

Election Judge News

Montgomery County Board of Elections
October 2014

Dates to Remember (General)

Deadline to Sign up to Work General
October 10, 2014

Voter Registration & Party Affiliation Deadline
October 14, 2014

Early Voting
October 23 - 30, 2014

Absentee Ballot Application Deadline
October 28, 2014

Chief Judge Briefings
Oct. 31 or Nov. 1, 2014

Chief Judge Supply Pickup
November 1, 2014

Pre-Election Meeting at Your Precinct
November 3, 2014

General Election Day!
November 4, 2014

Wow, its fall already! The weather is cooler and soon the leaves will begin to turn. And with August and September behind us, we are beginning the final weeks of training for the General Election on Tuesday, November 4, 2014.

There's still time to work the election; so don't wait, complete your training TODAY! We've already begun making Election Day assignments for those who completed training.

We're also still recruiting judges for Election Day and Early Voting. Please tell your friends, family and neighbors about the important role you play in the election process and how they can volunteer. The easiest and fastest way to sign up is online by visiting our website www.777vote.org.



Come out and meet us at these fun events:
Germantown Oktoberfest on October 5th
Taste of Bethesda on October 11th.

In our October Newsletter

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Important Information and Dates

More Judges Needed – We urgently need judges in the following areas – Rockville, Potomac, Bethesda, Chevy Chase, Burtonsville, Kemp Mill and Colesville. Do you have family, friends, or neighbors that might be interested in serving as an Election Judge? Ask them to sign up online by visiting our website at www.777vote.org. **The deadline to apply is Friday, October 10, 2014.**

Election Judges with Spanish Speaking Fluency are needed across the county, **SIGN UP TODAY** or call Dr. Gilberto Zelaya on 240-777-8532 for information or email gilberto.zelaya@montgomerycountymd.gov.

Important Dates -

- Voter Registration Deadline: October 14, 2014
- Walk-in Training Practice Sessions: October 20 – 28, 2014
- Early Voting: October 23 – 30, 2014
- Absentee Ballot Application Deadline: October 28, 2014
- Mandatory Pre-Election Meeting: Monday, November 3, 2014 at 6:30 pm at your assigned precinct

Information for assigned Chief Judges

- Precinct Staffing Lists will be available beginning October 14, 2014
- Chief Judge Briefings will be held October 31 and November 1, 2014. Registration information will be emailed on October 10, 2014
- Food Donation letters will be emailed beginning October 1, 2014
- Pre-Election meeting notification calls to judges by October 28, 2014

Keeping Us Informed – Please keep your voter registration and contact information current. Notify us of any changes by completing an [Election Judge 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.

Working Early Voting

Are you available to work General Election Early Voting held October 23 – 30, 2014? If you can work one or more days as an Early Voting Election Judge we need your help!

To be eligible for Early Voting you will need to have completed your Election Day hands-on training and be available to complete an Early Voting training class. **Please notify your recruiter by email if you are interested in working Early Voting. Our contact information is on page 6.**

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Student Aides

Future Vote Student Aides - School-age students, grades 6-12, can serve as Election Day student aides for the 2014 General election. 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 over 17 years old are eligible to work as a full day Election Judge (and receive payment) or in the Future Vote Program (to earn SSL credits). **Training classes have begun.**

Making a Difference

Thank you to everyone who helped us to collect several bins of non-perishable food for the Manna Food Center. We are continuing to collect food items through mid-October to help meet the demand of ending hunger in Montgomery County. We hope you will consider bringing a non-perishable food donation to your Election Judge "Hands-on" training. [Manna Food Wish List](#)

Training – What you need to know

- Training consists of two stages – Stage I is the online training quiz and Stage II is the in-person, hands-on training.
- **Training Quiz** - all judges will need to complete the training quiz before being able to schedule their hands-on training. Once you have passed the training quiz, your recruiter will provide you with information to schedule your hands-on training. **If you passed the quiz during the 2014 Primary Election, you do not need to take it again.**
- **Need help logging in?** Contact your recruiter to have your login information resent to you. **Don't have a computer?** Call 240-777-8533 to make an appointment to take the training quiz in-person at our Gaithersburg office.
- **Coming to Training** - arrive at least **20 minutes prior** to your training class to allow time to find parking and to sign-in. You will be allowed into the building up to 30 minutes before the start of class. **If you are more than 10 minutes late, you will need to reschedule.**
- **Want to work a different position during the General?** Contact your Recruiter before scheduling your training to change your position.

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Stage I - Online Election Judge Training Quiz

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

Go to our Website

Select on this hyperlink www.777vote.org

Select on "**Election Judges**" in the list on the left to expand the list of selections. Select on "**EJ Connection**". Enter your Username and Password (as provided by BOE).

Once you are logged in, follow these steps

- 1) Select on "*Training Materials*" to open the Election Judge Manual
- 2) Select on and read **Chapters 1 & 2 only**
- 3) Select on and view the video "*Assisting Voters with Disabilities*"

When you feel ready to take the quiz

- 1) Log back into the Election Judge Program
- 2) Select on "*Training Materials*"
- 3) Select on "*2014 Election Judge Training Quiz*" to open the quiz
- 4) Follow the instructions for taking the quiz
- 5) We recommend that you keep a copy of your answers, so print the quiz before you hit Submit
- 6) When finished, select "*Submit*" to send the quiz to the Board of Elections. Only press the Submit button once.

Stage II - Hands-On Training

Hands-on training for the General Election is *required* for all judges, regardless of whether they worked the Primary Election or not. We will use our online scheduling feature for the hands-on training, allowing judges to select and schedule a class and location that best matches their schedule.

Most classes are held at our Gaithersburg office. However, a limited number of classes will be held the White Oak Community Recreation Center in Silver Spring from October 6 – 10, 2014.

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Stage II - Hands-On Training, continued

Class Formats

- **Returning Judges – Worked in the June 24th Primary**
This course is a full hands-on training which includes practice exercises at each station and on the voting equipment. It provides an opportunity for judges who have worked previous elections to demonstrate their ability to correctly perform the tasks for their assigned position. This course is for returning judges who have a complete understanding of the duties of their position and the voting equipment.
- **New Judges – Brand new or did not work the June 24th 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 2014 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, forms and assemble/disassemble of the voting equipment.

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

Election Day Assignments

State law requires all judges to be trained for each election, to be eligible to serve. In order to ensure that we have enough judges 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 receive an email once your precinct assignment is available, typically 7 to 10 days after you have completed training. Note that each precinct has a limited number of positions. Extra judges will be assigned to a nearby precinct or asked to serve as a Standby Judge.

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Contact Information

General Questions: call us at 240-777-8533 or fax us at 240-777-8578

Email: election.judge@montgomerycountymd.gov

Website: www.777vote.org

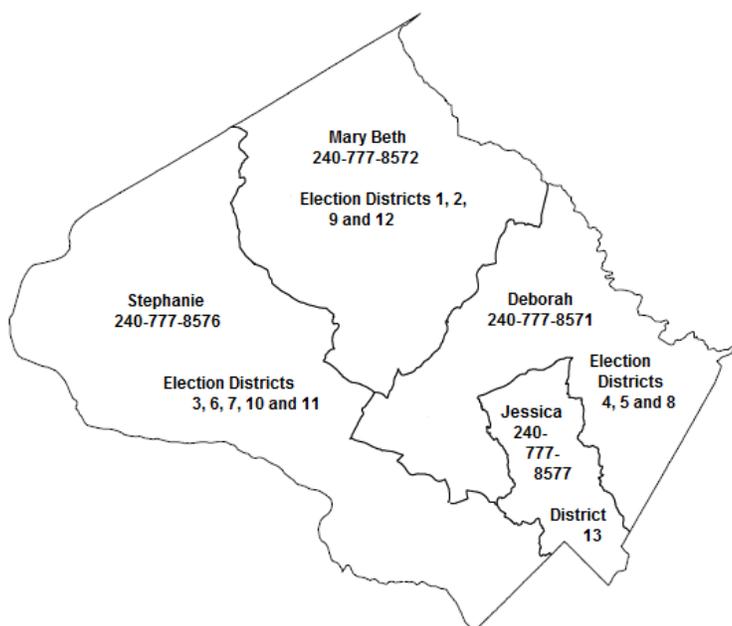
Mailing Address: Montgomery County Board of Elections, Election Judge Program,
P.O. Box 4710, Rockville, MD 20849-4710

Contact your Recruiter Directly

Please call the recruiter for your **Election District**-Precinct (example: **01**-01 or **13**-44). The Early Voting Centers are listed on the next page.

- **MaryBeth Habel** - Districts 1, 2, 9, and 12, Early Voting Centers 3 and 7
240-777-8572 Mary.habel@montgomerycountymd.gov
- **Stephanie Milliner** - Districts 3, 6, 7, 10, and 11, Early Voting Centers 6 and 8
240-777-8576 Stephanie.milliner@montgomerycountymd.gov
- **Jessica Jones** - District 13, Early Voting Centers 1, 5, and 9
240-777-8577 Jessica.jones@montgomerycountymd.gov
- **Deborah Hamer** - Districts 4, 5, and 8, Early Voting Centers 2 and 4
240-777-8571 Deborah.hamer@montgomerycountymd.gov

Montgomery County Board of Elections Election Judge Recruiter Regions



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Your Vote

All Election Judges are asked to vote by mail (Absentee Ballot) or during the Early Voting period. Judges **not** working in their own voting precinct must vote using one of these options.

- **Vote by Mail** – Complete, sign and submit an application by **October 28, 2014**. 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** - Vote at one of the nine (9) Early Voting Centers located in Montgomery County from Thursday, October 23 through Thursday, October 30, 2014. Voting hours are from 10:00 a.m. to 8:00 p.m.
 - **The Early Voting Centers are:**
 - **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)**
1 Veterans 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 E. Lawton Community Recreation Center (EV-8)**
4301 Willow Lane, Chevy Chase, MD 20815
 - **Wheaton Community Recreation Center (EV-9)**
11711 Georgia Avenue, Wheaton, MD 20902

Vote Early

Your Time ♦ Your Voice ♦ Your Vote

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Walk-in Practice Schedule

To assist election judges in preparing for Election Day, the Board of Elections is once again offering optional Walk-In Practice sessions. Election judges are invited to attend one of the listed sessions if they have questions regarding polling place procedures and/or want to practice on the voting equipment. Please come prepared with your questions so that we may best serve you.

**All sessions are held in Classroom #1 at our Gaithersburg Office
18753 N. Frederick Avenue, Suite 212
Gaithersburg, MD 20879**

Monday 10/20: 9:30 am to 12:30 pm and 1:30 pm to 7:30 pm

Tuesday 10/21: 9:30 am to 12:30 pm and 1:30 pm to 8:30 pm

Wednesday 10/22: 9:30 am to 12:30 pm and 1:30 pm to 8:30 pm

Thursday 10/23: 10:30 am to 12:30 pm and 1:30 pm to 8:30 pm

Friday 10/24: 10:30 am to 12:30 pm and 1:30 pm to 4:30 pm

Monday 10/27: 10:30 am to 12:30 pm and 1:30 pm to 8:30 pm

Tuesday 10/28: 10:30 am to 12:30 pm

Closed for lunch daily from 12:30 pm to 1:30 pm

***You do not have to schedule an appointment to attend.
These sessions cannot be used to fulfill your election training requirement.***