Dates to Remember 2018

Voter Registration & Party Affiliation Change Deadline
October 16, 2018

Election Worker Training Classes End
October 20, 2018

Practice Training Sessions
October 23 - 30, 2018

Early Voting
October 25 - November 1, 2018

Chief Judge Briefing Sessions
November 1 – 3, 2018

General Election Day
November 6, 2018

Getting Ready for the General Election on November 6, 2018.

Urgent Need for More Elections Workers

We have an urgent need for more election workers for this election. Please call 240-777-8533 today to schedule your training. If you haven't renewed your application for 2018, it's not too late. Ask your family and friends to apply too.

We need everyone to participate; from all party affiliations and throughout the county; particularly in Bethesda, Cabin John, Chevy Chase, Darnestown, Potomac, Rockville and central Silver Spring.

We really need your help!

Voter Registration & Election Worker Recruitment at Public Libraries - Montgomery County Board of Elections will conduct voter registration and election worker recruitment drives October 1 through October 16 at local public libraries. Check us out.

Montgomery County Voters: Sample Ballot Arriving Soon
A personalized sample ballot is being mailed to all registered voters, with the information needed to vote in the 2018 Gubernatorial Election. Don't mistake it for junk mail - the sample ballot is an 8 ½ x 11 booklet and is the official sample ballot from the Montgomery County Board of Elections. It contains information on Early Voting locations and lists your Election Day polling place on the back cover.

Training Updates

Voters to Receive a Three-Page Ballot

For the general election, Montgomery County voters will vote on a three-page ballot. As a result, the way we send ballots to each polling place and the Monday night set-up process are changing. For this election, ballots will be packed inside the scanning units in specially labeled cardboard boxes and on the top shelf inside the Black Cart.

Election teams will need to remove the boxes of ballots from the scanning units BEFORE rolling the units out of the Black Transfer Cart. This is to prevent the scanning units from falling over and hurting you. **A new instruction sheet has been developed, showing each step of the process ([click here to view](#)).** Any additional information will be provided to Chief Judges in the Quick Start toolkit and at the Chief Briefings.

Ballot Preparations

Recently, we began receiving shipments of ballots. During our quality control checks, we discovered that some ballots were incorrectly perforated. Because of this, ballots tear along the tic marks that are read by the scanner making the ballots unreadable. In addition, ragged edges and an extra build-up of paper dust can cause scanning units to jam. To reduce the number of spoiled ballots and scanning unit jams and to prevent long lines at the ballot issuing table we have made some changes. These changes include:

- BOE removing the ballot stubs from the most damaged ballot styles prior to sending them to the polling place. These ballots will have a colored slip sheet between each quantity of 50 ballots.
- Election workers removing stubs from all other ballots on Monday night, using the provided cutting tool. Chiefs will be shown how to remove the ballot stubs at the Chief Briefings. A clean edge is vital!

Ballot Preparations - continued

- Election workers pre-stuffing privacy sleeves with each page of the ballot Monday night. We recommend preparing at least 50 privacy sleeves Monday night, for the morning rush of voters. Be sure to lock all ballots inside the Black Cart at the end of the set-up meeting.

We hope that these measures will alleviate the problem. Unfortunately, it is not possible to reprint all the ballots in time for the election.

Scheduling Training

Call us on 240-777-8533 or log into the Election Judge (EJ) Connection online schedule your hands-on training for the General Election. All classes will be held at our Gaithersburg office. Go to EJ Connection for maps & directions.

If you worked the Primary election

Election workers who trained **and** worked the Primary Election do not have to re-apply or re-take the Stage I Training Quiz. You just need to log-in and schedule your Stage II Hands-on Training refresher class. **Note**: If you indicated that you were not going to be able to work the general election, but now you can work, you will need to notify your recruiter to update your availability, prior to scheduling training.

All Other Election Workers

New election workers or those that did not work the Primary Election must have a completed *2018 Application* on file and will need to pass the Stage I Training Quiz; prior to scheduling the hands-on training. If you haven't done so already, please renew your application online today. Under Maryland law a new or updated application is required for each election cycle. See more information on page 7.

Practice Training Sessions

We will offer several practice training sessions for judges who have completed their required training and want more practice. During the sessions, students can practice using the equipment and ask questions of the trainers. The sessions do not count toward completion of the required hands-on class. We highly recommend that all judges attend at least one refresher/practice session. It is not necessary to register in advance. See the schedule on page 9 and the EJ Connection (Walk-in Training).

Election Day Assignments

Remember that you must _complete_ all required training to be eligible to serve. 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 closest to their homes, that have vacancies or asked to serve as a Standby Worker.

Working Early Voting

If you are interested in working at one of the eleven Early Voting centers between October 25 and November 1, 2018, follow the steps below:

1. Schedule your election day hands-on training as soon as possible;
2. Notify Jessica Jones by email that you are interested in working early voting (Jessica.jones@montgomerycountymd.gov);
3. Complete your election day hands-on training;
4. Schedule and complete the additional early voting training class;
5. When you have finished early voting training you may submit your availability to your _assigned_ early voting recruiter;
6. Receive early voting assignment information.

You must agree to work election day to be eligible to work early voting.

Your Vote

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.

Absentee Ballot – Complete, sign and submit an <u>Absentee Ballot Application</u> as soon as possible. Forms available at training. The absentee office will send you a ballot to vote. Your ballot must be returned to the office or postmarked (by the Postal Service) by Election Day. Absentee ballots cannot be cast at the polls.

Early Voting - Vote at one of the county's early voting centers between Thursday October 25 and Thursday November 1, 2018. Voting hours are 10:00 a.m. to 8:00 p.m. For more information on the 11 early voting locations, go to www.777vote.org.

Important Information

Keeping us informed – Please keep your voter registration and contact information current. Update your personal information online in the EJ Connection portal. Click on *Update Personal Data* to enter your information. Phone numbers and email addresses will <u>only</u> be released to the Chief Judges for election related use.

Future Vote Student Aides - School-age students, grades 6-12, can serve as student election aides. The program's intent is to educate, strengthen and increase ties related to civic participation. Interested parents/guardians register their student(s) **online** (use this link). **All student election aides and a parent or guardian must attend a 1-hour mandatory training to participate; even returning Future Vote volunteers. Register TODAY!** For more information, email future.vote@montgomerycountymd.gov. Students 16 years old and registered to vote may work as an election worker for payment or SSL credits.

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 list all languages on your application.

Manna Food Drive – As of October 1, election workers have donated 782 pounds of food to Manna for Montgomery County citizens. Winter is coming, and the food shortage will increase for some of our neighbors. Keep up the good work! Please bring a non-perishable food item to your next training class or briefing or just stop by and drop off a can or two. Thank you!

Videos

Check out these videos available on our website. Click on the links below:

DS-200 Solving a Ballot Jam **New!**

A behind the scenes look at the Montgomery County Board of Elections

Overview of the provisional voting process for voters

Run. Hide. Fight - Surviving an Active Shooter Event

How to Renew your Application

Though you are already registered in our system, you need to confirm your information and electronically sign or affirm the data on file for this election. Follow the instructions below. Let us know if you need help logging in or completing the application. (Note: Firefox is not compatible with our online program, please use a different browser.)

1. Go to the Montgomery County, Board of Elections website www.777vote.org and click on **Election Workers** (in the 2nd row of boxes). Next click on **Election Judge** (**EJ) Connection** (Returning workers) to open the log-in page.

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

3. Click on **Application Renewal** in the **ACTION** box to open the application screen. Confirm or enter the required information in each section and click NEXT to navigate to the next page. Review the Summary of your information and if everything is correct click NEXT to continue. Click 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 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. The next step is to complete your training.

Note: If you have changes to your name, address or party affiliation (which affect your voter registration) you will see a message directing you to print, sign and submit an Update Form. Click on the **Confirmation Form** button to open and print the pre-filled 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.

Contacting Us

- **General Questions:** Call 240-777-8533

- **Email:** election.judge@montgomerycountymd.gov.

- **Fax:** 240-777-8578; **Website:** www.777vote.org.

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

Recruiters

Election Day

Uricka Battle – Districts 1, 2, 3, 9, 11 and 12	240-777-8659
Deborah Hamer – Districts 4, 6, and 10	240-777-8571
Kara Springer – Districts 5, 7 and 8	240-777-8576
Aishah Mills-Pherigo – District 13	240-777-8572

Early Voting

EV Lead – Jessica Jones	240-777-8577
Maria Rodriguez-Henao	240-777-8573
Kathy Guevara	240-777-8567

Election Worker News
Montgomery County Board of Elections
October 2018

Practice Training Sessions
November 6, 2018 General Election

Advance registration is not required for these sessions. Attendance does not count toward completion of required training.				
Day	**Date**	**Start Time**	**End Time**	**Location**
FRIDAY	10/5/2018	9:00 AM	12:00 PM	BOE Training Center - Room #1
WEDNESDAY	10/10/2018	9:30 AM	11:30 AM	BOE Training Center - Room #3
TUESDAY	10/23/2018	9:00 AM	1:00 PM	BOE Training Center - Room #1
TUESDAY	10/23/2018	4:00 PM	8:00 PM	BOE Training Center - Room #1
WEDNESDAY	10/24/2018	12:30 PM	4:30 PM	BOE Training Center - Room #1
WEDNESDAY	10/24/2018	6:30 PM	9:30 PM	BOE Training Center - Room #1
THURSDAY	10/25/2018	9:00 AM	1:00 PM	BOE Training Center - Room #1
THURSDAY	10/25/2018	5:30 PM	9:30 PM	BOE Training Center - Room #1
FRIDAY	10/26/2018	9:30 AM	12:30 PM	BOE Training Center - Room #1
FRIDAY	10/26/2018	2:00 PM	5:00 PM	BOE Training Center - Room #1
SATURDAY	10/27/2018	9:00 AM	1:00 PM	BOE Training Center - Room #1
SATURDAY	10/27/2018	3:00 PM	6:00 PM	BOE Training Center - Room #1
SUNDAY	10/28/2018	12:00 PM	5:00 PM	BOE Training Center - Room #1
MONDAY	10/29/2018	9:00 AM	1:00 PM	BOE Training Center - Room #1
MONDAY	10/29/2018	5:30 PM	9:30 PM	BOE Training Center - Room #1
TUESDAY	10/30/2018	9:00 AM	1:00 PM	BOE Training Center - Room #1
TUESDAY	10/30/2018	4:00 PM	8:00 PM	BOE Training Center - Room #1

Addresses

- BOE Training Center: 18753 N. Frederick Ave., Gaithersburg, MD 20879. Use door #212 at front of building for Room #1 and door #105 at rear of building for Room #3.