# Election Worker News

## Montgomery County Board of Elections
### February 2016

## *Fabulous February Has Begun!*

Under Maryland law a new application is required for each election cycle, so if you haven't submitted your online application, please do so as soon as possible. *Remember assignments are made on a first come, first served basis – once training is completed.*

*2016 is a Leap Year; we get an extra day this month. How will you use your extra time? How about coming to Election Judge training?*

Thanks to the recent snow storm, many of you completed the online quiz. We thank you for that, but let's take the next step and schedule your hands-on training. We have plenty of classes available and more are added each week; so please don't delay.

Next month, we will offer classes at **Montgomery College on the Rockville and Takoma Park campuses and another week at the Silver Spring Civic Building.** You must complete the quiz to be eligible to schedule training. Space is very limited for these locations. **Scheduling for these offsite locations will begin February 15th.**

### Don't delay; schedule your hands-on class TODAY!

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**To Complete Your 2016 Application**

Go to the Montgomery County Board of Elections website **www.777vote.org** and click on **Election Workers** (on the left of the screen). Next

- Click on **EJ Connection** to open the login page.

- Enter your <u>User Name</u> and <u>Password</u> (provided by BOE) to open the Election Worker Dashboard**.** To avoid login errors do not copy and paste; type in the login information.

- Click on **Questionnaire** in the **ACTION** box to open the application screen. Complete the application by clicking NEXT to navigate through each page. Review the Summary of your information on page 4.  If everything is correct click NEXT to continue. Click PREVIOUS to go back to change your responses.

- In Section F, read the Affirmation statement and click on the circle to confirm your agreement. Click on **Submit**. Congratulations, you're finished! You will receive a "thank you" message immediately on the screen and an email confirmation within a few minutes.

Note: If your application has name, address or party affiliation changes (which affect your voter registration) you will see a message directing you to print, sign and submit an Update Form. Click on the <u>EJ Update Form</u> button on the dashboard under **ACTION** open and print the pre-filled form. If you forget to print the form at that time, you can log back into the dashboard to print it. **We <u>must</u> receive your signed form to process your application;** fax it to 240-777-8578 or scan and email it to **election.judge@montgomerycountymd.gov**.

**Please let us know if you need help logging in or completing the application; we're here for YOU. (Note: Firefox is not compatible with our online program, please use a different browser.)**

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### Did you Know?

**You can make an appointment to take the training quiz in our office at 18753 N. Frederick Avenue, Suite 210 in Gaithersburg. Call 240-777-8533.**

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## Training

Training consists of two stages – Stage I online training quiz and Stage II in-person, hands-on training.

> **All Workers** will need to complete the online training before scheduling their hands-on training. Once you have passed the training quiz, your Recruiter will provide you with information to schedule your hands-on training.

## *Stage I - Online Training Quiz*

This portion of the training is required and has been designed to complement the hands-on training and enhance your preparation for Election Day. **Follow these steps:**

1. Click on this hyperlink **www.777vote.org**
2. Click on *"Election Workers"*, on the left side of the screen, to expand the list of choices.
3. Click on *"EJ Connection"* and enter your Username and Password/VID (as provided by BOE).

### Once you are logged in, follow these steps
1) Click on *"Training Materials"* to open the Election Judge Manual.
2) Click on and read *Chapters 1 through 4.*
3) Click on and watch the video *"Assisting Voters with Disabilities"*.

### When you feel ready to take the quiz
1) Log back into the Election Worker Program.
2) Click on *"Training Materials."*
3) Click on *"2016 Election Worker Training Quiz"* to open the quiz.
4) Follow the instructions for taking the quiz.
5) To keep a copy of your answers print the quiz <u>before</u> you hit "Submit."
6) When finished, click *"Submit"* to send the quiz to the Board of Elections. <u>Please press the Submit button only once</u>.

## Election Day Assignments

> Remember that you must complete **all** required training to be eligible to serve; Stages I and II. In order to ensure that we have enough workers assigned to every precinct, we ask that you complete your training as soon as possible; especially if you would like to work in your own voting precinct. You will get an email when you have been assigned.

> Each precinct has a limited number of positions. Workers who wait to complete their training will be assigned to precincts that have vacancies closest to their homes or asked to serve as a Standby Worker.

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### *Stage II - Hands-On Training*

**Scheduling**

Hands-on training for the Primary Election has already begun. Go online to schedule for the hands-on training. Choose a class and location that best matches your schedule. Most classes will be held at our Gaithersburg office. However, a <u>limited</u> number of classes will be held at:

- The Silver Spring Civic Building
- Montgomery College, Rockville Campus
- Montgomery College, Takoma Park Campus

**Class Format**

Because the State of Maryland is using new voting equipment **all** election workers, regardless of prior service, will attend a new training class.

The course is a combination of lecture and hands-on training. Students will receive instruction on the procedures, processes and responsibilities of the precinct team and their specific position. Students will work individually and in pairs to set up, operate and close the voting equipment and to complete practice exercises and forms.

### Your Vote

<u>All</u> election workers are asked to vote either by absentee ballot or during the early voting period.

Chief and Voting Operation judges who are **not** assigned to work in their voting precinct <u>must</u> vote by absentee ballot or during early voting (or cast a provisional ballot in their work precinct), since they will be unable to go to their voting precinct on Election Day.

**Need an Absentee Ballot – *Fill out an <u>Absentee Ballot Application</u> at training*.**

The Absentee office will send you the appropriate ballot to vote. Your ballot must be returned to the office or postmarked (by the Postal Service) by Election Day. ***<u>Absentee ballots cannot be left at the polls for return to BOE;</u>*** <u>this is prohibited by Maryland law.</u>

## *Vote Early*
### *Your Time ♦ Your Voice ♦ Your Vote*

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## Our Recruiters

Do you need to reach your Recruiter? Here are their email addresses and telephone numbers. Please call the person for your **District**-Precinct (e.g. **01**-01 or **13**-44).

**Recruiters:**

- <u>Districts 1, 2, 3, 9, 11 and 12</u>
  **Bernisa Terrell-Minor**
  240-777-8576, **Bernisa.terrell-minor@montgomerycountymd.gov**

- <u>District 13</u>
  **Iris Gripper**
  240-777-8572, **Iris.gripper@montgomerycountymd.gov**

- <u>District 4 and 7</u>
  **Jessica Jones**
  240-777-8577, **Jessica.jones@montgomerycountymd.gov**

- <u>Districts 5, 6, 8 and 10</u>
  **Deborah Hamer**
  240-777-8571, **Deborah.hamer@montgomerycountymd.gov**

- ***<u>Early Voting</u>***
  **Morgan Hazelton**
  240-777-8656, **Morgan.hazelton@montgomerycountymd.gov**


- **General Questions** – Call 240-777-8533, Fax 240-777-8578 or email us at
  **election.judge@montgomerycountymd.gov**. **Website: www.777vote.org**.


- **Mailing Address**
  Montgomery County Board of Elections
  Election Worker Program
  P.O. Box 4710
  Rockville, MD 20849-4710


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*Follow us on Twitter @777vote*

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## Important Information

- **Future Vote (FV) Student Aides -** School-age students, grades 6-12, can serve as Election Day student aides for the 2016 elections. The program's intent is to educate, strengthen and increase ties related to civic participation. Interested parents/guardians can register their student(s) **online** by visiting the Montgomery County Board of Elections' website. For additional information, email **future.vote@montgomerycountymd.gov**. **Note that students 17 years old by April 26, 2016 are eligible to work as an election worker for payment or to earn SSL credits through the Future Vote Program.**

- **Address Changes** – Please keep your voter registration and contact information current. Phone numbers and email addresses will only be released to the Chief Judges for election related use. Notify us of any information changes by completing an Election Worker Personal Information Update Form, available on our website (login, click on *"Resources"*, then select *"Update Contact Information"*). Send your form by mail, email or fax.

- **Inclement Weather Policy and Emergency Alerts -** Check our web site at **www.777vote.org** for information about closures or delays, due to inclement weather or other emergencies. **If the Montgomery County Government is closed, our offices are closed and all training classes are cancelled.** Call 240-777-8533 to hear an updated message, in the event of closures or delays. In the event an individual training class is cancelled, an email will be sent to all affected enrollees.

- **Bilingual election workers are needed** - As mandated by 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 indicate all languages on your application.

- **Manna Food Drive to be held during training.** Once again we are partnering with Manna to help feed county residents. Please join us in this much needed effort by bringing a non-perishable food item to your scheduled training class.

- **Support the Montgomery County Women's Shelter** – The County's shelter for women is seeking donations of toiletries. Do you have hotel samples of shampoo, lotion and other items that you can donate? If so, please bring them to training and drop them in the collection bin.

**Future Vote training begins in March for registered students.
Register your child today.**

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## Working Early Voting

Workers interested in working at one of the Early Voting centers between April 14 and 21, 2016, must meet the following qualifications to be considered:

1) Able to complete their Election Day hands-on training by **February 20, 2016;**
2) Able to complete their Early Voting training class by **March 18, 2016.**

If you meet the above qualifications please notify our Early Voting Recruiter **Morgan Hazelton** by email at **morgan.hazelton@montgomerycountymd.gov.**  Those selected for Early Voting will be notified during the week of March 28th.

- **Early Voting** - Vote at one of the county's early voting centers between Thursday April 14 and Thursday April 21, 2016. Voting hours are <u>10:00 a.m. to 8:00 p.m.</u>

  - **Mid-County Community Recreation Center (EV-1)**
    2004 Queensguard Road, Silver Spring, MD 20906

  - **Executive Office Building (EV-2)**
    101 Monroe Street, Rockville, MD 20850

  - **Germantown Community Recreation Center (EV-3)**
    18905 Kingsview Road, Germantown, MD 20874

  - **Marilyn J. Praisner Community Center (EV-4)**
    14906 Old Columbia Pike, Burtonsville, MD 20866

  - **Silver Spring Civic Building (EV-5)**
    One Veteran's Place, Silver Spring, MD 20910

  - **Activity Center at Bohrer Park (EV-6)**
    506 S. Frederick Avenue, Gaithersburg, MD 20877

  - **Damascus Community Recreation Center (EV-7)**
    25520 Oak Drive, Damascus, MD 20872

  - **Jane Lawton Community Recreation Center (EV-8)**
    4301 Willow Lane, Chevy Chase, MD 20815

  - **Wheaton Volunteer Rescue Squad Ballroom (EV-9)**
    2400 Arcola Avenue, Wheaton, MD 20902

  The Montgomery County Board of Elections also voted to request authority from the State of Maryland to establish a tenth early voting site at the Potomac Community Recreation Center, if permitted by law for the 2016 Presidential Elections.  Questions? See our website at **www.777vote.org** or send an email to elections@montgomerycountymd.gov.