

**Albemarle County Elections**  
**Assistant Chief Education Program (ACEP)**  
 Curriculum Overview

<b>Outline</b>	<b>Description</b>	<b>File Name</b>
<b>0.</b>	<b>Overview</b>	
0-1	Introduction to the program, goals, process, leadership and responsibility, active listening	0-1 Introduction
0-2	Election Law	0-2 The Law
<b>I.</b>	<b>Pre-Election</b>	
I-1	Project Management 101 – Every Election in Every Precinct is a Project	I-1 Project Management 101
I-2	Communications planning	I-2 Communications
I-3	Team Planning – education, setup, first assignment, rotation schedule, closeout	I-3 Team Planning
I-4	Site prep, election materials pickup, review and prep the night before	I-4 Pre-Election Activities
<b>II.</b>	<b>Election Day</b>	
II-1	Arriving, swearing in, handing out materials, contacting latecomers, calling the Registrar, Poll Watchers, confirming the team is ready, Open the polls	II-1 Election Day Before Open
II-2	Daytime Administration, hourly reconciliation, logbook, incident management, complaints, rotating assignments, election official evaluation, assistant chief education, election official education, precinct flow control	II-2 Election Day Administration
II-3	Emergency voting procedures: hand counting ballots and paper pollbooks – how-to demonstration, temporarily moving the election due to a fire alarm, etc.	II-3 Election Day Emergency Procedures
II-4	Closeout – teams, poll watchers, results, calling in, boxes and envelopes, return to the Registrar	II-4 Election Day Closeout
<b>III.</b>	<b>Post-Election</b>	
III-1	Day after availability, fixing fixable problems, following-up with your team, evaluating election officials, evaluating assistant chiefs, hotwash, improving your site (layout, assignments, setup changes)	III-1 Post Election