Monroe County Board of Elections
39 West Main Street
Rochester, NY 14614

# 2015 Training Guide

*ATTENTION Election Inspectors*

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*Commissioner*

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**(585) 753-1550**
**www.monroecounty.gov/elections**

# TO MAKE A RESERVATION

# CALL (585) 753-1550

Please be prepared to give your name, address, phone number and whether you have served as an Election Inspector before.

YOU WILL **NOT** BE CONTACTED BY THE BOARD OF ELECTIONS TO CONFIRM YOUR RESERVATION, SO PLEASE **MARK YOUR CALENDARS**.

**PLEASE NOTE:** All classes are on a first come, first serve basis.
Classes may fill quickly.
Please be prepared to have several choices for class dates and times.

**The Board of Elections reserves the right to cancel or combine classes due to attendance.**

*The Board of Elections reserves the right to deny admission into classes if applicant does not meet the election and/or course requirements.*

# TRAINING COURSE INFORMATION

- ✓ Requirements for being an Election Inspector: Must be a registered voter, a resident of Monroe County, and must be able to read, write and speak the English language.
- ✓ Please bring a **pencil or pen** to all classes.
- ✓ You will be informed by mail if you pass or fail the exam. There will be a special review class and a make-up exam for anyone who may need it.

The Board of Elections CANNOT guarantee you will be working on an Election Day.
Election Inspector Coordinators schedule Inspectors in each Town or Legislative District in the City.
**If you do not get placed with your areas Coordinator, and are flexible and willing to work where needed, please call the Election Inspector Training Team and ask about open placements.**
Inspectors, who successfully complete training class, pass the exam and work an Election Day will be paid $25.00 for attending the class AFTER the General Election. There is no pay for Optional Courses offered by the Board of Elections.

## FROM THE MONROE COUNTY BOARD OF ELECTIONS

This training guide lists the classes offered in 2015, and the dates, times and locations where these classes will be held. In accordance with NY State Election Law, **ALL** Inspectors **MUST** attend training each year, and pass an exam.

## RESERVATIONS ARE REQUIRED FOR ALL CLASSES

There is a maximum allowance of 40 Inspectors for each class.
*Voicemails in regards to training reservations will NOT be honored.*

## Primary Election Day

**THURSDAY, September 10, 2015**
Polls Open Noon-9:00 PM. Election Inspectors report at 11:00 AM

## General Election Day

**Tuesday, November 3, 2014**
Polls Open 6:00AM-9:00 PM. Election Inspectors report at 5:00 AM

| TRAINING LOCATIONS | ADDRESS |
|---|---|
| Chili Town Hall | 3333 Chili Avenue, Rochester NY 14624 |
| City Place | 50 West Main Street Room B-11, Rochester, NY 14614 |
| Edgerton Recreation Center | 41 Backus Street, Rochester, NY 14613 |
| Gates Town Hall | 1605 Buffalo Road, Rochester, NY 14624 |
| Greece Town Hall | 1 Vince Tofany Boulevard, Rochester, NY 14612 |
| Laurelton Fire Department | 405 Empire Boulevard, Rochester, NY 14609 |
| North Street Recreation Center | 700 North Street, Rochester, NY 14605 |
| Penfield Volunteer Ambulance | 1585 Jackson Road, Penfield, NY 14526 |
| Perinton Community Center | 1350 Turk Hill Road, Fairport, NY 14450 |
| Sweden Town Hall | 18 State Street, Brockport, NY 14559 |
| Training Service Center | 2595 Brighton Henrietta TL Road, Rochester, NY 14623 |
| Webster Village Meeting Hall | 29 South Avenue, Webster NY 14580 |

**July**

| Mon | Tues | Wed | Thurs | Fri | Sat |
|---|---|---|---|---|---|
| 27 | 28<br>**Training Service Center**<br>501: 5:30 - 9:30 | 29 | 30<br>**Training Service Center**<br>501: 5:30 - 9:30 | 31 | 1<br>**Training Service Center**<br>501: 9:30 - 1:30 |

**August**

| | | | | | |
|---|---|---|---|---|---|
| 3 | 4<br>**City Place B-11**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30 | 5 | 6<br>**Training Service Center**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>201: 5:30 - 8:30 | 7 | 8 |
| 10 | 11<br>**Sweden Town Hall**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 12 | 13<br>**Greece Town Hall**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 14 | 15<br>**Training Service Center**<br>401: 9:30 - 12:30<br>401: 1:30 - 4:30 |
| 17 | 18 | 19 | 20<br>**Edgerton Rec. Ctr.**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 21 | 22<br>**Training Service Center**<br>201: 9:30 - 12:30<br>101: 1:30 - 4:30 |
| 24 | 25<br>**Laurelton Fire Dept.**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 26 | 27 | 28 | 29<br>**Training Service Center**<br>304: 9:30 - 10:30<br>601: 11:30 - 1:30 |

## REQUIRED COURSE DESCRIPTIONS

**101** NEW Inspectors Training

**201** VETERAN Inspectors Training

**401** SITE CHAIR Training

**501** COORDINATOR Training

One of the required courses is mandatory, and an exam is given at the end of each class.
NEW Inspectors will receive hands-on training on the Image Cast Voting Machines.

## OPTIONAL COURSE DESCRIPTIONS

**601** HANDS-ON Experience: Image Cast Voting Machines

This two hour course offers an independent review of the operations of the Image Cast Voting Machines.
Trainers will be available for assistance and answering questions.

**304** SPECIAL Review/Make-Up

This one hour course offers an Election Inspector a review of training material and a make-up exam. This course is by invitation ONLY.

**NOTE: You MUST attend an optional course if requested by the Commissioners.**

**All of our Election Inspector information is posted online at www.monroecounty.gov/elections**

**Please pay special attention to our phone calls, and any mail you may receive.**

## September

| Mon | Tues | Wed | Thurs | Fri | Sat |
|---|---|---|---|---|---|
| 31 | 1<br>**Perinton Com. Ctr.**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 2 | 3<br>**City Place B-11**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30 | 4 | 5 |
| 7<br>**Labor Day** | 8 | 9 | 10<br>You're Right To Vote. **PRIMARY ELECTION** | 11 | 12 |
| 14 | 15 | 16 | 17 | 18 | 19<br>**Training Service Center**<br>101: 9:30 - 12:30<br>201: 1:30 - 4:30 |
| 21 | 22<br>**Training Service Center**<br>***OR*** **North St Rec Ctr**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 23 | 24<br>**Gates Town Hall**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 25 | 26<br>**Training Service Center**<br>101: 9:30 - 12:30<br>201: 1:30 - 4:30 |
| 28 | 29<br>**Greece Town Hall**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 30 | | | |

## October

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|---|---|---|---|---|---|
| | | | 1<br>**Chili Town Hall**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 2 | 3<br>**Training Service Center**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30 |
| 5 | 6<br>**Training Service Center**<br>***OR*** **Penfield Vol. Amb.**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 7 | 8<br>**Training Service Center**<br>***OR*** **City Place B-11**<br>401: 9:30 - 12:30<br>201: 1:30 - 4:30<br>101: 5:30 - 8:30 TSC only | 9 | 10<br>**Training Service Center**<br>101/201: 9:30 - 12:30<br>101/401: 1:30 - 4:30 |
| 12<br>**Columbus Day** | 13 | 14 | 15 | 16 | 17<br>**Training Service Center**<br>401: 9:30 - 12:30<br>401: 1:30 - 4:30 |
| 19 | 20<br>**Webster Village Mtg. Hall**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 21 | 22<br>**Training Service Center**<br>***OR*** **Edgerton Rec. Ctr.**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>101: 5:30 - 8:30 | 23 | 24<br>**Training Service Center**<br>304: 9:30 - 10:30<br>101/401: 9:30 - 12:30<br>101/201: 1:30 - 4:30 |
| 26 | 27<br>**Training Service Center**<br>***OR*** **Laurelton Fire Dept.**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>401: 5:30 - 8:30 | 28 | 29<br>**Greece Town Hall**<br>201: 9:30 - 12:30<br>201: 1:30 - 4:30<br>201: 5:30 - 8:30 | 30 | 31<br>**Training Service Center**<br>304: 9:30 - 10:30<br>601: 11:30 - 1:30 |

## November

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|---|---|---|---|---|---|
| 2 | 3<br>You're Right To Vote. **GENERAL ELECTION** | 4 | 5 | 6 | 7 |