

Alexander F. Linser, Chair
Alex M. Triantafilou
Charles H. Gerhardt III
Joseph L. Mallory
Sherry L. Poland, Director
Raquel D. Burgos, Deputy Director

Board of Elections
HAMILTON COUNTY OHIO

4700 Smith Road
Cincinnati, OH 45212
Main Office Number 513 946-8500
Fax 513 946-8560 or 513-946-8565
VoteHamiltonCountyOhio.gov



Thank you for your interest in participating in the **DEMOCRACY ON THE DOCKS** program, an initiative of the Hamilton County Board of Elections to recruit volunteers to work Election Night at the Board of Elections, raising money for their chosen non-profits.

Through the program, volunteers that sign up to work Election night will donate their pay to a qualifying organization as a charitable contribution. The base pay for Election Night workers is \$80.00 for each volunteer; 5 volunteers could raise \$400.00 for their organization!

Who can join? To qualify for Democracy on the Docks, interested participants must:

- Be 17 years of age or older
- Be a registered voter in Hamilton County, Ohio **if** 18 years old on or before Nov. 3rd, 2026
- Be able to comfortably lift 30 pounds
- Have transportation to and from the Board of Elections

Interested organizations, or those receiving donated pay, **must be registered as a Hamilton County Vendor**. This informational packet contains:

1. Payment Designation form – affirms the volunteer is donating their pay to a qualifying organization
2. Vendor Registration form – for non-profit organizations not yet Hamilton County vendors
3. Job descriptions of the two different roles to be staffed by Democracy on the Docks volunteers

Please call or email if you have questions about the program. We'll see you Election Night!

A handwritten signature in blue ink, reading "Sherry Poland".

Sherry Poland, Director

A handwritten signature in blue ink, reading "Raquel D. Burgos".

Raquel Burgos, Deputy Director

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Payment Designation Form:

Name of Volunteer: _____

Volunteer's Address: _____

Volunteer's Email: _____

Volunteer's Phone Number: _____

Name of Organization to be Donated To: _____

Participation Includes:

- Reporting to the Board of Elections, 4700 Smith Rd., Norwood OH 45212 at **7:30 PM, November 3rd, 2026**
- Following training and instruction from full-time Board of Elections Staff
- Serving until approximately 10:30 pm – 11:00 pm

I hereby designate my Election Night pay from the Hamilton County Board of Elections to be paid directly to: _____. I understand that I will not receive any individual compensation for working Election Night. **I have confirmed my Organization is a Hamilton County Vendor, and/or have completed the attached Hamilton County Vendor Form.**

Signature: _____ Date: _____

Printed Name: _____

VENDOR NUMBER _____

Entry Date _____ Initial _____

(County Use Only)

Jessica E. Miranda
HAMILTON COUNTY AUDITOR



HAMILTON COUNTY AUDITOR'S OFFICE
138 E. Court St., Cincinnati, OH 45202
www.HamiltonCountyAuditor.org

VENDOR REGISTRATION FORM (Substitute Form W-9)

PLEASE SUBMIT THIS FORM TO THE HAMILTON COUNTY AGENCY WITH WHICH BUSINESS WILL BE CONDUCTED

Additional instructions provided on page 2

Vendor Information (Please print): Name and taxpayer ID as it appears on the vendor's federal income tax return:

Name/FEIN reported to IRS listed on EIN Assignment Letter (business) or Name/SSN listed on Social Security Card (individual)

Name (Business or Individual): _____

Federal Taxpayer ID Number (FEIN or SSN): _____

DBA — Business Name/disregarded entity name (if different from above): _____

Primary Mailing Address and Contact Information:

Street/PO Box: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone#: (____) ____ - ____

Contact Email: _____ Fax#: (____) ____ - ____

Remittance and Billing Information (if different from mailing address or contact information above):

Street/PO Box: _____

City: _____ State: _____ Zip: _____

Billing Contact Name: _____ Phone#: (____) ____ - ____

Billing Contact Email: _____ Fax#: (____) ____ - ____

☐ Agency: Enter type (S=State, F= Federal) _____
☐ Local Government ☐ County Employee
Federal Tax ☐ Corporation ☐ Partnership ☐ Proprietor ☐ Self
Classification ☐ Other - Please explain: _____
Vendor of: ☐ Independent Contractor - OPERS Reportable
Specify Job Title of Independent Contractor: _____

Small Business? ☐ Yes ☐ No

Under penalties of perjury, I certify that I am exempt from backup withholding and/or FATCA reporting, and that the information shown on this form is correct to my knowledge. I am a U.S. citizen or other U.S. person as defined in IRS Form W-9 instructions.

Name/Title (if applicable) of person completing form: _____

Handwritten (non-typed) Signature: _____ Date: _____

FOR COUNTY USE ONLY

Approved as Hamilton County Authorized Vendor

Name: _____ Title: _____

Signature: _____ Dept. No.: _____ Date: _____



Democracy on the Docks

Volunteer Information



Report To:

Hamilton County Board of Elections
4700 Smith Rd.
Norwood, OH 45212

Date and Time:

Tuesday, November 3rd, 2026. Arrive at 7:30 PM, depart between 10:30 PM – 11:00 PM

Overview, Outside Receiver:

You will be stationed outside of the warehouse, near an assigned loading dock. When an Early Pick-Up team car or voting equipment truck arrives to your loading dock, your job is to assist in unloading critical election materials to the teams inside the warehouse. Care and attention must be paid so as to not damage any election equipment, and to ensure that every car and truck is fully unloaded. Full-time staff will be on site to train at the start of your shift and assist throughout the night.

Overview, Inside Receiver:

You will be stationed inside the warehouse, inside of an assigned loading dock. When a team member outside of the warehouse loading dock places election equipment inside, your job is to lift that equipment into place for inspection, or onto storage racks for sorting and storage. Care and attention must be paid so as to not damage any election equipment, and to ensure that every piece of equipment from a particular car or truck stays together. Full-time staff will be on site to train at the start of your shift and assist throughout the night.

Dress Code:

Comfortable, supportive attire and footwear are recommended, as you will be on your feet for approximately 3 to 3.5 hours. Khakis, jeans, walking or running shoes are appropriate for the evening. Please refrain from wearing any political clothing. Care and attention must be paid so as to not damage any election equipment, and to ensure that every piece of equipment from a particular car or truck stays together. Full-time staff will be on site to train at the start of your shift and assist throughout the night.

Contact Information:

Kyle Dallman – 513-946-8505 (office) ; Olivia Jacob – 513-946-8504 (office)

Kyle.dallman@boe.hamiltoncountyohio.gov ; Olivia.jacob@boe.hamiltoncountyohio.gov