

Monroe County Board of Elections
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(585) 753-1550

www.monroecounty.gov/elections

Coordinator:

Coordinator Phone:

2019 Training Guide

ATTENTION: Poll Workers

- This training guide lists the dates, times and locations of the classes being offered in 2019, in accordance with NY State Election Law.
- **ALL** Poll Workers **MUST** attend training each year, and pass an exam.
- Required courses (i.e. 101 and 801) are 3 hours minimum.
- You must attend the full training class and take the exam given at the end of the class.

TO MAKE A RESERVATION

CALL (585) 753-1550

Please be prepared to give your name, address, phone number and whether you have served as a Poll Worker before.

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

PLEASE NOTE: You can only attend a class if you have a reservation. Classes fill on a first call basis. Please be prepared with alternatives for dates and times as classes fill quickly. If you are unable to attend your scheduled class, please call to change your reservation so we may offer the opportunity to others.

PLEASE: Be considerate, class space and training dates are limited this year.

Please arrive to your scheduled class on time and prepared.

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

Early Voting Dates

Saturday October 26, 2019	9:00 AM to 2:00 PM
Sunday October 27, 2019	1:00 PM to 6:00 PM
Monday October 28, 2019	7:00 AM to 3:00 PM
Tuesday October 29, 2019	Noon to 8:00 PM
Wednesday October 30, 2019	Noon to 8:00 PM
Thursday October 31, 2019	7:00 AM to 3:00 PM
Friday November 1, 2019	7:00 AM to 3:00 PM
Saturday November 2, 2019	1:00 PM to 6:00 PM
Sunday November 3, 2019	9:00 AM to 2:00 PM

The Board of Elections will be assigning Poll Workers to work at each Early Voting Center. Any Poll Workers wishing to serve in an Early Voting Center should call the Training Team to sign up.

General Election Day

Tuesday, November 5, 2019

Polls Open 6:00 AM-9:00 PM. Poll Workers report at 5:00 AM

TRAINING LOCATIONS

ADDRESS

Chili Town Hall	3333 Chili Avenue, Rochester NY 14624
City Library-Gleason Auditorium	115 South Avenue, Rochester, NY 14604
Edgerton Recreation Center	41 Backus Street, Rochester, NY 14608
Gates Town Hall	1605 Buffalo Road, Rochester, NY 14624
Laurelton Fire Department	405 Empire Boulevard, Rochester, NY 14609
North Greece Church of Christ	1039 North Greece Road, Rochester, NY 14626
Penfield Volunteer Ambulance	1585 Jackson Road, Penfield, NY 14526
Perinton Community Center	1350 Turk Hill Road, Fairport, NY 14450
Ogden Town Hall	269 Ogden Center Road, Spencerport, NY 14559
Training Service Center	2595 Brighton Henrietta TL Road, Rochester, NY 14623
Webster Village Meeting Hall	29 South Avenue, Webster NY 14580

September

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 Labor Day	3	4	5 Training Service Center 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	6	7 Training Service Center 801: 9:30 - 12:30 801: 1:30 - 4:30
8	9	10 Training Service Center <u>OR</u> Ogden Town Hall 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	11	12 Gates Town Hall 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	13	14 Training Service Center 801: 9:30 - 12:30 801: 1:30 - 4:30
15	16	17 Training Service Center <u>OR</u> Edgerton Rec Ctr 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	18	19 Training Service Center <u>OR</u> N Greece Church of Christ 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	20	21 Training Service Center 801: 9:30 - 12:30 801: 1:30 - 4:30
22	23	24 Laurelton Fire Dept 801: 9:30 - 12:30 801: 1:30 - 4:30 101: 5:30 - 8:30	25 Training Service Center <u>OR</u> City Library 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30 (TSC only)	26 Penfield Volunteer Amb 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	27	28 Training Service Center 101/801: 9:30 - 12:30 101/801: 1:30 - 4:30
29	30					

October

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
6		1 Training Service Center <u>OR</u> Perinton Comm Ctr 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	2	3 Chili Town Hall 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	4	5 Training Service Center 101/801: 9:30 - 12:30 101/801: 1:30 - 4:30
6	7	8 Training Service Center 801: 9:30 - 12:30 801: 1:30 - 4:30 101: 5:30 - 8:30	9	10	11 Voter Registration Deadline - General Election	12 Training Service Center 801: 9:30 - 12:30 801: 1:30 - 4:30
13	14 Columbus Day	15 Training Service Center <u>OR</u> Webster Village MH 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	16	17 Training Service Center <u>OR</u> Laurelton Fire Dept 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	18	19 Training Service Center 101/801: 9:30 - 12:30 101/801: 1:30 - 4:30
20 Training Service Center 301: 9:30 - 12:30 301: 1:30 - 4:30	21	22 Training Service Center <u>OR</u> Edgerton Rec Center 801: 9:30 - 12:30 801: 1:30 - 4:30 101: 5:30 - 8:30	23 Training Service Center 301: 9:30 - 12:30 301: 1:30 - 4:30 301: 5:30 - 8:30	24 Training Service Center <u>OR</u> N Greece Church of Christ 801: 9:30 - 12:30 801: 1:30 - 4:30 801: 5:30 - 8:30	25 Training Service Center 301: 9:30 - 12:30 301: 1:30 - 4:30	26 EARLY VOTING 9 am - 2 pm
27 EARLY VOTING 1 pm-6 pm	28 EARLY VOTING 7 am-3 pm	29 EARLY VOTING 12 pm-8 pm	30 EARLY VOTING 12 pm-8 pm	31 EARLY VOTING 7 am-3 pm		

November

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
3					1 EARLY VOTING 7 am-3 pm	2 EARLY VOTING 1 pm-6 pm
3 EARLY VOTING 9 am-2 pm	4	5 General Election 6 am - 9 pm	6	7		

TRAINING COURSE INFORMATION

- ✓ Requirements for being a Poll Worker: 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 Coordinators schedule Poll Workers in each Town or Legislative District in the City.
- **If you are not placed by your area Coordinator, and are flexible and willing to work where needed, please call the Election Training Team and ask about open placements.**
- Poll Workers, who successfully complete training class, pass the exam and work 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.

RESERVATIONS ARE REQUIRED FOR ALL CLASSES

There is a maximum allowance of 30 Poll Workers for each class.

Voicemails in regards to training reservations will NOT be honored.

REQUIRED COURSE DESCRIPTIONS

101-BRAND NEW Poll Worker Training
(Includes Spanish Interpreters)

801-EXPERIENCED Poll Worker Training
(801 Includes Site Chairs and Veteran Inspectors)

Required courses are 3 hours minimum.

Classes may exceed the allotted time when necessary.

You **must** attend the full training class and take the exam given at the **end of the class**.

OPTIONAL COURSE DESCRIPTIONS

301 HANDS-ON Experience: Poll Pad and Image Cast Voting Machines

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

304 SPECIAL Review/Make-Up

This one-hour course offers Poll Workers a review of training material and a make-up exam. The prerequisite for this course is a 101 or 801.

NOTE: You MUST attend a 101 or 801 and pass an exam in order to serve as a Poll Worker.

All Poll Worker information is posted online at www.monroecounty.gov/elections