



City of Virginia Beach

P.O. Box 6247

Virginia Beach, Virginia 23456-0247

You have been appointed as an Officer of Election for a term of two years beginning March 1, 2014 and ending on February 28, 2016 plus the Presidential Primary on March 1, 2016. In order to confirm your appointment, you must return the enclosed Response to Notice of Appointment/Oath or Affirmation form. Your assignment will depend on available City funds and staffing requirements. If you no longer wish to serve as an Officer of Election, check the appropriate box and sign the Response to Notice of Appointment form and return it so that your name can be removed from our Election Official rolls. You may also notify Cindy Shortridge at 385-8683 or e-mail electiontraining@vbgov.com.

Your oath should be administered by either a Notary, an Assistant Registrar (available at Building 14 of the Municipal Center), a member of the Electoral Board, the General Registrar, the Clerk or Deputy Clerk of the Circuit Court. *Article II, Section 7 of the Constitution of Virginia*, requires that you take the attached oath. Do not confuse this oath with the one required by Section 24.2-611 of the Code of Virginia. You will still be required to take that oath on Election Day.

The Constitution of Virginia prohibits any person who holds any elective office or is the deputy or employee of such elected official under the governments of the United States, the Commonwealth, or any Virginia county, city or town from serving as an Officer of Election.

Primary Election - June 10, 2014

General Election – November 4, 2014

Primary Election (tentative) – June 9, 2015

General Election – November 3, 2015

Presidential Primary Election – March 1, 2016

June primary elections are always tentative. We will not have confirmation of a June primary until approximately April. If you do not receive additional correspondence prior to the June Primary date listed above stating a primary is being held please disregard the primary dates above.

This form should be returned in the enclosed envelope by March 15, 2014 to the Voter Registrar's Office, Attention: Electoral Board at P.O. Box 6247, Virginia Beach, Virginia 23456. This Board is required by Section 24.2-115 of the Code of Virginia to assure that both the Democratic and Republican Parties have equal representation among the Officers of Election appointed. When you check either box, please understand that you are **not stating that you are a member of that particular party** but are merely agreeing to serve as that party's representative on Election Day.

Sincerely,

Timothy E. Barrow, Secretary
Virginia Beach Electoral Board

ELECTION OFFICIAL GUIDELINES AND STANDARDS

Introduction: You are eligible to serve as an Election Official if you are a registered voter (18 years old or older) and currently reside in the City of Virginia Beach. The only exception is that you cannot be employed by or the deputy of any local, state or federal elected official. Election Officials who meet these criteria will serve as follows:

1. Election Officials work for the Electoral Board and follow the guidelines and standards that lead to exceptional customer service for our citizens in helping them to be a successful voter on Election Day.
2. Election Officials are given a great deal of responsibility and trust in the election process. Officials work together to produce accurate election results, provide for equal access to voting and the necessary assistance to individual voters who need their help. Officials demonstrate equipment, make sure voters are in their proper precinct, help citizens complete necessary paperwork and remind voters to check their ballots for accuracy, among other responsibilities.

Officials must be willing to:

- a. Arrive at the polling location at **5:00 a.m.** and remain there until the election results have been reported (generally around 8:00 p.m.; for Presidential Election - 10:00 p.m.).
 - b. Report to and follow directions of the Precinct Chief and Assistant Chief who assigns jobs to officials. Please be willing to do whatever job they assign.
 - c. Stay at the polling location all day. No exceptions are permitted.
 - d. Be courteous and people-friendly to our voters.
 - e. Wear appropriate dress (no blue jeans, sweat clothes, t-shirts, or shorts).
3. The majority of our voting precincts are located in churches and schools. There are a few in fire stations, area recreation centers and other public buildings. ***Most of these locations do not permit smoking in or on the premises.*** Please consider this when accepting the position.
 4. The Electoral Board appoints each Election Official to serve for a period of two years.
 5. The City of Virginia Beach conducts a General Election every **November** and Primary Elections also occur each year in **June**, if needed.
 6. The polls *open* on Election Day at 6:00 a.m. and *close* at 7:00 p.m. There is no guarantee of polling location placement. You will be placed where needed but not more than 5-7 miles from your registered address without your permission. There is a possibility that we might ask you to change polling locations prior to Election Day in order to meet staffing requirements.
 7. Compensation for working as an Election Official on Election Day is \$115.00. As a general requirement before working, you will attend and complete a training workshop designed for Election Officials. Compensation for training is \$20.00. Processing of checks take approximately four weeks. ***Please note that if you attend training and then for some reason cannot work on Election Day, we cannot pay you for the training session.*** In addition, your precinct Chief may have an informal meeting ahead of time to organize the Election Officials in his or her precinct.





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RESPONSE TO NOTICE OF APPOINTMENT

I, _____

DO NOT accept appointment as an Officer of Election. (Please sign and return without completing rest of form).

OR

DO accept appointment as an Officer of Election and agree as follows.

DO DO NOT understand that Officers of Election are required to attend the November Election Official Training session and that failure to attend any such training may render me ineligible to serve at the election.

DO NOT DO hold any elected office, whether paid or unpaid, under the government of the United States, the Commonwealth of Virginia, or any Virginia county, city or town; and

AM NOT AM the deputy or the employee of an elected official.

Select as many as apply (must choose only one party):

I agree to represent the Democratic Party.

I agree to represent the Republican Party.

And select the following if applicable

I also agree to represent either the Republican or Democratic Party when so needed at the polls.

Place a "check mark" in each box below for the election(s) that you will be able to work:

<input type="checkbox"/> June 10, 2014
<input type="checkbox"/> November 4, 2014

<input type="checkbox"/> June 9, 2015 (tentative)
<input type="checkbox"/> November 3, 2015
<input type="checkbox"/> March 1, 2016

OATH OR AFFIRMATION

I, _____, do SOLEMNLY SWEAR (or affirm) that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as an Officer of Election of the City of Virginia Beach for the term of two years beginning March 1, 2014 (or on _____, 20____, if appointed after the term begins) according to the best of my ability (so help me God).

Signature

NOTARY SEAL:

Address

Address

Home Phone

Cell Phone

Email Address (important for future communications)

Signature of Person Administering Oath

Title of Person Administering Oath
(Notary must stamp in space provided above)

Date

Take the above oath and sign it before one of the following: a Notary, an Assistant Registrar, a Member of the Electoral Board, the General Registrar, or the Clerk or Deputy Clerk of the Circuit Court.



City of Virginia Beach

REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION - SUBSTITUTE FOR FORM W-9

Pursuant to Section 6109 of the Internal Revenue Code, you must furnish your Taxpayer Identification Number (TIN) to the City of Virginia Beach. If this number is not provided, you may be subject to a 29% tax on each payment. You must provide your TIN whether or not you are required to file a tax return. To avoid the 29% withholding and to ensure that accurate tax information is reported to the Internal Revenue Service, please use this form to provide the requested information.

OWNER'S NAME _____

Note: If you are a sole proprietor, your name must be the same as shown on your SOCIAL SECURITY CARD.

LEGAL BUSINESS NAME _____

Note: If you are a sole proprietor your legal business name should be your "doing business as" or "trading as" name.

Address _____ **City** _____ **State** _____ **Zip** _____ **Phone** _____

Business Type: (Check One) <input type="checkbox"/> Corporation <input type="checkbox"/> Government Agency <input type="checkbox"/> Partnership <input type="checkbox"/> Trust or Estate <input type="checkbox"/> Sole Proprietorship/Individual <input type="checkbox"/> Tax Exempt or Non-Profit Organization	Business Activity: (Check one) <input type="checkbox"/> Services Only <input type="checkbox"/> Legal Services <input type="checkbox"/> Merchandise (goods) only <input type="checkbox"/> Merchandise & Services <input type="checkbox"/> Real Estate Rental/Lease <input type="checkbox"/> Medical/Health Care	Business Category: (Check all that apply) <input type="checkbox"/> African-American Owned <input type="checkbox"/> Eskimo Owned <input type="checkbox"/> Asian-American Owned <input type="checkbox"/> Hispanic Owned <input type="checkbox"/> American Indian Owned <input type="checkbox"/> Small Business <input type="checkbox"/> Aleut Owned <input type="checkbox"/> Woman Owned
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Check if applicable:

<input type="checkbox"/> A Division of (Same Federal Tax ID as Parent)	<input type="checkbox"/> A Wholly-Owned Subsidiary of (Different Federal Tax ID than Parent)	<input type="checkbox"/> Non-U.S. Supplier (Primarily of Foreign Origin)
_____ (Parent Company)	_____ (Parent Company)	_____ (Country)

CERTIFICATION: Under penalties of perjury, I certify that:

- The legal name and number shown on this confirmation letter is my correct legal name and taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to back up withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the Internal Revenue Service has notified me that I am no longer subject to back up withholding:

Federal Tax Identification Number OR Social Security Number

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NOTE: If you are a sole proprietor, you may use either your SSN or FIN, as your Taxpayer Identification Number. If you are a corporation, partnership, government entity, trust or estate, tax exempt or non-profit organization you must provide a FIN as your Taxpayer Identification Number.

AUTHORIZED SIGNATURE _____ **PHONE** _____ **FAX** _____

PRINTED NAME _____ **TITLE** _____ **DATE** _____