

The Town Clerk's Office thanks the wonderful volunteers who generously gave of their time to help in the filing of marriage intentions on this important and historic day.

Doug Johnstone
Town Clerk

Aaron Leventman
Assistant Town Clerk

Doug Allen
Andrew Aull
Alice Baldwin
Fred Berger
John Burrows
Nathan Cardoza
Dave Carroll
Mary Chatlos
L. Paul Church
Jennifer Clarke
James Cote
Lynne Davies
Debra DeJonker-Berry
Patrick Durkan
Dee Edwards
Peggy Flynn
Alice Foley
John Foley
Martin Gardiner
Erin Golden
Samuel Hardee
Herb Hintze
Suzanne Ingraham
Roger Keene
Renee Kinchla
Mark Lang
Barbara Levison
Richard Lucier

Marge McGloin
Ken Merrifield
Nicole Merriman
Glenn Milliken
Greg Muse
Teri Nezbeth
Amy O'Hara
Deb Paine
Brooke Poloskey
Irene Rabinowitz
Mimi Razon
Philip Retzky
Michel Richoz
Sian Robertson
Candyce Rusk
Wayne Ryerson
David Schermacher
Bill Schneider
George Schroeder
Raymond Sparks
Barbara Stevens
Gregory Daniels Streisel
Maryann Taormina
Elizabeth Tillman
Robert Vetric
Claire Watts
Harvey Wilson
Amy Wolk

*"Never believe that a few caring people can't change the world.
For, indeed, that's all who ever have." – Margaret Mead*

Marriage Volunteer Training Outline

- I. Welcome
 - a. Index Cards – Name, Station preference, AM/PM preference, Shirt size, scheduled filing
 - b. What to expect on May 17th – Volume
- II. Use of Town Hall
 - a. Physical Layout and placement of Volunteers
 - b. Role of Volunteers at each volunteer station
 - c. Marriage Filing Applicants – flow
- III. How to Obtain a Marriage License in Massachusetts
 - a. Process – Blood Test, Intention filing, Marriage License issuance
 - b. Completion – Justice of the Peace, filing with DPH
 - c. Role of Town Clerk's Office
- IV. Marriage Paperwork
 - a. Intention forms – Distribute and explain
 - b. Marriage License Forms – Distribute and explain
 - c. Common mistakes – Distribute example sheet of past forms returned from DPH and discuss.
- V. Town Policy
 - a. Selectmen's Policy Statement – reissue and discuss.
 - b. Out of state questions/issues
- VI. Question & Answer Period
- VII. Closing
 - a. Reiterate role of the volunteer/responsibilities
 - b. May 4th information session from DPH
 - c. Press relations
 - d. Break room
 - e. Arrival times for each shift
 - f. Station assignment
 - g. Additional help beyond May 17th

Legal impediments to marriage.
May 4th info session
May 10th BOS

Memo

To: Keith A. Bergman, Town Manager

From: Doug Johnstone, Town Clerk

CC: Assistant Town Manager Michelle Jarusiewicz, Tourism Director Patricia Fitzpatrick, Assistant Town Clerk Aaron Leventman

Date: 4/26/2004

Re: Use of Volunteers for Marriage Filings

Below please find the discussion points from our meeting regarding the issuance of marriage licenses and the use of volunteers on May 17th:

- Volunteers will be used throughout the first floor of Town Hall for a variety of purposes designed to facilitate the marriage license process and avoid long waiting periods to file intentions.
- Bulk of the activity to take place in the Judge Welsh Meeting Room, which will be designated as a "no press zone" so that work can be completed accurately, efficiently and free of distractions. Tourism Director to coordinate Press Conference in the Auditorium.
- Commemorative booklets to be produced which would include the full text of the Goodrich Decision, the Board of Selectmen's Policy Statement, and a listing of volunteers.
- Volunteer Trainings scheduled in Town Hall for Wednesday, April 28 at 10:00 am, Thursday, April 29, at 6:00 pm, and at the Police Station Conference Room on Saturday, May 1 at 10:00 am.
- Tourism Director and Town Manager to develop and produce shirts for the volunteers.
- Volunteers to be divided into two groups, a morning shift and an afternoon shift.
- Police department to provide a police detail for the day consistent with Police election coverage.

- Payment for marriage licenses would be collected at the time of marriage license pick-up, and not at the time of marriage intention filing.
- Key staff to be connected via radio headsets: Town Manager, Town Clerk, Tourism Director, and Assistant Town Clerk.
- Outer Cape Health and Dr. O'Malley to be contacted to investigate marriage blood test information provided to visitors and potential staffing.
- General reminder letter sent to all those on our Justice of the Peace list on correct way to fill out their portion of the marriage certificate.
- Volunteer Appreciation Certificates to be presented to volunteers after the fact.
- Judge Welsh Room may be used throughout the week, if needed, to facilitate marriage filings.

I have included an outline of the training sessions and a Town Hall first floor plan of where the volunteers will be stationed on May 17th for your reference. I appreciate your suggestions and support and welcome any further ideas you may have to make this day a productive and pleasurable experience for all.