



**ADOPT A POLLING
LOCATION**



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MESSAGE FROM THE DIRECTOR

Dear Organization Leader,

The Charleston County Board of Voter Registration and Elections is currently seeking local groups to participate in our nationally recognized Adopt a Polling Location program. This program allows non-partisan organizations to "adopt" one of our polling locations by sending staff members to serve as poll workers on Election Day. Your team can raise money for a cause or a charity that you care about while our community members benefit from professional service when they vote.

The Adopt a Polling Location program received nationwide acclaim during our inaugural year in 2022. Our Partnerships at the Polls initiative, which includes the Adopt a Polling Location program, won in the "Best Practices in Recruiting, Retaining, and Training Poll Workers" category during the U.S. Election Assistance Commission's National Clearinghouse Awards.

Since its inception, nine organizations have participated in the program and have raised well over \$10,000. With Adopt a Polling Location, you can directly help our county thrive and strengthen bonds with the people we serve.

We invite you to apply as one of our partners for the upcoming election cycle. In this guide, you will find information on program benefits, requirements, and the application process. Please reach out to us at 843-744-8683 or at kbgallagher@charlestoncounty.org with questions.

Your assistance will serve as an example to others through your commitment to help citizens carry out this sacred duty. We are excited to work with you and further serve Charleston County together.

Sincerely,



Isaac Cramer
Executive Director
Charleston County Board of Voter Registration and Elections

PROGRAM OVERVIEW

The Adopt a Polling Location program is a Charleston County Board of Voter Registration and Elections initiative where non-partisan organizations can partner with us to “adopt” a polling location by providing staff for one (or more) of our polling places. Rather than paying each staff member individually, we will write a single check to the organization. The funds can then be used to invest in efforts that improve our community.

This program has seen tremendous success in its first year. We were the first county in South Carolina to offer this program, and our efforts were highlighted with a national award. An after-action survey found that 100% of 2022 Adopt a Polling Location participants stated that they enjoyed the opportunity.

We want your group to help Adopt a Polling Location grow and continue to make a difference in Charleston County. We are thrilled to provide an avenue for local organizations to play a vital role in the election process while earning funding for meaningful causes in our community.

"It was a really neat experience learning how the democratic process works from behind the scenes"

Katie Schulz, SC Stingrays Marketing and Creative Services Manager

HOW IT WORKS

- 1 The organization and employees complete applications and submit them to the Board of Elections.**
- 2 The organizations' employees complete poll manager training run by the Board of Elections.**
- 3 On Election Day, the organizations' employees staff one or more polling locations.**
- 4 The Board of Elections sends payment directly to the organization.**
- 5 The organization donates the earnings to a local non-profit to reinvest the funds into the community.**

PROGRAM OVERVIEW

BENEFITS

- ★ Tax dollars are reinvested in the community.
- ★ Organizations have an opportunity to highlight their work.
- ★ Professional poll workers provide a customer-centered election process.
- ★ Organizations can earn up to \$2,500 per polling location.
- ★ The Board of Elections can reliably staff well-trained and dedicated poll workers.

AVAILABLE ROLES

Role	Positions	Pay Rate	Duties
Clerk*	1	\$410	Lead poll manager; oversees the polling place and assigns roles
Assistant Clerk	1	\$410	Assists the clerk; can be trained to be Lead Clerk in next election
Poll Manager	5+**	\$250	Rotate through roles including greeting, processing voters and monitoring scanners

*A trained clerk will be provided for your first election

**Additional positions may be required based on location



PROGRAM OVERVIEW

POLL WORKER QUALIFICATIONS

- ✓ Clerks must be registered to vote in the county in which they are working, or in an adjoining county (7-13-72).
- ✓ Poll managers must be registered to vote in South Carolina. There is no requirement to be a resident of the county or an adjoining county (7-13-110).
- ✓ Managers may not be a candidate or the spouse, parent, child, brother, or sister of a candidate at any polling place where the candidate's name appears on the ballot (7-13-120).

TRAINING

We will provide the necessary training to ensure your staff members are ready to serve as poll workers. Once we have processed your application, we will contact you to discuss dates and times for in-person and online training. Workers can expect one to two hours of training prior to Election Day.

ELECTION DAY

ELECTION DAY

Polls open at 7:00 AM and close at 7:00 PM. Poll workers will need to be at the polling location at 6:00 AM for set up; end times may vary but will likely be within one hour after the polls close.

SPLIT SHIFTS

Your organization can opt for a split shift schedule for poll managers, allowing two workers to split the day.

You will need to provide twice as many poll managers if you choose this option. Clerks and Assistant Clerks must be on site for the entire shift.

Pay will be divided between the two workers sharing a split shift.

POLLING LOCATION

We will do our best to assign you to a location close to your organization.

Standard Shift

1 Clerk
1 Assistant Clerk
5 Poll Managers
7 Total Workers

Split Shift

1 Clerk
1 Assistant Clerk
10 Poll Managers
12 Total Workers

FREQUENTLY ASKED QUESTIONS

Can our organization adopt multiple polling locations?

Yes! We have over 100 polling locations across Charleston County; your organization is able to adopt as many locations as your staff can support.

Will there be positions for people with differing abilities?

We have a variety of roles available at each polling location including greeters, check-in staff, and traffic monitors. Some positions may require computer literacy or standing for long periods of time while others can be done while sitting and do not require staff to use computers, tablets, or phones.

How will breaks be handled?

Team members can receive a 30-minute lunch break and two 15-minute breaks, dependent on staffing levels and voter turnout. We encourage teams to bring food and drinks that do not require refrigeration as we cannot guarantee that you will have access to a fridge or cooler on-site.

What should we wear?

We aim to build trust and confidence in our elections. Poll workers working indoors should plan to wear business casual attire with shoes that they can comfortably wear for 12-14 hours. Your team is welcome to wear branded items that represent your organization. Workers should avoid wearing clothing with political slogans, logos, or any reference to a candidate, party, or position.

How do we apply?

Your organization can apply by:

- Submitting the attached program application via mail or email
- Filling out an electronic application at chsvotes.gov

PROGRAM APPLICATION

ADOPT A POLLING LOCATION PROGRAM APPLICATION

The applying organization, herein after referred to as APL Group, must:

- Be non-partisan
- Provide a minimum of 6 poll workers with at least one serving as an assistant clerk
- Provide a coordinator as the main point of contact between the APL Group and the Charleston County Board of Voter Registration and Elections
- Assist with scheduling training for all participants from the APL Group
- Provide a list with the names and phone numbers of all workers 30 days before the election
- Ensure all workers complete their poll worker application before the given deadline

The Charleston County Board of Voter Registration and Elections will:

- Write a check for the APL Group after the election is finished based on the number of workers and position pay rate
- Reserve the right to dissolve the APL Group's participation if the terms of this agreement are not met.
- Provide the necessary training for the workers provided by the APL Group
- Provide the lead clerk for the APL Group's first election
- Highlight your organization's involvement on our County website and across social media platforms

Organization _____

Organization Address _____
Street City ZIP

Fund Recipient _____

Coordinator Name _____

Coordinator Phone _____ **Coordinator Email** _____

I, as a representative of _____, have read and understood the Adopt a
Organization
Polling Location Guide and agree to the terms and conditions outlined above.

Signature _____ **Printed Name** _____

Title of Authorized Representative _____ **Date** _____

- Email completed application to kb Gallagher@charlestoncounty.org
- Fill out an application online at chsvotes.gov
- Mail a completed application to:
Charleston County Board of Voter Registration and Elections
PO Box 71419
North Charleston, SC 29415
ATTN: Adopt a Polling Location



ADOPT A POLLING LOCATION

APL GROUP CONTACT LIST

NAME	PHONE	EMAIL



ADOPT A POLLING LOCATION

APL GROUP POLL WORKER OATH

If you are working at this polling location as a member of an organization that has adopted this location as part of the Charleston County Board of Voter Registration and Elections's Adopt a Polling Location Program, please review the following statement below before singing the Poll Worker Oath and payroll sheet.

I, as a participant in the Adopt a Polling Location program, have read, understood, and agreed to the terms outlined in this agreement.

Signature _____

Printed Name _____

Date _____

NON-APL GROUP POLL WORKERS

If you were assigned to this location by the Charleston County Board of Voter Registration and Elections and are not working as part of an Adopt a Polling Location Group, the above statement does not apply to you.