

PREPARING FOR THE ELECTION

Contact your Election Officials: In order to confirm your Board, contact your fellow election officials as listed on the roster provided by Election Services to determine whether everyone is going to be available to work on Election Day.

Attend Training: Official Pollworker Training Classes are listed in the enclosed letter. Please be sure to notify your Board of the Training Schedule. Anyone planning to attend a class should call Election Services to notify them which class they will attend.

Review Guide for Election Officers: You will be provided a copy of the Guide for Election Officers at the Training Classes. Read this Guide carefully before the Election. It contains the information and telephone numbers you need to conduct a successful election.

Watch Voting Machine Training Video: BCTV (Berks Community Television) will air the Pollworker Voting Machine Training video on their Cable Access Channel.

The tape is aired on different days at various times during the week before each election. Please contact your fellow election officials to inform them of the airing. If you do not have access to cable TV, contact our office in order to borrow a copy of the video (quantities are limited). Our office also provides a video which demonstrates a polling location. BCTV will air this show on their Cable Access Channel; you may contact our office prior to the Election for the air dates.

Pick Up Election Materials: The Election Materials Bags are distributed the Saturday before Election Day. If you are unable to pick up your materials on Saturday, you must contact our office to make arrangements for Monday. Materials must be picked up by 2:00 PM on Monday.

The Judge of Elections or someone designated by the Judge must pick up the Election Materials Bags containing all needed documents and supplies for conducting the Election as early as possible.

Check Polling Site & Voting Machines: Election Officials are advised to check their polling site before Election Day to ensure that the correct voting machines have been delivered for your polling location and to make sure that they can obtain access to the building.