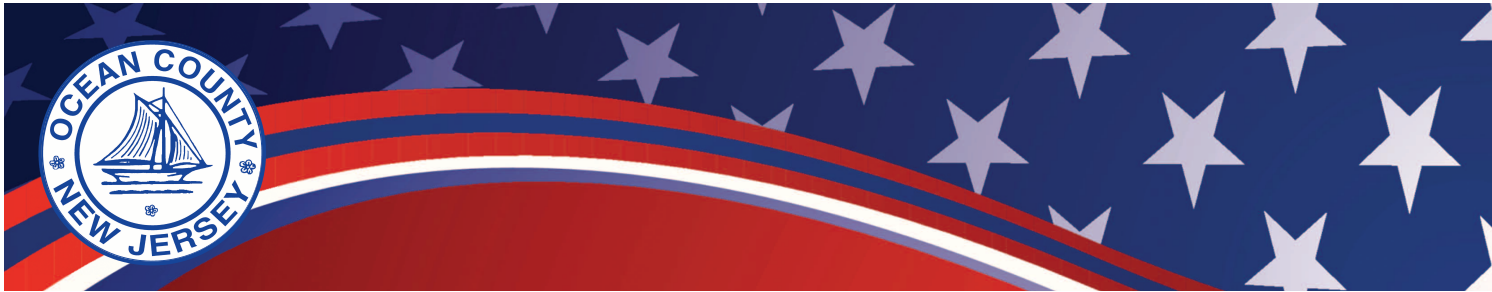




Ocean County Board of Elections
PO Box 2006, 129 Hooper Ave.
Toms River, NJ 08754-2006
1-800-452-5254 732-929-2167 Fax: 732-506-5110
www.co.ocean.nj.us

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 08753
 Permit No. 13



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 Virginia E. Haines, *Liaison*
 John P. Kelly
 Gary Quinn
 Joseph H. Vicari
 Carl W. Block, Administrator

Ocean County Board of Elections

Frank B. Holman, III, Chairman
 Wyatt Earp, Secretary Commissioner
 Matthew R. Sage, Esq., Commissioner
 Justin Flancabaum, Commissioner

Spring/Summer 2022 Newsletter First Edition

Welcome to the latest edition of the Ocean County Board Worker Newsletter. This newsletter will provide you with the most current information and reminders that can be used at Elections throughout the year.

The Board of Elections would like to thank you for your dedicated service over the last few years. There have been numerous obstacles thrown in front of us due to the Covid-19 Pandemic. You have helped us facilitate successful Elections during these times.



2022 ELECTION CALENDAR

Tuesday, June 7, 2022 (First Tues., after the first Mon.)	PRIMARY ELECTION 6 AM - 8 PM	Party Affiliation Change	April 13
		Voter Registration	May 17
		Early Voting	June 3 to June 5
		Mail-In-Ballot Application By Mail	May 31
		In Person	June 6 by 3 PM
Tuesday, November 8, 2022 (First Tues., after the first Mon.)	GENERAL ELECTION 6 AM - 8 PM	Voter Registration	Oct. 18
		Early Voting	Oct. 29 to Nov. 6
		Mail-In-Ballot Application By Mail	Nov. 1
		In Person	Nov. 7 by 3 PM



IMPORTANT INFORMATION

A bill to increase the pay for poll workers from \$200 a day to \$300 a day, was approved.

Do you have a new telephone number or email address? Have you moved or do you plan to move before the next Election? Please contact your Board Worker Specialist.

If someone in your household has moved or passed away and recently received a Sample Ballot and/or Mail-In-Ballot, please do the following so we can update our records: Make a note of it on the Ballot and return it to our office via the US Postal Service, no postage required.

If applicable, send us a copy of the Death Certificate.

For more information, call the Board of Elections at (732) 929-2167

*****Fun Facts: When Ocean County seceded from Monmouth County in 1850, the Population was 10,032. As of the New Year, there are 459,174 registered voters in Ocean County.*****

Ocean County Board of Elections

129 Hooper Ave., PO Box 2006

Toms River, NJ 08754-2006

1-800-452-5254 • 732-929-2167 • Fax: 732-506-5110

www.co.ocean.nj.us/oc/elections/

EARLY VOTING

The State of New Jersey will be implementing Early Voting.
Ten polling sites in Ocean County will be open 3 days prior to the Primary Election on:

Friday, June 3
10 AM - 8 PM

Saturday, June 4
10 AM - 8 PM

Sunday, June 5
10 AM - 6:00 PM

**Registered Voters can go to ANY ONE of these Locations and
VOTE ON A MACHINE:**

BERKELEY

Berkeley Library - 30 Station Road, Bayville

BRICK

Brick Library - 301 Chambers Bridge Road, Brick

JACKSON

Jackson Library - 2 Jackson Drive, Jackson

LACEY

(former Knights of Columbus Bldg.)
Charles A. Smith Community Center - Room C - 15 E. Lacey Road, Forked River

LAKESWOOD

Municipal Building, Court Room - 231 3rd Street, Lakewood

LAVALLETTE

Lavallette Library (Upper Shores) - 112 Jersey City Avenue, Lavallette

LITTLE EGG HARBOR

Little Egg Harbor Library - 290 Mathistown Road, Little Egg Harbor

MANAHAWKIN

OC Southern Resource Center - 179 South Main Street, Manahawkin

MANCHESTER

Manchester Library - 21 Colonial Driver, Manchester

TOMS RIVER

Toms River Library - 101 Washington Street, Toms River



Do you know someone who would like to be a Board Worker?

Anyone, 16 years of age or older, can apply.

Please give them this application. If you need more applications, please call
John J. Coan at (732) 288-7603 or Sally J. Kalksma at (732) 831-7923.

Please return the completed application to:

Ocean County Board of Elections, 129 Hooper Avenue, PO Box 2006, Toms River, NJ 08753

PLEASE PRINT CLEARLY

BOARD WORKER APPOINTMENT APPLICATION

OCEAN COUNTY BOARD OF ELECTIONS

129 HOOPER AVENUE, PO BOX 2006, TOMS RIVER, NJ 08754

First Name	Middle Initial	Last Name	
Home Address	City	State	Zip
Day OR Work Phone	Home Phone	Cell Phone	
Political Party Affiliation	Date of Birth	E-mail address	

- Do you have a Driver's License? Yes _____ No _____
- Are you able to drive at night? Yes _____ No _____
- Are you able to drive to the Municipal Building to pick up the supply bag prior to Election Day?
Yes _____ No _____
- Are you able to drive to the Municipal Building to return the supply bag on Election Night?
Yes _____ No _____
- Are you bilingual?
Language(s) _____
Yes _____ No _____
- Are you able to attend an evening training class at 129 Hooper Avenue, Toms River?
Yes _____ No _____

*** You MUST attend a training class prior to working the polls.**



It's important to fill out your payroll voucher correctly. We try our best to process all 1600 Board Workers on time, so that they can be paid within 30 days of the Election. We need your help to make the payroll process run smoothly and efficiently from our office to the Ocean County Finance Department. On the Payroll Voucher, be sure to print clearly. Print your name and address at the top of the form. If you have a new address, please make a note of it next to your address. Please circle YES or NO if you picked up or returned the supplies, and write which district(s) you carried. **DO NOT** write in a dollar amount anywhere on the voucher. In the lower right hand corner, fill out the entire area under "VENDOR CLAIMANT CERTIFICATION & DECLARATION." Be sure to write the date, your name, signature and your social security number. Do not sign the area that says "CERTIFICATION BY COUNTY OFFICIALS ONLY."

Look at the Payroll Voucher below. Please note all areas in red are the only areas that must be completed by the Poll Worker.



REQUEST FOR PAYMENT
FROM
COUNTY OF OCEAN, N.J.

Date 06/07/2022
Order No. _____

Voucher Payable To George Washington
Address 1111 Lincoln Avenue
Jefferson Township, NJ 02020

Date of Delivery or Service	Description of Goods or Service Rendered, Itemize Fully	Amount	Total
06/07/2022	2022 PRIMARY ELECTION	TBA	
	PLEASE DO NOT FORGET TO CIRCLE BELOW:		
	PICK UP SUPPLIES YES NO DIST 1	\$12.50	
	RETURN SUPPLIES YES NO	\$12.50	
	DO YOU WORK FOR OCEAN COUNTY OTHER THAN A POLL WORKER? YES NO		
	IF YES, WHAT DEPARTMENT?		
TOTAL AMOUNT			\$0.00

FOR COUNTY USE ONLY
VOUCHER NO. _____ VENDOR NO. _____
DOCUMENT TOTAL _____ INVOICE NO. _____
APPROP. NAME _____
DEPARTMENT _____ RCAT NO. _____

ACCOUNT NUMBER

Fund	Dept.	Unit	Object	Amount
				TBA

CERTIFICATION BY COUNTY OFFICIALS ONLY
I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

(Signature) _____ (Title) _____

VENDOR CLAIMANT'S CERTIFICATION & DECLARATION

I, do solemnly declare and certify under the penalties of the Law that within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Date June 7, 2022
George Washington
Print Name of Company or Claimant
George Washington
(Signature) **Poll Worker**
(Official Position)

* 555 - 55 - 5555
(Federal ID # or Social Security #)

*THIS VOUCHER WILL NOT BE PROCESSED UNLESS YOUR TAXPAYER IDENTIFICATION NUMBER IS PROVIDED.

On Election Day you may not be assigned to your polling site. We urge all Poll Workers to vote prior to Election Day during Early Voting or sending in a Mail-In-Ballot. This application must be mailed to:

Scott M. Colabella, County Clerk
County of Ocean
Court House Room 107
PO Box 2191, Toms River, NJ 08754-9913

APPLICATION FOR VOTE BY MAIL BALLOT

Please type or print clearly in ink. All information required unless marked optional.

I hereby apply for a Mail-In Ballot for: **(CHECK ONLY ONE)**

ALL FUTURE ELECTIONS, until I request otherwise in writing.
Or for ONLY ONE of the following: General (November)
 Primary (June) Municipal School Fire
 Special _____ To be held on ____/____/____ (Specify) (MM/DD/YYYY)

MILITARY/OVERSEAS VOTER ONLY
I request Vote-By-Mail Ballots for all elections in which I am eligible to vote and I am **(CHECK ONLY ONE)**

A Member of the Uniformed Services or Merchant Marine on active duty, or an eligible spouse or dependent.
 A U.S. Citizen residing outside the U.S., and I intend to return.
 A U.S. Citizen residing outside the U.S., and I do not intend to return.
 A U.S. Citizen residing outside the U.S., and I have never lived in the U.S.

Please Note: Your ballot can only be sent to the mailing address supplied on this application. If your mailing address changes, you must notify the County Clerk in writing.

2 Last Name (Type or Print) _____ First Name (Type or Print) _____ Middle Name or Initial _____ Suffix (Jr., Sr., III) _____

3 Address at which you are registered to vote
Street Address or RD# _____ Apt. No. _____
Municipality (City/Town) _____ State _____ Zip Code _____

4 Mail my ballot to the following address Same Address as Section 3
Please include any PO Box, RD#, State/Province, Zip/Postal Code & Country (if outside US)

5 Date of Birth (MM/DD/YYYY) _____ 6 Day Time Phone Number () _____ 7 E-Mail Address _____

8 PLEASE NOTE: This contact information will be used to contact you concerning the acceptance or rejection of your ballot and how you may cure a defect.
Signature: I affirm that I am the person who is applying for this ballot and I live at the address designated in box 3 of this form. X _____ 9 Today's Date (MM/DD/YYYY) _____/_____/_____

OPTIONAL - ONLY COMPLETE SECTIONS 10 OR 11 IF APPLICABLE

Assistor: Any person providing assistance to the voter in completing this application must complete this section.

10 Name of Assistor: (Type or Print) _____ Signature of Assistor _____ Date (MM/DD/YYYY) _____/_____/_____
Address _____ Apt. No. _____ Municipality (City/Town) _____ State _____ Zip Code _____

Authorized Messenger: Any voter may apply for a Mail-In Ballot by Authorized Messenger. Messenger shall be a family member or a registered voter of Ocean County. No Authorized Messenger can (1) be a Candidate in the election for which the voter is requesting a Mail-In Ballot or (2) serve as messenger for more than THREE qualified voters per election, except that an authorized messenger or bearer may serve as such for up to five qualified voters in an election if those voters are immediate family members residing in the same household as the messenger or bearer.

I designate _____ to be my Authorized Messenger.
Print Name of Authorized Messenger
Address of Messenger _____ Apt. No. _____ Municipality (City/Town) _____ State _____ Zip Code _____ Date of Birth (MM/DD/YYYY) _____/_____/_____
11 Signature of Voter X _____ Date (MM/DD/YYYY) _____/_____/_____

OFFICE USE ONLY
Voter Reg #: _____
Muni. Code #: _____ Party: _____
Ward: _____ District: _____

STOP Authorized Messenger must sign application and show photo ID in the presence of the County Clerk or County Clerk designee.
"I do hereby certify that I will deliver the Mail-In Ballot directly to the voter and no other person, under penalty of law."
Signature of Messenger _____ Date (MM/DD/YYYY) _____/_____/_____ X _____

Dear Voter: Fold Application and PEEL OFF STRIP BELOW AND MAIL



There are 19 safe and secure drop boxes conveniently located throughout Ocean County to place your Mail-In Ballot. **Please note, the Brick drop box has moved down the street to the Brick Library at 301 Chambersbridge Road.** You may also mail your ballot via the US Postal

Service, or drop it off in person at our office located at:

129 Hooper Avenue, Lower Level, Toms River.

Our building is located on the corner of Hooper and Madison Avenues.

There is a free parking garage attached to our building on Madison Avenue.

OCEAN COUNTY'S ELECTION BALLOT DROP BOX LOCATIONS:

BARNEGAT Library - 112 Burr Street, Barnegat

BEACHWOOD Library - 126 Beachwood Boulevard, Beachwood

BERKELEY Library - 30 Station Road, Bayville

****BRICK Library** - 301 Chambers Bridge Road, Brick **(NEW LOCATION!!)**

JACKSON Library - 2 Jackson Drive, Jackson

LACEY Library - 10 E. Lacey Road, Forked River

LAKEWOOD OC Northern Resource Center - 225 4th Street, Lakewood

LAVALLETTE Library (Upper Shores) - 112 Jersey City Avenue, Lavallette

LITTLE EGG HARBOR Library - 290 Mathistown Road, Little Egg Harbor

MANAHAWKIN/STAFFORD -

Southern Resource Center - 179 South Main St., Manahawkin

MANCHESTER Library - 21 Colonial Drive, Manchester

MANCHESTER/WHITING -

Reading Room - Stop and Shop Center - 400 Lacey Road, Manchester

POINT PLEASANT BOROUGH Library - 834 Beaver Dam Road, Point Pleasant

PLUMSTED Library - 119 New Egypt Allentown Road, New Egypt

SURF CITY LBI Library - 217 S. Central Avenue, Surf City

TOMS RIVER Library - 101 Washington Street, Toms River

TOMS RIVER OC Parking Garage - 3rd Level, Madison Avenue, Toms River

TOMS RIVER PIC/One Stop Career Center - 1959 US Route 9, Toms River

WARETOWN/OCEAN Library - 112 Main Street, Waretown



This Primary Election you will find a revised sign in sheet. Every Board Worker must print and sign their name, list their arrival time, and the best telephone number to be reached. There are two columns where you can indicate if you picked up the supplies and/or plan to return them at the end of the night. Be sure to list each district number you transported. There is no longer a separate "Pick Up and Return" sheet. To get paid in a timely manner, it is very important to fill out this sheet, including any address changes, and place it in the manila envelope marked "Payroll." Please note if a Board Worker must leave due to an emergency, they should call **John J. Coan at (732) 288-7603 or Sally J. Kalksma at (732) 831-7923** and make a note what time they left on both the sign in sheet and their payroll voucher. Board Workers are only permitted to leave during their designated lunch hour, and **MUST STAY** until all supplies are packed up after the polls close at the end of the night.

ALL BOARD WORKERS MUST SIGN IN AND COMPLETE A PAYROLL VOUCHER

TOWN	DISTRICT
PRIMARY ELECTION JUNE 7, 2022	

PRINT NAME	SIGNATURE	ARRIVAL TIME	PHONE #	PICK UP SUPPLIES? LIST DISTRICT(S)	RETURN SUPPLIES? LIST DISTRICT(S)

IF YOU LEAVE EARLY OR HAVE ANY CHANGES TO YOUR ADDRESS PLEASE MAKE A NOTE OF IT BELOW:





CODE OF ETHICS

DURING YOUR TIME AS A POLL WORKER:

- You must be impartial and not express any personal opinions or opinions about any candidate or topic on the ballot.
- In addition, you must remain non-partisan and can't take sides on any issues or try to persuade anyone to vote a certain way.
- If you do, you are in direct violation with the New Jersey State Statute - Title 19 concerning "Electioneering" and are subject to dismissal as a Poll Worker.
- You must be professional and courteous to both the Voters as well as the other Poll Workers, Challengers and any polling location staff.

REGARDLESS OF YOUR PARTY:

Whether or not you are active in a political party, on Election Day, you MUST BE non-political and non-partisan and receive your direction ONLY from the Ocean County Board of Elections!!

REMEMBER:

**You must report to your polling place by 5:15 AM.
The polls open promptly at 6 AM.**

**You will need this time to get everything ready,
thereby preventing unnecessary delays when the Voters arrive.**

Remember polls must open on time even if some or most of the officials are absent, because some Voters need to vote early and can't vote at any other time.

**If you do not arrive on time or the polls open late,
you may be subject to a reduced pay for the day.**



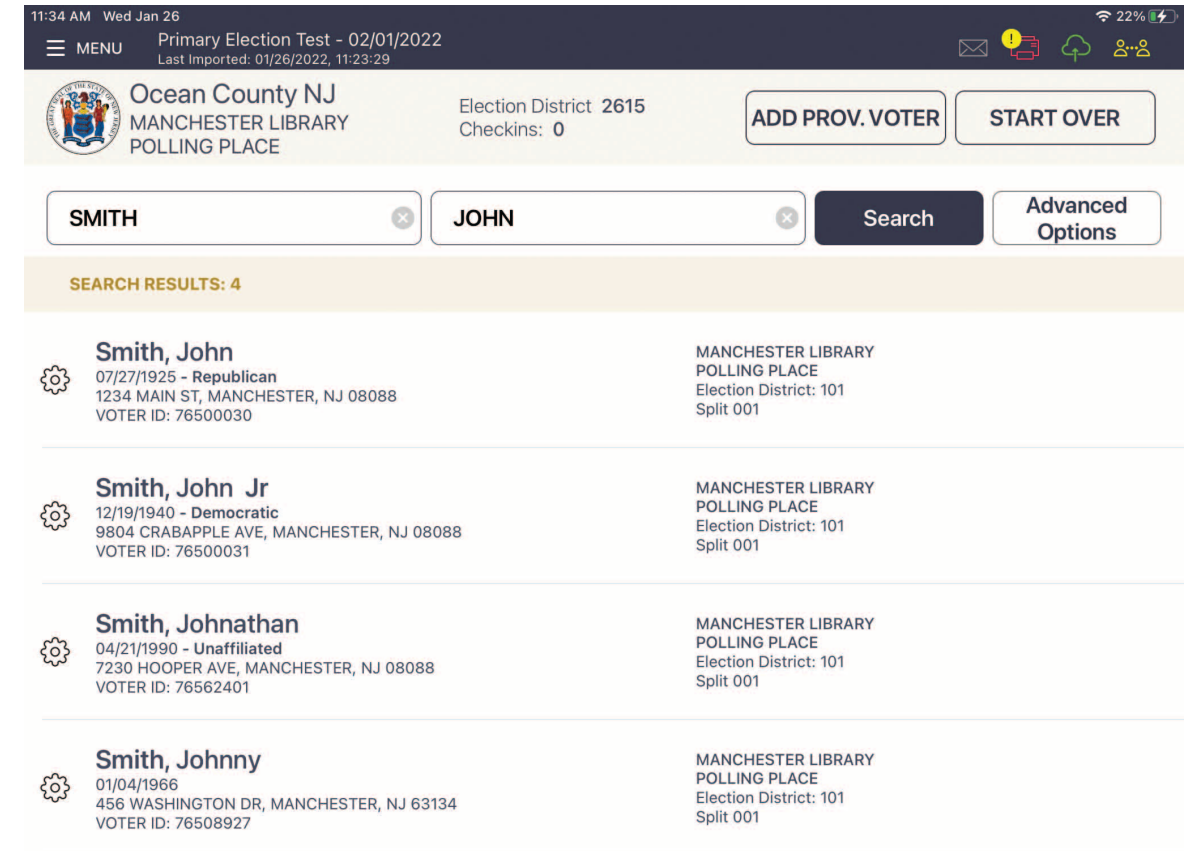
PICKING UP AND RETURNING THE ELECTION SUPPLIES

Board Workers will get paid an additional \$12.50 per district for picking up the election supplies from the Municipal Building and \$12.50 for returning the election supplies to the Municipal Building. Township Clerks have these supplies and will contact Board Workers one week prior to picking up the Election Supplies. **PLEASE DO NOT CALL OUR OFFICE.** If you would like to pick them up, call the Township Clerk. If you pick up and/or return in more than one district you must indicate which districts on both the sign in sheet and payroll voucher. Please note: due to the proximity of some polling locations, Board Workers will not get paid for picking up or returning supplies. These supplies still must be given to the Township Clerk when polls close.

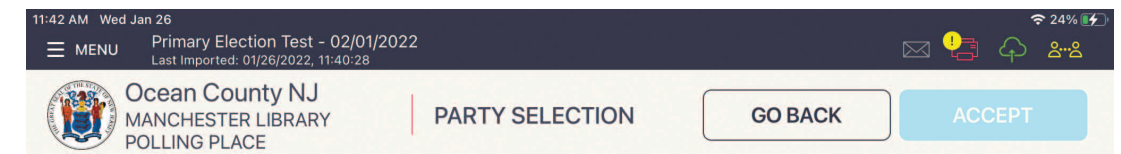


Using the Poll Pad for the Primary Election

- 1) Ask the Voter their name. Enter Voter name and hit "SEARCH."
- 2) As shown below, tap on applicable Voter.



- 3) Verify the Voter's address and hit "ACCEPT."
- 4) If the Voter IS affiliated with either the Republican or Democratic Party, then the Pollworker continues the check in process just like we learned last Fall.
 - A) If the Voter IS NOT affiliated with either Political Party, there will be an additional screen with 2 choices "DEMOCRATIC" and "REPUBLICAN" as shown below. Make a selection as to the Party being voted in.



Choose your party and tap Accept button to continue.



- 5) On the signature screen, the declared party will be listed under the Voter name, Voter signs and then hits **DONE SIGNING.**
- 6) The Pollworker will then enter their initials and then hit "SUBMIT."
- 7) Enter voter authority number (**BLUE FOR REPUBLICANS AND PINK FOR DEMOCRATS**) and hit "SUBMIT."



Provisional Ballot Procedures

A Voter MUST Vote by Provisional Ballot if:

- ➡ They have moved within Ocean County and have not notified the Ocean County Board of Elections.
- ➡ Their information (for example: their Signature or Address) is not complete in the poll pad.
- ➡ The Voter is an Active Needs ID Voter who did not provide identification information when they registered to vote or have their identification with them.
- ➡ The poll pad indicates that the Voter applied for a Mail-In-Ballot, but they tell you:
 - ✗ They did not apply for one; or
 - ✗ They applied for a Mail In Ballot, but did not receive it; or
 - ✗ They received it, but did not return the Mail-In-Ballot

Election Day: How to Vote by Provisional Ballot:

- ➡ When a Provisional Ballot Voter comes in, you are to open the Orange Provisional Ballot Bag, fill out the Provisional Ballot Inventory Sheet and count the # of Provisional Ballots and the # of Provisional Ballot Envelopes.
- ➡ You will give the Voter a paper ballot and the Affirmation envelope.
- ➡ You must provide them with a place to vote the ballot in secret.
- ➡ Make sure the Voter puts the voted ballot in the envelope and seals it. The Voter **SHOULD NOT DETACH** the Affirmation Statement from the Envelope.
- ➡ The Voter will hand you back the completed Affirmation Statement and Envelope.
- ➡ You will then put the Completed Provisional Ballot back into the Orange Provisional Ballot Bag.
- ➡ If the Voter spoils their ballot, they can ask you for another Ballot.

Early Voting: How to Vote by Provisional Ballot:

- ➡ When a Provisional Ballot Voter comes in, you are to open the Orange Provisional Ballot Bag, fill out the Provisional Ballot Inventory Sheet and count the # of Provisional Ballot Envelopes. You will then give the Voter a Provisional Ballot Envelope.
- ➡ You will proceed on the Poll Pad and activate a Voting Card for the Voter.
- ➡ The Voter will go over to a Ballot Marking Device and make their Selections.
- ➡ You will then provide the Voter with a place to fill out the Provisional Ballot Affirmation.
- ➡ Make sure the Voter put the voted ballot in the envelope and seals it; the Voter **SHOULD NOT DETACH** the Affirmation Statement from the Envelope.
- ➡ The Voter will hand you back the completed Affirmation Statement and Envelope.
- ➡ You will then put the Completed Provisional Ballot back into the Orange Provisional Ballot Bag sealed with a Red Seal at the Close of Polls.



ELECTION DAY REMINDERS

VOTERS WITH DISABILITIES

- ★ All Voters, including Voters with disabilities, have the right to vote independently and in secret. It is the Poll Worker's job to work with Voters who have disabilities to find the most suitable method to check their registration, educate them on their choices, issue them a ballot and direct them to the appropriate voting equipment.
- ★ Treat Voters with disabilities with the same courtesy you would any other Voter. Below are some etiquette reminders.
- ★ Be courteous and respectful.
- ★ Use common sense, which will provide answers to most questions.
- ★ Be considerate of the extra time it may take for a person who is disabled or elderly to get things done, and provide unhurried attention to a person who has difficulty speaking.
- ★ Always speak directly to the Voter and not to a companion, aide or sign language interpreter.
- ★ Ask before you help. The person may not want any assistance. Do not insist - take "no" for an answer.
- ★ On the other hand, do not be shy about offering assistance. Your courtesy will be appreciated.
- ★ If the polling place is in a building with several routes through it, be sure sufficient signs are posted to direct a person to the most accessible way around the facility.

IMPORTANT INFORMATION

- ✔ Rotate tasks during the day.
- ✗ Poll Workers are **NOT ALLOWED** to ask a Voter for ID, unless "**ID REQUIRED**" appears next to their name.
- ✔ Poll Workers must issue a Provisional Ballot if it says "**APPLIED MAIL-IN-BALLOT**" next to their name. See Instructions on previous page.
- ✔ Fill out all the paperwork and return it in the proper envelope.
- ✔ Use all machines until the polls close.

DO NOT SHUT DOWN ANY MACHINES BEFORE 8:00 PM - THIS IS THE LAW.

All iPads must be on and all paperwork must remain in place until polls close.

TAKE YOUR TIME CLOSING THE POLLS AND REMEMBER TO:

- ✔ Print results tape before removing the cartridge.
- ✔ After removing the cartridge, lock the back of the machine and put the keys in the proper envelope.
- ✔ All Board Workers must sign the zero and results tapes.
- ✔ All Board Workers must stay until everything is shut down and packed up.

On Election Day, it is important to keep the **BOARD WORKER INSTRUCTION GUIDE** on your table for quick reference. This Guide is located in the red supply bag.

If you should have a problem with a machine, call **The Voting Technology Center at (732) 506-5076**.

If you have any questions pertaining to a Voter or a polling place problem, call **The Board of Elections at (732) 929-2167**.

Both of these numbers are on the back cover of the Guide.

Please contact your Election Board Specialist for all Board Worker issues:

Democrats: John J. Coan (732) 288-7603

Republicans: Sally J. Kalksma (732) 831-7923

