



Monroe County Board of Elections

2010 Training Guide

For Election Inspectors

Peter M. Quinn
Commissioner

Douglas E. French
Deputy

Peter Elder (753-1523)
Republican Election
Inspector Coordinator
pelder@monroecounty.gov

Thomas F. Ferrarese
Commissioner

Colleen Anderson
Deputy

Linda Cummings (753-1555)
City Democratic
Election Inspector Coordinator
LCummings@monroecounty.gov

Abigail Rowe (753-1539)
Towns Democratic
Election Inspector Coordinator
ARowe@monroecounty.gov

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

(585) 753-1550 www.monroecounty.gov

Inspector ID Number: _____
Your Coordinator: _____
Coordinator's Phone Number: _____

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.

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 required classes.
- ❖ 101 Hands-on classes will have a normal maximum of 24 participants. All other classes will have a normal maximum of 40 participants.
- ❖ Credit for completing a class is given ONLY after passing 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 General Election Day.

REQUIRED CLASS

ALL Inspectors **MUST** complete
BOE 101

BOE 101 – Inspector

Training

3 hours, Hands-On Training,
Various Locations

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.

ONLINE TRAINING

The Board of Elections is offering online review starting in mid-September. 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.

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; Training and Service Center

Review of affidavit ballot, court order and emergency ballot procedures.

BOE 304 – Special Review Training

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

1 hour, Seminar Training; Board of Elections Training and Service Center

BOE 401 – Site Chair Training (NEW)

2 hours, Hands-on Training; Board of Elections Training and Service Center

Review the role, duties and responsibilities of Site Chairs.

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

From the Monroe County Board of Elections

This Training Guide lists the classes offered in 2010 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 **24** inspectors per hands-on class. Reservations are on a first come, first serve basis (we recommend you think of TWO dates before you call).

Please call 753-1550

When 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, Abby or Linda 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 14th 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 2nd. 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.**

2010 Inspector Training Schedule Listing (please also see calendar)

Date	Class/Time	Class/Location	Date	Class/Time	Class/Location	Date	Class/Time	Class/Location	Date	Class/Time	Class/Location
101 Classes: All Inspectors			101 Classes: All Inspectors			101 Classes: All Inspectors			301 Classes: Special Procedures, Affidavit Ballots and Court Orders		
Aug 5	9:30-12:30	Penfield Volunteer Ambulance	Sep 8	9:30-12:30	City Edgerton	Oct 11	5:30-8:30	Training Service Center	Sep 1	12:30-1:15	Training Service Center
Aug 5	1:30-4:30	Penfield Volunteer Ambulance	Sep 8	1:30-4:30	City Edgerton	Oct 12	9:30-12:30	G Simmons Counseling Center	Oct 21	12:00-12:45	Greece Barnard Exempt
Aug 5	5:30-8:30	Penfield Volunteer Ambulance	Sep 8	5:30-8:30	City Edgerton	Oct 12	9:30-12:30	Training Service Center	Oct 25	12:00-12:45	City Library Gleason Auditorium
Aug 7	9:30-12:30	Training Service Center	Sep 11	9:30-12:30	Training Service Center	Oct 12	1:30-4:30	G Simmons Counseling Center	Oct 27	12:00-12:45	Training Service Center
Aug 7	1:30-4:30	Training Service Center	Sep 11	9:30-12:30	Training Service Center	Oct 12	1:30-4:30	Training Service Center			
Aug 9	9:30-12:30	City Library Gleason Auditorium	Sep 11	1:30-4:30	Training Service Center	Oct 13	9:30-12:30	Chili Town Hall	304 Classes: Special Review Classes		
Aug 9	1:30-4:30	City Library Gleason Auditorium	Sep 16	9:30-12:30	City Library Gleason Auditorium	Oct 13	1:30-4:30	Chili Town Hall	Sep 1	10:30-11:30	Training Service Center
Aug 10	9:30-12:30	Irondequoit Middle School	Sep 16	1:30-4:30	City Library Gleason Auditorium	Oct 13	9:30-12:30	Training Service Center	Oct 27	1:00-2:00	Training Service Center
Aug 10	1:30-4:30	Irondequoit Middle School	Sep 16	5:30-8:30	City Library Gleason Auditorium	Oct 13	5:30-8:30	Chili Town Hall	Oct 27	3:00-4:00	Training Service Center
Aug 10	5:30-8:30	Irondequoit Middle School	Sep 18	9:30-12:30	Training Service Center	Oct 13	1:30-4:30	Training Service Center			
Aug 11	9:30-12:30	Irondequoit Middle School	Sep 18	9:30-12:30	Training Service Center	Oct 13	5:30-8:30	Training Service Center	401 Classes: Site Chair Training		
Aug 11	9:30-12:30	Training Service Center	Sep 18	1:30-4:30	Training Service Center	Oct 14	9:30-12:30	City Library Gleason Auditorium	Sep 8	1:30-3:30	Training Service Center
Aug 11	1:30-4:30	Irondequoit Middle School	Sep 18	1:30-4:30	Training Service Center	Oct 14	1:30-4:30	City Library Gleason Auditorium	Sep 8	4:30-6:30	Training Service Center
Aug 11	1:30-4:30	Training Service Center	Sep 21	9:30-12:30	Webster Village Meeting Hall	Oct 15	9:30-12:30	East Rochester Senior Center	Oct 16	1:30-3:30	Training Service Center
Aug 18	9:30-12:30	Chili Town Hall	Sep 21	1:30-4:30	Webster Village Meeting Hall	Oct 15	9:30-12:30	Training Service Center	Oct 16	4:30-6:30	Training Service Center
Aug 18	1:30-4:30	Chili Town Hall	Sep 21	5:30-8:30	Webster Village Meeting Hall	Oct 15	1:30-4:30	East Rochester Senior Center	Oct 27	9:30-11:30	Training Service Center
Aug 18	5:30-8:30	Chili Town Hall	Sep 22	9:30-12:30	Webster Village Meeting Hall	Oct 15	1:30-4:30	Training Service Center	Oct 29	9:30-11:30	Training Service Center
Aug 19	9:30-12:30	Chili Town Hall	Sep 22	9:30-12:30	Training Service Center	Oct 16	9:30-12:30	Training Service Center	Oct 29	12:30-2:30	Training Service Center
Aug 19	1:30-4:30	Chili Town Hall	Sep 22	1:30-4:30	Webster Village Meeting Hall	Oct 16	9:30-12:30	Training Service Center	Oct 29	3:30-5:30	Training Service Center
Aug 19	9:30-12:30	Training Service Center	Sep 22	1:30-4:30	Training Service Center	Oct 16	1:30-4:30	Training Service Center	Oct 30	5:30-7:30	Training Service Center
Aug 19	1:30-4:30	Training Service Center	Sep 27	9:30-12:30	City Library Gleason Auditorium	Oct 18	9:30-12:30	Ogden Town Hall	Oct 30	5:30-7:30	Training Service Center
Aug 21	9:30-12:30	Training Service Center	Sep 27	1:30-4:30	City Library Gleason Auditorium	Oct 18	1:30-4:30	Ogden Town Hall			
Aug 21	9:30-12:30	Training Service Center	Sep 28	9:30-12:30	Training Service Center	Oct 19	9:30-12:30	Training Service Center	501 Classes: Coordinator Training		
Aug 21	1:30-4:30	Training Service Center	Sep 28	1:30-4:30	Training Service Center	Oct 19	1:30-4:30	Training Service Center	July 31	9:00-1:30	Training Service Center
Aug 21	1:30-4:30	Training Service Center	Sep 28	5:30-8:30	Training Service Center	Oct 19	1:30-4:30	Training Service Center	July 31	2:30-7:00	Training Service Center
Aug 23	9:30-12:30	Greece Town Hall	Sep 30	9:30-12:30	City Library Gleason Auditorium	Oct 19	5:30-8:30	Training Service Center	Aug 17	9:00-1:30	Training Service Center
Aug 23	1:30-4:30	Greece Town Hall	Sep 30	1:30-4:30	City Library Gleason Auditorium	Oct 20	9:30-12:30	Greece Barnard Exempt	Aug 17	2:30-7:00	Training Service Center
Aug 23	5:30-8:30	Greece Town Hall	Oct 2	9:30-12:30	Training Service Center	Oct 20	1:30-4:30	Greece Barnard Exempt			
Aug 24	9:30-12:30	Greece Town Hall	Oct 2	1:30-4:30	Training Service Center	Oct 21	1:30-4:30	Greece Barnard Exempt	601 Classes: Essentials of the IC-2 (BMD)		
Aug 24	9:30-12:30	Training Service Center	Oct 2	9:30-12:30	Training Service Center	Oct 21	1:30-4:30	Training Service Center	Aug 11	6:00-8:00	Irondequoit Middle School
Aug 24	1:30-4:30	Greece Town Hall	Oct 2	1:30-4:30	Training Service Center	Oct 21	5:30-8:30	Greece Barnard Exempt	Aug 11	6:00-8:00	Training Service Center
Aug 24	1:30-4:30	Training Service Center	Oct 6	9:30-12:30	St Stanislaus Auditorium	Oct 21	5:30-8:30	Training Service Center	Aug 19	6:00-8:00	Chili Town Hall
Aug 25	9:30-12:30	Sweden Town Hall	Oct 6	9:30-12:30	City Library Gleason Auditorium	Oct 25	1:30-4:30	City Library Gleason Auditorium	Aug 19	6:00-8:00	Training Service Center
Aug 25	1:30-4:30	Sweden Town Hall	Oct 6	1:30-4:30	St Stanislaus Auditorium	Oct 25	1:30-4:30	Training Service Center	Aug 24	6:00-8:00	Greece Town Hall
Aug 25	5:30-8:30	Sweden Town Hall	Oct 6	1:30-4:30	City Library Gleason Auditorium	Oct 25	5:30-8:30	City Library Gleason Auditorium	Aug 24	6:00-8:00	Training Service Center
Aug 28	9:30-12:30	Training Service Center	Oct 7	9:30-12:30	Gates Town Hall	Oct 25	5:30-8:30	Training Service Center	Aug 31	6:00-8:00	Perinton Community Center
Aug 28	9:30-12:30	Training Service Center	Oct 7	9:30-12:30	Training Service Center	Oct 26	9:30-12:30	Penfield Holy Spirit Church	Oct 11	2:00-4:00	Training Service Center
Aug 28	1:30-4:30	Training Service Center	Oct 7	1:30-4:30	Gates Town Hall	Oct 26	1:30-4:30	Penfield Holy Spirit Church	Sep 22	6:00-8:00	Webster Village Meeting Hall
Aug 28	1:30-4:30	Training Service Center	Oct 7	1:30-4:30	Training Service Center	Oct 26	1:30-4:30	Training Service Center	Sep 22	6:00-8:00	Training Service Center
Aug 30	9:30-12:30	Perinton Community Center	Oct 9	9:30-12:30	Training Service Center	Oct 26	5:30-8:30	Penfield Holy Spirit Church	Sep 27	6:00-8:00	City Library Gleason Auditorium
Aug 30	1:30-4:30	Perinton Community Center	Oct 9	9:30-12:30	Training Service Center	Oct 26	5:30-8:30	Training Service Center	Sep 30	6:00-8:00	City Library Gleason Auditorium
Aug 30	5:30-8:30	Perinton Community Center	Oct 9	1:30-4:30	Training Service Center	Oct 27	1:30-4:30	Training Service Center	Oct 7	6:00-8:00	Gates Town Hall
Aug 31	9:30-12:30	Perinton Community Center	Oct 9	1:30-4:30	Training Service Center	Oct 30	9:30-12:30	Training Service Center	Oct 12	6:00-8:00	Training Service Center
Aug 31	1:30-4:30	Perinton Community Center	Oct 11	9:30-12:30	Irondequoit High School	Oct 30	9:30-12:30	Training Service Center	Oct 15	6:00-8:00	East Rochester Senior Center
Sep 2	9:30-12:30	City Library Gleason Auditorium	Oct 11	1:30-4:30	Irondequoit High School	Oct 30	1:30-4:30	Training Service Center	Oct 18	5:00-7:00	Training Service Center
Sep 2	1:30-4:30	City Library Gleason Auditorium	Oct 11	1:30-4:30	Training Service Center				Oct 19	6:00-8:00	Training Service Center
Sep 2	5:30-8:30	City Library Gleason Auditorium	Oct 11	5:30-8:30	Irondequoit High School				Oct 27	6:00-8:00	Training Service Center
									Oct 30	1:30-4:30	Training Service Center

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