

# Municipality of Anchorage



Office of the Municipal Clerk  
Municipal Elections  
P.O. Box 196650  
Anchorage, Alaska 99519-6650  
Telephone: 243-VOTE (8683)  
Fax: 907-343-4313  
[www.muni.org/elections](http://www.muni.org/elections)

January 11, 2012

Dear \_\_\_\_\_,

Once again it's time to prepare for the upcoming municipal election. I am writing to ask if you will serve as Chairperson for the Municipality of Anchorage's regular election scheduled for **Tuesday, April 3, 2012**.

## To do so we will need the following forms:

### Chairperson Letter of Agreement (DUE February 1, 2012)

Records show you served as chairperson for precinct # \_\_\_\_\_ located at \_\_\_\_\_.

If you are willing to serve, please complete the enclosed letter of agreement, then return it in the enclosed envelope or fax it to 249-8000. You will be compensated for your time.

### Chairpersons Worksheet (DUE February 20, 2012)

Please help recruit workers for your polling place; you can bring one person with you to pick up and return precinct materials. AMC 28.50.010 (A) states there must be at least four election workers in each precinct and (B) requires that these Election workers are registered voters. If you feel additional people are needed, please contact the Deputy Clerk for clearance.

### New Election Worker Application

Please include a New Election Worker Application for each team member you recruit.

**(ALL FORMS CAN BE FOUND ONLINE [www.muni.org/elections](http://www.muni.org/elections))**

### Training

You and your election workers are **required** to attend one training session; schedule can be found ONLINE at [www.muni.org/elections](http://www.muni.org/elections)

Bring to training (MANDATORY): A **completed I-9 and a passport or 2 pieces of ID**. I-9's can be mailed, faxed or found online.

**\*WORKERS CANNOT BE PAID UNTIL WE RECEIVE THE I-9**

### Training Dates & Location

Loussac Library

Wednesday, March 14, 2012	10:00am – 1:00pm (Wilda Marston Theater)
Thursday, March 15, 2012	5:00pm – 8:00pm (Wilda Marston Theater)
Saturday, March 17, 2012	10:00am – 1:00pm (Wilda Marston Theater)
Monday, March 19, 2012	2:00pm – 5:00pm (Wilda Marston Theater)

**Youth Election Assistants:** Please mark YES on your Chairperson Agreement if you are interested in scheduling a youth assistant during busy periods at your polling location. All recruitments need to be approved in advance and must fill out both an **I-9** and **work permit**.

If you're not able to serve as Chairperson, please complete the bottom portion of the **Letter of Agreement** with your replacement recommendation and return as quickly as possible.

Please call the Municipal Elections office at 243-VOTE (8683), or by email [elections@muni.org](mailto:elections@muni.org).

Sincerely,

Jacqueline Duke, CMC  
Deputy Clerk