



# 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**

## When:

**Saturday– October 7, 2023**

## Time:

**8:30am -11:30am** Courses 1 & 2

**11:30-12:30** Lunch

**12:30pm-3:00pm** Courses 3 & 4

Lunch will be from 11:30 –12:20 pm  
& breaks will also be provided.

You will need to bring your lunch and  
snacks for the day.

## Cost:

There is **NO COST** to attend Election Institute. It is a complimentary program.

## Location:

All classes will take place at the  
Wilson County Election Commission:

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

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

# Classes



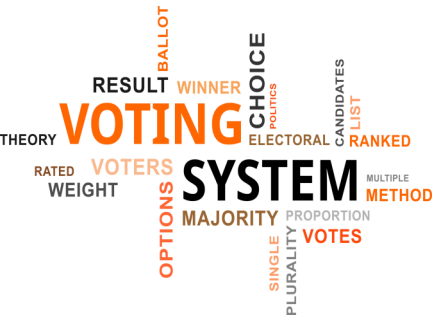
## Course One: Overview & Voter Registration

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? \_\_\_\_\_