

Group Election Worker Program

Organization Application Form

Use this form to apply on behalf of an organization interested in providing a group of workers for selected referendum support roles. Complete one application for each organization. Required fields are marked with an asterisk (*). If selected, Elections Alberta and the organization will enter into a Participation Agreement regarding the specific referendum support activities.

Do not submit individual worker criminal record information, banking information or other sensitive worker information with this application. If your organization is selected to proceed, Elections Alberta will provide instructions for organizational onboarding and contracting, including payment information, and for submitting individual worker information for an initial assessment of eligibility to work.

1. Organization Information

Legal organization name *	<i>Enter legal name</i>
Operating name	<i>If different from legal name</i>
Organization registration number	<i>If applicable</i>
Mailing address *	<i>Street / PO Box, city/town, province, postal code</i>
Organization telephone *	<i>Enter telephone number</i>
Organization email *	<i>Enter general organization email, if available</i>

Organization type * (select one)

- ☐ Nonprofit organization
- ☐ Charitable organization
- ☐ Community organization
- ☐ Youth organization
- ☐ Sports or team organization
- ☐ School or community group
- ☐ Other organization approved by Elections Alberta — specify: _____

2. Primary Contact

Full name *	<i>Enter primary contact name</i>
Position/title *	<i>Enter position or role with the organization</i>
Email address *	<i>Enter email address</i>
Telephone number *	<i>Enter telephone number</i>
Preferred contact method	☐ Email ☐ Telephone

If the organization is selected to proceed, Elections Alberta will require a Group Coordinator to act as the primary administrative contact for worker roster, availability, communications and scheduling. The primary contact may also serve as the Group Coordinator.

- ☐ The primary contact named above will also serve as the Group Coordinator.
- ☐ A different Group Coordinator will be designated if the organization is selected to proceed.

3. Group Capacity

Estimated number of workers available *	<i>Enter estimated number</i>
Minimum group size reliably available	<i>Enter number, if known</i>

Referendum support roles of interest *

- ☐ Counting support - supports counting-related activities as directed by Elections Alberta.
- ☐ Voting Place support - supports Voting Place operations as directed by Elections Alberta.
- ☐ Other referendum support roles approved by Elections Alberta - supports other operational activities as assigned.

If known, indicate the approximate number of workers your organization could provide for each role:

Role	Approx. workers	Comments
Counting support		
Voting Place support		
Other approved role		

4. Geographic Coverage and Availability

Geographic areas where your organization can provide workers *

List the cities, towns, communities or other areas where your group could work:

General availability * (select all that apply)

- ☐ Weekdays
- ☐ Weekday evenings
- ☐ Weekends
- ☐ Advance voting period (October 13 – 17)
- ☐ Referendum Day (October 19)
- ☐ After polls close / counting period (October 19 – 21)
- ☐ Other: _____

Known unavailable dates/times	<i>List any dates or time periods when the group is not available</i>
Scheduling comments	<i>Provide any relevant information about group availability or scheduling</i>

5. Organization Readiness

Please confirm the following *

- ☐ The organization can coordinate communications with its proposed workers.
- ☐ The organization can provide a Group Coordinator to act as the main administrative contact with Elections Alberta.
- ☐ The organization understands that every proposed worker must be assessed and approved individually by Elections Alberta.
- ☐ The organization understands that approved workers must complete all required screening, declarations and training before receiving an assignment.
- ☐ The organization understands that only workers on the final Elections Alberta-approved roster may report for referendum duties.
- ☐ The organization will not send an unapproved replacement or substitute worker.
- ☐ The organization understands that it is responsible for its relationship with the individuals it provides, including any compensation or volunteer arrangements, as applicable, and for obligations that apply to that relationship under the Participation Agreement and applicable law.
- ☐ The organization understands that Elections Alberta will pay the participating organization rather than the individual workers it provides.
- ☐ The organization understands that, if selected, it will enter into a Participation Agreement with Elections Alberta to provide approved workers for selected referendum support activities.
- ☐ The organization can comply with Elections Alberta confidentiality, non-partisanship, security, workplace conduct and operational requirements.
- ☐ The organization will promptly advise Elections Alberta of changes that may affect its workforce availability or ability to meet an assignment.

6. Program Acknowledgements

By submitting this application, the organization acknowledges that:

- submission of an application does not guarantee acceptance into the Group Election Worker Program;
- acceptance into the program does not guarantee a referendum assignment;
- Elections Alberta determines staffing requirements, worker eligibility, positions, work locations, reporting times and operational instructions;
- assignments may change, be reduced, relocated or cancelled based on operational requirements;
- Elections Alberta pays the participating organization in accordance with the Participation Agreement and verified attendance and assignment records. The participating organization is responsible for its arrangements with the individuals it provides, including any compensation or volunteer arrangements, as applicable and in accordance with the Participation Agreement and applicable law; and
- the organization and its workers must comply with applicable Elections Alberta requirements and, if selected, the terms of the Participation Agreement.

7. Certification and Submission

I certify that I am authorized to submit this application on behalf of the organization and that the information provided is complete and accurate to the best of my knowledge.

Authorized representative name *	<i>Enter full name</i>
Position/title *	<i>Enter position or role</i>
Signature *	<i>Signature</i>
Date *	<i>YYYY-MM-DD</i>

Privacy notice

Information submitted through this application is used to administer the Group Election Worker Program, assess organizational suitability and capacity, communicate about potential referendum assignments, and complete related program administration. Do not include sensitive worker information unless Elections Alberta specifically requests it.