

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

January 10, 2012

Dear Chairperson,

Thank you for agreeing to be the Chairperson of Precinct # _____ located at _____ in the April 3, 2012 Regular Municipal Election.

To do so we will need the following forms:

Chairperson Letter of Agreement (DUE January 30, 2012)

Please return in the enclosed envelope or fax to 249-7952. 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.

Training

You and your election workers are **required** to attend one training session; schedule can be found ONLINE at 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**.

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

Sincerely,

Jacqueline Duke, CMC
Deputy Clerk