March 25–28, 2018

The Classic Center
300 N. Thomas Street
Athens, GA 30601
(706) 208-0900
PRESIDENT’S INVITATION

March is the time of year for our annual training and this year’s conference will be combined for VRAG and GEOA….One Goal, One Team! Our conference will be March 25 – March 28 in Athens, Georgia…Bulldog Country! We have a variety of presenters scheduled to speak. We look forward to seeing old friends and making new ones. The VRAG and GEOA Boards have worked hard to make this a positive learning experience for you. Thank you for your past evaluations; we have attempted to implement some of the things you have asked for. There are a lot of challenges to hosting a conference with 600+ attendees and we hope you find it useful to you and your offices.

We appreciate your dedication to the voter registration and elections process.

Travel safely and we’ll see you soon,

Judge Beverly Nation  
GEOA President

Kristi L. Royston  
VRAG President
WHO SHOULD ATTEND
The training sessions at the conference will be directed toward counties. If you are responsible for city elections, you may attend but with the understanding that you may receive limited information relating to cities.

MANDATORY TRAINING HOURS
§ O.C.G.A 21–2–100. Training of local election officials (a) The election superintendent and at least one registrar of the county or, in counties with boards of election or combined boards of election and registration, at least one member of the board or a designee of the board shall attend a minimum of 12 hours’ training annually as may be selected by the Secretary of State. The conference is endorsed by the Secretary of State to meet the requirements of 12 hours of mandatory continuing education for election superintendents and registrars.

LOCATION
The 2018 joint conference will be held at The Classic Center, 300 N. Thomas Street, Athens, GA 30601. For directions, please visit their website at https://classiccenter.com. Parking at the conference center is $8.00 per day.

SHUTTLE BUS SERVICE
Shuttle service will be provided for the convenience of conference participants. The schedule will be available during on-site registration and at the front desk of the hotels. If you are lodging at the Graduate, you will need to walk out to the street as the bus cannot access the drive at the hotel.

LODGING
If you require lodging, please contact one of the lodging facilities listed below to secure arrangements. Each facility has complimentary internet service and can provide details concerning wireless/Ethernet capabilities along with parking fees and directions. For more information on the lodging facilities, visit www.visitathensga.com. Requests for lodging at the hotels listed below will be open on January 12, 2018. You can either reserve lodging online using the links provided below or call the telephone number provided.

Georgia Hotel Fee – House Bill 170
On Monday, May 4, 2015, Governor Nathan Deal signed House Bill 170, Transportation Funding Act of 2015. This bill creates a new statewide fee of $5.00 per night on hotel rooms effective for stays on or after July 1, 2015. The fee revenue will be used to fund transportation projects and purposes in Georgia. The State Accounting Office has advised that there is no fee exemption for state or county agencies. This fee is in addition to the lodging rate shown below.

**Classic City Hilton Garden Inn**
(706) 353-6800
Lodging block drop date: 03/04/2018
Rate: $165.00 per night plus parking/tax if applicable (group code: 00GEC)

**Georgia Gameday Center**
(706) 583-4500
Lodging block drop date: 2/25/2018 (group code: GEC18)
Rate: $129.00-$229.00 per night plus parking/resort fee/tax if applicable

**Graduate**
(706) 549-7020
Lodging block drop date: 03/06/2018
Rate: $119.00 per night plus parking/tax if applicable Georgia Election Conference 2018 (group code: GEO324)
Holiday Inn
(706) 549-4433
Lodging block drop date: 03/04/2018
Rate: $98.00-$118.00 per night plus parking/tax if applicable (group code: GEC)

Hotel Indigo
1-866-808-1483
Lodging block drop date: 03/02/2018 (group code: Georgia Election Officials Association)
Rate: $119.00-$129.00 per night plus parking/tax if applicable
Online booking link: https://www.ihg.com/hotelindigo/hotels/us/en/athens/ahnin/hoteldetail?qAdlt=1&qBrs=6c_hi.ex.rs.ic.cp.in.sb.cw.cv.vn.ki.sp.nd. (click “book now” and enter requested dates between check-in 03/24/18 to check-out 03/29/18)

Hyatt Place
1-888-492-8847
Lodging drop date: 02/24/2018
Rate: $169.00 per night plus parking/tax if applicable (group code: G-GE08)
Online booking link: https://athensdowntown.place.hyatt.com/en/hotel/home.html?corp_id=g-ge08

All reservations require payment of one night in advance by check, major credit card, or by company guarantee. Cancellation policies are different at each lodging facility, check with your hotel for their policy.

The hotel will not hold any reservation not secured by one of the above methods. The hotel’s policy requires a credit card imprint upon check-in. If a guest is unable to present a credit card at check-in, all room costs and applicable taxes will be collected at that time along with an appropriate deposit for incidental expenses. Any unused deposits will be refunded upon departure.

Note: In order to be tax exempt from state sales tax, a state, city, or county check or credit card must be presented upon check-in, along with your state, city, or county tax exemption certificate displaying your tax exemption number.

Each attendee/guest must present the hotel/motel excise tax form at time of check-in to avoid payment of those taxes.

ADA RESTRICTIONS
If you have medically prescribed dietary restrictions or a physical impairment requiring assistance, please email Jean Lord at lordj@uga.edu prior to the conference so that arrangements can be made.

REGISTRATION FEE AND DEADLINE
The registration fee for the conference is $450.00. Registrations are due by March 2, 2018, to ensure adequate instructional materials are prepared. The commuter fee is $420.00 and available for participants who will not be attending the Tuesday evening banquet. All fees must be received prior to enrollment in the conference.
CANCELLATION AND REFUND POLICIES

Written notice of the cancellation must be postmarked/dated no later than March 2, 2018 to receive a full refund of registration fees. Written requests postmarked/dated between March 3, 2018, and November 9, 2018, will be assessed a 25% administrative fee, and requests postmarked/dated after March 9, 2018, are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration, or send a substitute, please send notification to Jean Lord at lordj@uga.edu, via fax at (706) 542-2176, or by mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

GUEST MEALS

Anyone bringing a guest or spouse must request and pay for a banquet meal prior to their arrival at the conference. Anyone who has not paid for the meal in advance will not receive a banquet ticket. Banquet tickets will not be sold at registration. Due to space limitations, guest meals will not be available for breakfast or lunch. Please be prepared to make alternate accommodations for your guests’ meals. A guest banquet ticket will be $30.00.

MEMBERSHIP DUES

GEOA

To pay Georgia Election Officials Association dues, please complete the invoice, make your check payable to the Georgia Election Officials Association, and mail them to the association treasurer, Judge T. J. Hudson. Inquiries concerning membership should be directed to the treasurer at (912) 529-4320 or via email at tj4treutlen@yahoo.com. Membership dues must be received or postmarked by March 2, 2018, to this address to be considered a member and receive the conference gift at this conference. Membership payments received onsite cannot be guaranteed the membership gift.

VRAG

To pay Voter Registrars Association dues, please complete the invoice, make your check payable to the Voter Registrars Association of Georgia, and mail them to the association treasurer, Mandi Smith. Inquiries concerning membership should be directed to the treasurer at (770) 781-2118, ext. 2577 or via email at mbsmith@forsythco.com. Membership dues must be received or postmarked by March 2, 2018, to this address to be considered a member and receive the conference gift at this conference. Membership payments received onsite cannot be guaranteed the membership gift.

DO NOT SEND MEMBERSHIP DUES TO THE UNIVERSITY OF GEORGIA

For Further Information, Contact:
Jean Lord
Event Manager
Carl Vinson Institute of Government
201 N. Milledge Avenue
Athens, GA 30602-5482
Phone: (706) 542-9534
Fax: (706) 542-2176
Email: lordj@uga.edu
REGISTRATION INFORMATION FOR EXHIBITORS

To exhibit at the conference, please register online at http://www.cviog.uga.edu/elections. Online registration provides the opportunity for a company representative to register and pay fees via credit card for one or several representatives. You may also register and pay by check by completing the enclosed registration form and mailing with your check made payable to the University of Georgia. We cannot accept credit card payments through the mail. Each fee includes all conference related meals for the fee chosen.

Fee selections include:

- $495.00 for exhibit space, one representative
- $720.00 for exhibit space, two representatives
- $945.00 for exhibit space, three representatives
- $1,170.00 for exhibit space, four representatives

EXHIBITOR/VENDOR SETUP

Following are items of note to assist you in your planning:

1. Please register online by visiting the Carl Vinson Institute of Government website at http://www.cviog.uga.edu/elections and pay by credit card, the only payment method available online. You will be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile and register for the conference. Please register one of the representatives that will be attending the conference. If you need assistance with the online registration process, please contact Jean Lord at lordj@uga.edu or via telephone at (706) 542-9534.

2. Payment of fees must be received before space can be confirmed.

3. Confirmation will be sent to the email address listed on the registration form.

4. Postmark deadline for exhibitor registration is Friday, March 9, 2018.

5. Your exhibitor fee includes a table, chair per representative, electricity, conference agenda, and all meals for each paid representative. The exhibit table will be draped and skirted, but you can bring your own table covering.

6. Set up will be on Sunday, March 25, beginning at 1:00 p.m. Please have your exhibit prepared for return shipping no later than 1:00 p.m. on Wednesday, March 28.

7. Please access the link for delivery and return shipping instructions. The link will also provide you with ordering additional services not included in the exhibit fee. The link provides very detailed information for processing your delivery. All questions regarding exhibit packages should be directed to Tim DeMott (706) 357-4405, or via email at Tim@classiccenter.com

https://www.riccorp.net/ExhibitorOrderForm?IacuNum=51&Event=1803054&Type=2

When ordering this service you ensure your package will be securely stored and handled up to a maximum of FIVE days before your event. This also includes the delivery of your packages to your booth on the day of load in for your event. All items may be delivered to the following address where they will be received by The Classic Center Security Staff.

The Classic Center Hancock Loading Dock
300 N. Thomas
Athens, GA 30601

Please label items by Company Name, Event name (Ex. Company ABC, Event DEF)

*The Hancock Loading Dock is equipped with a standard dock capable of unloading Semi-Trucks*

There is no charge for handling of your package after an event. You are responsible for contacting and paying the shipping company of your choice for pickup arrangements and providing labels for each item to be shipped. All boxes must be labeled and sealed. A Classic Center employee will collect the items from your booth after the event.
CONFERENCE AGENDA

Sunday, March 25, 2018

1:00 p.m. – 6:00 p.m. Conference Registration
Vendor Set-Up

3:00 p.m. – 5:00 p.m. New Registrars and New Election Officials Orientation
Firefly, ElectioNet, and Responsibilities
Presenters: County TBD
Dinner on your own

Monday, March 26, 2018

7:15 a.m. – 8:45 a.m. Breakfast
7:30 a.m. – 8:45 a.m. Late Registration
9:00 a.m. – 9:45 a.m. Opening Session
Welcome/Invocation/Pledge/Roll Call
Attendance Recognition

9:45 a.m. – 10:30 a.m. Legislation and Litigation Overview
Presenters: Honorable Brian P. Kemp, Secretary of State
Chris Harvey, Kevin Rayburn, Office of the Secretary of State

10:30 a.m. – 10:45 a.m. Beverage Break

10:45 a.m. – 11:30 a.m. Ethics
Presenter: Stefan Ritter, Government Transparency and Campaign Finance Commission

11:30 a.m. – 12:15 p.m. Voter Registration
Presenters: County TBD
Holly Smith, Office of the Secretary of State

12:15 p.m. – 1:45 p.m. Lunch

1:45 p.m. – 3:15 p.m. UOCAVA, FWAB, SWAB
Presenters: Kamanzi Kalisa, Overseas Voting Initiative, Council of State Governments
Matt Mallalieu, Office of the Secretary of State

Officers

<table>
<thead>
<tr>
<th>VRAG</th>
<th>GEOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kristi Royston, Gwinnett County</td>
</tr>
<tr>
<td>First Vice President</td>
<td>Charlotte Sosebee, Athens-Clarke County</td>
</tr>
<tr>
<td>Second Vice President</td>
<td>Dorothy Glisson, Screven County</td>
</tr>
<tr>
<td>Secretary</td>
<td>Tracy Strange, Wilkinson County</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mandi Smith, Forsyth County</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Veronica Johnson, Lee County</td>
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49th Institute of the Voter Registrars Association of Georgia
33rd Georgia Election Officials Association
3:15 p.m. – 3:30 p.m.  
Beverage Break

3:30 p.m. – 4:00 p.m.  
Absentee by Mail
Presenter: County TBD

4:15 p.m.  
GEOA Annual Business Meeting

Dinner on your own

Tuesday, March 27, 2018

7:15 a.m. – 8:45 a.m.  
Breakfast

9:00 a.m. – 4:00 p.m.  
Breakouts by your Region with Liaison from the Secretary of State’s Office and County Presenters.

Topics
a. Advance in Person
b. Poll Officers
c. Polling Place Management
d. Provisional
e. Enet Reports
f. Forms – Paperwork including write-ins
g. Early Tabulation
h. Election Night Reporting

10:30 a.m. – 10:45 a.m.  
Beverage Break

11:45 a.m. – 1:45 p.m.  
Lunch by groups (staggered)
Group 1  11:45 a.m.-1:00 p.m.
Group 2  12:00 p.m.-1:15 p.m.
Group 3  12:15 p.m.-1:30 p.m.
Group 4  12:30 p.m.-1:45 p.m.

2:45 p.m. – 3:00 p.m.  
Beverage Break

4:15 p.m.  
VRAG Annual Business Meeting

6:30 p.m.  
Mix and Mingle

7:00 p.m. – 8:00 p.m.  
Banquet
Presentation of the Frances Duncan Awards for VRAG and GEOA

8:30 p.m.  
Entertainment

Wednesday, March 28, 2018

7:15 a.m. – 8:45 a.m.  
Breakfast

9:00 a.m. – 9:15 a.m.  
General Session
Installation of GEOA Officers
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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</thead>
</table>
| 9:15 a.m. – 9:45 a.m. | Election Certification and Record Retention  
               Presenter: County TBD |
| 9:45 a.m. – 12:00 p.m. | SOS Support  
               ElectionNet, Database building, Security  
               Presenters: Chris Harvey, Kevin Rayburn, John Hallman, Michael Barnes, Office of the Secretary of State |
| 10:30 a.m. – 10:45 a.m. | Beverage Break |
| 12:00 p.m. | Overview/Evaluation/Adjourn |
Executive
Kristi Royston, President (kristi.royston@gwinnettcountry.com) ................................. Gwinnett
Charlotte Sosebee, 1st Vice President (charlotte.sosebee@athensclarke.com) .......................... Athens-Clarke
Dorothy Glisson, 2nd Vice President (dorothyglisson@yahoo.com) ...................................... Screven
Tracy Strange, Secretary, (tstrange@wilkinsoncounty.net) .................................................. Wilkinson
Mandi Smith, Treasurer, (mbsmith@forsythco.com) ............................................................... Forsyth
Veronica Johnson, Immediate Past President, (vjohnson@lee.ga.us) ................................. Lee

Audit
Ralph Jones, Co-Chair (ralph.jones@fultoncountyga.gov) ................................................ Fulto
Ginger Nickerson, Co-Chair (gnickerson@doughertyga.us) ................................................. Dougherty

Awards and Recognition
Brenda Peacock, Co-Chair (b.peacock@crawfordcountyga.org) ..................................... Crawford
Ava Smith, Co-Chair (asmith@buttscounty.org) ................................................................. Butts

By-Laws
Lynn Ledford, Chair (lynn.ledford@gwinnettcountry.com) .................................................. Gwinnett

Hospitality
Gina Chappelear, Co-Chair (gchappelear@franklincountyga.com) ................................. Franklin
Tracy Dean, Co-Chair (tdean@madisonco.us) ................................................................. Madison

Legislative
Charlotte Sosebee, Chair (charlotte.sosebee@athensclarkecounty.com) ......................... Athens-Clarke

Membership
Brenetta Childs, Chair (dooly.county.elections@gmail.com) ........................................ Dooly

Program
Dorothy Glisson, Chair (dorothyglisson@yahoo.com) ......................................................... Screven

Training
Sabrina German, Chair (ssgerman@chathamcounty.org) .................................................. Chatham

Vendors
Robin Webb, Chair (rwebb@hartcountyga.gov) ................................................................. Hart

Voter Registration System
Erica Hamilton, Chair (ehamilton@dekalbcountyga.gov) ............................................. DeKalb

If you are interested in serving on any of the committees listed above, please contact the chair/co-chair of that committee at the email provided.
GEORGIA ELECTION OFFICIALS ASSOCIATION
2018 EXECUTIVE BOARD

2018 Officers
Beverly Nation, President (nation56@windstream.net) .........................................................Oglethorpe
Russell Bridges, 1st Vice President (rbridges@chathamcounty.org) ........................................Chatham
Deidre Holden, 2nd Vice President (dholden@paulding.gov) ..................................................Paulding
The Honorable T. J. Hudson, Secretary/Treasurer (tj4treutlen@yahoo.com) .......................Treutlen
Cynthia Welch, Immediate Past President, (cynthia.welch@rockdalecountyga.gov) ................Rockdale
JoAnn Shipes, Past President, Retired ......................................................................................Houston
The Honorable Todd Blackwell, Past President .........................................................................Baldwin
Lynn Ledford, Past President ......................................................................................................Gwinnett
Lynn Bailey, Past President ........................................................................................................Richmond
The Honorable Judy Mullis, Past President ..................................................................................Laurens
The Honorable Helen Harper, Past President ..............................................................................Laurens

Audit
Barb Luth, Chair (bluth@forsythco.com) ..................................................................................Forsyth

Awards and Recognition
Brenda Peacock, Co-Chair (b.peacock@crawfordcountyga.org) ............................................Crawford
Ava Smith, Co-Chair (asmith@buttscounty.org) ........................................................................Butts

Conference
Gina Chappelear, Co-Chair (gchappelear@franklincountyga.com) ........................................Franklin
Tracy Dean, Co-Chair (tdean@madisonco.us) ...........................................................................Madison

Constitution and By-Laws
The Honorable Darin McCoy, Chair (judgemccoy@hotmail.com) ..............................................Evans

Legislative
Lynn Bailey, Chair (lbailey@augustaga.gov) ..............................................................................Richmond

Membership
Debra Stephens, Chair (dstephens@twiggcounty.us) ...............................................................Twiggs

Nominating
Travis Doss, Chair (tdoss@augustaga.gov) ................................................................................Richmond

Website
Russell Bridges, Chair (rbridges@chathamcounty.org) ..........................................................Chatham

If you are interested in serving on any of the committees listed above, please contact the chair/co–chair of that committee at the email provided.
WHAT’S ON THE MENU?

Monday, Tuesday, Wednesday,  
**Breakfast Buffet**
- Assorted Cereals
- Cinnamon buns and/or assorted breakfast breads/muffins
- Seasonal fruit
- Scrambled Eggs
- Loganville Turnpike Stone Ground Grits
- Pork Sausage Links
- Applewood Smoked Bacon
- Hash Brown Casserole
- Coffee, juice

Monday – **Barbecue Buffet Lunch**
- Fried Bone-In Chicken
- Smoked Pulled Pork
- Coleslaw
- Baked Beans
- Peach Cobbler with fresh whipped cream
- Iced Tea and Water

Tuesday – **Italian Bistro Buffet Lunch**
- Mixed Green Salad
- Meat Lasagna
- Chicken Parmesan
- Penne Pasta with Marinara
- Herbed Seasonal Bistro Vegetables
- Tiramisu

**Tuesday Banquet**
- Garden salad with baby field greens, grape tomatoes, shredded carrots, and cucumbers with buttermilk ranch dressing
- Oven Roasted Chicken
- Sauteed green beans
- Garlic mashed potatoes
- Classic Southern Dessert Platter including cheese cake, chocolate cake, and pecan pie
Voter Registrars Association of Georgia
MEMBERSHIP INVOICE

President: Kristi Royston, Gwinnett County
First Vice President: Charlotte Sosebee, Athens-Clarke County
Second Vice President: Dorothy Glisson, Screven County
Secretary: Tracy Strange, Wilkinson County
Treasurer: Mandi Smith, Forsyth County
Immediate Past President: Veronica Johnson, Lee County

Please make check payable to the
VOTER REGISTRARS ASSOCIATION OF GEORGIA
and mail (along with the completed invoice) to:

Mandi Smith
Voter Registrars Association of Georgia *
Forsyth County Voter Registrations and Elections
110 E. Main Street, Suite 200
Cumming, GA 30040

Membership cards will be presented at the conference.
DO NOT SEND MEMBERSHIP DUES TO THE UNIVERSITY OF GEORGIA.

* Membership dues must be received or postmarked by March 2, 2018, to
this address to be considered a member and receive the conference gift at this
conference. Membership payments received on-site cannot be guaranteed the
membership gift.

VRAG Membership Dues 2018 ....................... $20 per person
TOTAL AMOUNT ENCLOSED: $__________

Dues are being paid for (please list names, city or county, and e-mail address):

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<tr>
<th>NAME</th>
<th>CITY/COUNTY</th>
<th>EMAIL</th>
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Membership inquiries should be directed to Mandi Smith at mbsmith@forsythco.com
or 770.781.2118, ext. 2577.
ATTENDANCE CERTIFICATE QUESTIONNAIRE
49th INSTITUTE FOR VOTER REGISTRARS ASSOCIATION OF GEORGIA

March 25-28, 2018

Please do not return this form unless you have attended EXACTLY five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, or forty conferences without previously receiving a certificate.

If you need to determine the number of years that you have attended VRAG, please visit the Web site www.cviog.uga.edu/trainingrecords to retrieve your records.

Including this conference, I have attended _______________ conferences, and I am eligible for the following certificate:

- 5 year
- 10 year
- 15 year
- 20 year
- 25 year
- 30 year
- 35 year
- 40 year
- 45 year

Your name: ______________________________________________________

Name as you wish it to appear on certificate (PLEASE print or type)

Name of the county that you currently serve: __________________________

Please return this questionnaire by Friday, March 9, 2018 to:

Jean Lord
Carl Vinson Institute of Government
201 N. Milledge Ave.
Athens, GA 30602 - 5482
Fax 706-542-2176
Email: lordj@uga.edu
Georgia Election Officials Association
MEMBERSHIP INVOICE

President: Beverly Nation, Oglethorpe County
First Vice President: Russell Bridges, Chatham County
Second Vice President: Deidre Holden, Paulding County
Secretary/Treasurer: Honorable T.J. Hudson, Treutlen County
Immediate Past President: Cynthia Welch, Rockdale County

Please make check payable to the GEORGIA ELECTION OFFICIALS ASSOCIATION and mail (along with the completed invoice) to:
The Honorable T. J. Hudson
Georgia Election Officials Association *
Treutlen County
650 Second Street, Suite 101
Soperton, Georgia 30457

Membership cards will be presented at the conference.
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GEOA Membership Dues 2018 ...................... $25 per person
TOTAL AMOUNT ENCLOSED: $______________

Please complete the following information:

Name: ___________________________________________________________________________________________
Title: ___________________________________________________________________________________________
City/County: _____________________________________________________________________________________
Address: _________________________________________________________________________________________
Phone: ___________________________________________________________________________________________
Fax: _____________________________________________________________________________________________
Email Address: ___________________________________________________________________________________

Membership inquiries should be directed to the Honorable T. J. Hudson at tj4treutlen@yahoo.com
or by telephone to 912-529-4320.
ATTENDANCE CERTIFICATE QUESTIONNAIRE
33rd GEORGIA ELECTION OFFICIALS ASSOCIATION ATTENDANCE CERTIFICATE REQUEST

March 25-28, 2018

Please do not return this form unless you have attended EXACTLY five, ten, fifteen, twenty, or twenty-five conferences without previously receiving a certificate. If you need to determine the number of years that you have attended GEOA, please visit the Web site: www.cviog.uga.edu/trainingrecords to retrieve your records.

Including this conference, I have attended ____________ conferences, and I am eligible for the following certificate:

- _____ 5 year
- _____ 10 year
- _____ 15 year
- _____ 20 year
- _____ 25 year
- _____ 30 year

Your name: __________________________________________
Name as you wish it appear on certificate (PLEASE print or type)

Name of the county that you currently serve: __________________________

Please return this questionnaire by March 9, 2018 to:

Jean Lord
Carl Vinson Institute of Government
201 N. Milledge Ave.
Athens, GA 30602 - 5482
Fax 706-542-2176
Email: lordj@uga.edu
The Frances Duncan Award was first awarded in January, 1988, by Secretary of State Max Cleland. The award sought to recognize a county elections official and a county registration official for outstanding accomplishments in their respective fields.

Frances Duncan was the first full-time director of the Elections Division. She was appointed to the position by then Secretary of State Ben Fortson. Frances Duncan began her career in the Secretary of State’s Office by serving as a tour guide. Frances Duncan retired from the Elections Division in 1988 and was later appointed to serve on the State Elections Board where she served for sixteen years. She was well respected and recognized for her expertise in elections and her assistance to the election and voter registration officials throughout the state. For this reason, Mr. Cleland named this award in her honor.

### Past Recipients

<table>
<thead>
<tr>
<th>Year</th>
<th>GEOA</th>
<th>VRAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1988</td>
<td>Linda Beazley</td>
<td>Bud Fletcher</td>
</tr>
<tr>
<td>1990</td>
<td>Norma Lyons</td>
<td>Barbara Carter</td>
</tr>
<tr>
<td>1992</td>
<td>Aileen Gay</td>
<td>Carolyn Hatcher</td>
</tr>
<tr>
<td>1994</td>
<td>Virginia Andrews</td>
<td>Anne Philips</td>
</tr>
<tr>
<td>1996</td>
<td>Sharon Wingfield</td>
<td>Bonnie Williams</td>
</tr>
<tr>
<td>1998</td>
<td>Dot Barrett</td>
<td>Billie Davis</td>
</tr>
<tr>
<td>2000</td>
<td>Cecil Little</td>
<td>Melvin Stancil</td>
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<td>Janet Munda</td>
<td>Cora Wright</td>
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<tr>
<td>2016</td>
<td>Patty Threadgill</td>
<td>Veronica Johnson</td>
</tr>
</tbody>
</table>

At VRAG 2018, the Frances Duncan Award will honor excellence in the area of voter registration. Please provide information for the person you wish to nominate:

---

Nominee Name

County Nominee currently serves

Email Address

Phone

Person Submitting Nomination

Email Address

Phone
**THE FRANCES DUNCAN AWARD (cont.)**
Celebrating Excellence in Voter Registration

**Evidence of Accomplishment:**
List the most important contributions related to the area of the award. Provide specific examples of how the nominee demonstrated dedication, excellence, professionalism and initiative in the area of voter registration:

We welcome you to solicit supporting material from others (co-workers, county officials, employees, community leaders) in the nominee’s county to support their nomination. Please share contact information for up to two other individuals who are willing to support this nomination, along with a letter of support from each:

Reference One

Email Address

Phone

Reference Two

Email Address

Phone

This form is available on Firefly in the Download section.

**DEADLINE IS February 9, 2018**
Please submit your nominations by email or fax. Attach any supporting documents and send to:

Chris Harvey, Director, State Elections Division
(404) 657-5380 Fax charvey@sos.state.ga.us
404-656-2871 (main) 404-657-5380 (direct)
THE FRANCES DUNCAN AWARD
Celebrating Excellence in Elections Management

The Frances Duncan Award was first awarded in January, 1988, by Secretary of State Max Cleland. The award sought to recognize a county elections official and a county registration official for outstanding accomplishments in their respective fields.

Frances Duncan was the first full-time director of the Elections Division. She was appointed to the position by then Secretary of State Ben Fortson. Frances Duncan began her career in the Secretary of State’s Office by serving as a tour guide. Frances Duncan retired from the Elections Division in 1988 and was later appointed to serve on the State Elections Board where she served for sixteen years. She was well respected and recognized for her expertise in elections and her assistance to the election and voter registration officials throughout the state. For this reason, Mr. Cleland named this award in her honor.

<table>
<thead>
<tr>
<th>Year</th>
<th>GEOA</th>
<th>VRAG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1988</td>
<td>Linda Beazley</td>
<td>Bud Fletcher</td>
</tr>
<tr>
<td>1990</td>
<td>Norma Lyons</td>
<td>Barbara Carter</td>
</tr>
<tr>
<td>1992</td>
<td>Aileen Gay</td>
<td>Carolyn Hatcher</td>
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<td>1994</td>
<td>Virginia Andrews</td>
<td>Anne Philips</td>
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<td>1996</td>
<td>Sharon Wingfield</td>
<td>Bonnie Williams</td>
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<td>1998</td>
<td>Dot Barrett</td>
<td>Billie Davis</td>
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At GEOA 2018, the Frances Duncan Award will honor excellence in the area of Elections Management. Please provide information for the person you wish to nominate:

______________________________
Nominee Name

______________________________
County Nominee currently serves

______________________________
Email Address                      Phone

______________________________
Person Submitting Nomination

______________________________
Email Address                      Phone
Evidence of Accomplishment:
List the most important contributions related to the area of the award. Provide specific examples of how the nominee demonstrated dedication, excellence, professionalism and initiative in the area of elections management:

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(404) 657-5380 Fax          charvey@sos.state.ga.us
404-656-2871 (main)     404-657-5380 (direct)
ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual’s status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

STATE OF GEORGIA
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX

CERTIFICATION

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee ___________________________ Date ________________

PRINT OR TYPE

Name of Official or Employee ________________________________________________
Title of Official or Employee ________________________________________________
Agency Represented _________________________________________________________
Accounting/Fiscal Office Contact _____________________________________________ Phone No. ______________
Date(s) of Lodging _________________________________________________________
STATE OF GEORGIA 
DEPARTMENT OF REVENUE 
SALES TAX CERTIFICATE OF EXEMPTION 
GEORGIA PURCHASER

ST-5 (Rev. 10/2016) 

To: 
SUPPLIER    DATE 

SUPPLIER’S ADDRESS  CITY  STATE  ZIP CODE

THE UNDERSIGNED HEREBY CERTIFIES that all tangible personal property purchased or leased after this date will qualify for tax-free or tax exempt treatment as indicated below. (Check the Applicable Box)

☐ 1. Purchases or leases of tangible personal property or services for RESALE ONLY, O.C.G.A. § 48-8-30. A sales and use tax number is required unless the purchaser is one of the following: church, qualifying tax exempt child caring institution, tax exempt parent-teacher organization or association, private school (grades K-12), nonprofit entity raising funds for a public library, member council of the Boys Scouts of America or Girl Scouts of the U.S.A. TAX-FREE TREATMENT DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY THE PURCHASER, INCLUDING ITEMS THE PURCHASER WILL DONATE. O.C.G.A. §§ 48-8-3(15), (39), (41), (56), (59), (71).

☐ 2. Purchases or leases of tangible personal property or services made by the United States government, the state of Georgia, any county or municipality of this state, fire districts which have elected governing bodies and are supported in whole or in part by ad valorem taxes, or any bona fide department of such governments when paid for directly to the seller by warrant on appropriated government funds. A sales and use tax number is not required for this exemption, O.C.G.A. § 48-8-3(1).

☐ 3. Sales of tangible personal property and services made to the University System of Georgia and its educational units, the American Red Cross, a Community Service Board located in this state, Georgia Department of Community Affairs Regional Commissions, or specific qualified authorities provided with a sales tax exemption under Georgia law. A sales and use tax number is not required for this exemption, O.C.G.A. §§ 37-2-6.1(d), 48-8-3(8), 50-8-44.

☐ 4. The sale, use, consumption, or storage of materials, containers, labels, sacks, or bags used for packaging tangible personal property for shipment or sale. Materials purchased at a retail establishment for consumer use are not exempt. A sales and use tax number is not required for this exemption, O.C.G.A. § 48-8-3(94).

☐ 5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state when sold by the manufacturer or assembler for use exclusively outside this state and when possession is taken from the manufacturer or assembler by the purchaser within this state for the sole purpose of removing the property from this state under its own power when the equipment does not lend itself more reasonably to removal by other means. A sales and use tax number is not required for this exemption, O.C.G.A. § 48-8-3(32).

☐ 6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components of each, that will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers and by carriers who hold common carrier and contract carrier authority in interstate or foreign commerce under authority granted by the United States Government. Replacement parts installed by carriers in such aircraft, watercraft, railroad locomotives and rolling stock, and motor vehicles that become an integral part of the craft, equipment, or vehicle are also exempt. The exemption does not extend to private or contract carriers. O.C.G.A. § 48-8-3(33)(A).

☐ 7. Purchases or leases of tangible personal property or services made by the Federal Reserve Bank, a federally charted credit union, or a credit union organized under the laws of this state. A sales and use tax number is not required for this exemption, 12 U.S.C. §§ 531, 1768 § 1768; O.C.G.A § 48-6-97.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, this certificate is true and correct and made in good faith, pursuant to the sales and use tax laws of the State of Georgia. Further, I understand that any tangible personal property obtained under this certificate is subject to sales and use tax if the purchaser uses or consumes the property in any manner other than indicated above.

Purchaser’s Name: ________________________________ Sales Tax Number: __________________

(IF REQUIRED)

Purchaser’s Type of Business: ________________________________

Purchaser’s Address: ____________________________________________

Printed Name and Signature: __________________________ Title: __________________________

Telephone Number: __________________________ Email: __________________________

Supplier must secure and maintain one properly completed certificate of exemption from each purchaser making purchases without the payment of tax.