



# Welcome

Please take this survey  
before class starts



<https://forms.office.com/g/7rayNwyvBa>



## November 4th, 2025, Consolidated Election New Poll Worker Training

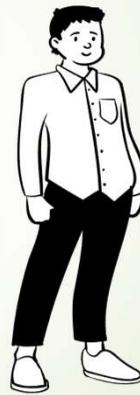
**Keep Training Packet for Election Day; you will need it!**

## Online Poll Worker Resources

[www.kcgov.us](http://www.kcgov.us) > Elections Tab > Poll Workers > Resources

- **New Poll Worker Training November 4th, 2025, Consolidated Election (PDF)**
- **Judge and Poll Worker Resources and Job Duty Guides**
- **[Elections Office Phone 208-446-1030 \(Press 1\)](tel:208-446-1030)**

## New Poll Worker Information





## Reminders

- ▶ Training Pay=\$25.00
- ▶ Election Day Pay (Includes Training Pay)=\$170.00
- ▶ Expectations:
  - ▶ I will try to assign you to a precinct prior to election
  - ▶ There will be some of you that I will ask to be prepared to be assigned on election morning
  - ▶ If I am not going to be able to assign you this election, I will let you know prior to Election Day, but will make every effort to place you the next election



## Communications Process

- ▶ Submit the application to be a Poll Worker
- ▶ Get a call or email from the Poll Worker Coordinator
- ▶ Receive invitation to training
- ▶ If we find a precinct for you to work
  - ▶ Receive a call to offer you the opportunity
  - ▶ Get an email with information regarding the Judge and location
  - ▶ Communicate with Judge as appropriate
- ▶ Plan on arriving at polling location to help set up and be ready to work the entire day

## 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

Let us know if you have any physical or timing restrictions that may impact your ability to work

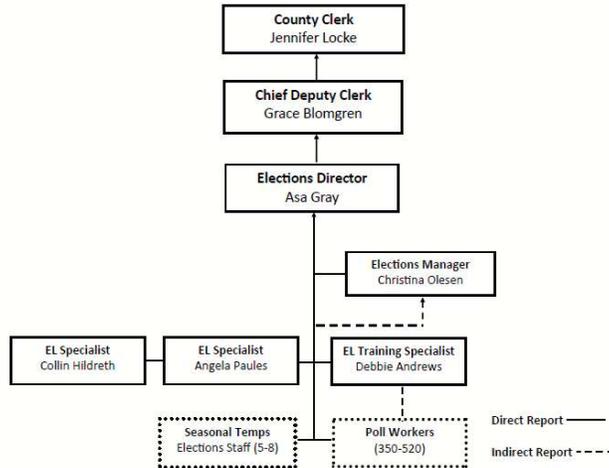
## Elections Overall

The Elections process in Idaho is supervised at two levels. At the State level, elections are overseen by the Idaho Secretary of State. At the County level, they are managed and run by the County Clerk.

The current Idaho Secretary of State is Phil McGrane. The current Kootenai County Clerk is Jennifer Locke.

# Kootenai County Elections Staff

Kootenai County Clerk's Division  
Elections Department Organizational Chart October 2025



## Elections Overall

Kootenai County holds 2 elections each year:  
May and November

Consolidated elections are held in odd years and are driven by Taxing Districts such as City, Fire, Highway, Library, School, Sewer and Water Districts.

Elected Officials for the various districts are elected for terms of anywhere from 2-6 years, depending on the specific type of District and the seats up for election.

<https://voteidaho.gov/election-information/>

## Elections Overall

General elections are held on even years, May is the Primary Election, and November is the General Election

These elections include Federal, Statewide, Legislative, County and Judicial offices. General Elections also include Community College Trustees and Soil Conservation Districts.

## Elections Overall

Federal Offices include U.S. Senators and U.S. Representatives – Senators serve 6-year terms; Representatives serve 2-year terms

Statewide Offices include Governor, Lt. Governor, Secretary of State, Attorney General, State Treasurer, State Controller, and Superintendent of Public Instruction – All these offices serve 4-year terms.

## Elections Overall

State Legislative Officials are elected for 2-year terms

County Officials are elected for 4-year terms, except for County Commissioners, who alternate 2- and 4-year terms.

## What is a Precinct?

Defined boundaries establish within an area, to determine where people go to cast a ballot

Typically drawn by the county based on population, geography and registered voters

Within each precinct you have a combination of taxing districts that determine what an individual voter may vote on (i.e., what you pay taxes for)

## Why do I Have a Judge at my Precinct?

- ▶ Poll Judges are responsible for the overall function and management of the polling place (Precinct).
- ▶ Poll Judges are experienced Poll Workers who have been trained to run the polling place. They are there to answer your questions, make decisions and ensure that the polling place is running efficiently and properly.

## Election Management Information

Kootenai County- 74 Voter Precincts

- ▶ Average number of Poll Workers needed for slower elections=about 400
- ▶ Average number of Single Precinct Judges: 42
  - ▶ Dual Precinct Judges: 16
  - ▶ Jr Judges: Approx. 20
- ▶ Trainings are held each election: Three Judges-only trainings this election
  - Nine Experienced Poll Worker Trainings
  - Two New Poll Worker Trainings
- ▶ Opportunities to volunteer at Early Voting for practice or to come in for Office Hours



# November Election is a 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 taxing districts and zones in which they reside.

## For this Election - Non-Partisan Contests



### Mayor and/or City Council:

Athol	Coeur d'Alene
Fernan Lake Village	
Harrison	Hayden
Hayden Lake	Post Falls
Rathdrum	Spirit Lake
State Line	Worley



### School District Trustees:

Coeur d'Alene SD Zones 1 & 4  
 Lakeland Jt SD Zones 4 & 5  
 Post Falls SD Zones 1 & 5  
 Kootenai Jt SD Zones 1, 4, & 5  
 Plummer-Worley Jt SD Zone 1

# For this Election - Non-Partisan Contests



**Fire District Commissioners:**  
**Kootenai County Fire & Rescue**  
**Northern Lakes FPD**  
**Shoshone Fire District No. 2**  
**Timberlake FPD**



**Ballot Questions:**  
**Kellogg Jt School District No. 391**  
**Supplemental Levy**  
**Kootenai County Fire & Rescue Base**  
**Budget Increase**

## Be Prepared - VOTE EARLY

You cannot leave your polling site to vote on Election Day

### Early Voting

Kootenai County Elections Office  
1808 N 3<sup>rd</sup> St Coeur d'Alene, ID

**Monday October 20 - Friday October 31, 2025**  
Mon-Fri, 8am – 5pm

### Absentee Voting

Last day to request an absentee ballot is  
Friday, October 24, 2025, at 5pm

Fill out an absentee request form today before you leave!



# 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

## VOTE IDAHO 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

# Electioneering

- ▶ 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.

# 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).

# Emergency Procedures

- ▶ Car accident/issue while transporting ballots/supplies
  - ▶ Call 911 and Elections Office 208-446-1030
- ▶ Someone is injured, or property is damaged
  - ▶ Call 911 if medical is needed
  - ▶ Fill out Incident Report form in the Emergency package
  - ▶ Call the office



## Emergency Procedures- Evacuation

- ▶ Building Evacuation-Judge
  - ▶ Make sure everyone is accounted for
  - ▶ If voters are voting, have the voter bring their own ballot with them
  - ▶ Secure all remaining ballots (blank and ballot box) and take with you
- ▶ Registration-Poll Book Clerks
  - ▶ Take Registration forms and Poll Books
- ▶ Issuing Clerk
  - ▶ Take all unused ballots with you
- ▶ Receiving Clerk
  - ▶ Take the ballot box with you



## Supply Boxes and Judges Information

- ▶ Judges Binder
- ▶ Consolidation of Supplies
- ▶ What is important

## Election Day



## Election Day Preparation

**Poll Workers – if you are assigned to a precinct, your judge should contact you soon after you both receive the email, to coordinated Election Day arrival time, lunch plans and provide information.**

**Assigned 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. You Judge will provide more specifics.**



**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.)



## **Good Reminders**

- Bring your training packet, it will come in handy. There will also be role specific Quick Guides in each supply bag
- Bring a sweater, jacket or umbrella 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



## Good Reminders

- Remember that you cannot leave the Polling Location during the day
- Bring reading materials, knitting, or something for the slow times. But the goal is to give you a chance to learn other roles.
- 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 vehicles and supplies
  - Setting up tables, chairs, voting booths etc.
  - Posting sample ballots, signs etc.
  - Counting Ballots (as instructed)
  - Connecting electronics, poll books, printers, jetpack
  - Signing the Poll Worker Payroll sheet
  - Putting on the name lanyard
  - Being sworn in



## Election 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



## General Roles and Responsibilities



## Judge

- Judges-are responsible for the overall function and compliance of the polling location and poll workers
- The Judges are there to direct the process and workers, make decisions and answer questions

## 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

# Questions?



## Election Morning Setup

- ▶ **Before Polls open at 8:00 am**
  - ▶ **Arrive at 7 am and help set up:**
    - ▶ **Table, chairs and voting areas**
    - ▶ **Voting booths with signs**
    - ▶ **Outside signage needed**
  - ▶ **Connect extension cords, electronic Poll Books, printers and get everything ready to go**

SAMPLE      SAMPLE      SAMPLE

### 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

## Polling Place Laws

**Electioneering – (IC 18-2318)**  
The following are prohibited within 100 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 voters' 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

**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!**

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

### 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  
PRINT name as you would like it to appear on paycheck

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!**

# Ballot Accounting

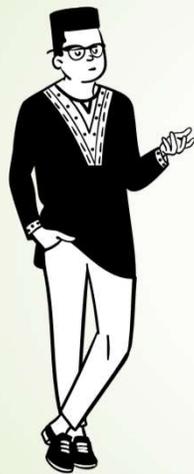
**Before Polls open:**

**Judges break the 2 seals on the ballot box**

- **Ballots are removed**
- **Ballots are counted and ballot styles and numbers are confirmed**
- **Ballot and seal information is recorded**
- **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.**



# Questions?





## 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 Demo



## Logging into the E-Poll Book

- 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

# GREETER



## Greeter Duties

Ask the voter if they are registered and have voted at this precinct

**\*Make sure the voter has Acceptable ID & Proof of Residency\***

Show the voter where the sample ballots and maps are posted

Send the voter to Registration if voter needs to check voter status, location or register

Send to Poll Book Clerk if they are already registered

# POLL BOOK CLERK

## ▶ Checking in a Registered Voter

- ▶ Voters should be telling you their name and address verbally, and that information 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)

## Basics

- ▶ Ask for acceptable form of ID and find voter in the 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



# 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!**

## Personal Identification Affidavit (PIA)

## New and Blue

- ▶ Only for registered voters with no name or address change.
- ▶ Conduct a Manual Search to find the voter
- ▶ 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.

**AFFIDAVIT OF PERSONAL IDENTIFICATION**

County of \_\_\_\_\_  
Precinct \_\_\_\_\_

**Voter information**  
Enter your name as it appears on your voter registration.  
First name \_\_\_\_\_ Middle name \_\_\_\_\_  
Last name \_\_\_\_\_ Suffix (if applicable) \_\_\_\_\_  
Address (not P.O. Box) \_\_\_\_\_ Unit/Apt # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Date of birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_ Or  Idaho Driver's License  Idaho State ID Card  
ID number: \_\_\_\_\_

**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, (I.C. 14-1114)

**Signature**  
I, the undersigned, declare under penalty of perjury, that my name and residence address are listed on the official voter registration list, that I am that person, and that I currently reside at the address written.  
2 Sign and date here (Required)  
X \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

**Official Use Only**  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
Signature of Election Official \_\_\_\_\_

Affidavit of Personal Identification Revised 02/05/2025



## Spoiled Ballots

- ▶ **Spoiling a ballot**
  - ▶ **Voter makes a mistake on their ballot**
  - ▶ Voter needs another ballot issued
  - ▶ The voter must take the spoiled ballot back to the Poll Book Clerk
  - ▶ The Poll Book clerk will spoil the ballot and a new ticket issued to obtain a new ballot
  - ▶ The voter must never have two ballots at a time



## Absentee Ballots

- ▶ Idaho allows absentee ballots
- ▶ Voters must request absentee ballots every year
- ▶ When absentee ballots are returned, we verify that the signature on the envelope matches the signature on record
- ▶ Voter may request an absentee ballot but if they do not return it, they may vote at the polls on Election Day (or during Early Voting)

## Voiding a Ballot

- 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 November 4, 2025. They can't drop it off at the polls on Election Day.

## Absentee Ballot has been received

The screenshot displays a mobile application interface titled "Voter Eligibility". At the top, there are navigation buttons for "BACK" and "HOME", and a red notification bar that says "Mail Ballot Received". Below this, there is a form with an "Address" field. To the right of the address field, there are three columns: "Ballot Style" with the value "312 A", "Party" with the value "UNA", and "Status" with the value "ACT". A yellow notification bar indicates "Mail Ballot Received". Below that, a red error message with an exclamation mark icon states: "Voter is not eligible to vote. Read instructions below." Underneath the error message, there is a blue box with the text: "Call Kootenai County Elections at 208-446-1030." At the bottom of the screen, there are two buttons: a yellow "MORE OPTIONS" button and a green "PROCESS NEXT VOTER" button. The top status bar shows "100%" battery, signal strength, and the time "6:20 PM".

## Secured Voter

The screenshot shows a mobile application interface for voter identification. At the top, it says "Voter Identification" with a status bar showing 100% battery and 7:41 AM. Below the title are "BACK" and "HOME" buttons. The main form displays the following information:

- Name: JOHN DOE
- Birth Year: 1931
- Voter ID: 123456789
- County: KOO
- Address: \*\*\*Address Protected\*\*\*
- Ballot Style: 308 P
- Party: REP
- Status: ACT

Below the form, there is a question: "\*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?". At the bottom, there are four buttons: "WRONG VOTER, SEARCH AGAIN" (red), "NO, NEEDS CHANGES" (yellow), "YES, CONTINUE" (green), and "NO VOTER FOUND" (yellow).

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

- ▶ Curbside voting is provided to support voters who have difficulties in accessing the polling location
- ▶ There is a process that must be followed to ensure chain of custody of the ballots
- ▶ We ask the voter to call the main office to request assistant or a friend, or family member may come into the precinct and request help

## Curbside Voting Packet

Job Aid

Secrecy  
Sleeve

PIA

3 Felt Tip  
Pens

1 Ink Pen

Clip  
Board

## Curbside Voting Steps

- Take a E-Poll Book out to the vehicle
- Check the voter in with the Poll Book, you will indicate the Voter is a curbside voter
- Have the voter sign the E-Poll Book as usual
- Take the Poll Book back in, plug it back in and complete the process (print the voter ticket twice)
- Obtain the correct ballot and place in a secrecy sleeve

## Curbside Voting Steps

- ▶ Take another Poll Worker with you to transport ballot back out to the voter
  - ▶ Confirm you have the correct ballot with the voter, give them the ballot and pen on a clipboard and wait for them to vote
  - ▶ Return the ballot to the secrecy sleeve, and offer the “I Voted” sticker to the voter
- ▶ Take voted ballot to the Receiving Clerk along with the voter ticket

## Questions



# REGISTRATION CLERK

## 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
  - ▶ 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 on the form (and in the system)
- ▶ 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

# Proof of Residency Documents

- ✓ 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](http://VOTEIDAHO.GOV)

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

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

1 Are you a citizen of the United States of America?  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.

Will you be 18 or older on or before Election Day?  Yes  No

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**  
If you have an Idaho Driver's License or ID, you must enter the number.

3 Gender:  Male  Female Date of birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Idaho Driver's License Number \_\_\_\_\_ NOTE: If you do not have an Idaho Driver's License or ID, enter the 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) \_\_\_\_\_ Unit/Apt # \_\_\_\_\_  
 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 \_\_\_\_\_ Unit/Apt # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Previous address**  
Provide your previous registration address.

6 Address (not P.O. Box) \_\_\_\_\_ Unit/Apt # \_\_\_\_\_  
 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.  
**Vote, sign and date here (Required)**  
 \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

**Photo Identification Provided (check one)**  
 Idaho Driver's License/ID 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, including 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) \_\_\_\_/\_\_\_\_/\_\_\_\_

IDM-1 Voter Registration Form Revised 09/04/2021

## 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

### Proof of Residency 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

### This Section For Official Use Only

Precinct **308**    Registration Source **At Polls**    Clerk *(initial here)* **BB**    Date *(mm/dd/yyyy)* **11/4/25**

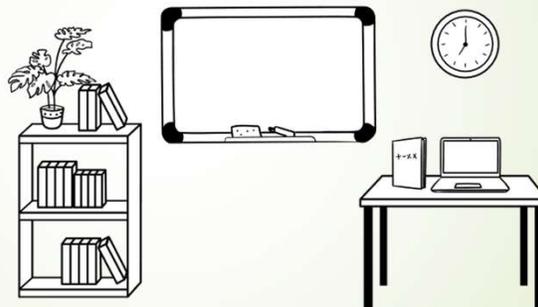
## Registration Overview

- Search by 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
  - 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

## Registration Overview

- ▶ 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

## Registration Practice





## Registration Practice Steps

- ▶ Complete your Registration Form
- ▶ Enter this address: 8575 W Sawtooth St. Rathdrum 83858
- ▶ Have your neighbor review the Reg form for completeness
- ▶ Neighbor will scan your drivers license and pull you up
  - ▶ When asked for your name and address give them your name and the fake address
- ▶ Update the system, using the Registration form only
- ▶ Have the voter review and sign the Poll Book
- ▶ Print out the voter ticket and instruct the voter to hand it to the issuing clerk.



## 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-change of address proof must be 30 days old
- ▶ Questions? Ask the Judge, or experienced Poll Worker



## Office Hours

- ▶ October 20, 1-3 PM
- ▶ October 22, 9-11
- ▶ October 24, 11-2
- ▶ Opportunities for Judges and Poll Workers to come in and practice or ask questions.
- ▶ This is not early voting participation, but time to practice data entry such as new registrations or updates and/or review any areas where you need help. This is open door, you do not have to sign up.



## Questions



# ISSUING CLERK

## 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 only 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

## Issuing Script

- ▶ Please confirm the Ballot type matches what is on your ticket
- ▶ Vote both sides of the ballot (if applicable)
- ▶ Completely fill in the ovals by your choices as illustrated here (point to top of Ballot for example)
- ▶ You do you not have to vote on everything, anything you do vote on, will be counted
- ▶ If you make a mistake, take your ballot back to the clerk who checked you in and they will issue you a new ballot

## Issuing Script

- ▶ When done voting, don't tear or fold the ballot, place the ballot back in the sleeve and take to the Receiving Clerk
- ▶ If there is a write-in line on the ballot, inform the voter that if they mark a write-in, the oval will need to be filled in
- ▶ If you need help, just ask

# Split Precincts

16 Precincts have only one (1) Ballot Style

24 Precincts have two (2) Ballot Styles

20 Precincts have three (3) Ballot Styles

7 Precincts have four (4) Ballot Styles

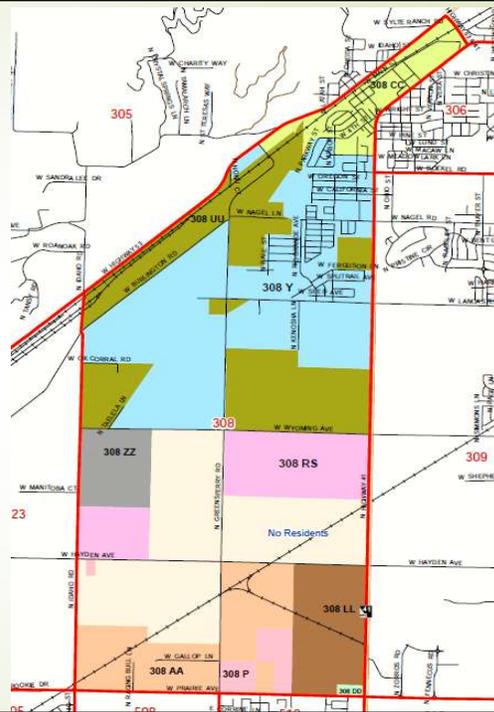
Precincts 207, 208, 305 & 322 have five (5) Ballot Styles

Precinct 309 has seven (7) Ballot Styles

Precinct 323 has eight (8) Ballot Styles

Precinct 308 has nine (9) Ballot Styles

## Splits Map Example





## Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
301	N	UU	ZZ						
302	N								
303	N	T							
304	J	RS	UU	ZZ					
305	N	R	UU	Y	ZZ				
306	CC	FF							
307	CC	FF	N						
308	AA	CC	DD	LL	P	RS	UU	Y	ZZ
309	CC	DD	FF	MM	RS	UU	Y		
310	L	N							
311	L	N							
312	L	N							
313	B	L	N	WW					
314	HH	L	N						
315	L								
316	L	N	O						
317	L								
318	L								
319	K	L	N						
320	B	QQ							
321	B	QQ							
322	AA	C	D	N	QQ				
323	AA	J	OO	P	RS	UU	X	ZZ	

## Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
401	C								
402	C								
403	C	N							
404	C								
405	C								
406	AA	C	E						
407	E	YY							
408	C	E							
409	AA	C	D						
410	C	D	QQ						
411	AA	C							
412	D	QQ							
413	E								
414	C	D							
415	C								
416	C	E							
417	C	D							
418	C	D	E						
419	D	E	QQ						
420	D	F	QQ	WW					

## Precinct Ballot Styles Chart

Precinct	Ballot Style 1	Ballot Style 2	Ballot Style 3	Ballot Style 4	Ballot Style 5	Ballot Style 6	Ballot Style 7	Ballot Style 8	Ballot Style 9
501	J	SL	X						
502	AA	J	P	X					
503	AA	J	P	X					
504	P								
505	AA	P							
506	P								
507	P	X							
508	AA	P							
509	AA	P							
510	AA	LL	P						
511	AA	P	X						
512	AA	LL	P						
513	DD	LL	P						
514	AA	DD	LL	P					
515	DD	LL							
516	DD	LL							
517	DD	E	LL	YY					
518	DD	LL	YY						
519	J	OO							
520	AB	E	YY						
521	AB	YY	Z						
522	AB	W	Z						

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

**Precinct 308 - 9 Ballot Styles**

**308 LL – 0 Registered Voters**

**308 DD – 1**

**308 ZZ – 8**

**308 P – 12**

**308 RS – 15**

**308 UU – 50**

**308 AA – 78**

**308 CC – 328**

**308 Y – 1,370**

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

**Please always use your Color Papers/Folders!**

**KOOT**

Count: 49  
PROOF - File: 301237  
Pallet: 1 - Box: 1

**OFFICIAL CONSOLIDATED ELECTION BALLOT**  
KOOTENAI COUNTY, IDAHO  
NOVEMBER 4, 2025  
Precinct 308 Y

Seq No. 0049  
HR: 1

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11 KOOTENAI COUNTY

STATE OF IDAHO

NOVEMBER 4, 2025



**OFFICIAL CONSOLIDATED ELECTION BALLOT**

Precinct 308 Y

21 INSTRUCTIONS TO VOTER

To vote, fill in the oval (●) next to the candidate of your choice.

Kootenai County

2024-09-19 10:24

Voter Ticket

Paper

Name: IMA VOTER

36505 E HAYDEN LAKE RD  
HAYDEN, ID 83835

Ballot Style: 308 Y

MAKE SURE BALLOT  
STYLE MATCHES VOTER  
TICKET

Districts Assigned to each Ballot Style					
COLOR	BALLOT STYLE	CITY	SCHOOL TRUSTEE ZONE	FIRE DISTRICT	BALLOT QUESTIONS
Yellow	A	ATHOL		TIMBERLAKE FIRE	
Light Orange	AA			KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	AB		CDA SD NO. 271 - ZONE 4		
Mint	B		CDA SD NO. 271 - ZONE 1	NORTHERN LAKES FIRE	
Mint	BB			SHOSHONE FIRE NO. 2	KELLOGG JT SD NO. 391
Light Blue	C	COEUR D'ALENE			
Yellow	CC	RATHDRUM	LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Mint	D	COEUR D'ALENE	CDA SD NO. 271 - ZONE 1		
Mint	DD		POST FALLS SD NO. 273 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Pink	E	COEUR D'ALENE	CDA SD NO. 271 - ZONE 4		
Light Pink	EE		KOOTENAI JT SD NO. 274 - ZONE 5		
Light Pink	F	FERNAN LAKE VILLAGE	CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Orange	FF		LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Light Blue	G	HARRISON	KOOTENAI JT SD NO. 274 - ZONE 1		
Yellow	H	HARRISON	KOOTENAI JT SD NO. 274 - ZONE 5		
Yellow	HH	HAYDEN LAKE		NORTHERN LAKES FIRE	
Mint	J		POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	K	HAYDEN	CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	L	HAYDEN		NORTHERN LAKES FIRE	
Light Brown	LL	POST FALLS	POST FALLS SD NO. 273 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE

Districts Assigned to each Ballot Style

COLOR	BALLOT STYLE	CITY	SCHOOL TRUSTEE ZONE	FIRE DISTRICT	BALLOT QUESTIONS
Light Pink	MM		LAKELAND JT SD NO. 272 - ZONE 4	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Pink	N			NORTHERN LAKES FIRE	
Light Blue	NN				KELLOGG JT SD NO. 391
Yellow	O	HAYDEN	LAKELAND JT SD NO. 272 - ZONE 4	NORTHERN LAKES FIRE	
Yellow	OO		POST FALLS SD NO. 273 - ZONE 1		
Light Pink	P	POST FALLS		KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	Q			SHOSHONE NO. 2	
Yellow	QQ		CDA SD NO. 271 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	R	RATHDRUM		NORTHERN LAKES FIRE	
Mint	RR		KOOTENAI JT SD NO. 274 - ZONE 1		
Lavender	RS		LAKELAND JT SD NO. 272 - ZONE 5	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	S	SPIRIT LAKE			
Light Orange	SL	STATE LINE	POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	T			TIMBERLAKE FIRE	
Gold	UU		LAKELAND JT SD NO. 272 - ZONE 5	NORTHERN LAKES FIRE	
Light Orange	V		KOOTENAI JT SD NO. 274 - ZONE 4		
Light Pink	W	WORLEY			
Light Orange	WW		CDA SD NO. 271 - ZONE 1		
Light Blue	X	POST FALLS	POST FALLS SD NO. 273 - ZONE 1	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Light Blue	Y	RATHDRUM	LAKELAND JT SD NO. 272 - ZONE 5	NORTHERN LAKES FIRE	
Light Orange	YY		CDA SD NO. 271 - ZONE 4	KOOTENAI FIRE & RESCUE	KOOTENAI FIRE & RESCUE
Yellow	Z		PLUMMER-WORLEY JT SD NO. 44 - ZONE 1		
Gray	ZZ		LAKELAND JT SD NO. 272 - ZONE 5		



# Questions



# RECEIVING CLERK

## Receiving Clerk Duties “AFDA”

### 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)

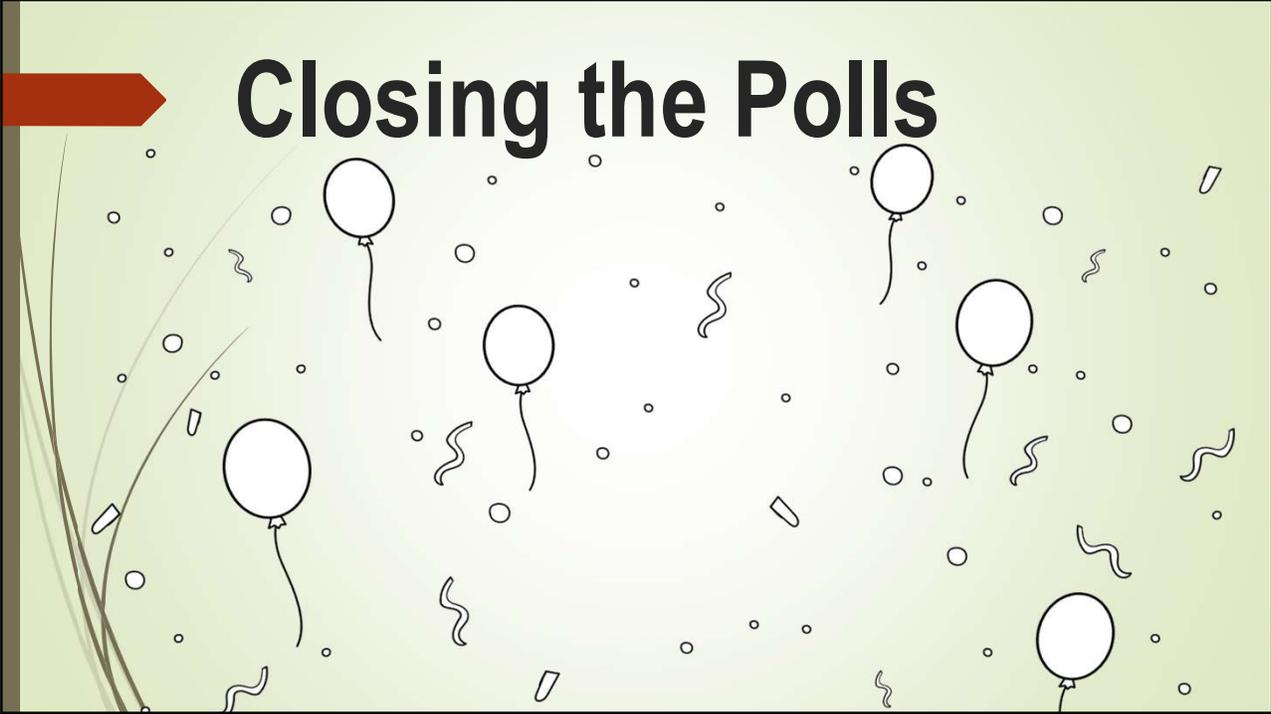


## Receiving Clerk

- ▶ If the line is busy the clerk may write the names down and find them in the book later
- ▶ The clerk should not take the ballot of the sleeve or look at it
- ▶ Insert the edge of the secrecy sleeve and shake or slide out the ballot
- ▶ Offer the “I Voted sticker”, but keep it moving
- ▶ If your role of Receiving Clerk is “permeant” someone will stand by you to learn, use them to replace during breaks
- ▶ The voter may put their own ballot in the box....no arm wrestling required



## Closing the Polls



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

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

- Take down the voting booths
- Remove signs
- Repackage Poll Books and supplies-using supply lists
- Count remaining ballots
- Pick up trash, return polling condition to how you found it
- Help load supplies/cars

## Supply Return

➤ Please place your ADA voting booth in the proper bag and place your supplies back in the box. Your judge should instruct you on helping with tear down.



# Reminders

- 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!**  
**Congratulations**

# 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)

**THANK YOU!**

**Please take this Survey  
before leaving:**

New Poll Worker Post-Training  
Survey



 <https://forms.office.com/g/Re03evNhVq>

 **Thank You!**

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