

State of Wisconsin \ Government Accountability Board

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Chairperson

KEVIN J. KENNEDY
Director and General Counsel

DATE: January 14, 2013

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator
Government Accountability Board

SUBJECT: Completing Election Day Forms and Other Documentation Webinar

In late August 2012, the G.A.B. launched a “Back to Basics” approach to election administration education and training with the “Preparing for the August Partisan Primary.” The seventh webinar in our training series is:

<p>Webinar for Clerks, Chief Inspectors and Election Inspectors Completing Election Day Forms and Other Documentation Wednesday, January 16, 2013, 9:00 a.m. – 11:00 a.m. Web link: https://www1.gotomeeting.com/register/177595281</p>
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The **Completing Election Day Forms and Other Documentation** Webinar will cover specific topics related to the duties and responsibilities of election officials that merit additional clarification, based on feedback we have received from county and municipal clerks:

- Voter Registration Application
- Absentee Ballot Envelopes
- Inspectors’ Statement
- Challenge Documentation
- Provisional Ballot Reporting Form
- Board of Canvassers Statement
- Election Voting and Registration Statistics Report
- And more!

Reference materials for the webinar have been posted in this location for clerks to print off. The webcast will be posted by the Friday following the session on the G.A.B. website for clerks to use for their own education and training their election inspectors: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward recertification whether you and/or your election inspectors participate in the live webinar or review the recording at a later date.

Live Webinar Requirements

You must be able to view videos on your computer, using a media application such as Windows Media Player. You will be connected to audio using your computer’s speakers (VoIP). If you are unable to access the audio over your computer speakers, you may select “Use Telephone” after joining the webinar. Using the telephone for audio is a toll charge. If you have questions about the technical aspects of the webinar, please contact the Help Desk at gabhelpdesk@wi.gov or (608) 261-2028.

The webinar has a maximum of 500 lines available. In response to input from clerks, phones will be muted to reduce ambient noise. Questions may be typed in and will be answered by G.A.B. staff for the benefit of the participants as time allows. A list of Frequently Asked Questions (FAQs) generated from the webinar will be posted after the webcast.

We look forward to you joining us for the webinar on Wednesday. If you have ideas or suggestions for future webinar topics, please send them to Allison Coakley: allison.coakley@wi.gov. Thank you.

cc: Kevin J. Kennedy
Director and General Counsel
Government Accountability Board

Ross Hein
Elections Supervisor
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