

# TRAINING SCHEDULE

CALIFORNIA GUBERNATORIAL RECALL ELECTION

September 14, 2021

**TRAINING IS MANDATORY FOR ALL ELECTION WORKERS.**

**Read this training schedule carefully to know what training is required for you.**

**If you need help, contact the Office of Elections at 707-445-7481.**

## SCHOOL OF INSTRUCTION

All election workers are required to attend one session of the school of instruction. Look at your Notice of Appointment and read the below training information carefully to know what training is required for you. School of instruction training sessions will be provided through Zoom. After you sign up for training, you will receive a meeting invite with log-on information prior to your scheduled training day.

### Leadership School of Instruction

Who should attend the leadership school of instruction? (1) managers, (2) assistant managers, (3) voting equipment technicians, (4) backup assistant managers, and (5) backup voting equipment technicians.

Materials will be available on the Office of Elections website prior to August 16.

Website link: <https://humboldt.gov/2995/Election-Workers-Recall2021>.

Friday, August 20: 9 am – 12 (noon)	Saturday, August 21: 9 am – 12 (noon)
Monday, August 23: 1:30 – 4:30 pm	Wednesday, August 25: 1:30 – 4:30 pm

### Clerk School of Instruction

Who should attend the clerk school of instruction? (1) clerks assigned to a team, and (2) on call clerks who have not yet been assigned to a team.

Materials will be available on the Office of Elections website prior to August 16.

Website link: <https://humboldt.gov/2995/Election-Workers-Recall2021>.

Friday, August 20: 1:30 – 4:30 pm	Saturday, August 21: 1:30 – 4:30 pm
Monday, August 23: 9 am – 12 (noon)	Wednesday, August 25: 9 am – 12 (noon)

## MACHINE LAB

All team members are required to complete one session of machine lab training. Training will cover (1) ballot-on-demand, (2) Scan, (3) Touch Writer, and (4) Poll Pad. Training sessions will be held at the Agricultural Center, located at 5630 South Broadway, Eureka, CA 95501 (on Humboldt Hill).

Who should attend machine lab training? All team members must attend machine lab training.

**Teams are encouraged to attend the machine lab training as a team.** Managers will coordinate the training date with team members and schedule the training date with the Office of Elections.

Friday, August 20: Session 1: 8:30 - 11:30 am Session 2: 1:30 – 4:30 pm	Saturday, August 21: Session 1: 8:30 - 11:30 am Session 2: 1:30 – 4:30 pm
Tuesday, August 24: Session 1: 8:30 - 11:30 am Session 2: 1:30 – 4:30 pm	Thursday, August 26: Session 1: 8:30 - 11:30 am Session 2: 1:30 – 4:30 pm
Saturday, August 28: Session 1: 8:30 - 11:30 am Session 2: 1:30 – 4:30 pm	

HUMBOLDT COUNTY OFFICE OF ELECTIONS

2426 6<sup>th</sup> Street, Eureka | 707-445-7481 | <https://humboldt.gov/elections>