

Election Worker News
Montgomery County Board of Elections
December 2021



Greetings to all! We want to wish you a happy, healthy and safe holiday season as we close out 2021 and look forward to all the new possibilities that 2022 will hold. For 2022 we expect to expand to three more Early Voting Centers. You will receive information on these Early Voting Centers as it becomes available. We will also be returning to most of the 230+ Polling Places used in 2018.

A ballot application will be mailed to every registered voter beginning in February. The anticipated mailing date for most voters is February 1, 2022 but they will not all be mailed on that date. Questions concerning these applications should be directed to the Board of Elections at 240-777-8500.

To serve you will need to complete all required training for the position in which you work. For available positions visit our website and select the Position Description/Payment tab for the current listings. Please once again consider serving and let friends and relatives know the importance of volunteering in your communities to ensure a smooth voting experience at the polls this year. As always, we are dependent upon your support to assist us in this way. Hope to see you soon!

How to Renew your Application for 2022

Although you are listed in our system, you will need to verify your information and electronically confirm your plans to serve during the 2022 Election Cycle. In the beginning of February, you will receive a Kick-Off email for the 2022 Elections providing you with your Username and Password. Once you receive the Kick-Off email (unavailable prior to receipt of your email) follow the steps below:

1. Visit the Montgomery County Board of Elections website www.777vote.org and select **Election Workers**. Next select **EJ Connection** to open the login page.
2. Enter your Username and Password (from the Kick-off email) to access the Election Worker Dashboard. Avoid login errors by typing in the log-in information (cut and paste does not work). Please call 240-777-8533 if you need your log-in information.

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3. Select **Application Renewal** in the **ACTION** box to open the application screen. Verify all of your information is correct or update any outdated information. Select NEXT to go to the next page. Review the summary of your information and if everything is correct select NEXT to continue (or PREVIOUS to go back to change your responses). Do not use the back button on your browser.

4. In section F, read the Affirmation statement and select the circle to confirm your agreement. Select **SUBMIT**. Congratulations, you're finished! You will receive a "thank you" message immediately on the screen and an email confirmation within a few minutes. The next step is to begin your training.

NOTE: IF you make changes to your name, address or party affiliation (which affects your voter registration) you will be asked to print, sign and submit an update form. **We must receive your signed form to process your application;** fax it to 240-777-8578 or scan and email it to election.judge@montgomerycountymd.gov.

When you renew your election worker application, please refer to the **Party Affiliation Box** and ensure that your party affiliation on your application matches your Voter Registration record. Note, Unaffiliated and Other are separate affiliations. The party on your election worker application must match your Voter Registration record. To view your current voter information, select the **Voter Registration** tab on the Board of Elections website (www.777vote.org) then select **Verify your Voter Registration** and follow the prompts.

Party Affiliations

- Democrat
- Republican
- Unaffiliated
- Libertarian
- Green
- Working Class
- Other

Permission Slip Requirement

If you are 16 or 17 years old, you must meet the following requirements by visiting our website www.777vote.org:

- **Register to Vote:** select *Online Voter Registration* tab and follow the prompts.
- **Submit an Election Worker application:** select *Election Workers* tab then *Getting Started*
- **Submit a Permission Slip:** select *Election Workers, Qualifications*, select the *Permission Slip* link, have your parents fill it out. Submit the form by mail, fax or email (scan and attach to email).

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Mailing Address: Montgomery County Board of Elections
18753 N. Frederick Avenue, Suite 210
Gaithersburg, MD 20879

Fax Number: 240-777-8578

Email Address: election.judge@montgomerycountymd.gov



Training

Training consists of three parts – Online Quiz, Online Training and In-Person Training Class

Part I – Quiz

The Quiz includes reading portions of the Election Judge manual (available online in early February, 2022), looking at training videos and taking a quiz. The Quiz provides basic information about serving as an Election Worker.

Part II – Online Training

Once you have completed the Quiz you will be contacted by your Recruiter and given the details of how to take your Online Training. This training prepares you for what you will need to know when serving in a polling place and basic non-position specific information that Election Workers should know.

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Part III – In-Person Training Class

The In-Person Training class allows Election Workers to use the actual election equipment for use on Election Day at the polling places. Workers will receive instruction on the procedures and responsibilities of the precinct team and their specific position. Students will complete practice exercises and forms, role play with the voting equipment and simulate setting up and breaking down a polling place. The information from the first two parts of training will be used to enhance the experience of practicing on the equipment in the training class.

Scheduling Training Class:

Once you have completed parts I and II of training your Recruiter will provide instructions for how to schedule your In-Person Training class. You will use our online scheduling feature on EJ Connection to select a class that best matches your schedule. Except for the first week, training will be offered at the training locations listed below. Training will be offered weekdays, evenings and weekends and will be posted in EJ Connection once finalized. In-Person Training will begin at the end of March. You will use our online scheduling feature on EJ Connection to select a class that best matches your schedule. Most classes will be held at the following offsite locations:

Training Locations:

Fleet Management Services: 16700 Crabbs Branch Way, Rockville, MD 20855

Marilyn Praisner Community Recreation Center: 14906 Old Columbia Pike, Burtonsville, MD 20866

Silver Spring Civic Center: One Veterans Place, Silver Spring, MD 20910

Nancy Dacek N. Potomac Community Recreation Center: 13850 Travilah Road, Rockville, MD 20850

Wheaton Community Recreation Center: 11701 Georgia Avenue, Silver Spring, MD 20902

Election Day Assignments

To be eligible to serve you must complete all required training. Please complete your training as soon as possible, especially if you would like to work as close as possible to your home. There are a limited number of positions in each precinct. Your assignments will be available on EJ Connection three weeks

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prior to Election Day if you have been assigned. Otherwise, once assigned you will receive an email instructing you to log in to EJ Connection to view your assignment.

Working Early Voting

If you wish to serve at one of the Early Voting Centers you will be required to serve on Election Day and a minimum of two Early Voting days. Election Day In-Person Training must be completed prior to taking the Early Voting Training. Once you have completed your Election Day Training you will receive additional information about Early Voting Training and service from your Early Voting Recruiter.

Your Vote

Election workers are asked to vote either by mail-in ballot or during the early voting period at a time when you are not assigned to serve. Complete, sign and submit a mail-in ballot application as soon as possible. Forms will be available at training and will be mailed to every registered voter beginning in February. The Absentee office (which handles mail-in ballots) will process your application and send you a ballot. Your ballot may be returned to the Board of Elections, mailed with a postmark by the Postal Service by Election Day or dropped in one of the designated Drop-Boxes by 8:00 pm on Election Day. Full day election workers who are **not** assigned to work in their voting precinct on Election Day who have not voted must vote a provisional ballot in their work precinct, since they will be unable to leave and go to their voting precinct.

Future Vote Initiative

School-age students, grades 6 – 12, can serve as Election Day aides. Students 16 years of age or older can register to vote and serve as an election worker for payment or SSL credits. The program's intent is to increase the general public's civic participation and knowledge of the political process. For more information visit our website and select the **Future Vote** tab.

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Bilingual Election Workers are needed

Due to the requirements of Section 203 of the *1975 Voting Rights Act*, workers with Spanish speaking fluency are needed in every precinct. We are also looking for workers that speak Chinese, French, Korean and Vietnamese. Please list all languages that you speak fluently on your application.



Dates to Remember:

February 4, 2022:	Election Worker Kickoff
March 28, 2022:	In-Person Training Begins
June 7, 2022:	Deadline for Worker Applications (to serve in 2022 Primary)
June 7, 2022:	Voter Registration Deadline
June 15, 2022:	Early Voting Center Set-up Meetings
June 16, 2022:	Early Voting Begins
June 23, 2022:	Early Voting Ends
June 23 - 25, 2022:	Chief Judge Briefings
June 27, 2022:	Election Day Precinct Set-up Meetings
June 28, 2022:	Gubernatorial Primary Election Day
November 8, 2022:	Gubernatorial General Election Day

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Election Aide II Positions Available

If you are interested in employment at the Board of Elections for the 2022 elections, there are still vacancies to be filled:

- Visit www.montgomerycountymd.gov
- Enter “Jobs” in the search box
- Select “Human Resources – Employment Opportunities” link
- Select “Search Jobs” tab
- Enter “IRC51106” in the Keyword box
- Select “IRC51106” in the name column to read the job description

Contacting Us

Our Recruitment Staff will arrive in January of 2022. It would be best to contact us at that time.

- **General Questions:** Call 240-777-8533
- **Email:** election.judge@montgomerycountymd.gov
- **Fax:** 240-777-8578; **Website:** www.777vote.org
- **Mailing Address for office:**

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We look forward to working with you!

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