Received". A red warning banner with an exclamation mark icon states: "Voter is not eligible to vote. Read instructions below." Below this, a blue bar provides contact information: "Call Kootenai County Elections at 208-446-1030." At the bottom of the screen, there are two buttons: "MORE OPTIONS" and "PROCESS NEXT VOTER".

Secured Voter

Voter Identification

100% 7:41 AM

BACK HOME

Name: JOHN DOE Birth Year: 1931 Voter ID: 123456789 County: KOO

Address: ***Address Protected*** Ballot Style: 322 C Party: REP Status: ACT

If voter's address is protected, do not ask for their address
Has the voter moved recently?
Does the name on the voter's ID exactly match the name above?

WRONG VOTER, SEARCH AGAIN NO, NEEDS CHANGES YES, CONTINUE NO VOTER FOUND

WHEN A SECURE VOTER'S ID IS SCANNED THE ADDRESS WILL SHOW UP AS "ADDRESS PROTECTED".

DO NOT ASK THE VOTER THEIR ADDRESS, YOU MAY ONLY ASK "HAVE YOU MOVED RECENTLY?". MATCH THE NAME ON THE ID WITH THE EPB.



IF A SECURE VOTER HAS MOVED, THEY WILL BE ABLE TO RE-REGISTER AT THE CORRECT POLLING PLACE.

CURBSIDE VOTING PACKET

- Job Aid
- Secrecy Sleeve
- PIA
- 3 Felt Tip Pens
- 1 Ink Pen
- Clip Board

CURBSIDE VOTING STEPS

Take e-poll book out to vehicle

Check voter in using E-Poll Book

- Ask voter for name and address and check voter's Photo ID
- Designate voter as a curbside voter using the more options button
- Have the voter sign the e-poll book
- Once e-poll book is plugged back in, print voter ticket

Print a second voter ticket to take with you to show the voter the ballot style

At this point you need a second poll worker

Take ballot in secrecy sleeve to the voter

Don't forget the voter ticket, felt-tip pen, clipboard, and an "I voted" sticker

Return the voted ballot in the secrecy sleeve and deposit it into the ballot box

Receiving Clerk will announce voter has voted, mark the Receiving Clerk list



Questions?



REGISTRATION CLERK

Checking the Voter Registration Form

- ▶ **71 of 73 precincts had an error on a registration form in November.**
- ▶ **Most commonly missed items:**
 - ▶ **“At least 18 years of age” checkbox**
 - ▶ **Date of Birth**
 - ▶ **“Are you a U.S. Citizen” checkbox**
- ▶ **If you have any address you are unable to find in the E-Poll Book, you must always call the office, even if you have dealt with that address earlier in the day.**

Voter Registration Reminders

- ▶ All new or updated voter registrations will need to provide the following before the individual is eligible to receive a ballot:
 - ▶ Completed Voter Registration Form
 - ▶ Acceptable Photo ID
 - ▶ Acceptable Proof of Residency (Dated April 21st or before)
- ▶ Out-of-state driver's licenses are not a valid form of photo identification.
- ▶ Student ID's are not a valid form of photo identification.
- ▶ A free Idaho ID card may be obtained from Driver's Licensing.

Approved Photo ID

- ▶ Out of State IDs are not a valid form of identification.
- ▶ Current Idaho Drivers License or ID card, try to use the drivers license and number, if they don't put it on the form but give you it for ID, ask if you can add it
- ▶ Otherwise, they may use:
 - ▶ Current U.S. Passport or Federal ID (Includes Military ID)
 - ▶ Current Tribal ID
 - ▶ Current Idaho-issued Concealed Weapons Permit
 - ▶ Can they use a Personal Affidavit (PIA)? (For check-in only, cannot be used to register)

Proof of Residency Documents

- ✓ A Current Idaho Driver's License or Concealed Weapons Permit, or a Current Tribal ID Card
- ✓ A Current Proof of Insurance
- ✓ A Deed of Trust, Mortgage, or Lease or Rental Agreement
- ✓ A Property Tax Assessment, Bill, or Receipt
- ✓ A Utility Bill (A bill for cell phone service is excluded)
- ✓ A Bank or Credit Card Statement
- ✓ A Paystub, Paycheck, or Government-Issued Check
- ✓ An Intake Document from a Licensed Residential Care or Assisted-Living Facility
- ✓ Enrollment Papers for the current school year by a High School or an Accredited Institution of Higher Education located within the State of Idaho
- ✓ A Communication on letterhead from a registered public or private social service agency verifying the applicant is homeless and attesting to their residence for registration

Voter Registration Form

IDAHO VOTER REGISTRATION FORM
Save time. Register online at VOTEIDAHO.GOV.

Use this form to register to vote or update your voter registration in Idaho.

Eligibility
Verify your eligibility to vote in Idaho. Inadequately or falsely completing this form is a felony.

1 Are you a citizen of the United States of America? Yes No
 Will you be 18 or older on or before Election Day? Yes No
NOTE: If you checked "No" in response to either of these questions do not complete this form. You are not qualified to vote in Idaho.

I have been a resident of Idaho for _____ years, _____ months. Have you ever been convicted of a felony? Yes No
 If yes, have your rights been restored? Yes No

Your name
If your name has changed, provide your previous name.

2 First name _____ Middle name _____
 Last name _____ Suffix _____
 Previous name (if applicable) _____

Voter identification
An Idaho Driver's License number is preferred. Otherwise, use your Social Security Number.

3 Gender: Male Female Date of birth (mm/dd/yyyy) ____/____/____
 Idaho Driver's License Number _____ or Last 4 digits of your Social Security Number _____

Residential address
Must be a street address. P.O. Boxes are not allowed.

4 Address (not P.O. Box) _____ Link/App # _____
 City _____ State _____ ID _____ Zip _____
 My mailing address is the same as my residential address. (If you check this box, then skip section 5)

Mailing address
Provide the address where you receive mail.

5 Address or P.O. Box _____ Link/App # _____
 City _____ State _____ Zip _____

Previous address
Provide your previous registration address.

6 Address (not P.O. Box) _____ Link/App # _____
 City _____ State _____ Zip _____

Political Party
Some parties require affiliation to vote in their primary elections.

7 NOTE: If no political party is selected, you will be registered as unaffiliated. (Select only one)
 Constitution Party Democratic Party
 Libertarian Party Republican Party Unaffiliated (no party preference)

Contact information
This is helpful if we have any questions.

8 NOTE: This information is optional and will become public record.
 Phone _____ Email _____

Signature
WARNING: Any elector who supplies any information, knowing it to be false, is guilty of perjury, punishable by imprisonment and a fine of up to \$50,000.

9 I certify that I am a citizen of the United States; that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age on election day; and I declare under oath or affirmation that I have no legal disqualifications, and that the information supplied herein is true.
 Voter, sign and date here (required)
 X _____ Date (mm/dd/yyyy) ____/____/____

Photo Identification Provided (check one)
 Idaho Driver's License Card Tribal ID United States Passport or Federal ID License to carry concealed weapons

Proof of Residence Provided (check one)
 Approved Photo ID Utility bill, excluding a cellular telephone bill
 Current proof of insurance Paystub, paycheck, or government-issued check
 Bank or credit card statement Intake document from a residential care or assisted living facility
 Property tax assessment, bill, or receipt School enrollment papers for the current year
 Deed of trust, mortgage, lease, or rental agreement Official letter from a registered social service agency

Precinct _____ Registration Source _____ Clerk (initial here) _____ Date (mm/dd/yyyy) ____/____/____

Checking the Voter Registration Form

- ▶ Make sure the form is complete! An incomplete registration form creates more work for the voter and for all of us!
- ▶ Even if the voter is re-registering to update their address or name, we must have a fully completed registration form with all their information.

Recording ID & Proof of Residency

Photo Identification Provided (check one)

- Idaho Driver's License/ID Card
- Tribal ID
- United States Passport or Federal ID
- License to carry concealed weapons

This Section For Official Use Only

Proof of Residence Provided (check one)

- Approved Photo ID
- Current proof of insurance
- Bank or credit card statement
- Property tax assessment, bill, or receipt
- Deed of trust, mortgage, lease, or rental agreement
- Utility bill, excluding a cellular telephone bill
- Paystub, paycheck, or government-issued check
- Intake document from a residential care or assisted living facility
- School enrollment papers for the current year
- Official letter from a registered social service agency

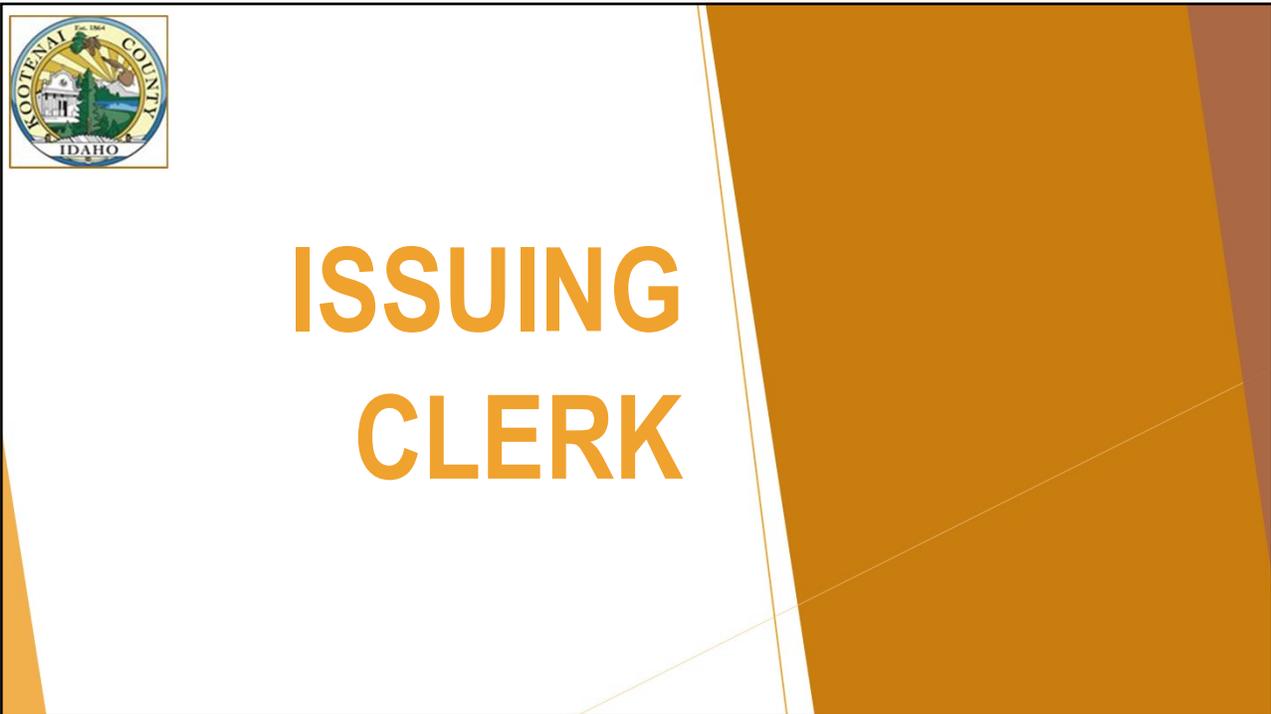
Precinct **322** Registration Source **At Polls** Clerk (initial here) **BB** Date (mm/dd/yyyy) **5/20/25**

Registering a Voter – Process Overview

- ▶ Search the voter's address to ensure they are in the right precinct
- ▶ Make sure the voter has provided the following:
 - ▶ Completed Voter Registration Form
 - ▶ Acceptable Photo ID
 - ▶ Acceptable Proof of Residency (Dated April 21st or before)
 - ▶ If the voter is using an Idaho Driver's License/ID Card to register, please make sure they include the DL/ID Number on the Registration Form
- ▶ Complete the "Official Use Only" section.
- ▶ Enter the voter's information into the E-Poll Book. Upon confirmation of the entry, the voter signs the E-Poll Book.
- ▶ Print out two copies of the voter ticket, one copy to go with the voter to the Issuing Clerk, and the other copy for the Receiving Clerk's log.
- ▶ Place the registration form in the envelope designated for completed forms.

Updating Existing Voter in E-Poll Book

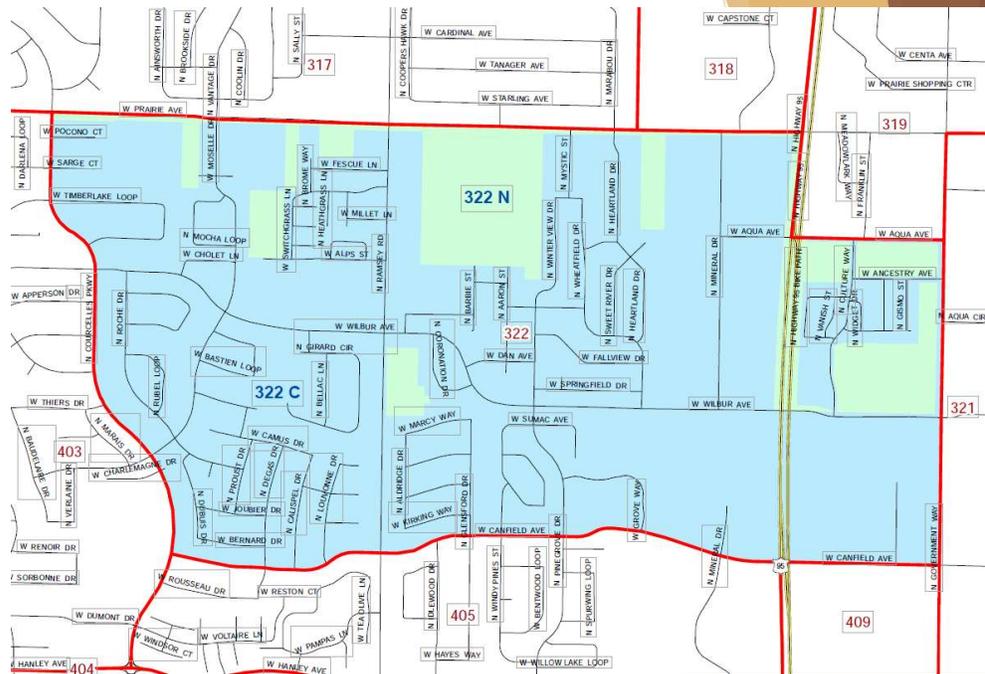
- ▶ Voter must ALWAYS fill out a new registration form in its entirety if they have had a name or address change:
- ▶ Voter must ALWAYS show proof of the new name and/or new address
- ▶ Questions? Ask the Judge, call the office! (208) 446-1030 (Press 1)



Issuing Clerk - ATTENTION TO DETAIL IS CRITICAL

- Help Judge with Counting Ballots, Recording Counts on Ballot Accounting Sheet & Placing Ballots in the Color Folders
- Issue ballot – Confirm with the voter that ballot style on the printer receipt matches ballot style on the ballot; make sure you are only handing voter one ballot
- Demonstrate voting procedures, including showing voter if it is a two-sided ballot (Job aid has proper verbiage for demonstrating voting procedures)
- Hand ballot to voter in secrecy sleeve and ask voter to return ballot, sleeve & pen to Receiving Clerk after voting their ballot

Splits Map Example



Districts Assigned to each Ballot Style

	BALLOT STYLE	LIBRARY DISTRICT	HIGHWAY DISTRICT	HOSPITAL DISTRICT	WATER/SEWER DISTRICT	CITY DISTRICT	SCHOOL DISTRICT	FIRE DISTRICT
Lt Blue	A	CLN	WORLEY	KOOTENAI				
Lt Blue	C			KOOTENAI		CDA		
Yellow	D	CLN	EASTSIDE	KOOTENAI				
Lt Pink	E		EASTSIDE	KOOTENAI		CDA		
Yellow	F	CLN		KOOTENAI			POST FALLS	
Lt Orange	G	CLN		KOOTENAI	GREEN FERRY		POST FALLS	
Lt Pink	J	CLN		KOOTENAI			LAKELAND	
Mint	N	CLN		KOOTENAI				
Lt Orange	O	CLN		KOOTENAI	OHIO MATCH ROAD		LAKELAND	
Lt Blue	P	CLN	WORLEY	KOOTENAI			POST FALLS	
Lt Blue	R	CLN		KOOTENAI	ROSS POINT		POST FALLS	
Lt Orange	S	CLN		KOOTENAI			LAKELAND	SPIRIT LAKE
Gray	W		WORLEY	KOOTENAI		CDA		
Lt Orange	Z	CLN	WORLEY	KOOTENAI			PLUMMER-WORLEY	

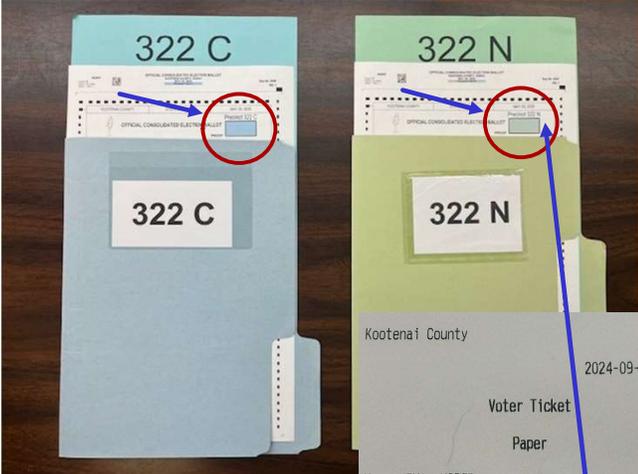
Ballot Styles w/ Color Folders & Matching Color Box on Ballot

Precinct 322 has 2 Ballot Styles

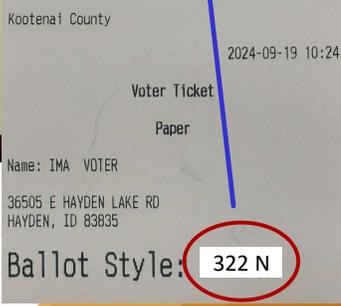
322 C – Light Blue
322 N – Mint

Always make sure to hand out the correct ballot style to voters based on their voter ticket!

See the sample folders before you go!



Please always use your Color Papers/Folders!



KOOT
 Count: 47
 PROOF - File: 294934
 Pallet: 1 - Box: 1

OFFICIAL CONSOLIDATED ELECTION BALLOT
 KOOTENAI COUNTY, IDAHO
 MAY 20, 2025
 Precinct 322 N

Seq No. 0047
 HR: 1

11 KOOTENAI COUNTY STATE OF IDAHO MAY 20, 2025

 **OFFICIAL CONSOLIDATED ELECTION BALLOT** Precinct 322 N

21 **INSTRUCTIONS TO VOTER**
 To vote, fill in the oval (●) next to the candidate of your choice. To vote a "Write-in", fill in the oval and write the name of your choice on the blank write-in line. If you make a mistake, request a new ballot from the election official.

CANDIDATES FOR LIBRARY DISTRICT	
Consolidated Free Library District Trustee 4 year Term (Vote for One)	MAKE SURE BALLOT STYLE MATCHES VOTER TICKET

Kootenai County
 2024-09-19 10:24
 Voter Ticket
 Paper
 Name: IMA VOTER
 36505 E HAYDEN LAKE RD
 HAYDEN, ID 83835
 Ballot Style: 322 N



Questions?



RECEIVING CLERK

Receiving Clerk Duties -“AFDA” the ballot has been voted

Ask

- Ask Voter to state *FIRST NAME, LAST NAME AND CITY
*(IT'S THE LAW)

Find

- Find their name on the Receiving Clerk registered voter list and mark it off. (For new voters, write in their name or tape voter ticket in back)

Deposit

- Deposit ballot discretely and securely into ballot box, and then show the voter the empty secrecy sleeve

Announce

- Announce “Jane Doe” has voted
*(IT'S THE LAW)

CLOSING THE POLLS

Supply Return



Please place your ADA voting booth in the proper bag and place your supplies back in the box. Please also place your Judge's Binder on top of the Divider Sheet.

Please place this divider on top of your supplies.

Please place the following items on top of this divider:

1. Employee verification forms (pay-sheets)
2. Poll book Cover & Ballot Accounting Page
3. Election Day Registration Cards & PIA Envelope
4. Used Ballot Stubs Envelope
5. Spoiled Ballot Envelope
6. Voided Ballot Envelope

*** Please put all the above envelopes here even if they are empty

*** Please also put all Judge's notes and registration issues (If you are unsure put it here)

Resources



VOTEIDAHO.GOV



KCGOV.US/31/
ELECTIONS



KOOTENAI
COUNTY
GOVERNMENT
FACEBOOK,
YOUTUBE, AND
"X" ACCOUNTS



IDAHO
SECRETARY OF
STATE
FACEBOOK,
YOUTUBE, AND
"X" ACCOUNTS



US ELECTION
ASSISTANCE
COMMISSION
(WWW.EAC.GOV)



Questions?

**Scan to Access the Poll
Worker Questionnaire**



Or Visit:

<https://www.surveymonkey.com/r/QH9ZKLR>

Thank You!

**Take your Packet Home and
Bring it with you on Election Day!**