

To make a class reservation:

Call 753-1550

Be prepared to give your name, address, phone number and whether you have served as an inspector before.

Please note:

1. All classes are on a first come, first serve basis; classes may fill quickly.
2. Please be prepared to have a second choice for class date and time.
3. The Board of Elections reserves the right to cancel, combine, or create classes due to attendance.
4. The Board of Elections reserves the right to deny admissions into classes if applicant does not meet course requirements.

Please NOTE: You will NOT be contacted by the Board of Elections to confirm your class reservation



Monroe County Board of Elections

2006 Training Guide

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COMMISSIONER

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Training Course Information

- ❖ Please bring a pencil or pen to all classes. Please be alert and well rested; an exam will be given at the end of all classes.
- ❖ Hands-on classes will have a maximum of 28 participants.
- ❖ Seminar classes will have a maximum of 80 participants.
- ❖ Credit for completing a class is given **ONLY** after taking the exam.
- ❖ Participants who do not successfully pass the exam will be informed by mail and asked to take additional training.
- ❖ In order to serve, an inspector must pass an exam prior to Election Day.

REQUIRED CLASSES

Inspectors must complete EITHER **BOE 101** or **BOE 201**

BOE 101 – New Inspector Training

3 hours, Hands-On Training

Introduction to election processes and procedures.

Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

OR
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BOE 201 – Veteran Inspector Training

2 hours, Seminar Training, Various Locations

Review of election processes and procedures.

Requirements: must have served as an inspector within the last two years and meet all qualifications for BOE 101.

Training Course Information (continued)

OPTIONAL COURSES

Reserve a place in these courses for additional information or review. **You MUST attend a course if requested by the Commissioners.**

BOE 301 – Affidavit Ballots, Court Orders, Emergency Ballots

45 minutes, Hands-On Training; Board of Elections Service Center

Review of affidavit ballot, court orders and emergency ballot

procedures. Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

BOE 304 – Special Review Training

**** By special invitation ONLY ****

1.5 hours, Hands-On Training; Board of Elections Service Center

Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

BOE 401 – Chairperson Training

45 minutes, Seminar Training; Board of Elections Service Center

Review the role, duties and responsibilities of Chairpersons.

Requirements: Must have been a Chairperson within the last calendar year or will be a Chairperson in the upcoming year.

BOE 501 – Coordinator Training (ONLY for Coordinators)

3 hours (with break), Seminar Training

Review the role, duties and responsibilities of

Coordinators.

Requirements: **Must be an appointed coordinator.**

Pay

The Board of Elections can not guarantee you will be working on an election day. Coordinators schedule inspectors in each town or legislative district in the City. Inspectors who successfully complete the exam will be paid \$25 after the General Election. There is no pay for attending Optional Classes.

Date	Day	Time	Location
BOE 101: New Inspector Training			
Aug 1	Tue	6:00-9:00	Eastridge High School
Aug 17	Thu	6:00-9:00	Fairport Potter Memorial
Aug 19	Sat	4:00-7:00	Service Center
Aug 29	Tue	1:00-4:00	Rundel Libr
Aug 30	Wed	6:00-9:00	Chili Town Hall
Sep 5	Tue	9:00-12:00	Service Center
Sep 21	Thu	6:00-9:00	King's Bend Park
Sep 26	Tue	6:00-9:00	Webster Village Comm Room
Oct 9	Mon	6:00-9:00	West Irondequoit High School
Oct 10	Tue	6:00-9:00	Sweden Town Hall
Oct 14	Sat	3:00-6:00	Service Center
Oct 17	Tue	12:00-3:00	Perfield Community Center
Oct 18	Wed	6:00-9:00	Perfield Community Center
Oct 19	Thu	12:00-3:00	Rundel Library Auditorium
Oct 24	Tue	6:00-9:00	Greece Town Hall
Oct 25	Wed	12:00-3:00	Greece Town Hall
Nov 4	Sat	12:00-3:00	Service Center
BOE 201: Veteran Inspector Training			
Jul 25	Tue	12:00-2:00	Greece Town Hall
Jul 25	Tue	3:00-5:00	Greece Town Hall
Jul 25	Tue	6:00-8:00	Greece Town Hall
Jul 26	Wed	12:00-2:00	Greece Town Hall
Jul 26	Wed	3:00-5:00	Greece Town Hall
Jul 26	Wed	6:00-8:00	Greece Town Hall
Jul 31	Mon	12:00-2:00	Eastridge High School
Jul 31	Mon	3:00-5:00	Eastridge High School
Jul 31	Mon	6:00-8:00	Eastridge High School
Aug 1	Tue	12:00-2:00	Eastridge High School
Aug 1	Tue	3:00-5:00	Eastridge High School
Aug 8	Tue	9:30-11:30	City Library: Gleason Aud
Aug 8	Tue	12:30-2:30	City Library: Gleason Aud
Aug 8	Tue	3:30-5:30	City Library: Gleason Aud
Aug 16	Wed	12:00-2:00	Perinton Comm Center
Aug 16	Wed	3:00-5:00	Perinton Comm Center
Aug 16	Wed	6:00-8:00	Perinton Comm Center
Aug 17	Thu	12:00-2:00	Fairport Potter Memorial
Aug 17	Thu	3:00-5:00	Fairport Potter Memorial
Aug 22	Tue	12:00-2:00	Edgerton Community Center
Aug 22	Tue	3:00-5:00	Edgerton Community Center
Aug 22	Tue	6:00-8:00	Edgerton Community Center
Aug 23	Wed	12:00-2:00	Carter Street Rec Center
Aug 23	Wed	3:00-5:00	Carter Street Rec Center
Aug 23	Wed	6:00-8:00	Carter Street Rec Center
Aug 29	Tue	10:00-12:00	City Library: Rundel Aud
Aug 30	Wed	12:00-2:00	Chili Town Hall
Aug 30	Wed	3:00-5:00	Chili Town Hall
Aug 31	Thu	12:00-2:00	Chili Town Hall
Aug 31	Thu	3:00-5:00	Chili Town Hall
Aug 31	Thu	6:00-8:00	Chili Town Hall
Sep 21	Thu	12:00-2:00	Pittsford King's Bend Park
Sep 21	Thu	3:00-5:00	Pittsford King's Bend Park
Sep 22	Fri	12:00-2:00	Pittsford King's Bend Park
Sep 22	Fri	3:00-5:00	Pittsford King's Bend Park
Sep 26	Tue	12:00-2:00	Webster Village Comm Rm
Sep 26	Tue	3:00-5:00	Webster Village Comm Rm
Sep 27	Wed	12:00-2:00	Webster Village Comm Rm
Sep 27	Wed	3:00-5:00	Webster Village Comm Rm
Sep 27	Wed	6:00-8:00	Webster Village Comm Rm
BOE 201: Veteran Inspector Training			
Oct 3	Tue	12:00-2:00	ER Lodge
Oct 3	Tue	3:00-5:00	ER Lodge
Oct 3	Tue	6:00-8:00	ER Lodge
Oct 4	Wed	10:00-12:00	City Library
Oct 4	Wed	1:00-3:00	City Library
Oct 5	Thu	12:00-2:00	Rush Town Hall
Oct 5	Thu	3:00-5:00	Rush Town Hall
Oct 5	Thu	6:00-8:00	Rush Town Hall
Oct 9	Mon	3:00-5:00	West Irondequoit High School
Oct 10	Tue	12:00-2:00	Sweden Town Hall
Oct 10	Tue	3:00-5:00	Sweden Town Hall
Oct 11	Wed	3:00-5:00	Gates Town Hall
Oct 11	Wed	6:00-8:00	Gates Town Hall
Oct 14	Sat	9:00-11:00	Service Center
Oct 16	Mon	12:00-2:00	Ogden Town Hall
Oct 16	Mon	3:00-5:00	Ogden Town Hall
Oct 16	Mon	6:00-8:00	Ogden Town Hall
Oct 17	Tue	4:00-6:00	Perfield Community Center
Oct 17	Tue	7:00-9:00	Perfield Community Center
Oct 18	Wed	12:00-2:00	Perfield Community Center
Oct 18	Wed	3:00-5:00	Perfield Community Center
Oct 19	Thu	4:00-6:00	City Library: Rundel Aud
Oct 19	Thu	7:00-9:00	City Library: Rundel Aud
Oct 24	Tue	12:00-2:00	Greece Town Hall
Oct 24	Tue	3:00-5:00	Greece Town Hall
Oct 25	Wed	4:00-6:00	Greece Town Hall
Oct 25	Wed	7:00-9:00	Greece Town Hall
Oct 27	Fri	12:00-2:00	Parma Town Hall
Oct 27	Fri	3:00-5:00	Parma Town Hall
Nov 4	Sat	9:00-11:00	Service Center
BOE 301: Affidavit Bailoffs, Court Orders, Emergency Bailoffs			
Aug 19	Sat	1:00-1:45	Service Center
Aug 19	Sat	2:15-3:00	Service Center
Oct 14	Sat	12:00-12:45	Service Center
Oct 14	Sat	1:15-2:00	Service Center
Oct 28	Sat	12:30-1:15	City Library: Rundel Aud
BOE 304: Special Review Training			
Sep 5	Tue	1:00-4:00	Service Center
Oct 28	Sat	2:00-5:00	City Library: Rundel Aud
BOE 401: Chairperson Training			
Oct 5	Thu	10:30-11:15	Rush Town Hall
Oct 9	Mon	1:30-2:15	West Irondequoit High School
Oct 16	Mon	10:30-11:15	Ogden Town Hall
Oct 18	Wed	10:30-11:15	Perfield Community Center
Oct 24	Tue	10:30-11:15	Greece Town Hall
BOE 501: Coordinator Training			
Aug 5	Sat	9:00-12:00	Service Center
Aug 5	Sat	1:00-4:00	Service Center
Aug 19	Sat	9:00-12:00	Service Center
Oct 28	Sat	9:00-12:00	City Library: Rundel Aud

Dear Inspector:

This Training Guide lists the classes we are offering in 2006 and the dates and times the classes will be held. In conformance with State Law, **ALL Inspectors MUST attend a training class before they may serve at the polling site. Reservations are required for ALL training classes.**

There is a maximum allowance of **80** inspectors per seminar class (veteran inspectors) and **28** for hands-on classes (new inspectors). Reservations are on a first come, first serve basis (we recommend you think of TWO dates before you call).

Please call 753-1550 to make a reservation.

If you call, your class reservation may be handled by any Board of Elections employee. Please be patient: reservations might take 3 or 4 minutes. Please **DO NOT** call Peter or Nancy to make class reservations; voice mail reservations will NOT be honored.

While attending training does not guarantee that you will be working on Election Day, it does make it more likely that your coordinator will schedule you to work. *Please call your coordinator to see if you will likely be working.*

Primary Election Day is Tuesday, September 12th. Polling locations will be open from 12:00 P.M. to 9:00 P.M. Election Inspectors must report at their assigned location at 11:30 A.M. **Scheduling for the Primary Election will occur in late July and August.**

General Election Day is Tuesday, November 7th. All polling locations will be open from 6:00 A.M. to 9:00 P.M. Election Inspectors must report at their assigned location at 5:30 A.M. **Scheduling for the General Election will occur by late October.**

