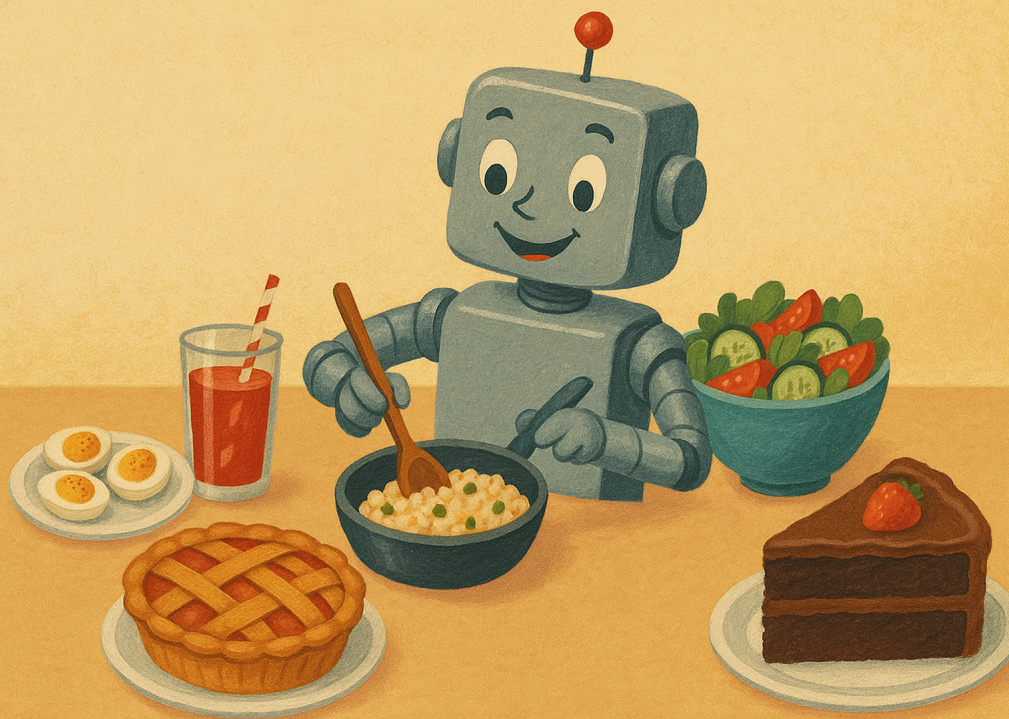


Bot Appétit!



AN A.I. RECIPE BOOK BY



The
Elections
Group

Fresh Ingredients!

ARTIFICIAL INTELLIGENCE!

The intelligence may be artificial, but our ingredients are as fresh as ever.

In this cookbook, you will learn the basics about AI and some of its most popular tools. We've prepared for you an "amuse bouche" – a fancy appetizer to get you excited about everything that is to come. Once you know your way around the kitchen, we will show you six easy recipes to help you on your path to election excellence. You will be cooking with AI in no time!

WHAT IS AI?

Think of AI as your computer's brainy sidekick — it learns from data, makes smart guesses, and can whip up everything from emails to images. It's not magic, but it can feel pretty close.

And chances are you're already using it. That search engine? AI. Your face-unlocking phone? AI again. Even your GPS rescuing you from yet another missed turn? Yep—AI.

PROMPTING: THE "HOW" OF AI

"Prompting" is how you talk to AI. There is no coding, no jargon, just clear instructions in plain language. If you can text, you can prompt. If you can write comments on a sticky note, you can prompt.

Think of it like ordering from a personal chef: the more specific you are, the better the result will be. Instead of saying, "Make a presentation," try "Create a 5- to 10- slide deck for election staff explaining new ID rules, with bullet points and plain-language summaries."

A good prompt is like a great recipe—clear, simple, and specific.

HOW TO USE THIS COOKBOOK

Each AI "recipe" in this guide is a quick and practical how-to for common election office tasks designed to be as easy to follow as your favorite cookbook.

Supplies

- Your AI tools (think Copilot, ChatGPT, or Midjourney—not spatulas and blenders).

Cooking Time

- A rough idea of how long it takes. Cooking times might be longer for first-time users. Think of it like a microwave. If you've never used one before and it still needs to be taken out of the box, it might take some time. But once you are up and running, most things take about a minute to reheat.

Ingredients

- Your raw ideas, notes, or draft content.

Directions

- The prompts you'll use to "cook" with AI.

Serving Tips

- Expert advice to make your final product even better.

Pairs Well With

- Bonus ideas on how to use the output in your day-to-day elections work.

Standards

- Like nutrition labels, these help connect your work to professional best practices.

A QUICK CAUTION

AI is not perfect. It can be misused to spread misinformation or create fake content, and its rapid evolution leaves some people understandably uneasy.

When generating content, it is looking at volumes of existing text, finding patterns, and reassembling them for you. It often sounds right, but it could include mistakes. AI is really good at what it does. But just like a really smart intern, you should always verify its work.

YOUR AI TOOLS IN THE KITCHEN

MEET YOUR AI APPLIANCES

Who doesn't love a shiny new kitchen gadget? AI powers all kinds of tools, many you might already be using without even realizing it.

Each one has its specialty: some are better for blending ideas, others for baking up full reports. As you explore, you'll get a feel for which "appliance" works best for each task in your election office kitchen.

Like many apps, these tools often have a free and paid version. Take advantage of the free version, play around, and if you find yourself using it often, see what the paid version offers.

Tools like Copilot, Gemini, and ChatGPT are like high-powered kitchen appliances for your work life—ready to slice, dice, and serve up content, research, and insights. And now, they're here to lend a hand with your election work, too.

AI SAFETY: KITCHEN RULES

Protect the Family Recipe

AI tools like ChatGPT or Copilot may save what you share unless you adjust the privacy settings. Don't upload anything confidential like voter data or sensitive reports. This goes for both uploading files and the text you include in your prompt. If it doesn't belong in a public cookbook, don't feed it to your AI.

Dish Out Your Sources!

In public service, transparency builds trust. Let people know when you've used AI to help create something. Be proud of your modern tools. Also, always ask AI for sources when doing research, so you can cite them properly. Nobody wants to be served mystery meat.

Taste Test Before Serving

AI can whip up content fast, but it's not always right. Always review, verify, and edit before sharing. Think of it like checking for jalapeños before serving kids mac & cheese. Accuracy matters.



MICROSOFT COPILOT: YOUR BUILT-IN SOUS-CHEF

Copilot is an AI assistant, built right into Microsoft Word, Excel, Outlook, and more. It helps you draft reports, clean up data, write emails, and stay organized effortlessly.



CHATGPT: YOUR IDEA GENERATOR ON DEMAND

ChatGPT is like an interactive recipe book with a brain. Ask it anything. Need help drafting a message, brainstorming a plan, or organizing your thoughts? It's quick, clever, and ready to assist.



GOOGLE GEMINI: YOUR BUILT-IN AI FOR GOOGLE WORKSPACE

Gemini is the AI helper inside Gmail, Docs, Sheets, and all things Google. It is ready to write, organize, and brainstorm right alongside you.



CANVA: DESIGN MADE DELICIOUSLY EASY

Canva is a DIY design studio. It is perfect for presentations, flyers, social media posts, and more. Just type, drag, drop, and you're done.



JASPER: YOUR ON-DEMAND CONTENT CREATOR

Jasper is an AI copywriter, trained in marketing best practices to help you write sharp, on-brand content fast. From blog posts to social media captions, it serves up fresh, tailored ideas in seconds.



GRAMMARLY: YOUR TIRELESS WRITING ASSISTANT

Grammarly is like spellcheck with a Ph.D., checking spelling, grammar, tone, and clarity in real time. It helps you sound polished and professional, whether you're writing an email or updating a poll worker manual.

Soufflé Summary

PREP TIME: 15 MIN · COOK TIME: 5 MIN

INGREDIENTS

- Existing documentation and state materials pertaining to in-person voting options
- Long-format guides

DIRECTIONS

- Using **Microsoft Copilot**, upload documents, such as PDFs, URLs or text.
- Ask your AI tool for the information you want summarized and the intended format (i.e., a summary for a voter guide or a summary for a slide deck).

Serving tips: You can use this tool to anonymize your documents. Copilot can be used with news articles, blog posts and transcripts (public meetings, hearings, etc.).

Can I have a five point summary of this document...
<https://electionsgroup.com/resource/sop-resources/>



Quick response ▾



Certainly! Here's a five-point summary of the document on **Standard Operating Procedures (SOPs) for Elections** 1 :

- Importance of SOPs** – SOPs provide consistency, accuracy, and efficiency in election administration. They help mitigate risks like "single points of failure" and ensure smooth operations.
- Steps to Developing SOPs** – The process includes identifying and prioritizing tasks, mapping workflows, drafting procedures, and testing them for effectiveness.
- Communication & Transparency** – Well-documented SOPs enhance public trust by demonstrating strict protocols and adherence to best practices.
- Templates & Checklists** – The document provides structured resources, including an SOP template and checklist, to assist election officials in drafting effective procedures.
- Continuous Improvement** – SOPs should be regularly reviewed and updated to adapt to evolving election processes and maintain operational excellence.

Ballot-Proofing-Guide_240206 (1).pdf

Can you help me summarize this into a set of standard operating procedures for staff? Emphasis should be placed on checklists and easy to follow chronological steps.



Copilot

Based on the detailed content of the **Ballot Proofing Guide**, here is a **Standard Operating Procedure (SOP)** for staff, structured as a **chronological checklist** with clear responsibilities and steps. This SOP is designed to be practical, easy to follow, and focused on minimizing errors through structured collaboration and documentation.



Ballot Proofing Standard Operating Procedure (SOP)

Key Principles

- Use strong recordkeeping (paper + digital).
- Rely on primary source documents.

Yes, please format it as a Word document.

Can you add more details to the error correction?



Quick response ▾



Can you write a summary for this website. Please organize with headers and bullets suitable for a PowerPoint presentation.
<https://State.gov/elections/about-elections/elections-procedures/early-voting-procedures>



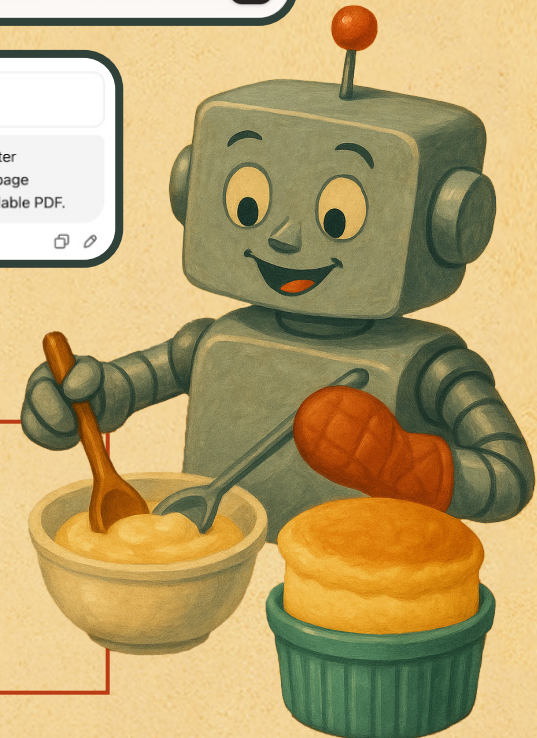
HAVA.pdf
PDF

I am a new local election official. I would like to get a better understanding of the attached. Can you write me a one page summary of the main points? Please prepare a downloadable PDF.



PAIRS WELL WITH

Summarizing new elections legislation; pulling key points from studies or white papers; creating job aids from technical manuals or poll worker guides.



PowerPoint Poppers

PREP TIME: 20 MIN • COOK TIME: 10 MIN

INGREDIENTS

- The summary for a slide deck (from Soufflé Summary)

DIRECTIONS

- Copy and paste your presentation outline into **ChatGPT**. This can be as simple as headers and bullets.
- Prompt your **ChatGPT** to make a slide deck highlighting those summary points.
- Download and review your slide deck and make any necessary edits.

Serving tips: If you need to make a slide presentation based on an existing report (even a PDF) try using your tool to first convert the report into headers and bullets. Then use that to generate your slides.

If you are building content from scratch, you can prompt your tool with a topic and theme and ask it to create a draft outline for your presentation. Consider your audience and specify tone and style upfront. Ask what type of graphics would be effective for this presentation.

Please use the content below and convert it to a powerpoint file for download.

🗳️ Ballot Proofing Standard Operating Procedure (SOP)

📌 Key Principles

- Use strong recordkeeping (paper + digital).
- Rely on primary source documents.

+ 🛠️ Tools



Your PowerPoint file has been created successfully. You can download it using the link below:

[Download Ballot_Proofing_SOP.pptx](#)

Confidence Level: 100%

Source: Content provided by you; no external sources used. [↗]



Ballot Proofing SOP

Standard Operating Procedure for
Ballot Accuracy and Integrity

	Responsibilities
or	Oversees process, manages checklists, version control. Inputs data, not involved in proofing.
rs	Detailed review at all stages. Review and approve relevant sections (districts, candidates, parties). Validate translations. Provide print-ready files; staff retains final approval.

Candidate & Ballot Measure Info

certified lists from state and local
tions.
candidate names and contest details.
candidate info to public site for
rency.
receipt of all data and translations.
all entries against source documents.

Compile & Verify Master Ballot Data

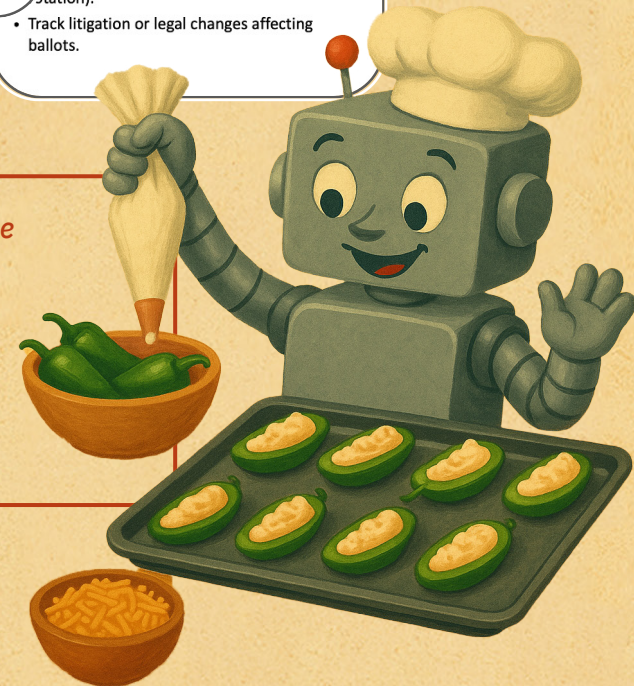
- Verify all contests, candidates, and measures.
- Confirm translations and formatting.
- Ensure 'Vote For' numbers and party affiliations are correct.
- Use Word documents for ballot measure text to avoid typos.

Pre-Election Preparation

- Contact all districts to confirm contests and boundaries.
- Review past election ballots for comparison.
- Create/update contest tracking spreadsheet.
- Review legal requirements (contest order, font, notation).
- Track litigation or legal changes affecting ballots.

PAIRS WELL WITH

Reviewing election office operations with staff, such as emergency preparedness, security, voting operations, ballots and audits, communications, poll workers.



Word Salad

PREP TIME: 15 MIN · COOK TIME: 5 MIN

INGREDIENTS

- The summary for a voter guide (from Soufflé Summary)

DIRECTIONS

1. Using **Gemini**, **Jasper** or **Grammarly**, type or upload the draft content. This can be from a PDF, text, or a Word doc.
2. Let AI know you want draft SOPs from the uploaded text or documents to be used in a user-friendly guide.
3. Ask AI to proofread, expand, or even rewrite with a different tone. Request the tool use plain language.
4. Review and edit to taste.

Serving tips: Use these tools to change voices and styles to suit your audience. Always taste test (proofread) for accuracy. Overcome writer's block—type out your idea for a writing project and ask for a sample outline.

Ballot Proofing Standard Operating Procedure (SOP)

Key Principles

Use strong recordkeeping (paper + digital).

Rely on primary source documents.

Communicate with all stakeholders early and often.

Prioritize accuracy over speed.

Use multiple proofers for fresh eyes.

Maintain strict version control.

Roles & Responsibilities

Role Responsibilities

Proofing Coordinator Oversees process, manages checklists, version control.

Ballot Creator Inputs data, not involved in proofing.

Internal Staff Detailed review at all stages.

External Stakeholders Review and approve relevant sections (districts, candidates, parties).

Language Experts Validate translations.

Vendors Provide print-ready files; staff retains final approval.

Summary of this content

The document is a Ballot Proofing Standard Operating Procedure (SOP). It outlines key principles like strong recordkeeping, using primary sources,...

What can Gemini do in Google Docs

Refine this document

Can you convert this content into a set of standard operating procedures? I would like it to include some plain language narratives, checklists, suggested timelines, roles, and easy to follow instructions for staff.

Gemini for Workspace can make mistakes, including about people, so double-check it. Learn more.

Ballot Proofing Standard Operating Procedure (SOP)

Introduction:

This document outlines the procedures for ensuring the accuracy of ballots before each election. This process requires meticulous attention to detail, strong recordkeeping, and clear communication to avoid errors. Accuracy is the priority over speed.

Key Principles

- **Strong Recordkeeping:** Maintain detailed records both on paper and digitally.
- **Primary Source Documents:** Always use original documents as the basis for ballot information.
- **Communication:** Keep all involved parties informed early and often.
- **Accuracy:** Focus on getting everything right, not just getting it done quickly.
- **Multiple Proofers:** Have different people review the ballots to catch any errors.
- **Version Control:** Keep track of all changes to the ballot and its documentation.

Roles & Responsibilities

- **Proofing Coordinator:**
 - Oversees the entire ballot proofing process.
 - Manages checklists.
 - Maintains version control of all documents.
- **Ballot Creator:**
 - Enters data into the system.
 - Is NOT involved in proofing the ballots.
- **Internal Staff:**
 - Conducts detailed reviews at every stage of the process.
- **External Stakeholders:**
 - Review and approve sections relevant to their districts, candidates, or parties.
- **Language Experts:**
 - Check and validate all translations.
- **Vendors:**

Checklist:

- [] Verify all contests, candidates, and measures.
- [] Confirm translations and formatting.
- [] Ensure "Vote For" numbers and party affiliations are correct.
- [] Use Word documents for ballot measure text to avoid typos.

4. Proof Physical Ballot Layout

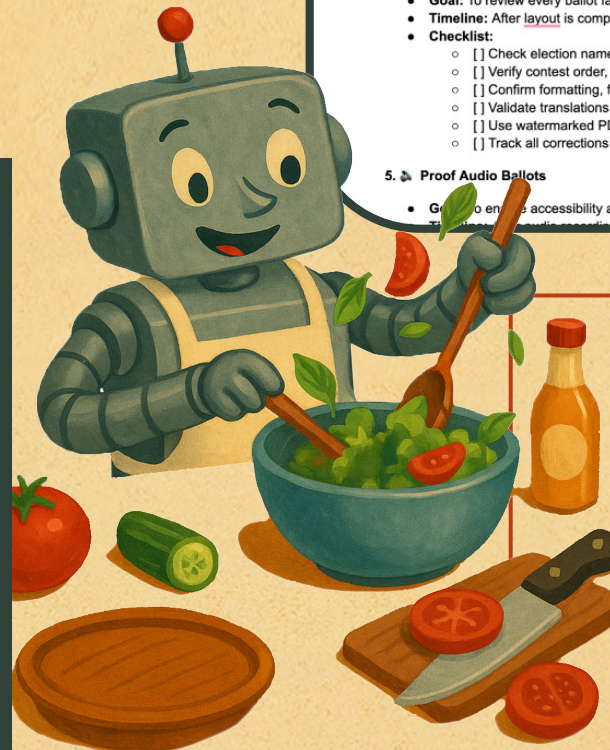
- **Goal:** To review every ballot face for accuracy.
- **Timeline:** After layout is completed, before printing.
- **Checklist:**
 - [] Check election name/date, precinct information, and instructions.
 - [] Verify contest order, candidate names, and "Vote For" numbers.
 - [] Confirm formatting, font size, and layout.
 - [] Validate translations and usability.
 - [] Use watermarked PDFs or printouts for review.
 - [] Track all corrections and reproofs.

5. Proof Audio Ballots

- **Goal:** To ensure accessibility and accuracy of audio ballots.

PAIRS WELL WITH

Quickly rewriting your technical paper in plain language for public presentations; converting your notes and musings into a well-organized document.



INGREDIENTS

- Sample graphics and images
- Original ideas or text (from Word Salad, PowerPoint Poppers or Soufflé Summary)

DIRECTIONS

1. Using **Canva**, describe the image you want, being as detailed or generic as you prefer.
2. When the image generates, type in requests for additional changes and regenerate.
3. Download your image into your favorite editing application for fine tuning.

Serving tips: Download your image for higher resolution rather than copying and pasting. Be as specific as you need in your description. Review your image for artifacts that are out of place.

When asking your AI tool to create an image, you can ask it to use an existing image as a reference for style, colors, specific objects, etc.

Voting Methods Overview

- Vote by Mail
- Early In-Person Voting
- Election Day In-Person Voting

VOTING METHODS OVERVIEW

- Vote by Mail
- Early In-Person Voting
- Election Day In-Person Voting



4. 🖨️ Proof Physical Ballot Layout

- **Goal:** To review every ballot face for accuracy.
- **Timeline:** After **layout** is completed, before printing.
- **Checklist:**
 - ☐ Check election name/date, precinct information, and instructions.
 - ☐ Verify contest order, candidate names, and "Vote For" numbers.
 - ☐ Confirm formatting, font size, and layout.

What will you design today?

Can you make this into a visually appealing job aid?

Proof Physical Ballot Layout
Goal: To review every ballot face for accuracy.
Timeline: After layout is completed, before printing.
Checklist:
☐ Check election name/date, precinct information, and instructions.
☐ Verify contest order, candidate names, and "Vote For" numbers.
☐ Confirm formatting, font size, and layout.
☐ Validate translations and usability.

+
 Design for me Create an image

Canva AI canvas

Our Election Department

Job Aid

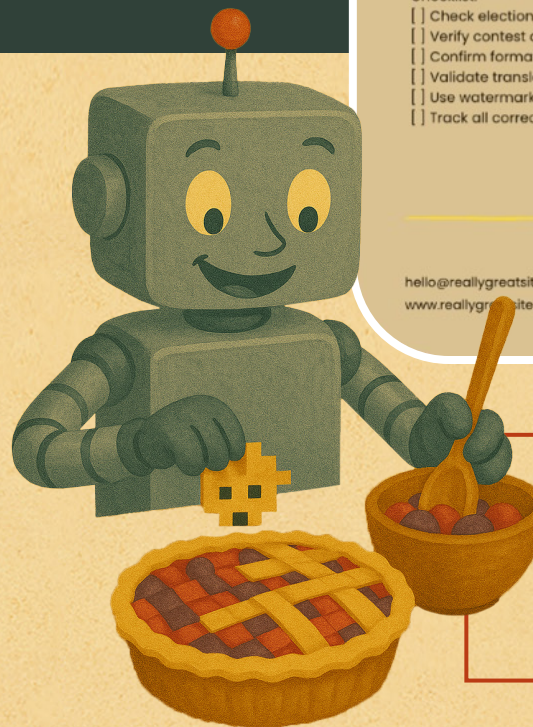
PROOF PHYSICAL BALLOT LAYOUT

- Checklist:**
- ☐ Check election name/date, precinct information, and instructions.
 - ☐ Verify contest order, candidate names, and "Vote For" numbers.
 - ☐ Confirm formatting, font size, and layout.
 - ☐ Validate translations and usability.
 - ☐ Use watermarked PDFs or printouts for review.
 - ☐ Track all corrections and reprints.

hello@reallygreatsite.com
 www.reallygreatsite.com

PAIRS WELL WITH

Creating images and graphics for any and all your needs—social media, slide presentations, one-pagers, adding your logo.



Revision Ravioli

PREP TIME: 15 MIN · COOK TIME: 5 MIN

INGREDIENTS

- Draft Standard Operating Procedures (from Word Salad)

DIRECTIONS

1. Using **Copilot** or **Gemini**, ask AI for a revision for a final draft.
2. Ask AI what font pairings and styles would be best used. Consider underlining, bolding and call-outs.

Serving tips: For important documents such as legislation, use the AI tool as a guide only. Always review the source documents in their entirety.

Can you look for differences between the text below and this website:

<https://State.gov/elections/about-elections/elections-procedures/early-voting-procedures>

Voting by Mail

If you prefer to vote by mail you have two choices. first, there's the active early voting list (AEVL).

⚠️ Missing or Inaccurate Details

1. Deadline for Ballot Requests:

- **Provided Text:** States that ballot requests must be submitted at least 21 days before Election Day.
- **Official Guidance:** Requests must be received by 5:00 p.m. on the 11th day before the election.

Ballot Proofing Standard Operating Procedure (SOP)

Introduction:

This document outlines the procedures for ensuring the accuracy of ballots before each election. This process requires meticulous attention to detail, strong recordkeeping, and clear communication to avoid errors. Accuracy is the priority over speed.

★ Key Principles

- **Strong Recordkeeping:** Maintain detailed records both on paper and digitally.
- **Primary Source Documents:** Always use original documents as the basis for ballot information.
- **Communication:** Keep all involved parties informed early and often.
- **Accuracy:** Focus on getting everything right, not just getting it done quickly.
- **Multiple Proofs:** Have different people review the ballots to catch any errors.
- **Version Control:** Keep track of all changes to the ballot and its documentation.

Ballot Proofing Standard Operating Procedure (SOP)

Introduction

This document outlines the procedures for ensuring the accuracy of ballots before each election. This process demands close attention to detail, thorough recordkeeping, and clear communication. Always prioritize accuracy over speed.

★ Key Principles

Keep detailed records—both digital and paper.

Always refer to original documents when entering ballot data.

Keep everyone informed early and often.

Focus on getting it right, not just getting it done.

Have multiple team members review each ballot.

Track every change to ballots and related documents.

👤 Roles & Responsibilities

Proofing Coordinator: Oversees the process, manages checklists, and tracks document versions.

Ballot Creator: Enters data into the system. Does not participate in proofing.

Internal Staff: Reviews ballots at each stage.

External Stakeholders: Review and approve content for their districts, counties, and parties.

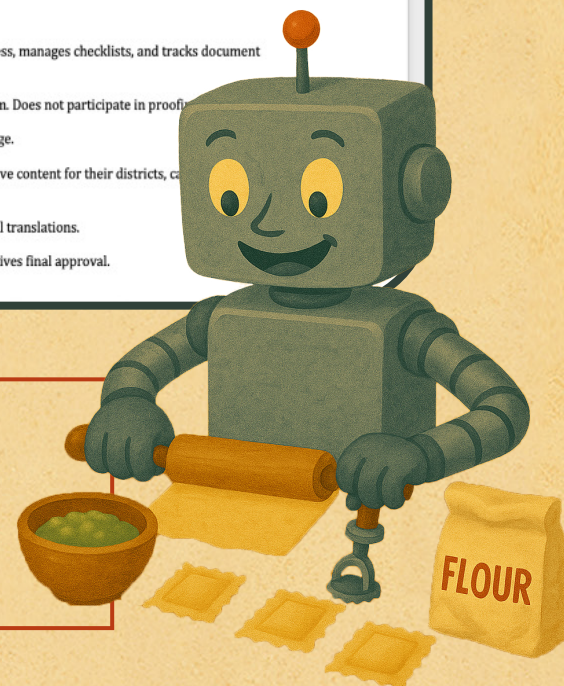
Language Experts: Review and confirm all translations.

Vendors: Provide print-ready files. Staff gives final approval.

✅ Master Checklist Overview

PAIRS WELL WITH

*Reviewing contracts;
revising policy documents;
comparing different
versions when revisions are
made to ballot artwork.*



Mai Time Off

COOK TIME: < 5 MIN

VACATION INGREDIENTS

- Must have list
- Would be nice to have list
- Do not want list

DIRECTIONS

Using **Tripnotes** or **Roam Around**, ask AI to generate an itinerary for your vacation using the criteria you want it to meet.

Where are you going? When are you going and for how long? Who is going with you? What sorts of activities do you like? Do you have a budget?

Serving tips: Don't know where to go? Use these same tools to suggest a vacation destination. Double check critical details such as travel advisories, booking details and passport requirements. Plan a conference event to share out documents we've just made.



Destination

Seattle, WA

How many days?

4

Personalize? (optional)

Upscale and casual new American dining

Performing arts

Recreation such as yoga

Side day trip to Puget Sound

Walkable downtown with local shops

e.g. "Make it family friendly"

You can add upto 5 customizations

Plan a trip

Itinerary

Seattle is such a vibrant city with a fantastic mix of culture, dining, and outdoor activities. Here's a delightful 4-day itinerary that balances upscale dining, casual eats, performing arts, and some lovely recreation. Let's dive in!

Day 1: Arrival and Exploring Downtown

Morning:

- **Breakfast at Café Campagne:** Start your day with a delicious breakfast at this charming French café in [Pike Place Market](#). Try their Croque Madame or the Quiche du Jour.

Mid-Morning:

- **Pike Place Market:** After breakfast, stroll through the iconic market. Don't miss the famous fish throwers, the original Starbucks, and the beautiful flower stalls. Grab a coffee and a pastry from one of the local bakeries.

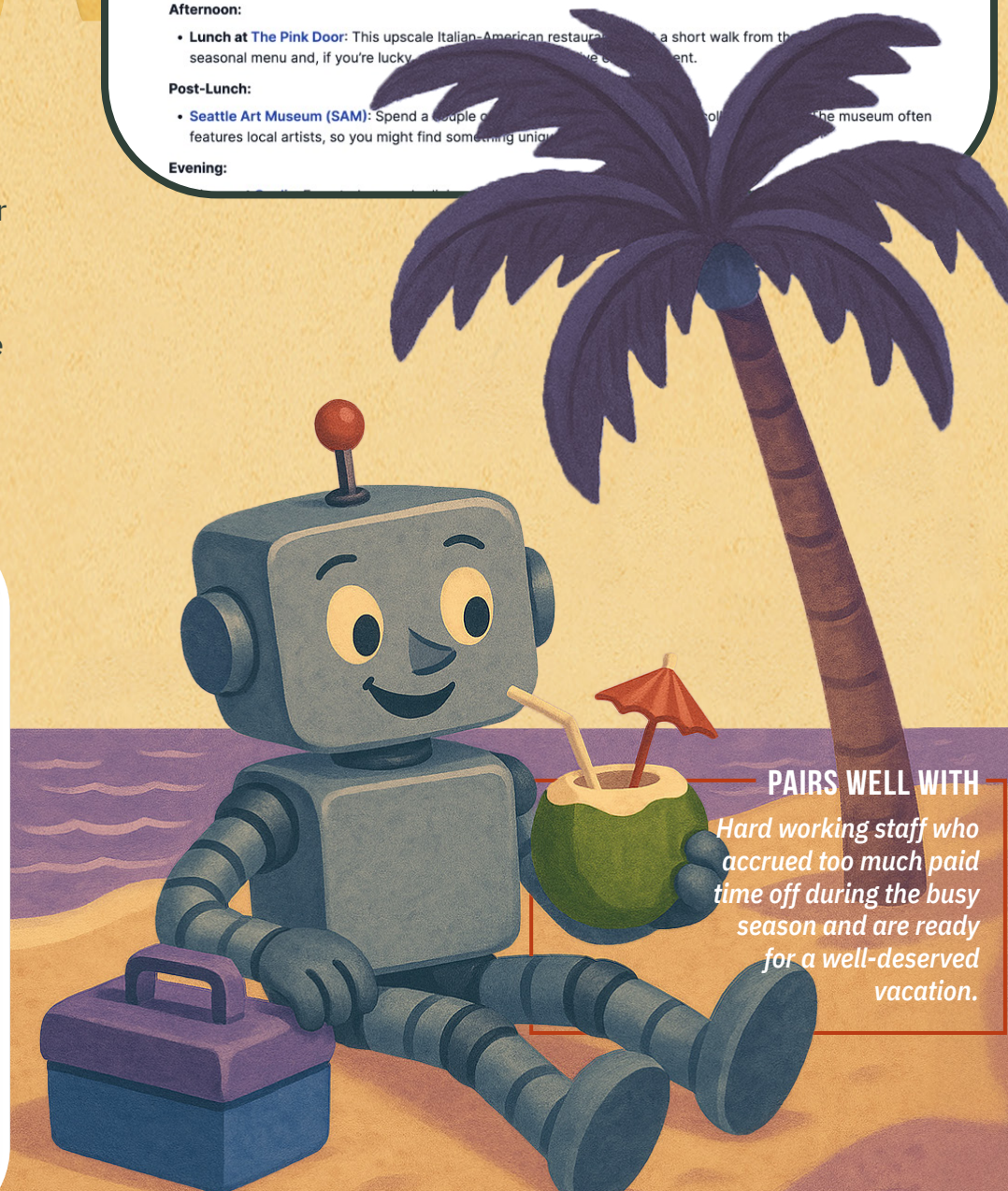
Afternoon:

- **Lunch at The Pink Door:** This upscale Italian-American restaurant is a short walk from the market. Enjoy a seasonal menu and, if you're lucky, a live performance.

Post-Lunch:

- **Seattle Art Museum (SAM):** Spend a couple of hours exploring the museum. The museum often features local artists, so you might find something unique.

Evening:



PAIRS WELL WITH

Hard working staff who accrued too much paid time off during the busy season and are ready for a well-deserved vacation.



**The
Elections
Group**



electionsgroup.com



support@electionsgroup.com