



**CUYAHOGA COUNTY**  
**BOARD OF ELECTIONS**

## **Ballot Box Opening Election Night**

This is a great opportunity to see the election process and be civically involved, and it is also a good way for an organization to raise funds. The only qualifications for hiring are to provide a **social security number for payroll purposes; be over 18 years of age, and not be a convicted felon.**

Date: Tuesday August 2, 2022  
Place: 1890 East 40<sup>th</sup> St. (40<sup>th</sup> and Perkins) - Board of Elections Warehouse  
Time: 7:30 PM for instructions, to approximately midnight.  
Attire: Comfortable clothing – jeans acceptable. Process area becomes quite warm.  
Pay: \$15.00 per hour  
Hiring Need: 125 people  
Parking: Parking is generally on the street or the lot catty-corner from our building.

### **What can be expected:**

As polling locations close, canvas ballot boxes with “voted” and “unvoted” ballots are transferred to pick-up sites throughout the county. Once vans are filled with ballot boxes, they are driven down to our warehouse where they are unloaded, checked in, and sent up to the 2<sup>nd</sup> floor for processing. Upon arrival to the work floor, ballot box runners receive the canvas bags and take the bags to tables (one bag per table where one (1) ballot box opener will open, remove all the contents, separate out the ballots from everything else in the bags, and place the ballots in cardboard boxes. This process continues until all the bags have been processed.

Typically, we don’t receive our first canvas ballot boxes until around 8:30 pm but need the time to educate staff on the procedures prior to receiving them.

### **The duties of persons helping us are:**

**Van ballot box handlers** – these duties include removing the ballot boxes from vans to carts and bringing the carts to the ballot box processing area.

**Vault ballot box handlers** – these are physically strong people that can lift upwards of 50 lb. boxes throughout the night. We will have approximately 200 such boxes.

**Ballot box runners** – these individuals will move the ballot boxes from carts to the table, and once the ballot box openers have completed processing the bags, the runners will move the ballot boxes from openers’ tables to the storage vault. These individuals will need to be physically strong, as this process is demanding.

**Ballot Box openers** – these individuals will open the canvas ballot box, remove, and organize its contents.

**Signup: Candidate Services at 216-443-3231 / or utilize the QRcode**

**email: [campaignfinance@cuyahogacounty.gov](mailto:campaignfinance@cuyahogacounty.gov)**

