

Election Worker News
Montgomery County Board of Elections
January 2020

**Dates to
Remember
2020**

**Application
Renewal Begins
January 3, 2020**

**Election Worker
Training Classes
Begin
January 25, 2020**

**Deadline to
Register/Change
Party Affiliation
Change
April 7, 2020**

**Election Worker
Training Classes
End
April 11, 2020**

**Primary Early
Voting
April 16 – 23, 2020**

**Primary
Election Day
April 28, 2020**

**General Election
Day
November 3, 2020**



Do More Than Vote, Serve

Preparing for the April 28, 2020 Primary Election

Official launch of election worker recruitment campaign

Under Maryland law a new election worker application is required for each election cycle. Starting now you can log into the EJ Connection to renew your application, confirm your availability and update your contact information. See page 2 for instructions.

You will also be able to complete Stage I of your training, the online quiz. Once you complete the quiz you'll be eligible to schedule your in-person Stage II training class. Classes begin January 25th.

NEW! Permission Slip Requirement

Election workers under 18 years old must submit a Permission Slip signed by their parent or guardian to serve. The form is available using this link [Permission Slip](#), on our website, and on the EJ Dashboard. The signed permission slip must be received in the office prior to the applicant scheduling training. Submit the form by mail, fax or email (scan and attach to email).

Mailing address: Montgomery County Board of Elections
P.O. Box 4710
Rockville, MD 20849-4710

Fax number: 240-777-8578

Email address: election.judge@montgomerycountymd.gov

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How to Renew your Application for 2020

Though you are already listed in our system, you will need to verify your information and electronically confirm your data for 2020. Starting January 3, 2020 follow the instructions below. (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**. Next click on **EJ Connection** (Election judges with Username and Password) to open the log-in page.
2. Enter your Username 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.** Call 240-777-8533 if you do not remember your login information, need help logging in or completing the application.
3. Click on **Application Renewal** in the **ACTION** box to open the application screen. Verify or enter the required information in each section. 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 make changes to your name, address or party affiliation (which affect your voter registration) you will be asked 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.

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Training

Training consists of two stages – the Stage I online training quiz and Stage II in-person, hands-on training. Completion of training is required by law to serve as an election worker.

Stage I - Online Training Quiz

The online training includes reading Chapters 1 through 4 of the Election Judge Manual (available online), watching two training videos (“Assisting Voters with Disabilities” and “The Voting Experience”) and taking a quiz. The training is designed to complement the hands-on training and to enhance your preparation for Election Day. Once you have passed the training quiz, you will receive instructions to schedule your hands-on training.

Stage II - Hands-On Training

Scheduling

You will use our online scheduling feature to select a class that best matches your schedule. Classes will be held in our Gaithersburg office and offsite at the Good Hope Neighborhood Recreation Center, Wheaton Community Recreation Center and Silver Spring Civic Building. Be sure to check the location when scheduling your training. Classes fill up quickly and are first come, first serve.

Class Format

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, role play with the voting equipment and simulate setting up and breaking down a voting precinct. Note that the Provisional judge will also be responsible for processing same day registrations. We strongly encourage you to review each chapter of the Election Judge Manual online, prior to attending class.

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Training continued

Class times

Closing Judge (CLS) class is three (3) hours

Voting Operations (VOP) class is four (4) hours

Provisional/Same Day Registration (VOP-P) class is six (6) hours

Chief Judge class is four (4) hours* or eight (8) hours**

*New Chief Judges (no prior service as a Chief) must pass a VOP or VOP-P class before taking Chief Judge training four (4) hours.

**Returning Chief Judges have two options for training:

- Take a VOP class then on a separate day take the Chief Class OR
- Take one combined Chief Class (8) hours (*Contact your recruiter to schedule this option*).

Practice Training Sessions

We will offer several practice sessions for judges who have completed their required training. 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 the EJ Connection; click on the Walk-in Training link.

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Election Day Assignments

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.*

Each precinct has a limited number of positions. Workers who wait to complete their training will be assigned to precincts that have vacancies or asked to serve as a Standby Worker. You will get an email when you have been assigned. Be sure to review and confirm all assignments online.

Working Early Voting

If you are interested in working at one of the eleven Early Voting centers, complete your election day hands-on training as soon as possible. Once you have completed your election day training you will receive additional information about early voting training and service. You must be able to work election day to be eligible to work during early voting.

Your Vote

All election workers are asked to vote either by absentee ballot or during the early voting period. Chief and full day 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.

Absentee Ballot – Complete, sign and submit an absentee ballot application as soon as possible. Forms will be available at training. The Absentee office will process your application and send you a ballot. Your ballot may be returned to the office, mailed with a postmark by the Postal Service by Election Day or turned in at the polls, if you are working in your voting precinct. *Accepting absentee ballots at the voting precincts is new for 2020.*

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Important Information

Keeping us informed – Please keep your voter registration and contact information current at all times. To update your personal information online in the EJ Connection portal, click on the **“Click here if your Personal Information has changed”** button to enter your information. Phone numbers and email addresses will only 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 (Future Vote Ambassadors). Students 16 years old can register to vote and serve as an election worker for payment or SSL credits. The program’s intent is to increase the public’s civic participation and knowledge of the political process. For more information visit our website and click on Future Vote. Future Vote recruitment for the 2020 Presidential Elections has also begun.

Email [**future.vote@montgomerycountymd.gov**](mailto:future.vote@montgomerycountymd.gov) for additional information.

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 you speak fluently, on your application.

Volunteer Opportunity for Graphic Artist – We are looking for a graphic artist to help the outreach team redesign promotional materials. This is an unpaid volunteer position. Interested persons should email their resume and one work sample to [**future.vote@montgomerycountymd.gov**](mailto:future.vote@montgomerycountymd.gov).

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



We're recruiting for Roamers and Chief Judges for the Primary Election. Prior experience as a Chief is **required** to apply to be a Roamer and prior experience as a VOP Judge is **recommended** 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 before attending training.

Hail and Farewell

Jessica Jones has been a recruiter with us since 2008. Prior to that she worked in the Voter Services department. We are both happy (for her) and sad (for us) that she is leaving the Board of Elections to accept another position within Montgomery County government. We wish her continued success!



Good Luck! We'll miss you...

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New “I Voted” Stickers

Recently, the State Board of Elections and the Fine Arts Office of the Maryland State Department of Education sponsored a contest for Maryland students to redesign our “I Voted” sticker. The public was invited to vote on the submissions from each age group; elementary, middle and high school. There were 650 submissions that were culled down to a list of nine finalists, three from each of the three age groups. More than 28,000 votes were cast to decide the winners.

Two of the three designs came from students in Montgomery County: Amelia Avila at Olney Elementary and Anne Ruhlen at Tilden Middle School. The winner in the high-school category was Cara Brown from Queen Anne’s County Public Schools. “I Voted” will be added in various languages in a border around each image.

Winning Designs (Courtesy of Fine Arts Office of the Maryland State Department of Education)



Elementary School
Amelia Avila,
Olney Elementary School, Montgomery County Public Schools
Teacher: Jill Henderson



Middle School
Anna Ruhlen,
Tilden Middle School, Montgomery County Public Schools
Teacher: Lauren Flanagan



High School
Cara Brown,
Queen Anne’s County High School, Queen Anne’s County Public Schools
Teacher: Stephanie Zeiler

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2020 High School Recruitment

Starting in December, we will visit area high schools during lunch to recruit election workers. Encourage your children and their classmates to get involved. Students must be 16 years old and registered to vote to serve.



Date	High School
January 7, 8 & 9	Rockville HS
January 7, 8 & 9	Walter Johnson HS (Hallway near Main Office)
January 7, 8 & 9	Gaithersburg HS (cafeteria)
January 14, 15 & 16	Richard Montgomery HS (Main Street near Media Center)
January 14, 15 & 16	Wheaton HS (cafeteria)
January 14, 15 & 16	Seneca Valley HS
January 21, 22 & 23	Quince Orchard HS (Foyer outside Main Office)
January 21, 22 & 23	Montgomery Blair HS
January 21, 22 & 23	Northwest HS (Hallway near Guidance office)
January 28, 29 & 30	James Hubert Blake HS (Hallway outside cafeteria)
January 28, 29 & 30	Springbrook HS (Hallway outside cafeteria)
January 28, 29 & 30	Albert Einstein HS
February 2, 3 & 4	Churchill HS (Cafeteria hallway)
February 2, 3 & 4	Magruder HS (Hallway outside cafeteria)
February 2, 3 & 4	John F. Kennedy HS (Cafeteria hallway)
February 11, 12 & 13	Wootton HS (cafeteria)
February 11, 12 & 13	Paint Branch HS (Main hallway near Main Office)
February 11, 12 & 13	Clarksburg HS

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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
- **Office Address**
Montgomery County Board of Elections
18753 N. Frederick Avenue, Suite 210
Gaithersburg, MD 20879

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
Chris Coffey – Districts 5, 7 and 8	240-777-8576
Cynthia Cotton – District 13	240-777-8657

Early Voting

Carmen Alverdi	240-777-8573
Aishah Mills-Pherigo	240-777-8572