



**MATANUSKA-SUSITNA BOROUGH  
ELECTION OFFICIAL APPLICATION**

**TUESDAY, NOVEMBER 2, 2021**

Borough Clerk's Office  
350 E. Dahlia Avenue  
Palmer, AK 99645  
907-861-8683 phone | 907-861-7845 fax  
[www.matsugov.us](http://www.matsugov.us)

Greetings,

Thank you for your interest in serving as an Election Official for the **regular Borough election on Tuesday, November 2, 2021**. The past few years, we have had a shortage of persons willing to act as Precinct Chairpersons, if you are interested in serving in this capacity, please indicate that on the application. If there are questions on the duties of the chairperson, please feel free to contact our office and we can discuss the matter in detail.

Per Borough Code, applications must be submitted annually. If you are interested in serving in this year's election, please complete, sign, and return the attached application (**on the reverse side of this letter**) to the Borough Clerk's Office **ASAP**, at 350 E Dahlia Avenue, Palmer, AK 99645, email to [Kelly.johnson@matsugov.us](mailto:Kelly.johnson@matsugov.us), or fax it to 861-7845.

For your convenience, you can print an application from on our website at [www.matsugov.us/elections](http://www.matsugov.us/elections) or by request via email to [Kelly.johnson@matsugov.us](mailto:Kelly.johnson@matsugov.us) or [Jordan.Ortolano@matsugov.us](mailto:Jordan.Ortolano@matsugov.us).

**Dates to be aware of:**

- Date Election Official applications are due to Borough Clerk's Office: **June 30, 2021**, applications will continue to be received until August; however, the appointment process begins on the deadline above.
- Election Official appointments presented to the Borough Assembly for confirmation at the regular Assembly meeting: **September 7, 2021**
- Letters of confirmation and assignments mailed: **by September 8, 2021**
- Election Official training dates: **October 27 thru October 30, 2021**, depending upon precinct assignment. Assignment letters will contain the assigned training date and any pertinent Chairperson information
- Election Day: **Tuesday, November 2, 2021**, Election Officials arrive at the polls at 6:30 a.m. Polls are open 7 a.m. to 8 p.m.

Questions? Please contact the Borough Clerk's Office at 861-8683. More information is available on our website at [www.matsugov.us/elections](http://www.matsugov.us/elections).

Very Respectfully,

Lonnie McKechnie, CMC  
Borough Clerk

Kelly B Johnson  
Deputy Borough Clerk

**Please complete the information and applicable choices below and return this form to the Borough Clerk's Office in the enclosed prepaid return envelope.**

**Printed Name:**  
(First and Last)

\_\_\_\_\_

**Signature:**

**Date:**

<input type="checkbox"/>	I am submitting my application and have completed all sections of the form and have <b>signed</b> on the reverse side of this letter. I understand I will receive my precinct assignment and training date once confirmed by the Assembly in <b>September</b> .
<input type="checkbox"/>	I am uncertain about serving as an election official and invite you to contact me at a later date. Estimate timeframe to contact about possibly serving in November: _____
<input type="checkbox"/>	I am unable to serve as an election official on <b>Tuesday, November 2, 2021</b> . Please keep me on the list for next year.
<input type="checkbox"/>	I am no longer interested in serving as an election official and request that my name be permanently removed from your records.
<input type="checkbox"/>	In the event all precinct teams are full or if I was not assigned to a specific precinct, I am available to serve as an <b>alternate precinct official</b> and have reserved the date of <b>November 2, 2021</b> .

**1. SELECT THE ELECTION(S) YOU ARE AVAILABLE TO WORK**

- Regular Borough Election (**Tuesday, November 2, 2021**)  
 All 2021 Borough Elections (i.e., Special Borough Elections)

**2. APPLICANT INFORMATION - PRINT CLEARLY AND LEGIBLY**

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
<b>Cell Phone:</b>	<b>Home Phone:</b>	<b>Work Phone:</b>

**Email Address:**

**Residence Address (include street name and house number):**

City:	Zip:
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**Mailing Address (if different from your residence address):**

City:	Zip:
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**What position(s) are you most interested in working? Indicate below:**

- Precinct Chairperson       Review Board (tests ballots prior to Election Day and verifies Canvass Board results)  
 Poll Worker       Canvass Board (meets day after election & for up to two weeks to certify Election results)  
 Early/Absentee Voting Official (conducts Early Voting/Absentee in-person two weeks prior to Election Day)  
**Select Absentee preference:**  MSB - Palmer M-F (7:30 am to 5:30 pm)     DOE - Wasilla M-F (7:30 am to 5:30 pm)     DOE - Wasilla Saturday's & Sunday's (9:30 am to 4:30 pm) (11:30 am to 4:30 pm)

**What area of the Borough or to which precinct do you wish to be assigned, if any?**  
*(Due to the large number of precincts, we are unable to accommodate all requests):*

**Have you ever served as an election official for the Borough?**  
 YES *If yes, how long? \_\_\_\_\_*     NO *If no, what experience do you have that will help you to successfully serve as an election official?*

Have you ever served as an election official for the Alaska State Division of Elections or another municipality?  
 YES *If yes, who did you work for? \_\_\_\_\_*     NO

**3. CONFLICTS (Attach a separate sheet, if necessary)**

Are you aware of any conflict of interest with an issue or candidate that may appear on the ballot that could be considered incompatible with your service as an election official, such as, a candidate is a member of your immediate family or you are actively involved in a political campaign?  
 NO       YES *If yes, please explain the conflict:*

Have you been convicted of any crime, excluding traffic tickets?  
 NO       YES *If yes, what were you convicted of?*

**4. CERTIFICATE OF SIGNATURE**

I certify that the information contained in this application is true, accurate, and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		
Voter No.:	Registered Precinct:	Date Received:
Precinct Assignment: _____ <input type="checkbox"/> Precinct Chairperson <input type="checkbox"/> Poll Worker	Other Assignments: <input type="checkbox"/> EV/Absentee Voting Official - Location: _____ Shift: _____ <input type="checkbox"/> Review Board <input type="checkbox"/> Canvass Board	
Database Entry:	Notes:	