

# 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.

**“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 [info@wilsonelections.com](mailto:info@wilsonelections.com) or by mailing the enclosed application form to:

**Wilson County Election Commission**  
**ATTN: Election Institute**  
**P.O. Box 97**  
**Lebanon, TN 37088**

Applicants will be informed of their acceptance within 2 days of the submission date of their application. Space is limited to 30 people so apply early.

## When:

**Saturday, January 8, 2022**

## Time:

<b>8:30am -11:30am</b>	<b>Courses 1 &amp; 2</b>
<b>11:30-12:30</b>	<b>Lunch</b>
<b>12:30pm-3:00pm</b>	<b>Courses 3 &amp; 4</b>

## Lunch & Breaks

Lunch will be at 11:30 a.m. until 12:30 p.m. Boxed lunches will be provided for a nominal fee of \$10.00 or you can bring your own lunch or go get something.

Breaks will be provided throughout the day.

## 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 Election Commission.

**Wilson County Election Commission**  
230 E. Gay Street  
Lebanon, TN 37087

## Questions

For more information about the Election Institute, please call 615-444-0216 or email [electioninstitute@wilsonelections.com](mailto:electioninstitute@wilsonelections.com).

# Classes



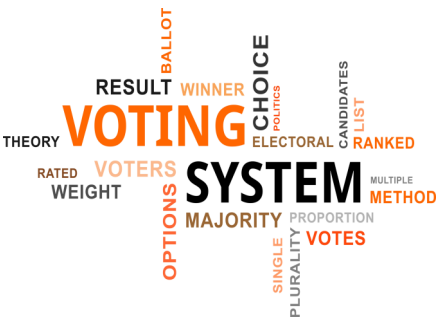
## Course One: Overview & Voter Registration

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



## Course Two: Candidate Information

This course 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

This course will walk individuals 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

Individuals 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, 230 E. Gay Street, Lebanon, TN 37087. Make sure to check application deadlines, complete schedule and session dates/times by visiting [www.WilsonElections.com/Institute](http://www.WilsonElections.com/Institute). Additional information may be attached to this application, if necessary. For assistance with this application please email [electioninstitute@wilsonelections.com](mailto: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.

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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:

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