

TO MAKE A RESERVATION

Call 753-1550

Be prepared to give your name, address, phone number and whether you have served as an 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 a second choice for class date and time. The Board of Elections reserves the right to cancel or combine classes due to attendance.

The Board of Elections reserves the right to deny admissions into classes if applicant does not meet course requirements.



**Monroe County Board of Elections
2009 Training Guide
For Veteran Election Inspectors**

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

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COMMISSIONER
DOUGLAS E. FRENCH
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Dear Inspector:

This Training Guide lists the classes offered in 2009 and the dates and times the classes will be held. In conformance with State Law, ALL Inspectors MUST attend training each year. Reservations are required for ALL training classes.

There is a maximum allowance of 80 inspectors per seminar class and 28 for hands-on classes. Reservations are on a first come, first serve basis (we recommend you think of TWWO 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 Maureen 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 15th where Primaries are necessary. Polling locations will be open from 12:00 P.M. to 9:00 P.M. Election Inspectors must report to their assigned location at 11:30 A.M. **Scheduling for the Primary Election will occur in late July and August. Please call your Coordinator if you are not contacted.**

General Election Day is Tuesday, November 3rd. All polling locations will be open from 6:00 A.M. to 9:00 P.M. Election Inspectors must report to their assigned location at 5:30 A.M. **Scheduling for the General Election will occur by late October. Please call your Coordinator if you are not contacted.**

Training Course Information

- ❖ Requirements for being an election inspector: *must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.*
- ❖ 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.
- ❖ Seminar classes will have a maximum of 80 participants.
- ❖ Hands-on classes will have a maximum of 28 participants.
- ❖ Credit for completing a class is given **ONLY** after taking the exam.
- ❖ Participants who do not 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.

BMD ONLINE TRAINING **(September –October 2009)**

The Board of Elections is offering online BMD training starting in late August/early September 2009. Go to Monroecounty.gov, click the Board of Elections section and look for "Online Training." **You may need to enter your ID number** found on the cover of this Training Brochure and follow the instructions.

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 if they work the Primary or General Elections. There is no pay for attending Optional Classes.

Date	Day	Time	Location
BOE 201: Veteran Inspector Training			
Sep 2	Wed	9:00-12:00	Perinton Community Center
Sep 2	Wed	1:00-4:00	Perinton Community Center
Sep 2	Wed	5:00-8:00	Perinton Community Center
Sep 3	Thu	9:00-12:00	Perinton Community Center
Sep 8	Tue	9:00-12:00	Edgerton Rec Center
Sep 8	Tue	1:00-4:00	Edgerton Rec Center
Sep 8	Tue	5:00-8:00	Edgerton Rec Center
Sep 12	Sat	9:00-12:00	Training Service Center
Sep 19	Sat	9:00-12:00	Training Service Center
Sep 19	Sat	1:00-4:00	Training Service Center
Sep 19	Sat	5:00-8:00	Training Service Center
Sep 21	Mon	9:00-12:00	City Library Gleason Auld
Sep 21	Mon	1:00-4:00	City Library Gleason Auld
Sep 21	Mon	5:00-8:00	City Library Gleason Auld
Sep 22	Tue	9:00-12:00	Webster Village Community Room
Sep 22	Tue	1:00-4:00	Webster Village Community Room
Sep 22	Tue	5:00-8:00	Webster Village Community Room
Sep 23	Wed	9:00-12:00	Webster Village Community Room
Sep 23	Wed	1:00-4:00	Webster Village Community Room
Sep 26	Sat	9:00-12:00	Training Service Center
Sep 26	Sat	1:00-4:00	Training Service Center
Sep 26	Sat	5:00-8:00	Training Service Center
Sep 28	Mon	9:00-12:00	City Library Gleason Auld
Sep 28	Mon	1:00-4:00	City Library Gleason Auld
Oct 1	Thu	9:00-12:00	City Library Gleason Auld
Oct 1	Thu	1:00-4:00	City Library Gleason Auld
Oct 3	Sat	9:00-12:00	Training Service Center
Oct 3	Sat	1:00-4:00	Training Service Center
Oct 5	Mon	9:00-12:00	Gates Town Hall
Oct 5	Mon	1:00-4:00	Gates Town Hall
Oct 5	Mon	9:00-12:00	Training Service Center
Oct 5	Mon	1:00-4:00	Training Service Center
Oct 6	Tue	9:00-12:00	St. Stanislaus Auld
Oct 6	Tue	1:00-4:00	St. Stanislaus Auld
Oct 10	Sat	9:00-12:00	Training Service Center
Oct 10	Sat	1:00-4:00	Training Service Center
Oct 12	Mon	9:00-12:00	Irondequoit High School
Oct 12	Mon	10:30-1:30	Training Service Center
Oct 12	Mon	1:00-4:00	Irondequoit High School
BOE 201: Veteran Inspector Training			
Oct 13	Tue	9:00-12:00	G Simmons Counseling Center
Oct 13	Tue	1:00-4:00	G Simmons Counseling Center
Oct 15	Thu	9:00-12:00	Chili Town Hall
Oct 15	Thu	1:00-4:00	Chili Town Hall
Oct 16	Fri	9:00-12:00	East Rochester Senior Center
Oct 16	Fri	1:00-4:00	East Rochester Senior Center
Oct 17	Sat	9:00-12:00	Training Service Center
Oct 19	Mon	9:00-12:00	Ogden Town Hall
Oct 19	Mon	1:00-4:00	Ogden Town Hall
Oct 21	Wed	9:00-12:00	Greece Town Hall
Oct 21	Wed	9:00-12:00	Training Service Center
Oct 22	Thu	10:30-1:30	Greece Town Hall
Oct 22	Thu	10:30-1:30	Training Service Center
Oct 22	Thu	2:30-5:30	Greece Town Hall
Oct 22	Thu	2:30-5:30	Training Service Center
Oct 26	Mon	2:00-5:00	City Library Gleason Auld
Oct 26	Mon	2:00-5:00	Training Service Center
Oct 26	Mon	6:00-9:00	City Library Gleason Auld
Oct 27	Tue	10:00-1:00	Pearfield Holy Spirit Church
Oct 27	Tue	2:00-5:00	Pearfield Holy Spirit Church
Oct 27	Tue	2:00-5:00	Training Service Center
Oct 27	Tue	6:00-9:00	Pearfield Holy Spirit Church
Oct 31	Sat	10:00-1:00	Training Service Center
BOE 301: Affidavit Ballots, Court Orders, Emergency Ballots			
Oct 22	Thu	9:00-9:45	Greece Town Hall
Oct 22	Thu	9:00-9:45	Training Service Center
Oct 26	Mon	9:00-9:45	City Library Gleason Auld
Oct 28	Wed	9:00-9:45	Training Service Center
BOE 304: Special Review Training			
Sep 1	Tue	10:30-11:30	Training Service Center
Oct 28	Wed	1:00-2:00	Training Service Center
Oct 28	Wed	3:00-4:00	Training Service Center
BOE 401: Chairperson Training			
Sep 1	Tue	9:00-9:45	Training Service Center
Oct 12	Mon	9:00-9:45	Training Service Center
Oct 15	Thu	5:00-5:45	Chili Town Hall
Oct 17	Sat	1:00-1:45	Training Service Center
Oct 27	Tue	9:00-9:45	Pearfield Holy Spirit Church
Oct 28	Wed	10:30-11:15	Training Service Center

REQUIRED CLASS

Veteran Inspectors MUST complete BOE 201

BOE 201 – Veteran Inspector Training

3 hours, Seminar Training, Various Locations

Review of election processes and procedures.

Requirements: must have worked as an inspector within the last two years

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 Training and Service Center
Review of affidavit ballot, court orders and emergency ballot procedures.

BOE 304 – Special Review Training

****By special invitation ONLY****
1 hour, Hands-On Training; Board of Elections Training and Service Center

BOE 401 – Chairperson Training

45 minutes, Seminar Training; Board of Elections Training and Service Center
Review the role, duties and responsibilities of Chairpersons.

BOE 601 – The Essentials of the BMD

Rotating 1 hour class; lab type training; various locations

Hands-On, self guided review of the Ballot Marking Device

601: Essentials of the BMD Training Schedule			
Sep 12	Sat	2:00-3:00	Training Service Center
Oct 5	Mon	5:00-7:00	Gates Town Hall
Oct 5	Mon	5:00-7:00	Training Service Center
Oct 15	Thu	6:30-8:30	Chili Town Hall
Oct 16	Fri	5:00-6:00	East Rochester Senior Center
Oct 19	Mon	4:00-6:00	Training Service Center
Oct 28	Wed	12:00-4:00	Training Service Center

September

		1 Training Service Center 401: 9:00-9:45 304: 10:30-11:30 307: 12:30-2:30	2 Perinton Comm Center 201: 9:00-12:00 201: 1:00-4:00 201: 5:00-8:00	3 Perinton Comm Center 201: 9:00-12:00	4	5
6	7	8 City Edgerton 201: 9:00-12:00 201: 1:00-4:00 201: 5:00-8:00	9	10	11	12 Training Service Center 201: 9:00-12:00 <hr/> 107:9:00-1:00 601: 2:00-3:00
13	14	15 Primary Day	16	17	18	19 Training Service Center 201: 9:00-12:00 201: 1:00-4:00 201: 5:00-8:00
20	21 City Library Gleason Aud 201: 9:00-12:00 201: 1:00-4:00 201: 5:00-8:00	22 Webster Village Comm Rm 201: 9:00-12:00 201: 1:00-4:00 201: 5:00-8:00	23 Webster Village Comm Rm 201: 9:00-12:00 201: 1:00-4:00	24	25	26 Training Service Center 201: 9:00-12:00 201: 1:00-4:00 201: 5:00-8:00
27	28 City Library Gleason Aud 201: 9:00-12:00 201: 1:00-4:00	29	30			

October

				1 City Library Gleason Aud 201: 9:00-12:00 201: 1:00-4:00	2	3 Training Service Center 201: 9:00-12:00 201: 1:00-4:00
4 Gates Town Hall 201: 9:00-12:00 201: 1:00-4:00 601: 5:00-7:00 <hr/> TSC: Same	5	6 St Stanislaus Aud 201: 9:00-12:00 201: 1:00-4:00	7	8	9	10 Training Service Center 201: 9:00-12:00 201: 1:00-4:00
11 Irondequoit High School 201: 9:00-12:00 201: 1:00-4:00 <hr/> Training Service Center 401: 9:00-9:45 201: 10:30-1:30	12	13 22nd LD G Simmons Counseling Center 201: 9:00-12:00 201: 1:00-4:00	14	15 Chili Town Hall 201: 9:00-12:00 201: 1:00-4:00 401: 5:00-5:45 601: 6:30-8:30	16 ER Senior Center 201: 9:00-12:00 201: 1:00-4:00 601: 5:00-6:00	17 Training Service Center 201: 9:00-12:00 401: 1:00-1:45 <hr/> 107: 2:00-6:00
18 Ogden Town Hall 201: 9:00-12:00 201: 1:00-4:00 <hr/> TSC: 601: 4:00-6:00	19	20 Training Service Center 107: 12:00-4:00 107: 5:00-9:00	21 Greece Town Hall 201: 9:00-12:00 <hr/> Training Service Center 201: 9:00-12:00	22 Greece Town Hall 301: 9:00-9:45 201: 10:30-1:30 201: 2:30-5:30 <hr/> TSC: Same	23	24
25 City Library Gleason Aud 301: 9:00-9:45 307: 11:00-1:00 201: 2:00-5:00 201: 6:00-9:00 <hr/> TSC: 201: 2:00-5:00	26 Penfield Holy Spirit Church 401: 9:00-9:45 201: 10:00-1:00 201: 2:00-5:00 201: 6:00-9:00 <hr/> TSC: 201: 2:00-5:00	27	28 Training Service Center 301: 9:00-9:45 401: 10:30-11:15 601: 12:00-4:00 <hr/> 304: 1:00-2:00 304: 3:00-4:00	29	30	31 Training Service Center 201: 10:00-1:00 <hr/> Training Service Center 107/307: 2:00-6:00

November

1	2	3 General Election	4	5	6	7
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Classes: 101: New Inspector; 201: Veteran Inspectors; 304: Special Review Training; 107: PLAN A CLASSES; 301: Affidavit, Emergency Ballots & Court Orders; 307: SPECIAL REVIEW TRAINING PLAN A; 401: Chairperson Training; 501: Coordinator Training; 601: The Essentials of the BMD (Lab Class - no reservation required)

Training Locations (alphabetical)

- Board of Elections Training Service Center (TSC)
- Chili Town Hall
- City Library Gleason Auditorium
- East Rochester, Senior Center
- Edgerton Recreation Center
- Gates Town Hall
- George Simmons Counseling Support Center
- Greece Town Hall
- Irondequoit, Eastridge High School
- Irondequoit High School (West Irondequoit)
- Ogden Town Hall
- Penfield Holy Spirit Church
- Penfield Volunteer Ambulance
- Perinton Community Center
- St. Stanislaus Auditorium
- Sweden Town Hall
- Webster Village Community Room

- 2595 Brighton Henrietta Town Line Rd
- 3333 Chili Ave
- 114 South Ave (Bausch & Lomb Bldg)
- 120 West Commercial Street
- 41 Backus St, Stardust Ballroom
- 1605 Buffalo Rd
- 585 Joseph Ave
- 1 Vince Tofany Blvd, Eastman Room
- 2350 E. Ridge Rd, Cafertiera D
- 260 Cooper Rd
- 269 Ogden Center Rd
- 1355 Hatch Rd
- 1585 Jackson Rd
- 1350 Turk Hill Rd, Room 208B
- 34 Sanislaus Street
- 18 State St, Brockport
- 29 South Ave, Webster

Training locations (alphabetical)