

Instructional Classes – Primary Election – May 15, 2018

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 an 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)

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.
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** <u>ONLY ON WEDNESDAYS</u>	<p>These classes will be held at a location near you. The training locations are as follows:</p> <p>Week 1 training location- <u>Penn Township Building</u> 260 Lewis Rd West Grove, PA 19390</p> <p>Week 2 training location- <u>Easttown Library & Information Center</u> 720 First Ave Berwyn, PA 19312</p> <p>Week 3 training location- <u>Henrietta Hankin Library</u> 215 Windgate Dr Chester Springs, PA 19425</p>

Schedule of Classes continued on the back.

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DATE	TIME	CLASS OFFERED
Tuesday April 3 rd	9:30	Election Day Review
Tuesday April 3 rd	11:00	Machine Operator
Tuesday April 3 rd	2:00	J.O.E
Tuesday April 3 rd	5:00	New Poll Worker
Wednesday April 4 th	10:30	Election Day Review** Week 1
Thursday April 5 th	9:30	J.O.E
Thursday April 5 th	11:00	Machine Operator
Thursday April 5 th	2:00	New Poll Worker
Saturday April 7 th	9:30	J.O.E
Saturday April 7 th	11:30	New Poll Worker
Tuesday April 10 th	9:30	J.O.E
Tuesday April 10 th	2:00	New Poll Worker
Wednesday April 11 th	11:00	Machine Operator
Wednesday April 11 th	5:00	Election Day Review** Week 2
Thursday April 12 th	9:30	New Poll Worker
Thursday April 12 th	2:00	Election Day Review
Saturday April 14 th	9:30	Election Day Review
Saturday April 14 th	11:30	New Poll Worker
Saturday April 14 th	1:00	Machine Operator
Tuesday April 17 th	2:00	J.O.E
Tuesday April 17 th	11:00	Machine Operator
Wednesday April 18 th	5:00	Election Day Review ** Week 3
Thursday April 19 th	9:30	J.O.E
Thursday April 19 th	11:00	Machine Operator
Saturday April 21 st	9:30	J.O.E