



**DELBERT HOSEMANN**  
*Secretary of State*

**TO:** Chairman, County Election Commission; Circuit Clerks

**CC:** Heath Hillman, Assistant Secretary of State for Elections; Lindsay Leonard, Elections Training Coordinator

**FROM:** Matt Grubbs  
Director of Elections Administration/HAVA Administrator

**DATE:** July 3, 2012

**SUBJECT:** County Election Officials “Train-the-Trainer” Fall Sessions, Registration Form

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The Secretary of State’s Office invites you to attend one of our “Train-the-Trainer” TSX Voting Device training sessions scheduled this summer & fall, as follows (please see attached registration form for locations and times):

**July 31, 2012**  
**August 28, 2012**  
**August 30, 2012**  
**September 4, 2012**  
**September 6, 2012**  
**September 11, 2012**  
**September 12, 2012**  
**September 13, 2012**

To reserve seating, each participant should complete and submit the attached pre-registration form. **Please pre-register for the session you wish to attend as soon as possible, as space is limited.** The Secretary of State’s Office recommends that two (2) members of the County Election Commission and the County Circuit Clerk or Deputy Clerk attend. Please coordinate with your members to determine who will attend. Only twenty (20) places will be available at each session. Therefore, the sooner you register, the more likely you will be able to attend the session of your choice. We currently have eight (8) sessions scheduled but may add additional classes later, depending on the interest we receive from the counties.

To better serve you, we now provide all training materials on our website. This allows you to go to our website before a training session, print and review the materials prior to the session, and bring them with you to the training. We hope that this will allow you to be better prepared for upcoming training sessions. Hard copies of materials will **not** be provided by our office at the sessions. The training materials will be posted on our website by July 23, at the following web address: <http://www.sos.ms.gov/page.aspx?s=7&s1=1&s2=95>

**Please fax or mail your completed registration form as soon as possible to the attention of:**

**Lindsay Leonard, Elections Training Coordinator**  
MS Secretary of State’s Office  
401 Mississippi Street  
Jackson, MS 39205  
[Lindsay.Leonard@sos.ms.gov](mailto:Lindsay.Leonard@sos.ms.gov)  
Phone: 601-359-6687  
Fax: 601-359-1499 or Fax#2: 601-359-5019



**DELBERT HOSEMANN**  
*Secretary of State*  
**PRE-REGISTRATION FORM**  
 County Election Officials Train-the-Trainer Session  
**PLEASE PRINT**

*Please fill out one form for each training participant. The Secretary of State's Office recommends that you send two (2) members of the County Election Commission and the County Circuit Clerk or Deputy Clerk, due to limited availability.*

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**CHECK ONE OF THE FOLLOWING THAT DESCRIBES YOUR POSITION/TITLE IN ELECTIONS:**

- \_\_\_\_\_ Circuit Clerk
- \_\_\_\_\_ County Election Commissioner
- \_\_\_\_\_ OTHER (Please specify) \_\_\_\_\_

**PLEASE CHECK THE BLANK BY THE TRAINING SESSION YOU PLAN TO ATTEND:**

- \_\_\_\_\_ July 31, 2012: 10:00 am – 1:00 pm  
Hawamba Community College, 2176 South Eason Blvd, Tupelo
- \_\_\_\_\_ August 28, 2012: 10:00 am – 1:00 pm  
Lake Terrace Convention Center, 1 Convention Center Plaza, Hattiesburg
- \_\_\_\_\_ August 30, 2012: 10:00 am – 1:00 pm  
St. Martin Community Center, 15008 Lemoyne Blvd, Biloxi
- \_\_\_\_\_ September 4, 2012: 9:00 am – 12:00 pm  
Secretary of State's Office, 2<sup>nd</sup> Floor Conference Room, 700 North Street, Jackson
- \_\_\_\_\_ September 6, 2012: 10:00 am – 1:00 pm  
Northwest Community College, 4975 U.S. 51, Senatobia
- \_\_\_\_\_ September 11, 2012: 10:00 am – 1:00 pm  
Copiah-Lincoln Community College Satellite Campus, 11 Co-Lin Circle, Natchez
- \_\_\_\_\_ September 12, 2012: 10:00 am – 1:00 pm  
The Capps Center, 920 Highway 82 West, Indianola
- \_\_\_\_\_ September 13, 2012: 9:00 am – 12:00 pm  
Secretary of State's Office, 2<sup>nd</sup> Floor Conference Room, 700 North Street, Jackson

**Due to limited availability, please fax/mail your completed registration form in as soon as possible to the attention of:**

**Lindsay Leonard**  
 Elections Training Coordinator  
 MS Secretary of State's Office  
 401 Mississippi Street  
 Jackson, MS 39205  
[Lindsay.Leonard@sos.ms.gov](mailto:Lindsay.Leonard@sos.ms.gov)  
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