

Municipality of Anchorage



Office of the Municipal Clerk
Municipal Elections
632 W 6th Avenue, Suite 250
Anchorage, Alaska 99501
Telephone: 907-243-VOTE (8683)
Fax: 907-343-4313
www.muni.org/elections

February 21, 2012

Dear Election Worker,

Thank you for your interest in this year's as an Election Worker. If you are interested in working the **April 3, 2012** Regular Municipal Election please pay close attention to the following information.

Training is Mandatory: You must attend one entire session of training. Election Worker Training will be held at the **Loussac Library**, 3600 Denali Street, in the **Wilda Marston Theater** (first floor). You are not required to sign up for a specific training session, but it is essential that you sign in upon attendance. Many precinct boards attend training together.

Election Worker Training Schedule:

- ❖ March 14, 2012 10:00am-1:00pm, Wednesday
- ❖ March 15, 2012 5:00pm-8:00pm, Thursday
- ❖ March 17, 2012 10:00am-1:00pm, Saturday
- ❖ March 19, 2012 2:00pm-5:00pm, Monday

Wilda Marston Theater
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Training and training manuals will cover all aspects of Election Day processes from opening and closing polls to new practices for 2012. You will receive your training manual when you sign in at training.

I-9 Form: Be sure to bring to training, your mandatory I-9 form with a passport or two forms of identification. Identification must consist of a Photo ID and Social Security Card, or Birth Certificate and Photo ID.

Hours: On Election Day you must arrive at your assigned polling location between 6:00 a.m. and 6:30 a.m. in order to set up and be ready for voters prior to polls opening at 7:00 a.m. Polling places must close at 8:00 p.m. and all materials returned to City Hall. One election worker will help the precinct chair pickup and drop off supplies. Your only other commitment is to training. Visit our Election Worker web link at www.muni.org/elections; which contains all Election updates & forms, including the mandatory **I-9 form**.

Communication: Please be sure of your polling place location and contact your precinct chair prior to Election Day. If you do not know your precinct chairperson, please contact the Clerk's Office at 243-VOTE (8683).

Absentee Voting begins March 19, 2012: We encourage all election workers to vote Absentee due to their busy Election Day schedule. An absentee voting schedule is available at www.muni.org/elections and can be found on the back of this letter. Locations for Absentee in Person (prior to Election Day) are City Hall (632 W 6th Avenue, 2nd Suite 250) and Loussac Library (1st floor). Absentee voting will also be available at Chugiak-Eagle River Senior Center after March 26, 2012.

Youth Election Workers: Must turn in their Application signed by their principal or teacher **and** a parent; Work Permit and a copy of a photo ID to the Clerk's Office **TWO WEEKS Prior to training**. They are also required to turn in an I-9 at training, which requires two pieces of ID. (Found at www.muni.org/elections).

If you have any questions, please contact the Municipal Elections office at elections@muni.org or call the Municipal 243-VOTE (8683). Thank you for being an integral part of the election process. I am grateful for your interest and participation and look forward to meeting you!

Sincerely,

Jacqueline Duke, CMC
Deputy Clerk