

Instructional Classes – Primary Election – May 16, 2017

Welcome to all new board members and a special thank you to all of our returning board members! We appreciate your willingness to serve your community on your local Election Board. We certainly have some extremely committed folks that do an excellent job for Chester County. Your role is essential for successful elections. We believe that training prior to each election is very helpful and necessary.

The class details are listed below. Newly appointed JOE’s (Judge of Elections), Inspectors and clerks are **required** to attend at least 1 class. Because new information is often provided and changes are made every election cycle, please share this schedule with your boards and encourage everyone to attend at least **one** class regardless of experience level.

Unless otherwise noted, all classes will be held in Room 171 at the Government Services Center (GSC), 601 Westtown Rd., West Chester, PA. Expect each class to last at about 1-2 hours. Please call **610-344-6410** to sign up for the class you wish to attend or email us at **ccelectionofficials@chesco.org**. Seating for each session is very limited, so we ask that you sign up early.

Voter Services is now offering training at a location near you. Our office will be holding a day of training at a general location each Wednesday during our training schedule. Please see the schedule to find out where and when these classes will be near you. **Our office will not have classes on Wednesdays at the Westtown location. **

P.S. – NOTE TO INSPECTORS OF ELECTION: You may choose your own clerk for Election Day. Please notify your clerk of this class schedule. If you have clerks (2) that will be splitting the shift, please be sure to let the Judge know the information on both people and what shift each will be working. (Split shift hours for clerks are: 6:30 a.m. to 2:30 p.m. and 2:30 p.m. to 10:30 p.m. or until finished)

New Poll Workers	This class is structured to introduce new workers to what goes on at the polls. This is a basic level class and will focus on the main job duties.
J.O.E. Class	A review of the judge of election job role and duties. Anyone may attend but judges of elections are preferred.
Election Day Review	A general overview class covering the whole election day. Each part of the day will be touched on in this class. Experienced workers recommended.
Opening/Closing Procedures	A step by step walkthrough for the opening and closing procedures at the polls. This will include how to record write-ins and general return help.
Forms	An in depth explanation of all of the forms during an election.
Machine Operator*	A basic overview of how to open and close the voting machines, as well as troubleshooting tips. These classes will be held downstairs in room 040 (except for Saturday classes). For directions please come to the front desk of voter services.
Off-Site Classes**	<p>These classes will be held at a location near you. The training locations are as follows:</p> <p>Week 1 training location- <u>Henrietta Hankin Library</u> 215 Windgate Dr Chester Springs, PA 19425</p> <p>Week 2 training location- <u>London Grove Township</u> 372 Rose Hill Road West Grove, PA 19390</p> <p>Week 3 training location- <u>Easttown Library & Information Center</u> 720 First Ave Berwyn, PA 19312</p>

*****Schedule of Classes continued on the back.*****

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2017 DATE	TIME	CLASS OFFERED
Monday April 3 rd	9:30	J.O.E
Monday April 3 rd	2:00	Opening/Closing
Tuesday April 4 th	9:30	New Poll Workers
Tuesday April 4 th	11:00	Machine Operator
Tuesday April 4 th	2:00	Forms
Wednesday April 5 th	12:00	New Poll Worker** Week 1
Wednesday April 5 th	5:00	Election Day Review** Week 1
Thursday April 6 th	9:30	Opening/Closing
Thursday April 6 th	11:00	Machine Operator
Thursday April 6 th	2:00	Election Day Review
Friday April 7 th	9:30	Forms
Friday April 7 th	2:00	J.O.E.
Saturday April 8 th	9:00	J.O.E
Saturday April 8 th	11:30	Opening/Closing
Monday April 10 th	9:30	Election Day Review
Monday April 10 th	2:00	Forms
Tuesday April 11 th	9:30	J.O.E
Tuesday April 11 th	2:00	New Poll Workers
Wednesday April 12 th	9:30	Election Day Review ** Week 2
Wednesday April 12 th	12:00	New Poll Workers** Week 2
Wednesday April 12 th	11:00	Machine Operator
Thursday April 13 th	9:30	Forms
Thursday April 13 th	2:00	J.O.E
Monday April 17 th	9:30	New Poll Workers
Monday April 17 th	2:00	Forms
Tuesday April 18 th	9:30	Opening/Closing
Tuesday April 18 th	11:00	Machine Operator
Tuesday April 18 th	2:00	Opening/Closing
Wednesday April 19 th	12:00	New Poll Worker** Week 3
Wednesday April 19 th	5:00	Election Day Review ** Week 3
Thursday April 20 th	9:30	Opening/Closing
Thursday April 20 th	11:00	Machine Operator
Thursday April 20 th	2:00	Forms
Friday April 21 st	9:30	Opening/Closing
Friday April 21 st	2:00	J.O.E
Saturday April 22 nd	9:00	New Poll Workers
Saturday April 22 nd	11:30	Election Day Review
Saturday April 29 th	9:00	Election Day Review
Saturday April 29 th	11:30	J.O.E
Saturday April 29 th	1:00	Machine Operator