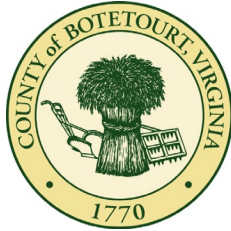


**Traci S. Clark**

Director of Elections  
& General Registrar



**Department of Elections  
& Voter Registration**

2 East Main Street  
P.O. Box 62  
Fincastle, VA 24090  
(540) 928-2120 Office  
(540) 473-8657 Fax

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Dear Potential Election Officer:

Thank you for your interest in becoming a Precinct Election Officer (PEO) in Botetourt County. PEOs are the backbone of the election process and are key in ensuring the elections are carried out with integrity, efficiency and in a manner where all voters are afforded the same opportunity to cast their vote.

The enclosed information gives you an overview of what being a PEO entails. Please read the information and feel free to contact my office should you have questions on the information or need additional information. Most PEOs work full days which means arriving at their assigned polling location by 5:00 am and working till everything is completed after the polls close. It can be a rather long day but it is a rewarding one! We also offer split shifts for those who are unable to work the full day. We try to assign PEOs to their home precincts but that is not always possible. If you are assigned outside of your home precinct, you will be paid mileage as well. We do try to assign folks as close to home as possible.

Please fill out the enclosed forms in their entirety. The oath needs to be signed in front of a notary. If you do not have access to a notary, you may sign the oath in front of a staff member in my office. The office is located at 2 East Main Street in Fincastle and our hours are Monday – Friday, 8:30 am – 4:30 pm.

Thank you again for your interest in serving in this very important capacity. I look forward to working with you.

Sincerely,

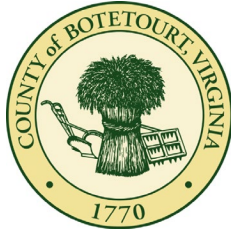
A handwritten signature in black ink that reads "Traci S. Clark". The signature is written in a cursive, flowing style.

Traci S. Clark  
Director of Elections & General Registrar

Enclosures

**Traci S. Clark**

Director of Elections  
& General Registrar



**Department of Elections  
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**What does it mean to be a Precinct Election Official?**

Serving as a Precinct Election Officer (PEO) is a rewarding way to participate in your community government and help ensure a fair and well-organized voting process. By becoming a PEO, you will be supporting the democratic values on which our nation was founded. Botetourt County Department of Elections & Voter Registration welcomes dependable and committed citizens to serve as precinct election officers in its 11 precincts.

**Qualifications**

- You must be a registered voter in the Commonwealth of Virginia
- You cannot hold elected office or be the employee of an elected official
- You must enjoy meeting people and serving the public
- You must be able to work well with a variety of people, pay attention to detail and not be easily distracted
- You must be available to work at least an eight hour shift on Election Day and attend required trainings prior to Election Day

**Election Day Responsibilities**

- Arrive at the polling place at the designated time and remain in the polling place until shift is complete.
  - If working a full day, PEOs are required to arrive by 5:00 am.
  - For those working only the morning shift, they are required to arrive by 5:00 am and are relieved of duty at 1:00 pm.
  - For those working only the afternoon shift, they are required to arrive by 12:30 pm
  - Full day and afternoon shift PEOs remain until all duties are completed after the polls close at 7:00 pm. This usual is between 8:30 and 9:30 pm depending on the election.
- Set up voting equipment and prepare the polling place for voting.
- Other duties vary depending upon specific assignment. PEOs may rotate through the various stations in the polling place to allow for breaks throughout the day.
  - Electronic Pollbook Operator (EPB) -- Verify voters are registered and in correct precinct using electronic pollbook containing names of registered voters in Botetourt County.
  - Ballot Station Attendant -- Distribute ballot to verified voter and maintain ballots in a secure manner.
  - Chief/Assistant Chief/Voting Services Specialist (VSS) -- Assist voters who may encounter issues with registration or ballots. Complete required paperwork throughout Election Day and after polls close. Also responsible for returning paperwork and ballots to Dept. of Elections on election night.
- Voting Station/Scanner Attendant – Direct voters to open privacy booths to mark ballot or oversee optical scanner to insure ballots are inserted correctly, assist voters with errors on ballots, and distribute “I Voted” stickers. Assist voters who may need assistance with completing the voting process.
- Maintain an organized and professional polling place
- After polls have closed, secure voting equipment and supplies in security carts (Code of Virginia, §24.2-1009: Stealing or tampering with ballot containers, voting or registration equipment, software, records or documents is a Class 5 felony).

**Central Absentee Precinct (CAP) Officers...**

- Process absentee ballots received via USPS by deadline
- Tabulate all absentee ballots.

Alternate Officers...

- May be called prior to or on Election Day to fill in for officers who cannot serve

**Training**

Each PEO is required by the Code of Virginia, §24.2-115, to attend training prior to each election in which they serve. The training session(s) usually lasts approximately no more than 1.5 to 2 hours. There may also be other training opportunities throughout the year where PEOs can learn more about the voting equipment, forms, etc. If PEOs are unable to attend scheduled trainings, make up sessions can be scheduled with the Director of Elections.

**Compensation**

PEOs receive a stipend based on their assignment on Election Day. Due to the time required to attend training and the hours required on Election Day, serving as a Precinct Election Official is considered a “paid volunteer” position. Below are the current stipends based on assignment:

Chief Officer.....	\$200
Assistant Chief Officer.....	\$200
Voting Services Specialist.....	\$150
Electronic Pollbook Operator.....	\$120
Voting Station Attendant.....	\$120
Scanner Attendant.....	\$120
Split Shift (1/2 day).....	\$65

**Precinct Assignment**

Whenever possible, PEOs are assigned to their “home” precinct – the precinct in which you are registered to vote. However, if there are no vacancies in that precinct, you may be assigned to a nearby precinct. Unassigned officers may be asked to serve as “alternates” to fill in for scheduled officers who may not be able to serve as originally planned. PEOs serving as alternates will be paid a \$50 stipend for being “on call” and attending the necessary trainings.

**Party Designation**

Although Virginia does not register voters by party designation, PEOs will be asked to designate which party they prefer to represent as an officer. This comes into play only when there is a curbside voter at the precinct which requires a representative from each party to deliver the ballot to the voter or when a party holds a primary. PEOs can only be considered a representative of a party if the local party has nominated them as a precinct election officer. Otherwise, you will be listed as a “self-designated representative”. Your willingness to represent either party in the event an adequate number of PEOs for a particular party are not available for an election/primary. Most PEOs agree to represent either party which helps in the assignment process. This designation in no way affiliates you to a particular party on your voting record or in any other way.

**How to Apply**

If serving the County in this capacity sounds like something you would be interested in and capable of doing, please contact the Department of Elections & Voter Registration at (540) 928-2120 or via email at registrar@botetourtva.gov. Several forms must be completed in order to add you to the roster of PEOs. Forms can be emailed, mailed or picked up in person. All forms must be completed in their entirety. The oath must be signed in the presence of a notary or one of the Department of Elections staff members.

The Botetourt County Electoral Board and Director of Elections & General Registrar greatly appreciate your service to the voters of Botetourt County and in assisting us in conducting fair, honest, open elections!

# PRECINCT ELECTION OFFICER INFORMATION FORM

Complete this form in its entirety and return to Botetourt County Department of Elections & Voter Registration, PO Box 62, Fincastle, VA 24090.

## AFFIRMATION OF ELIGIBILITY:

I affirm that: (please mark appropriately)

I  do  do not hold any elected office, whether paid or unpaid, under the government of the United States, Commonwealth of Virginia, or of any Virginia municipality;

and I  am  am not the deputy or employee of any such elected official.

## REPRESENTATION:

By completing and submitting this form, I accept appointment as a Precinct Election Officer in Botetourt County, and I agree to represent the following party: (you must choose one) (NOTE: Precinct Chief or Assistant Chief Officers must check Democratic or Republic)

Democratic Party  Republican Party  Independent

I also agree to represent **either** Party when so needed at the polls.

(Checking this box helps us in providing adequate coverage at each precinct.)

## AVAILABILITY:

Working a full day at the polls begins at approximately 5 am. Polls close at 7 pm but all workers must stay until all paperwork is completed and precinct is packed. This usually is approximately 8:00 to 8:30 pm but could be earlier/later depending on the election. Please mark which option best describes your preference.

I am available to work **only** a full day on Election Day at the polls.

I am available to work a **full** day on Election Day **but** am willing to work half day shift if necessary.

(please indicate your preference of shift)

AM Shift (5 am to 1 pm)

PM Shift (12:30 pm to end of night)

I am available to work **only** a half day shift (please indicate your preference of shifts)

AM Shift (5 am to 1 pm)

PM Shift (12:30 pm to end of night)

## PERSONAL INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

My signature below indicates my desire to serve as a Precinct Election Officer in Botetourt County.

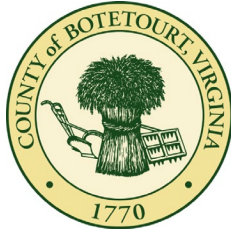
Signature

Date

Communications will be sent mostly via email if available. Reminders or direct questions may be sent via text or call to cell phones.

**Traci S. Clark**

Director of Elections  
& General Registrar



**Department of Elections  
& Voter Registration**

2 East Main Street  
P.O. Box 62  
Fincastle, VA 24090  
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**OATH OR AFFIRMATION**  
Officer of Election  
Botetourt County, Virginia

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as an Officer of Election of Botetourt County for a term ending February 28, 2021, according to the best of my ability (so help me God).

\_\_\_\_\_  
Signature of person taking oath

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

**WITNESS:**

Notary My commission expires: \_\_\_\_\_, 20\_\_\_\_\_

Registrar, Staff, Electoral Board Member

Clerk or Deputy Clerk

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>												
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<b>OR</b>												
<b>Employer identification number</b>												
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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

Signature of  
U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.