

# State of Wisconsin \ Government Accountability Board

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**DATE:** September 30, 2013

**TO:** Wisconsin School District Clerks  
Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Allison Coakley  
Elections Training Coordinator  
Government Accountability Board

**SUBJECT:** Election Administration Training for School District Clerks

Last year, the G.A.B. launched a “Back to Basics” approach to election administration education using webinar programming. The second year of the series, “Building on the Basics,” begins with a training webinar focused on election administration training for school district clerks. County and municipal clerks may also find the information useful when working with school district clerks during special or referenda elections.

<p>Webinar for School District, County and Municipal Clerks Election Administration Training for School District Clerks <b>Wednesday, October 2, 2013, 9:00 a.m. – 11:00 a.m.</b> Web link: <a href="https://www1.gotowebinar.com/register/156076256">https://www1.gotowebinar.com/register/156076256</a></p>
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The **Election Administration Training for School District Clerks** 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 school, county and municipal clerks:

- Notices
- Candidates and Other Registrants
- Campaign Finance Reporting
- Communicating with County Clerks
- Ballots
- Referenda Questions
- Post-Election Activities
- And more!

Reference materials for the webinar have been posted on our website as an attachment. 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: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk recertification whether you 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. 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 [gabhhelpdesk@wi.gov](mailto:gabhhelpdesk@wi.gov) or (608) 261-2028. The webinar has a maximum of 500 participants. 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 contact me: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033. Thank you.

cc: Kevin J. Kennedy  
Director and General Counsel  
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Michael Haas  
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