

Welcome to the Wilson County Election Institute



This program is designed to give citizens an inside look at how we prepare for elections. You will gain knowledge on Voter Registration, Ballot & Machine preparations, Candidate Information and the importance of Poll Workers, the Media and Community Outreach. You will learn how all of these functions are interrelated and how much detail is required when preparing and conducting elections.

Phillip Warren, Administrator of Elections
Tammy Smith, Assistant Administrator of Elections

**“By failing to prepare, you are preparing to fail.”
—Benjamin Franklin**



Admission

Application Process

Those interested in applying for the Election Institute should fill out and submit a completed application form. This can either be emailed to electioninstitute@wilsonelections.com or by mailing the enclosed application form to:

Wilson County Election Commission
ATTN: Election Institute
203 E. Main Street
Lebanon, TN 37087

Applicants will be informed of their acceptance within 2 weeks of the submission date of their application. Space is limited to 20 people so apply early.

Attendance

Attendance is mandatory at ALL Election Institute classes. Students may NOT pick and choose which classes they wish to attend. One absence may be permitted if special circumstances exist; excused absences will be evaluated on a case by case basis.

Each class will last approximately 2 hours.

Cost

There is no cost to attend Election Institute. It is a complimentary program provided by the Wilson County Election Commission.

Locations

All classes will take place at the Wilson County Annex Building.

Wilson County Election Commission
Annex Building
415 Harding Drive
Lebanon, TN 37087

Wilson County Election Commission
203 E. Main Street
Lebanon, TN 37087

Questions

For more information about the Election Institute, please call 615-444-0216 or email electioninstitute@wilsonelections.com.

Classes



Course One: Overview & Voter Registration

March 21st—6:00pm

In addition to an overview of the history of voting & elections, students will learn that good elections start with good voter rolls. Processes of exactly how voter rolls are maintained will be discussed and along with who is eligible to register to vote.



Course Two: Candidate Information

March 28th—6:00pm

This class will cover how a candidate's name gets on the ballot along with many areas of campaign finance, including filing requirements, deadline and legal regulations. Qualifications for different contests will also be discussed during this class.



Course Three: Ballot & Machine Preparation

April 4th—6:00pm

This class will walk students through the process of how paper ballots are created, tested and printed for the election. Also, students will learn how the ballot marking devices & scanners are prepared, tested and sealed in preparation for Election Day.



Course Four: Poll Workers, Media & Community Outreach

April 11th—6:00pm

Students will learn the importance of those that work the elections and the training that goes into being a poll worker. Media coverage will also be discussed along with the tools available for staying in touch and obtaining information, including the WilsonVotes website and various social networking websites. Students will also learn how our office works to instill the importance of voting and how groups are learning at an early age how to vote and participate.

Application



Wilson County Election Institute Application

Please complete all questions in this application and return to the Wilson County Election Commission, 203 E. Main Street, Lebanon, TN 37087. Make sure to check application deadlines, complete schedule and session dates/times by visiting www.WilsonElections.com/Institute. Additional information may be attached to this application, if necessary. For assistance with this application please email electioninstitute@wilsonelections.com or call 615-444-0216.

1. About You

Name: _____ Employer: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

Email Address: _____

2. Are you a registered voter? Yes No Unsure

3. Please explain why you would like to attend the Wilson County Election Institute.

4. Attendance at all Election Institute classes is mandatory. Can you commit to attending all four classes?

Yes No Unsure If No or Unsure, please explain: _____

5. Select one or more of the following categories that best describe you:

Candidate Consultant Elected Official Voter Campaign Staff/Volunteer
 Poll Worker General Public Media Other: _____

6. Please describe your background as it relates to the above categories.

7. How did you hear about the Wilson County Election Institute? _____