



## 2014 Elections Polling Site Monitor Duties and Responsibilities

### Introduction:

Approximately twenty-four (24) Polling Site Monitors will be needed for the 2014 PHA Resident Commissioner Elections. Polling Site Monitors will work at the election sites to ensure that proper voting procedures are followed. Two Polling Site Monitors will be assigned to each polling site. All Polling Site Monitors will receive training on election procedures and be given the Rules and Procedures Manual. Please complete **BOTH** the entire application **and** agreement.

**Submission:** There are three ways to submit your application.

1. **EMAIL** the completed application and agreement to PHAelections@gmail.com;
2. **FAX** the completed forms to JCK Legal, PLLC, at (301) 637-3635; or
3. **MAIL** the completed application and agreement to JCK Legal PLLC, 9 Ardsley Rd., Upper Darby PA 19082

**You will be notified of your selection and locations by telephone and/or email, so please CLEARLY provide that information on your application forms and agreements. Each Monitor selected who successfully completes their duties will be paid \$100.00 per day.**

### Basic Qualifications:

- Must be able to read and speak English in a clear manner, count accurately and write legibly;
- Must be willing to serve at any site within the city of Philadelphia, although efforts will be made to assign Monitors to locations not too distant from their homes;
- Must make secure arrangements for children or others for whom you have responsibility to be taken care of while you are at the polling or mandatory training locations (i.e. you may not bring your children or others with you while you are performing your duties);
- Must be able to work between the hours of 6:30am and 8:00pm to cover the polling places;
- Should have reliable transportation; and
- Must be able to participate in the Polling Site Monitor Training, as outlined in the Polling Site Monitor Application.

### Overview of Duties and Responsibilities of Polling Site Monitors:

Polling Site Monitors are responsible for overseeing the voting process. Monitors must do the following:

1. Arrive at the assigned location no later than 6:30am on the day of the Election.
2. Set up the polling site on the morning of the Election.
3. Number the ballots sequentially starting with 1001.
4. Confirm that each person wishing to vote has ID and is listed on the list of eligible voters.





5. Have the voter sign their name in the box beside his or her name on the list of eligible voters. If the person is not on the list of eligible voters, that person may vote using a Provisional Ballot.
6. Give the voter only one (1) ballot, and write the number of the ballot next to their name on the eligible voter list. This is done to prevent any accusations of Monitors stuffing the ballot box.
7. Show each voter where he or she can go to complete the ballots and provide pens or pencils.
8. Watch each voter place the completed ballot in the ballot box.
9. Keep basic order in the voting location (i.e. ensuring that people line up) and minimize disruptions to the voting process.
10. Close the polling place at 7:00 pm. All voters in line at 7:00 pm will be allowed to vote.
11. Write down the time the last voter finishes voting.
12. Collect all Election Day materials and place them into the provided envelopes.
13. Keep the ballot box locked. Security or JCK Legal, PLLC staff will pick up the ballot box from you. Both Monitors and the security guard or JCK Legal, PLLC staff must sign both copies of the Transfer of Ballot Box form. Tape one of the forms to the box, and then give the sealed ballot box to the guards or JCK Legal, PLLC staff.
14. Retain the other Transfer of Ballot Box Form and mail it in to JCK Legal, PLLC, to receive credit and payment for your work. Please mail forms to: JCK Legal, PLLC, 1307 Linden Ct NE Washington, D.C. 20002.
15. Secure the polling location and go home.

Please complete and sign **BOTH** the attached Application and the Polling Site Monitor Agreement Form and email them to [PHAElections@gmail.com](mailto:PHAElections@gmail.com), or fax application to (301) 637-3635, or mail both forms to: JCK Legal PLLC, 9 Ardsley Rd., Upper Darby PA 19082





**VOTING COUNTS!**  
**2014 Resident Elections**  
**Polling Site Monitor Application**

**NOTE: Polling Site Monitor Applications AND Agreements are due by fax, mail or e-mail to JCK Legal, PLLC by April 15, 2014. Please PRINT CLEARLY and complete the form below. If handwriting cannot be read, the Application or Agreement may be deemed ineligible.**

Print Name: \_\_\_\_\_

Name of Public Housing Development where you reside: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Best times to reach you: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. Do you have reliable transportation? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Are you running for Resident Commissioner? YES \_\_\_\_\_ NO \_\_\_\_\_
3. Do you have any relatives running for Resident Commissioner? YES \_\_\_\_\_ NO \_\_\_\_\_

Polling Site Monitors understand they must be willing to accept an assignment at any polling site.

**MANDATORY TRAINING will be held immediately after the Candidates' Forum on April 22, 2014.**

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_





**VOTING COUNTS!**

**2014 Resident Commissioner Polling Site Monitor Agreement**

I, \_\_\_\_\_, (*print your name*) agree to serve as a Polling Site Monitor for the 2014 PHA Resident Commissioner Elections. I have read and understand the duties and responsibilities stated above and I agree that:

- I will arrive at my polling location no later than 6:30 am on Election day. \_\_\_\_\_ (*Initial here*)
- I will remain at my polling location until security picks up the ballot box. \_\_\_\_\_ (*Initial here*)
- I will not bring children or anyone else with me to my polling location. \_\_\_\_\_ (*Initial here*)
- I will follow all written rules and procedures for this election. \_\_\_\_\_ (*Initial here*)
- I will follow the directions of JCK Legal, PLLC representatives. \_\_\_\_\_ (*Initial here*)
- I will notify JCK Legal if my relative is running for Resident Commissioner \_\_\_\_\_ (*Initial here*)
- I understand that I will be provided \$100.00 for my work as a Polling Site Monitor and that I am not an employee of PHA or JCK Legal, PLLC and that I will be fully responsible for reporting and paying any and all taxes that might result from my receipt of this amount. \_\_\_\_\_ (*Initial here*)
- I hereby agree to be responsible for my own health, safety, and welfare, and that I, my heirs or assigns will make no claims for death, injury or damage to my person or property that might result from my serving as a Polling Site Monitor against PHA or JCK Legal, PLLC. \_\_\_\_\_ (*Initial here*).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

