



APPLY TO BE A JUDGE IN THE 2022 LOCAL SCHOOL COUNCIL ELECTIONS

January 3, 2022

Dear Former LSC Election Judge Applicant:

Because of your past interest in serving as a judge for the Local School Council Elections, we are inviting you to become a judge for the Chicago Public Schools April 2022 Local School Council Elections. Elections will be held on **Wednesday, April 20, 2022**, in elementary schools and **Thursday, April 21, 2022**, in high schools. Judges will open the polls at 6:00 a.m. and close the polls at 7:00 p.m. **Your day will start at 5:30 a.m. to set up the polling place and will end when all votes are counted and recorded and all election materials are delivered to the principal.**

Requirements to be a Judge:

- Must be at least 18 years of age
- Must submit your application to be a judge to your local school or the Office of LSC Relations and must send an **IRS W-9 Form** and a **CPS Internal Accounts Vendor Request Form** to Business Services, 2nd Floor, 42 W. Madison Street, Chicago, Illinois 60602 or email to LSCJudge@cps.edu and be verified to work by the IRS.
- Cannot be a candidate for election to the local school council of the school where you serve as a judge.
- Cannot be employed by the school where you serve as a judge.
- Cannot be related to or residing with a candidate or the principal of the school where you serve as a judge.
- Must complete an in person mandatory training.

PLEASE NOTE: If you do not attend judge training or submit the IRS W-9 Form and the CPS Internal Accounts Vendor Request Form, you cannot serve as a judge. Successful applicants will be notified by mail of their appointment and the dates and locations of the mandatory training. If assigned to a school on either April 20 or 21, you will be paid \$250.00 per day. You will receive a check after: (1) all votes are tallied; (2) Certification of Ballots and Votes Cast forms are prepared and signed by all judges; and (3) all election materials are placed in the proper Security Envelopes and delivered to the principal. Applicants who are bilingual in Spanish, Polish, Chinese, Arabic, Urdu and other languages are encouraged to apply. If assigned to the standby judge pool, you will be paid \$250.00 if you are assigned to a school and serve at the school and you will be paid \$40.00 if you are not assigned to any school. If you are called to serve in a school, but you do not accept a judge assignment or you do not answer the phone for an assignment, **you will not be paid any amount.**

Application Procedure:

If you would like to serve as an LSC election judge, please fill out the enclosed application and take it to the school where you would like to serve or to the Office of LSC Relations, 2651 W. Washington Blvd., 3rd Floor, Chicago, Illinois 60612. Also complete the **W-9 Form and CPS Internal Accounts Vendor Request Form** and email the forms to LSCJudge@cps.edu or mail them to Business Services, 2nd Floor, 42 W. Madison Street, Chicago, Illinois 60602. You may also ask the school to email the **W-9 Form and CPS Internal Accounts Vendor Request Form** to LSCJudge@cps.edu (you must retain the originals). The information provided on your IRS W-9 Form must match the Internal Revenue Service's information for you.

Sincerely,

A handwritten signature in black ink, appearing to read "Kishasha Williams-Ford".

Kishasha Williams-Ford

Director, Local School Council Relations

Attachments