

# Election Worker News

Montgomery County Board of Elections  
September 2016

## Dates to Remember

Deadline to Sign  
Up to Work  
General  
October 17, 2016

Voter Registration  
& Party Affiliation  
Deadline  
October 18, 2016

Hands-On Training  
Ends  
October 22, 2016

Early Voting  
October 27 –  
November 3, 2016

Chief Judge  
Briefings  
November 4 – 5,  
2016

Chief Judge  
Supply Pickup  
November 5, 2016

Pre-Election  
Meeting at Your  
Precinct  
November 7, 2016

General  
Election Day !  
November 8, 2016

# Elections



The **Presidential General Election will be held on November 8, 2016** and we hope that you will be available to participate.

## What's Happening?

**Training classes are filling very quickly!** Most of the classes scheduled at the Takoma Park and Rockville campuses of Montgomery College are filled. *Don't wait, sign up TODAY!*

The **Early Voting training schedule** will be posted on September 12<sup>th</sup>. You must have completed your election day training to attend this training. All early voting judges must work election day to receive full compensation.

To **change your position for this election**, contact your Recruiter before scheduling your training.

**Tell your friends, coworkers and family members;** we still need VOP-Provisional judges in some precincts, Election Day Runners, Satellite Technicians and half-day VOPs. We also need of bilingual judges (Spanish, Korean, Chinese, Vietnamese).

**Walk-in Practice sessions** will be held during the training period in addition at the end of training. See the website for the schedule.

**Chief Judges** we need your help. Please help us by recruiting judges for your team. Be sure to tell your recruiter, if you have recruited someone to work with you; otherwise they may be assigned elsewhere.

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### September 2016

#### New Election Workers

New election workers or those that did not work the Primary Election must have a completed **2016 Application** on file and will need to pass the Stage I Training Quiz.

Under Maryland law a new application is required for each election cycle. To make the process easier for you and to cut down on the time it takes for us to receive and process applications, we encourage you to submit your application online. You will receive a username and password once your application is processed.

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

#### To Activate Your 2016 Application (if you have previously applied to the program)

Go to the Montgomery County Board of Elections website at [www.777vote.org](http://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 User Name and Password (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 **EJ Update Form** button on the dashboard under **ACTION** to 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 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](mailto:election.judge@montgomerycountymd.gov).

#### Changing your Election Day Position

**Do you want to work a different position in the General Election?** If so, please contact us **BEFORE** scheduling training, so your recruiter can activate the correct class for you.

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### Training

Training consists of two stages – Stage I, an online training quiz, and Stage II, an in-person, hands-on training class. 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](http://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**" in the "Resources" section on the right side of the screen 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 before you hit "Submit."
- 6) When finished, click "**Submit**" to send the quiz to the Board of Elections. Please press the Submit button only once.

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

#### Scheduling

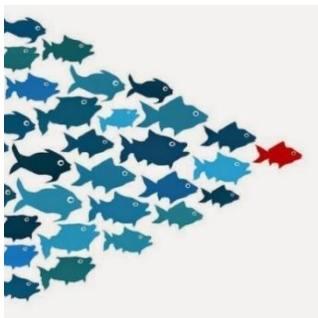
Hands-on training for the General Election is **required** for all judges, regardless of whether they worked the Primary Election or not. Most classes will be held at our Gaithersburg office. Classes will also be held offsite at other locations in the county if possible. You must pass the hands-on training to be eligible to work. **Those completing training early have a better chance of being able to work in their voting precinct and during early voting.**

#### Class Formats

- **Returning Judges – Worked in the April 26<sup>th</sup> Primary**  
This course is a full hands-on training which includes scenarios and exercises at each station and on the voting equipment. It provides an opportunity for judges who have worked previous elections to practice the tasks for their assigned position and sharpen their skills.
- **New Judges – Brand new or did not work the April 26<sup>th</sup> Primary**  
This course is a combination of lecture and hands-on training to prepare new judges and returning judges who did not serve in the April 26<sup>th</sup> Primary. Students will receive instruction on the procedures and responsibilities of the precinct team and their specific position. Students will work individually and in pairs to complete practice exercises and forms and to role play with the voting equipment including setting up and dismantling a voting precinct.

**We strongly encourage you to review each chapter of the Election Judge Manual, available online, prior to attending class.**

**Are you interested in a *leadership* role as a Roamer or Chief Judge?**



We are recruiting for Roamers and Chief Judges for the General Election. Prior experience as a Chief is *required* to apply to be a Roamer and prior experience as a VOP Judge is *required* to be a Chief Judge. If you have good organizational and communication skills and an interest in either of these positions, please notify your Recruiter.

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### Important Information

- **Future Vote (FV) Student Aides** – Students in grades 6 to 12, can earn SSL credits for working the election. More students are needed, so spread the word. Parents can go **online** to sign up their child. For more information contact Gilberto Zelaya by email [future.vote@montgomerycountymd.gov](mailto:future.vote@montgomerycountymd.gov).
- **High School Students** - Students 17 years old by November 8, 2016 are eligible to work as an election worker for payment or to earn SSL credits through the Future Vote Program; **sign up TODAY!**
- **Address & Party Changes** – **The deadline to change or update your name, address or party affiliation is Tuesday, October 18, 2016.** 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.
- **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.
- **Early Voting Hours Extended** - For the Presidential General Election early voting hours have been extended. Dates: Thursday October 27 through Thursday November 3, 2016; voting hours are 8:00 am to 8:00 pm each day, including Sunday.

***Spread the Word!***



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

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***National Voter Registration Day!***  
**Celebrate democracy in America by registering to vote!**  
**September 27, 2016**

National Voter Registration Day is an opportunity to celebrate the rights that unite us as Americans; democracy. In 2008, 6 million Americans didn't vote because they missed a registration deadline or didn't know how to register. This year we want to make sure no one is left out.



**National Voter Registration Day events on September 27<sup>th</sup>**

***Tess Center***

8513 Piney Branch Road, Silver Spring  
9:00 am – 3:00 pm

The new voting system will be available for demonstrations.

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### More Election Worker Opportunities

In addition to working early voting and/or the election, we need election workers to help with the Nursing Home Program and the Canvass after the election. For more information on these opportunities contact us by phone or email.

**Nursing Home Program** – call 240-777-8597 or email us at [nursing.home@montgomerycountymd.gov](mailto:nursing.home@montgomerycountymd.gov)

**Post-Election Canvass** – call 240-777-8552 or email us at [absentee@montgomerycountymd.gov](mailto:absentee@montgomerycountymd.gov)

### State and County Government Employees

State of Maryland and Montgomery County Government (MCG) employees can receive up to 8 hours of administrative leave for serving as election workers on Election Day. Administrative leave cannot be used for working early voting. Employees must get their supervisor's approval in advance to receive the administrative leave. State employees must also complete and submit a *State Employee Election Judge Service Form* after the election.

**Note:** MCG employees who use administrative leave on Election Day will have the service portion of their stipend reduced by 20%, under a directive of the CAO to comply with ethics requirements. Employees using annual or personal leave will receive their full Election Day service stipend.

### Manna Food Drive

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.



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### Your Vote

All 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 must 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 Absentee Ballot Application at training or in our main office.**

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. **Absentee ballots cannot be left at the polls for return to BOE;** this is prohibited by Maryland law.

### Early Voting Sites

- **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
- **Potomac Community Center (EV-10)**  
11315 Falls Road, Potomac, MD 20854



# Election Worker News

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### Contacting Your Recruiter

- District 13  
**Iris Gripper**  
240-777-8572, [Iris.gripper@montgomerycountymd.gov](mailto:Iris.gripper@montgomerycountymd.gov)
- Districts 4, 7 and 11  
**Jessica Jones**  
240-777-8577, [Jessica.jones@montgomerycountymd.gov](mailto:Jessica.jones@montgomerycountymd.gov)
- Districts 3, 5, 6, 8 and 10  
**Deborah Hamer**  
240-777-8571, [Deborah.hamer@montgomerycountymd.gov](mailto:Deborah.hamer@montgomerycountymd.gov)
- Districts 1, 9 and Early Voting Sites 3, 6, 7, 8, and 10  
**Morgan Hazelton**  
240-777-8656, [Morgan.hazelton@montgomerycountymd.gov](mailto:Morgan.hazelton@montgomerycountymd.gov)
- District 2, 12 and Early Voting Sites 1, 2, 4, 5, and 9  
**Pat Sellner**  
240-777-8659, [Patricia.sellner@montgomerycountymd.gov](mailto:Patricia.sellner@montgomerycountymd.gov)

### Contacting Us

- **General Questions** – Call 240-777-8533, Fax 240-777-8578 or email us at [election.judge@montgomerycountymd.gov](mailto:election.judge@montgomerycountymd.gov). **Website:** [www.777vote.org](http://www.777vote.org).
- **Inclement Weather Policy and Emergency Alerts** - Check our web site 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.
- **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***

# Election Worker News

## Montgomery County Board of Elections September 2016

### Walk-in Practice Schedule – November 2016 General Election

Date	Start Time	End Time	Location
9/7/2016	2:30 PM	6:00 PM	BOE Training Center - Gaithersburg #2
9/15/2016	4:00 PM	8:30 PM	BOE Training Center - Gaithersburg #2
9/20/2016	3:00 PM	5:00 PM	BOE Training Center - Gaithersburg #2
9/24/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
9/27/2016	9:00 AM	12:00 PM	BOE Training Center - Gaithersburg #1
<b>9/29/2016</b>	<b>2:30 PM</b>	<b>4:30 PM</b>	<b>Montgomery College - Rockville</b>
10/12/2016	2:30 PM	4:30 PM	BOE Training Center - Gaithersburg #2
10/18/2016	6:30 PM	8:30 PM	BOE Training Center - Gaithersburg #1
<b>10/18/2016</b>	<b>7:30 PM</b>	<b>9:30 PM</b>	<b>Silver Spring Civic Bldg. - Spring Room</b>
10/26/2016	9:00 AM	12:00 PM	BOE Training Center - Gaithersburg #1
10/26/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
10/27/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
10/27/2016	6:00 PM	9:00 PM	BOE Training Center - Gaithersburg #1
10/28/2016	9:00 AM	12:00 PM	BOE Training Center - Gaithersburg #1
10/28/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
10/29/2016	12:00 PM	6:30 PM	BOE Training Center - Gaithersburg #1
10/31/2016	9:00 AM	12:00 PM	BOE Training Center - Gaithersburg #1
10/31/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
11/1/2016	1:30 PM	4:30 PM	BOE Training Center - Gaithersburg #1
11/1/2016	6:00 PM	9:00 PM	BOE Training Center - Gaithersburg #1

#### Locations:

BOE Training Center - Gaithersburg - Classrooms #1 and #2  
18753 N. Frederick Avenue Suite 212, Gaithersburg, MD 20879

Montgomery College – Rockville Campus - Gudelsky Institute Building  
51 Mannakee Street GU 145, Rockville, MD 20850

Silver Spring Civic Building – Spring Room  
1 Veteran’s Place, Silver Spring, MD 20910

#### Notes:

- Pre-registration is not required.
- Sessions cannot be used to satisfy mandatory election training requirements.