

## Instructional Classes – General Election – November 7, 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 one class. New information is often provided and changes are made every election cycle, so 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 outside location each Wednesday during our training schedule. Please see the schedule to find out where and when these classes will be taking place. \*\*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 JOE 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)

<b>New Poll Workers</b>	<b>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.</b>
<b>J.O.E. Class</b>	<b>A review of the judge of election job role and duties. Anyone may attend but judges of elections are preferred.</b>
<b>Election Day Review</b>	<b>A general overview class covering the whole election day. Each part of the day will be touched on in this class. Experienced workers recommended.</b>
<b>Opening/Closing Procedures</b>	<b>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.</b>
<b>Forms</b>	<b>An in depth explanation of all of the forms during an election.</b>
<b>Machine Operator*</b>	<b>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.</b>
<b>Off-Site Classes**</b> <b><u>ONLY ON WEDNESDAYS</u></b>	<p><b>These classes will be held at a location near you. The training locations are as follows:</b></p> <p><b>Week 1 training location- <u>Henrietta Hankin Library</u> 215 Windgate Dr Chester Springs, PA 19425</b></p> <p><b>Week 2 training location- <u>West Grove Borough</u> 117 Rosehill Ave West Grove, PA 19390</b></p> <p><b>Week 3 training location- <u>Easttown Library &amp; Information Center</u> 720 First Ave Berwyn, PA 19312</b></p>

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

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<b>2017 DATE</b>	<b>TIME</b>	<b>CLASS OFFERED</b>
Monday Sept 25 <sup>th</sup>	9:30	J.O.E
Monday Sept 25 <sup>th</sup>	2:00	Opening/Closing
Tuesday Sept 26 <sup>th</sup>	9:30	New Poll Workers
Tuesday Sept 26 <sup>th</sup>	11:00	Machine Operator
Tuesday Sept 26 <sup>th</sup>	2:00	Forms
Wednesday Sept 27 <sup>th</sup>	12:00	New Poll Worker** Week 1
Wednesday Sept 27 <sup>th</sup>	5:00	Election Day Review** Week 1
Thursday Sept 28 <sup>th</sup>	9:30	Opening/Closing
Thursday Sept 28 <sup>th</sup>	11:00	Machine Operator
Thursday Sept 28 <sup>th</sup>	5:00	Election Day Review
Friday Sept 29 <sup>th</sup>	9:30	Forms
Friday Sept 29 <sup>th</sup>	2:00	J.O.E.
Saturday Sept 30 <sup>th</sup>	9:00	J.O.E
Saturday Sept 30 <sup>th</sup>	11:30	Opening/Closing
Monday Oct 2 <sup>nd</sup>	9:30	Election Day Review
Monday Oct 2 <sup>nd</sup>	2:00	Forms
Tuesday Oct 3 <sup>rd</sup>	9:30	J.O.E
Tuesday Oct 3 <sup>rd</sup>	6:00	New Poll Workers
Wednesday Oct 4 <sup>th</sup>	9:30	Election Day Review ** Week 2
Wednesday Oct 4 <sup>th</sup>	11:00	Machine Operator
Wednesday Oct 4 <sup>th</sup>	12:00	New Poll Workers** Week 2
Thursday Oct 5 <sup>th</sup>	9:30	Forms
Thursday Oct 5 <sup>th</sup>	2:00	J.O.E
Friday Oct 6 <sup>th</sup>	9:30	Election Day Review
Friday Oct 6 <sup>th</sup>	2:00	New Poll Worker
Saturday Oct 7 <sup>th</sup>	9:00	Election Day Review
Saturday Oct 7 <sup>th</sup>	11:30	J.O.E
Saturday Oct 7 <sup>th</sup>	1:00	Machine Operator
Monday Oct 9 <sup>th</sup>	9:30	New Poll Workers
Monday Oct 9 <sup>th</sup>	2:00	Forms
Tuesday Oct 10 <sup>th</sup>	9:30	Opening/Closing
Tuesday Oct 10 <sup>th</sup>	11:00	Machine Operator
Tuesday Oct 10 <sup>th</sup>	2:00	Opening/Closing
Wednesday Oct 11 <sup>th</sup>	12:00	New Poll Worker** Week 3
Wednesday Oct 11 <sup>th</sup>	5:00	Election Day Review ** Week 3
Thursday Oct 12 <sup>th</sup>	9:30	Opening/Closing
Thursday Oct 12 <sup>th</sup>	11:00	Machine Operator
Thursday Oct 12 <sup>th</sup>	5:00	Forms
Friday Oct 13 <sup>th</sup>	9:30	Opening/Closing
Friday Oct 13 <sup>th</sup>	2:00	J.O.E
Saturday Oct 14 <sup>th</sup>	9:00	New Poll Workers
Saturday Oct 14 <sup>th</sup>	11:30	Election Day Review