



COUNTY OF LOS ANGELES

**REGISTRAR-RECORDER/COUNTY CLERK**

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

May 2003

TO: Election Officials and Other Interested Parties

FROM: Conny B. McCormack, Registrar-Recorder/County Clerk  
Jennifer Collins-Foley, Asst. Registrar Recorder/County Clerk

**SUBJECT: POLLWORKER CONNECTIONS: SPECIALTY RECRUITING  
FOR COUNTY, STUDENT AND BILINGUAL POLLWORKERS**

**W**e are pleased to present this “POLLWORKER CONNECTIONS” Manual, describing our County, Student and Bilingual Pollworker recruiting and retention programs. The purpose of this manual is to share ideas and examples that may be used by election officials when creating or implementing similar specialty recruiting programs in their jurisdictions.

**“Who is going to staff the polls?”** No issue dominates the long-term thinking of election professionals more than one question: Who is going to staff the polls? Over the past decade, recruitment, training and retention of pollworkers has become increasingly difficult. Indeed, one week prior to the November 2000 Presidential election more than 2,100 pollworker positions in Los Angeles County were vacant. In years past, recruitment and training of pollworkers was relatively straightforward. The pool of pollworkers utilized was stable and consisted of a majority of community-spirited citizens and stay-at-home moms. These veteran pollworkers were easy to train because they already knew the basics and changes in the law were minor. However, over the past decade, volunteerism has dropped off nationwide and women who once staffed the polls have now joined the workforce. Pollworkers have dropped out in large numbers due to the long hours required on Election Day and the increasing complexity of election procedures.

**2-in-2.** The crisis of pollworker recruitment is becoming still more acute as Los Angeles County prepares to change voting systems TWICE in only two years. This year, we say goodbye to Chad and retire our punch card system. For a variety of reasons, including inadequate available funding, we will move

to an interim system called InkaVote for the November 2003 Consolidated Elections, the March 2004 Primary Election and the November 2004 General Election. Finally, by November 2005, we plan to complete our transition with full Countywide implementation of Touchscreen voting.

**Multilingual Assistance at the Polls.** Another major factor affecting the difficulty of recruiting, training and retaining qualified pollworkers is the need for bilingual assistance at the polls. Since 1992, Los Angeles County has been federally mandated to provide bilingual assistance at targeted polls in Chinese, Japanese, Spanish, Tagalog, Vietnamese; and Korean since 2001. The efforts expended by the Department and community advocacy groups to encourage bilingual citizens to serve have been tremendous. Due to ever-growing diversity in the County, the need for Bilingual Pollworkers increases every election.

**Pollworker Connections: Programs in Transition.** Los Angeles County is transitioning its traditional pollworker recruiting methods toward specialty recruiting programs targeted at potential pollworkers with whom we have a connection. These pollworkers have an added incentive to “show up” on Election Day; they have made the commitment to serve via their teacher, their County supervisor or to a community organization. County Pollworkers bring community service, Student Pollworkers can revitalize a poll and develop a life-long appreciation for the democratic process and Bilingual Pollworkers bring a greater understanding of voting terms and a comfort level for first-time limited-English voters. This “Pollworker Connections” approach is constantly being analyzed and improved. The County Pollworker, Student Pollworker and Bilingual Pollworker Programs provide an invaluable new pool of pollworkers who will show up and serve on Election Day. We hope to expand and improve these programs as well as pilot new ideas such as corporate pollworker partnerships.

We look forward to hearing **YOUR** ideas!! If you have any suggestions or questions please contact us:

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## TABLE OF CONTENTS

I.	COUNTY POLLWORKER PROGRAM .....	1
	Executive Summary .....	1
	Ups And Downs Of The County Pollworker Program .....	3
	County Pollworker Program: .....	5
	Recruiting and Outreach Methods.....	5
	County Pollworker Program: .....	9
	County / State Legislation .....	9
	County Pollworker Program: .....	10
	Los Angeles County MAPP Managers .....	10
	County Pollworker Program Policies and Issues .....	12
	Lessons Learned .....	14
II.	STUDENT POLLWORKER PROGRAM .....	16
	Executive Summary .....	16
	Ups and Downs of the Student Pollworker Program .....	18
	Student Pollworker Program: .....	19
	Recruiting And Outreach Methods .....	19
	State / Federal Legislation .....	20
	Lessons Learned .....	21
	College Pollworker Program .....	25
III.	BILINGUAL POLLWORKER PROGRAM .....	26
	Executive Summary .....	26
	Ups and Downs of the Bilingual Pollworker Program .....	27
	Bilingual Pollworker Program: .....	28
	The First Step Is Targeting.....	28
	Bilingual Pollworker Program: .....	30
	Recruiting And Outreach Methods .....	30
	Election Day Call-In Program .....	33
	Post-Election Follow-Up.....	34
	Looking Into The Future:.....	35
	Census 2000 – Additional Languages.....	35
	Lessons Learned .....	36
IV.	“CONNECTING INTO THE FUTURE!” .....	38
	Corporate Pollworker Program.....	41

## TABLE OF ATTACHMENTS

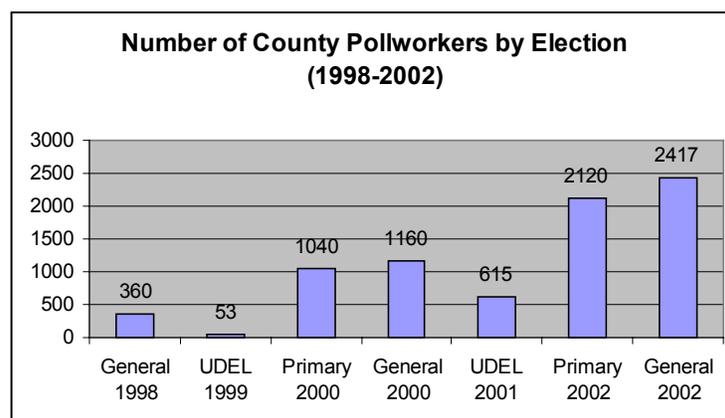
<b>ATTACHMENT</b>	<b>TITLE</b>
A	County Pollworker Application – Paper
B	County Pollworker Application – Online
C	County Pollworker Brochure
D	Payroll Stuffer / Flyer
E	County Pollworker Intranet website
F	Sample Database Page
G	Appointment Letter
H	What’s New Flyer
I	The Poll Cat Newsletter
J	Pollworker Training Schedule
K	Proof of Service Voucher
L	County Pollworker Certificate of Appreciation
M	County Pollworker Survey
N	Los Angeles County Ordinance and Board Motion
O	California State Employee Pollworker Law
P	Alameda County Counsel
Q	Split Shift Agreement Form
R	Student Pollworker Brochure
S	Letter to School Board
T	Student Pollworker Nomination Form
U	Student Pollworker Certificate of Appreciation
V	California Student Pollworker Law
W	Draft Student Pollworker Federal Legislation
X	Summer Reminder Postcard to Schools
Y	Training Sign Up Sheet
Z	Teacher Incentive Pay Flyer
AA	Student Post Election Evaluation
BB	Teacher Post Election Evaluation
CC	Inspector Post Election Evaluation
DD	Student Pollworker Calendar of Events
EE	Cal State Long Beach College Pollworker Brochure
FF	College Pollworker Program Post Election Statistics
GG	Multilingual Tally Card
HH	World of Difference Pollworker Recruitment Flyers
II	Multilingual Services Brochure
JJ	“Did You Know” Multilingual Postcards
KK	Corporate Pollworker Program Description by Johnson County, Kansas
LL	Draft Corporate Pollworker Program: A Concept Paper

# COUNTY POLLWORKER PROGRAM

## Executive Summary

Critical pollworker recruiting problems and Election Day “no shows” are forcing election officials nationwide to turn to increasingly creative ways to supplement the traditional force of dedicated pollworkers. Seeking pollworkers who have an added connection to us and to their community, we created the pilot “County Employee Voluntary Pollworker Program” in November 1998. Gathering momentum with every election, the County Pollworker Program (CPP) has grown from the 360 County employees who first served to the 2,417 who served in the November 2002 General Election.

The County Pollworker Program permits voluntary deployment of County employees from their regular County Department to the Department of the Registrar-Recorder/County Clerk on Election Day. The program is popular with County employees, providing participants with a community service opportunity while helping alleviate critical pollworker shortages. Based on the great success of this pilot program the Board of Supervisors approved a transition of the pilot “County Employee Voluntary Pollworker Program” to a permanent county program on July 31, 2001. The Board also mandated that all high-level “MAPP” (Management Appraisal and Performance Plan) managers “include service as a voluntary County Pollworker in their performance goals.” While this has provided a specifically motivated pool of employees from which to recruit, this aspect of the program requires high maintenance. (See Lessons Learned.)



**How does it work?** Employees must apply and obtain the approval of their supervisor for each election served. County employees are then assigned to a polling place based on critical vacancies. Every effort is made to assign the County employee close to the location of their preference: home, work, day care facility, etc. (California Election Code Section 12302(a) allows for a County employee to serve on a precinct board in the County even if they reside outside of the county.) Employees receive their regular rate of pay plus the \$55-75 stipend and a \$25 training bonus if they attend the 90 minute training class. County Pollworkers serve as full members of the precinct board. An experienced County Pollworker may serve as an Inspector.

**Building on Pollworker Connections.** County employees who have applied and obtained approval to serve have an added incentive to “show up” Election morning. Many County employees have expressed interest in “special duty” assignments such as being dispatched to an area of perceived election fraud or being an expert for a particularly complex issue such as provisional voting.

**VIP Pollworker Program:** We are pleased to report that Los Angeles County Supervisor Gloria Molina, State Senator Betty Karnette, County Chief Administrative Officer David Janssen as well as 12 County Departments Heads and 30 Board Deputies worked as first time pollworkers in November 2002. This extraordinary show of support was greatly appreciated. The Board of Supervisors re-scheduling their normal Tuesday Board meeting to facilitate election participation by County executives is an unprecedented and very visible action. The goal of the program is to provide County VIP’s with a front line experience. Allowing VIPS and department heads to lead by example and encourage other County staff members to volunteer as pollworkers for future elections.

## Ups And Downs Of The County Pollworker Program

### **Great Things About County Pollworkers and the County Pollworker Program**

- Dependable / They actually show up!
- Customer service oriented
- Willing to be Special Assignment Forces (i.e. troubleshooters on accessibility or cultural sensitivity issues, or on-site provisional voting experts)
- Multilingual assets (Many speak two or more languages)
- More tech savvy
- Can provide feedback on Election Day activities
- “Good Will Ambassadors” to promote County services
- More accepting of last minute changes
- Easy to contact (E-mail, phone, fax)

### **Not-So-Great Things About County Pollworkers and the County Pollworker Program**

(Internal Perspective: When We're Feeling Grouchy)

- High maintenance (requires more personal attention)
- More detailed work required to place County Pollworkers (they want to serve near home or daycare or work, etc...)
- Getting approval from their supervisor
- They want a shorter working day (i.e., Split Shifts)
- Provide negative feedback to their boss
- Regular Pollworkers think County Pollworkers are sent to spy on them

### **Reasons Why County Pollworkers Sign Up...and Keep Signing Up**

- Community service minded
- A change in work environment for just one day
- They like their fellow pollworkers
- Get to meet their neighbors
- Paid day on County time

### **Reasons Why County Employees May Not Want to Sign Up**

- Long hours / They want to split a shift but can't find someone to split a shift with
- Pollworker stipend is minimal
- Inconvenient Polling Place location
- Can be hesitant to try new things

### **Reasons Why County Pollworkers May Serve Once but "Never Again!"**

- Inconvenient polling place location
- Low voter turnout/boredom
- Long hours
- Poor Election Day experience

## County Pollworker Program: Recruiting and Outreach Methods

**“Sign Me Up!” (The Application Process).** County employees may apply via paper (mail, fax) or on-line. Employees are asked to furnish basic information such as name (as on their voter registration), address, county department name, bilingual ability (if applicable) and pollworker history. Supervisor approval is required. Experienced County Pollworkers are sent a computer generated application requiring only their signature. (ATTACHMENT A: County Pollworker Application-Paper).



An on-line version of the application is available on the County Intranet. Once the applicant hits “send”, the request is forwarded via E-mail to their supervisor. The E-mail informs the supervisor that the employee has expressed an interest in participating in the program. Then the supervisor can click on an embedded link which allows them to approve or disapprove the request. After they submit their approval/disapproval, the information is sent to our database to track the status. (ATTACHMENT B County Pollworker Application-Online)

- **County Pollworker Brochure.** A promotional brochure was created to facilitate outreach efforts. The brochure gives pertinent information such as election dates, poll locations, benefits, how to obtain an application, stipend, website address, etc. The brochure is strategically placed in personnel offices of County departments. (ATTACHMENT C: County Pollworker Brochure)
- **Payroll Stuffer.** A partnership was developed with the County Auditor/Controller to enclose a double-sided informational flyer/application in County employee paychecks on E-81. (ATTACHMENT D: Payroll Stuffer/Flyer.)
- **E-mail Blast.** County managers indicated that the best way to reach them was through E-mail. Therefore, in August 2001, an E-mail blast was sent to all County E-mail users with an embedded link to the County Intranet site. The title of the E-mail was “A Paid Day Away From the Office.” (See Lessons Learned, pg. 14.)

**Recruiting Methods.** The Board of Supervisors approved a major expansion of the program in August 2001. However, due to budgetary issues, the expected increase in staffing did not materialize at that time. Program managers attempted to supplement the traditional outreach efforts (brochures and payroll stuffers) with “techno-recruiting” methods such as an E-mail blast and Intranet website. These high-tech recruiting methods met with varying results. (See Lessons Learned, pg. 14.)

**Intranet Website.** A County Intranet website was developed (<http://countypollworkerweb.co.la.ca.us>.) The Intranet service is a great path for employees who seek on-line information about the County Pollworker Program, and was used successfully in November 2002 to recruit County employees. The website provides an on-line application that can be forwarded to the applicant’s supervisor for immediate approval. The website also provides key information such as the training schedule, Frequently Asked Questions (FAQs) and information for high level managers who were mandated to participate. (See Lessons Learned, pg. 14.) (ATTACHMENT E: County Pollworker Intranet Website)

**Establishing a County Pollworker Database.** Creating a database capable of easily tracking applications and placement of County employee applicants is critical to the success of the program. Not only do applicants want instant and up-to-date feedback if they call to check on the status of their application; County departments also request periodic listings of who from their Department plans to serve. Traditional pollworker information and placement software may lack sufficient capacity to track critical details needed to manage the program and to provide outside managers regular and detailed updates. Los Angeles County has found Microsoft Access to be an adequate database program for tracking County department, employee number, payroll title, supervisor name and contact information, home precinct, etc. The database was crucial in allowing RR/CC managers to dispatch County employees to polls in a local election where election fraud issues were anticipated. Payroll title can be used to provide cost information to election officials and to County administrators. Applicants are placed into three categories in the database: “Approved” (Supervisor approved participation, ok to place on board); “Disapproved” (Supervisor could not allow employee to be assigned to an alternate work location for the day); “Pending” (Waiting for supervisor feedback.) (ATTACHMENT F: Sample Database Page)



**Appointment Notice Packets.** Appointment notices are mailed to pollworkers, including County Pollworkers, at least 30 days prior to each election. This notice informs pollworkers of their assigned poll location, contact information for the pollworkers with whom they will work and the hours to be

worked. The packet contains a training schedule, “What’s New?” flyer and a *Poll Cat* newsletter. For County Pollworkers who are last minute placements, personal phone calls are made to notify them where they will serve on Election Day. (ATTACHMENTS G-I: Appointment Letter, What’s New? *Poll Cat* newsletter)

**Training Schedule / Training Classes.** More than 300 conveniently scheduled classes are offered countywide in the approximate six weeks before every major election. The training schedule is also posted on the RR/CC website ([www.lavote.net](http://www.lavote.net)) and the County Intranet website ([www.countypollworkerweb.co.la.ca.us](http://www.countypollworkerweb.co.la.ca.us).) Training videos are also placed in each precinct’s supplies and are available at County libraries. (ATTACHMENT J: Pollworker Training Schedule)

**Customized Training Classes for County Pollworkers.** County Pollworkers have requested “on-site” training classes during work hours. This is problematic as (1) County Counsel has determined that employees who attend training class during work hours are not eligible for the \$25 training bonus and (2) our Training Staff already have a packed schedule during this pre-Election period. However, a successful pilot program was conducted with the County’s Public Works Department where managers provided the classroom, publicized the training opportunity and negotiated the bonus entitlement issue with each participant.

**Proof of Service Voucher.** “Proof of Service” vouchers are intended to confirm a County Pollworker’s Election Day service for his/her supervisor. Voucher postcards are mailed to the employee’s home address on a pre-printed card. Vouchers are to be signed at the polling place by the Inspector and given to the employees’ supervisor as proof of service. For any last minute participants, the proof of service voucher is sent via fax. (ATTACHMENT K: Proof of Service Voucher)



**A Big Thank You!!** County Pollworkers have earned a solid reputation for dependability and a high level of community service. An appreciation packet is mailed after every election to each County Pollworker.

The package includes a thank you letter, a letter of commendation for the employee's personnel file, a post-election survey and a Certificate of Appreciation. (ATTACHMENT L: County Pollworker Certificate of Appreciation)

**Post-Election Feedback.** Participating County Pollworkers receive a post-election survey. The returned surveys indicated a 93% overall satisfaction with the program; and willingness to serve again. Not only will it be possible to incorporate "real" feedback into the next generation of promotional materials, the results of the survey provide positive anecdotal evidence to forward to skeptical Department executives. (ATTACHMENT M: County Pollworker Survey)

Additionally, following the November 6, 2001 Consolidated Election, participants from the County's Chief Administrative Office were invited to participate in a two-hour focus group. Participants provided constructive comments and suggestions, i.e., the need to provide County employees with immediate confirmation that we have received the application and are processing it.



County of Los Angeles

**REGISTRAR-RECORDER/COUNTY CLERK**

12400 Imperial Hwy. – Norwalk, CA 90650 (800) 815 2666 option 7

County Employee Pollworker Program Application

November 5<sup>th</sup>, 2002 – General Election

**Deadline 9/12/02**

Name	Employee Number	Payroll Title
------	-----------------	---------------

Street Address Apt. No.	City	Zip Code	Home Phone
-------------------------	------	----------	------------

Mailing Address or Name and Address as shown on Voter Registration (if different from above)

Department Name( i.e.; Health Svcs, D.P.S.S, Superior Court)	Office Phone	Fax Number
--	--------------	------------

Are you a MAPP (Management Appraisal Performance Plan) participant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address
---	---------------

Are you a registered voter?  Yes  No

I speak another language in addition to English.  Yes  No language: \_\_\_\_\_

If you've served before, are you interested in being Inspector?  
 Yes       No       First time serving

Are you willing to serve?  
(Check all that apply)

15 miles from home or office  
 15-30 miles from home or office  
 Anywhere in my district  
 Where needed

Please indicate if you have an alternate location/area in which you wish to serve: (i.e.; office, daycare, nearby/familiar city) \_\_\_\_\_

If you live outside of Los Angeles County, please indicate an area(s) in which you are willing to serve inside of LA County: \_\_\_\_\_

**Supervisor Approval (required)\*\*\***

I authorize the above employee to participate in a Board of Supervisors approved program as a County Employee Pollworker on November 5<sup>th</sup>, 2002, at an alternate work location assigned by the Registrar-Recorder/County Clerk.

Supervisor's Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*\* If you are a MAPP participant, NO Supervisor approval is required \*\*\***

Apply online or by way of County Intranet @ <http://countypollworkerweb.co.la.ca.us> or complete and fax this application to (562) 462-3426 by **9/12/02**

Voter I.D. #:		Assigned Precinct:		MAPP participant: Yes No	
Home Precinct:		Position: Clerk Inspector		Out of County resident: Yes No	





COUNTY OF LOS ANGELES  
REGISTRAR-RECORDER  
COUNTY CLERK

Primary Election March 5, 2002

**COUNTY POLLWORKER APPLICATION**

PERSONAL

*Name: <input type="text"/> *Employee No.: <input type="text"/> *Payroll Title: <input type="text"/>	
*Street: <input type="text"/> Apt. No.: <input type="text"/> City: <input type="text"/> *Zip: <input type="text"/>	
Mailing Address or Name and Address as shown on Voter Registration (if different from above)	
Name: <input type="text"/> Apt. No.: <input type="text"/> City: <input type="text"/> Zip: <input type="text"/>	
Street: <input type="text"/>	
Home Phone: <input type="text"/> *Office Phone: <input type="text"/> Fax Number: <input type="text"/> <small>(example: 123-456-7890)</small>	
*Department Name: <input type="text"/> Select Department Name <input type="text"/>	
*Email Address: <input type="text"/>	
Are you a MAPP (Management Appraisal Performance Plan) participant? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a registered voter? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you've served before, are you interested in being an Inspector? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> First time serving
Are you bilingual? Please enter any other languages: <input type="text"/>	
Are you willing to serve (check all that applies)	
<input type="checkbox"/> 15 miles from my home or office <input type="checkbox"/> 15-30 miles from my home or office <input type="checkbox"/> anywhere in my district	

Please indicate if you have an alternate location/area in which you wish to serve (i.e. office, daycare, etc.)

If you live outside of LA County, indicate the area(s) inside of LA County in which you are willing to serve:

CRITERIA

SUPERVISOR INFO

THIS APPLICATION CAN NOT BE PROCESSED WITHOUT YOUR SUPERVISOR'S CORRECT INFORMATION.

\*Supervisor's Name:  Title:

\*Email Address:  \*Office Phone:  (example: 000-000-0000)

Click **SUBMIT** to automatically forward this online application to your supervisor for approval.

Once approved/disapproved you will be notified by email and your application is then forwarded to the Registrar - Recorder/County Clerk to be placed on the Election Board.

An "Appointment Notice" will be sent to you via mail notifying you of your assignment. Appointment Notices will be mailed out the week of January 22, 2002, however we make every effort to place the applicants that apply in a timely manner.

Thank you for your interest in the County Pollworker Program!

## Quick Quiz

1. Would you like a day out of the office?

- Definitely  
 Maybe  
 No

2. Would you like a letter in your personnel file recognizing your service to the County and the community?

- Definitely  
 Maybe  
 No

3. Would you like to make an extra \$80 to \$100?

- Definitely  
 Maybe  
 No

If your answers to Quick Quiz (above) included at least one "Definitely" or "Maybe", you should be a County Pollworker!

## How do I apply?

- Contact your Department's Personnel office for an application
- Apply on-line at:  
<http://countypollworkerweb.co.la.ca.us>
- Contact the Registrar-Recorder at:  
(800) 815-2666 Option 7

Who you are and what you do... *DOES* make a difference.

Do something positive.

Los Angeles County  
Board of Supervisors

Gloria Molina  
First District

Yvonne Brathwaite Burke  
Second District

Zev Yaroslavsky  
Third District

Don Knabe  
Fourth District

Michael D. Antonovich  
Fifth District

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Conny B. McCormack  
Registrar-Recorder/County Clerk



BE A MEMBER  
OF THE



COUNTY  
POLLWORKER  
TEAM

## What is the County Pollworker Program?



The County Pollworker Program is a Board of Supervisors approved program which encourages County employees to serve as pollworkers on election day and make a difference in their community.

"This visionary program offers a unique learning experience and a service opportunity to our county workforce."

Supervisor Michael Antonovich

## What will I do as a County Pollworker?

As a County Pollworker you will:

- Help set-up the Polls.
- Assist voters when signing in.
- Issue ballots.
- After voting has ended account for ballots and pack-up supplies.

Apply on-line at:  
<http://countypollworkerweb.co.la.ca.us>

## What are the benefits ?

- Receive your daily rate of pay from your Department.
- Plus an additional \$55-75 from our Department for the hours worked beyond your regular workday.
- Receive a letter for your personnel file recognizing your service.

## Where will I serve?

You will be assigned to a polling place based on where there are critical shortages of workers. We make every effort to assign you close to your home, office or other location (such as near your day care facility).

## How many hours?

- Pollworkers arrive at the polling place between 6:00 and 6:30 AM to set-up.
- POLLS OPEN AT 7:00 AM.
- POLLS CLOSE AT 8:00 PM.
- Closing the polls, and related duties takes about an hour.

## Are you bilingual?

You can offer special assistance to your community if you speak Chinese, Japanese, Korean, Spanish, Tagalog, or Vietnamese as many voters need bilingual assistance.

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

## How will I know if I am eligible?

- Los Angeles County employee.
- Registered Voter.
- Your Supervisor's approval is required for each election.

## How will I be trained?

- Receive a \$25 bonus for attending a training class IF you serve as a pollworker.
- Choose from over 300 classes conveniently located throughout the County.
- County Pollworkers must attend a training class on their own time.



Los Angeles County  
Registrar-Recorder/  
County Clerk

### Benefits

- ◆ Regular daily rate of pay from your department/ an additional (\$55-\$75) from the Registrar-Recorder.

### Training

- ◆ Training classes offered for an additional \$25 bonus.

### Duties

- ◆ Help set-up polls, assist voters, issue ballots, assist with closing procedures.

### Hours

- ◆ Arrive 6 to 6:30 a.m.
- ◆ Polls open at 7 a.m.
- ◆ Polls close at 8 p.m.
- ◆ Closing the polls takes about an hour.

For more info.  
or  
Questions?  
Call (800) 815-2666  
Option 7

## Become a Member of the "County Employee Pollworker Team"

- Who: Employees of Los Angeles County
- What: County Employee Pollworker Program
- When: November 5th , 2002 General Election
- Where: An alternate work location (polling place) assigned by the Registrar-Recorder/County Clerk.
- How to apply: Fill out the application on the reverse side and fax to (562) 462-3426 or apply online by way of County **Intra-net\***  
@

<http://countypollworkerweb.co.la.ca.us>

Your fellow employees at the Registrar-Recorder are encouraging all County employees to participate in the County Employee Pollworker Program. Since the September 11th tragedy, Americans nationwide have shown an enhanced desire to volunteer and find ways to demonstrate patriotism. Serving democracy as a pollworker is an excellent opportunity to display patriotic spirit and to combat the alarming crisis in pollworker recruiting.



County Pollworkers from left to right (front row): Carolyn Jones, Thao Do, & Debbie Lizzari. From left to right (back row): Jerry Ramirez, Moses Ledesma, Roy Welch, Paul Croney, Lance Peyton, & Nan Flette.





Los Angeles County  
Registrar-Recorder  
County Clerk

## COUNTY POLLWORKER PROGRAM

**Home**

[Program Overview](#)

[F.A.Q.'s](#)

[Supporting Documents](#)

[Training](#)

[Application](#)

**UPDATE !**

\*\* Requires Adobe Acrobat Reader

[Check Your Status](#)

[RR/CC Website](#)



## Become a Member of the County Employee Pollworker Team



Welcome to the County of Los Angeles, County Employee Pollworker website. This site was developed for your convenience, to streamline your participation in this vital County program.

This visionary program offers a unique learning experience and service opportunity to our County workforce.

I hope you will seriously consider this opportunity. If you have any comments regarding this site please contact Odra Miller, Coordinator, County Employee Pollworker Program at [omiller@rcc.co.la.ca.us](mailto:omiller@rcc.co.la.ca.us).

[Application Dead](#)



*(click on image for larger view)*

County Pollworkers - from left to right (front row):  
Carolyn Jones - Auditor Controller, Thao Do - Chief Administrative Office, Debbie Lizzari - Chief Administrative Office  
County Pollworkers - from left to right (back row):  
Jerry Ramirez - Chief Administrative Office, Moses Ledesma - Board of Supervisors, Roy Welch - Registrar Recorder, Paul Croney - Chief Administrative Office, Lance Peyton - Regional Planning, Nan Flette - Chief Administrative Office

**If you would like more information about the program, please contact:**

**Registrar-Recorder/County Clerk**

**P.O. Box 1024**

**Norwalk, CA 90651-1024**

**Call (800) 815-2666 option 7**





# Registrar-Recorder/County Clerk County Pollworker Program

## Employee Information:

Record Number: 1902 Date: 6/20/02  
 Application Received by: Faxed

FirstName: Odra LastName: Miller  
 Employee Number: 429311 Employee Payroll Title: Intermediate Clerk  
 Address: 12400 Imperial Highway Apt#: City: Norwalk Zip: 90650  
 HomePhone: (323) 923-1727  
 Mailing Address as shown on Voter Registration  
 Mailing Address: 12400 Imperial Highway Apt:  
 Mailing City: Norwalk Mailing Zip: 90650  
 Department Name: Registrar-Recorder/County Clerk OfficePhone: (562) 462-258 FaxPhone:  
 Employee MAPP: No Employee Email: omiller@rcc.co.la.ca.us

## Bilingual Information:

BilingualLanguage: No

## Pollworker History:

If you've served before, are you interested in being an inspector? Yes

Are you willing to serve (check all that applies): Anywhere in my Supervisorial District

## Supervisor Information:

Supervisor\_FirstName: Edelwina Supervisor\_LastName: Juloya  
 Supervisor\_Title: Supervising Clerk  
 Supervisor\_OfficePhone: (562) 462-2569 Supervisor\_Email: ejuloya@rcc.co.la.ca.us

## Election Information:

Home\_Pct: 200008A Voter\_ID: 123456789  
 Elect Pct: Election: March 5, 2002  
 Assigned\_Pct: 200008A Sup\_District: 5  
 Inputted By: Charlotte Moore Appt\_Notice\_Sent: 5/12/02  
 Position: Inspector

## Comments





# REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HIGHWAY, NORWALK, CA 90650

January 30, 2002

AN 1

## IMPORTANT INFORMATION

**ELECTION DATE**  
**March 05, 2002**

### Time

6:30 a.m. Set up poll  
7:00 a.m. Polls open  
8:00 p.m. Polls close

### Polling Place

Dist. 3

### 0070007A

FIRE STATION #67  
APPARATUS ROOM  
25801 PIUMA RD  
CALABASAS 91302

### Poll Worker Team

**INSPECTOR**  
DONN INGRAM  
818 222-5511

736 CRATER OAK DR

**1ST CLERK**  
ARLENE BRANDEWIE

25760 VISTA VERDE DR

**2ND CLERK**  
KAREN LEE

818 222-8372

25748 PUNTO DE VISTA DR

**3RD CLERK**  
LYNN INGRAM

818 222-5511

736 CRATER OAK DR

DONN INGRAM  
736 CRATER OAK DR  
CALABASAS, CA 91302

DEAR DONN INGRAM:

*Congratulations!* You have been appointed to serve on a Precinct Board for the Tuesday:

### March 05, 2002 PRIMARY ELECTION

Please remember, if you or a family member are a candidate in this Election, you are not eligible to serve. Call us immediately at (562) 462-2560 if this is the case.

If this is your first Appointment Notice, a training schedule, the Poll Cat and other materials will be enclosed. Refer to Training Schedule as soon as possible, then mark your calendar with the most convenient date, time and location near you. Please keep in mind, we are now giving a higher priority to those pollworkers who regularly attend training sessions *plus* a \$25.00 training incentive if you attend! If you have any questions, please refer to the number listed above or if you are out of the area call (800) 815-2666 - OPTION 7.

We're now on-line! We are in the first stages of developing a pollworker website. Pollworkers can access our most up to date training schedule, the Poll Cat Newsletter, and other topical election information. Visit us at LAVOTE.NET, then click on POLLWORKER VOLUNTEERS.

### THANK YOU FOR YOUR CONTINUED AND DEDICATED SERVICE

We recognize and appreciate that pollworkers are volunteers. When you make this commitment, keep in mind the serious nature of your promise. Your service ensures that your community can exercise their constitutional right to vote.

**Conny B. McCormack**

Registrar-Recorder/County Clerk

**NOTE: IF YOUR ELECTION BOARD HAS FEWER THAN 4 MEMBERS, YOU CAN HELP OUT! DO YOU KNOW SOMEONE WHO WOULD LIKE TO SERVE WITH YOU? PLEASE HAVE THEM CALL THE PHONE NUMBER ABOVE.**

TO RECEIVE YOUR TRAINING BONUS, PLEASE DETACH AND BRING THIS NOTICE TO CLASS

DONN INGRAM

1047936



\* 1 0 4 7 9 3 6 \*

# WORKSHEET

➤ Please complete and bring to workshop.

TRUE OR FALSE:

1. A Nonpartisan voter may go into any voting booth.
2. A voter registered in the American Independent Party is referred to as a Nonpartisan voter.
3. A voter can only authorize a relative to drop off their Absentee Ballot.
4. When you have to use a Provisional Ballot for a voter in a Primary Election, you must write in the party of the voter in the upper left hand corner of the envelope.
5. The American Independent, Democratic, Natural Law and Republican Parties allow Nonpartisan voters to vote for their candidates *including* the County Central Committee.
6. A voter may ask for any party ballot if they are Nonpartisan.
7. You should check the Certified Voters List if a voter says they have re-registered in a party other than the one listed in the Roster.

➤ Choose the best answer for each question by Circling **T** for True or **F** for false.

➤ Answers can be found in *The What's New* and *The Poll Cat*.

Circle  
T for  
True  
or  
F For  
False

1. **T** **F**

2. **T** **F**

3. **T** **F**

4. **T** **F**

5. **T** **F**

6. **T** **F**

7. **T** **F**

In the Box to the right, please Circle ... →

....EI if you are an Experienced Inspector.

....NI if you are a New Inspector.

....I/C if you are a first time Inspector but have worked as a Clerk before.

....EC if you are an Experienced Clerk.

....NC if you are a New Clerk.

EI

NI

I/C

EC

NC



# WHAT'S NEW

MODIFIED CLOSED PRIMARY ELECTION  
March 5, 2002

**Los Angeles County Registrar-Recorder/County Clerk**

## THE MODIFIED CLOSED PRIMARY

The March 5, 2002 Gubernatorial Primary Election is being conducted under a new election law called the **Modified Closed Primary**.

Partisan registered voters can **only** vote for candidates running for office in the same political party in which they are registered.

Nonpartisan voters may choose to vote ONLY the Nonpartisan portion of a ballot OR may choose to vote for candidates from one of four political parties. The parties authorizing such participation are the *American Independent, Democratic, Natural Law* and *Republican* Parties. Only these parties have adopted party rules allowing this voting option.

Every voter gets the ballot card for the party with which they are registered, or a ballot card marked Nonpartisan if the voter declined to state party affiliation on the voter registration form. Party affiliation, or NP (for Nonpartisan), is noted next to the voter's name on the Roster.

Like the Closed Primaries of the past, every voter goes into the booth that matches his/her party. However, the Non-partisan voters may go into any booth and vote the Non-partisan portion of that ballot, or the full ballot, *minus the County Central Committee candidates*, for the Democratic and Republican parties. The American Independent and Natural Law parties do allow Nonpartisan voters to vote for their County Central Committee candidates.

In addition to all of your other instructions for the day, your *Election Guide & Checklist* tells you that as a Precinct Officer, you simply need to say to the **Nonpartisan voter**, as he/she takes the ballot card:

*"If you want to vote for a political party, be sure to go into that party's booth."*

PLACE HOLES OVER POSTS

INSERT CARD
THIS SIDE UP

**OFFICIAL BALLOT**

**NONPARTISAN BALLOT**

**GUBERNATORIAL PRIMARY ELECTION**

March 5, 2002  
County of Los Angeles

*Nonpartisan Voters:*  
The following parties allow you to vote for their candidates: *American Independent, Democratic, Natural Law & Republican.*  
Go into the Party booth if you so choose.

004698

THIS BALLOT STUB SHALL BE REMOVED AND RETAINED BY THE VOTER.

**Instructions for the Nonpartisan voter are on the ballot card stub as shown above.**

### CALIFORNIA PRIMARY TIMELINE

- **March 26, 1996**—Proposition 198 passed, allowing for an Open "Blanket" Primary.
- **June 26, 2000**— U.S. Supreme Court overturns open primary system.
- **September 29, 2000**—SB21 establishes the Modified Closed Primary.
- **March 5, 2002**—California's first Modified Closed Primary Election.

PAGE

**1**

*SAMPLE VOTE RECORDER COVER PAGE*

### NATURAL LAW

VOTERS REGISTERED WITH NATURAL LAW PARTY SKIP TO GOVERNOR'S CONTEST BELOW.

TO VOTE FOR NATURAL LAW CANDIDATES, NON-PARTISAN VOTERS MUST FIRST SELECT PARTY IN THE BOX BELOW.

<b>THIS BOX FOR NON-PARTISAN VOTERS ONLY Vote for One</b>	AMERICAN INDEPENDENT	
	DEMOCRATIC	
	NATURAL LAW	<b>7 →</b>
	REPUBLICAN	

### STATE

<b>GOVERNOR Vote for One</b>	CANDIDATE A	<b>10 →</b>
	CANDIDATE B	<b>11 →</b>

### The NEW Absentee Ballot Envelope

When an Absentee Ballot Envelope is returned by someone other than the voter, State Law requires that it be a relative, or person living in the voter's household and that the box in the upper right corner be filled out.

However now, the relative will not only have to print and sign their name in the appropriate box (see below), he/she will also be required to circle the relationship to the voter as well.

**COMPLETE THIS BOX IF BALLOT IS RETURNED BY AN AUTHORIZED PERSON**  
*I declare, under penalty of perjury, that due to illness or disability, I authorize the following person to return my ballot. Relationship (YOU MUST CIRCLE ONE): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in the voter's household.*

Print name of designee returning ballot \_\_\_\_\_ X \_\_\_\_\_  
 Signature of designee returning ballot \_\_\_\_\_

### WOODEN BOOTHS

As some of you know, our recent purchase of aluminum booths from Riverside County allowed us to use those booths at all precincts during the November 6, 2001 Consolidated Election that took place in parts of the County.

Due to the fact that this upcoming election is County-wide, we do not have enough aluminum booths to accommodate the almost 5000 polling places. Therefore, we will be going back to the wood and canvas booths this election.

### WHAT ABOUT THE VOTER WHO IS NOT LISTED IN THE ROSTER!?!?

If a voter is not listed in the main part of your Roster, be sure to check your Inactive List and your Certified List of Voters. If they are not in your Roster, but live in your precinct, they will be voting using a Provisional Envelope, and on the upper left hand corner of that envelope will be a space to write down the voter's party affiliation.

PRECINCT NUMBER \_\_\_\_\_  
 SERIAL NUMBER \_\_\_\_\_  
 PARTY (Primary Only) \_\_\_\_\_

### "WHAT IF THEY WANT TO VOTE THE BALLOT OF A PARTY OTHER THAN THE ONE WITH WHICH THEY ARE LISTED?!"

The voter **must** vote for the party with which he/she is listed. The voter can always reregister to vote before the next election to ensure registration with a particular party. However, your *What To Do If...* guide tells you that if a voter argues with you — be sure to check the Certified List of Voters that the Inspector inserted in the back of the Roster. This is a list of last minute registrations and the voter's new registration in another party may be listed here. Due to a law extending the registration deadline to 15 days prior to the election, you will probably have more names on this list. The Certified List of Voters gets mailed to the Inspector a few days before the elec-

tion. It is a list of voters who registered in time to vote, but not in time for the printing of the Roster of Voters. The sample Roster (top) and the sample Certified List of Voters (bottom) below, illustrate how a voter could be listed with a prior party registration on the Roster and a new party on the Certified List.

**NOTE:** If, after you've let the voter know the procedure, that voter still insists on voting another party's ballot, have him/her vote using the Provisional Ballot Envelope, and simply write the explanation in the comments section at the bottom of that envelope.

#### SAMPLE ROSTER PAGE

LN#	VOTER NAME	RESIDENCE ADDRESS	SIGNATURE	PRINT CURRENT ADDRESS	PTY
	GARNEAU MICHAEL	460 LITTLETON PL			DEM
	GARNEAU-SABOL RENEE A	460 LITTLETON PL			LIB

#### SAMPLE CERTIFIED VOTER LIST

JOB	ELECTION DATE:	ELECTION PRECINCT:	BG	ROUTE	STOP	SERIAL#
038	03/05/2002	355-0029A	82	032	018	0487
PTY	VOTER NAME	SIGNATURE AND RESIDENCE ADDRESS	VOTER-ID			LN#
DEM	COULSON SHIRLEY A 322 NORMANDIE AV		144-303-697			1
REP	GARNEAU-SABOL RENEE A 460 LITTLETON PL		125-905-193			2



Los Angeles County  
REGISTRAR-RECORDER/COUNTY CLERK



# Precinct Officer Workshop Schedule

November 5, 2002 - General Election



COUNTY OF LOS ANGELES

## REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

CONNY B. McCORMACK  
REGISTRAR-RECORDER/COUNTY CLERK

Dear Precinct Officer:

This booklet contains the schedule of Precinct Officer training workshops for the *November 5, 2002 Gubernatorial General Election*.

California Elections Code Section 12309 **requires that all Precinct Inspectors attend a training workshop**. Clerks are also urged to attend in preparation for their election assignments.

To assist you in deciding which workshop will be the most convenient for you to attend, the schedule is compiled:

1. By the dates that workshops will be held throughout the County; and
2. By cities and communities. (Refer to the alphabetical listing in the Index).

The workshop you attend is determined by your title (Inspector, Clerk), so please note titles listed by the class times. If this is your first election, (whether you are an Inspector or Clerk), you should attend the workshop designated for *new officers*.

We are also providing **language assistance** in some of our workshops which are noted on the Index page.

Please take your **Attendance Slip** to the workshop with you so that you may receive compensation for attending. It is at the bottom of your **Appointment Notice**.

This office and the voters of your community appreciate the vital services provided by Precinct Officers. Elections simply would not be possible without your dedication and commitment to serve. Please call (562) 462-2621 if you have any questions about Precinct Officer training workshops. **Any questions regarding your appointment should be directed to the Polls Section; refer to the phone number on your appointment letter.** We look forward to seeing you there.

Sincerely,

A handwritten signature in cursive script that reads "Conny B. McCormack".

CONNIE B. McCORMACK  
Registrar-Recorder/County Clerk

# **LANGUAGE INTERPRETATION**

LOCATION	Page	Quick Date Reference
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## **CHINESE**

ALHAMBRA.....	26 .....	October 30
ARCADIA.....	26 .....	October 30
DIAMOND BAR .....	22 .....	October 25
HACIENDA HEIGHTS .....	14 .....	October 16
HACIENDA HEIGHTS .....	19 .....	October 22
MONTEBELLO.....	15 .....	October 17
MONTEREY PARK .....	19 .....	October 21
TEMPLE CITY .....	7 .....	October 7

## **JAPANESE**

GARDENA.....	9 .....	October 10
LOS ANGELES (Boyle Heights).....	6 .....	October 5

## **KOREAN**

GARDENA.....	9 .....	October 10
GLENDALE .....	25 .....	October 28
GLENDALE .....	28 .....	October 31
HACIENDA HEIGHTS .....	14 .....	October 16
LOS ANGELES (Central) .....	22 .....	October 25
LOS ANGELES (Central) .....	29 .....	November 1
LOS ANGELES (Mid-Wilshire) .....	26 .....	October 29

## **SPANISH**

COMPTON .....	13 .....	October 15
HUNTINGTON PARK.....	16 .....	October 18
LA MIRADA .....	21 .....	October 24
LOS ANGELES (East).....	7 .....	October 6
LOS ANGELES (East).....	12 .....	October 13
LOS ANGELES (Boyle Heights).....	6 .....	October 5
SAN FERNANDO .....	20 .....	October 22
SAN FERNANDO .....	27 .....	October 31

LOCATION	Page	Quick Date Reference
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**TAGALOG**

CARSON .....	13 .....	October 14
CARSON .....	28 .....	October 31

**VIETNAMESE**

ALHAMBRA.....	26 .....	October 30
GARDENA.....	9 .....	October 10
HAWTHORNE .....	6 .....	October 6
MONTEBELLO .....	15 .....	October 17
MONTEREY PARK .....	19 .....	October 21

County of Los Angeles  
REGISTRAR-RECORDER/COUNTY CLERK  
P.O. BOX 1024  
LOS ANGELES, CA 90651 - 1024

FIRST CLASS MAIL  
U. S. POSTAGE PAID  
LOS ANGELES, CA  
PERMIT NO 36426

This is to certify that \_\_\_\_\_  
an employee of Los Angeles County, served as a  
pollworker on November 6, 2001.

Name of Inspector: \_\_\_\_\_  
(PLEASE PRINT)

Signature of Inspector: \_\_\_\_\_

Date: \_\_\_\_\_



**COUNTY EMPLOYEE POLLWORKER PROGRAM**

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**PROOF OF SERVICE**

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- PLEASE FILL OUT CARD
- HAVE INSPECTOR SIGN  
(If you are an Inspector, other board member must sign)
- SUBMIT TO YOUR SUPERVISOR

1-800-815-2666 (OPTION 7)      [www.lavote.net](http://www.lavote.net)



# *Certificate of Appreciation*

*On behalf of the Registrar-Recorder/County Clerk  
This certificate is awarded to:*

*In recognition of outstanding service to the voters of  
Los Angeles County for participating as a  
**County Employee Pollworker**  
for the November 5th, 2002 General Election*

*Presented on this 17th day of December*



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**Conny B. McCormack**  
Registrar-Recorder/County Clerk





Los Angeles County Registrar-Recorder/County Clerk  
**County Employee Pollworker SURVEY**



**W**e are asking for your comments on the November 5<sup>th</sup>, 2002 – General Election and of course your suggestions for improving the County Employee Pollworker Program. Please take a few moments to fill out the following survey and **return in the postage paid envelope or fax to (562) 462-3426 by November 15<sup>th</sup>.**

1. How did you learn about the program?

- Co-Worker     Payroll Stuffer     Website     MAPP request

2. How many times have you participated in the County Pollworker Program? \_\_\_\_\_

3. Please describe your motivation for serving on Election Day \_\_\_\_\_

4(a). Did you attend training given for County Employees only at a departmental location?

- Yes     No

If no, would you prefer this type of on-site training?     Yes     No

(b). Did you attend training given to ALL pollworkers?     Yes     No

Would you prefer more night classes?

- (a)     Yes     No

Would you prefer more weekend classes?

- (b)     Yes     No

5. Do you have any suggestions on how we can improve the program or encourage more participation by County Employees?

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6. Are you interested in future participation?    (a)     Yes     No

7. What do you like or dislike about the program? \_\_\_\_\_

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8. If there are any comments that you may have about your Election Day experience or have any problems that you would like to report you may do so. For follow-up you may call, Deborah Martin, Division Manager, Election Services Bureau at (562) 462-2731 or Vanessa Brown-Lawrence, Section Head, Polls and Officers Section at (562) 462-2510.

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9. On a scale of 1 to 10, 1 being poor and 10 being excellent, how would you rate the County Pollworker Program?

- Poor     Below Average     Very Good     Excellent



## **County Pollworker Program: County / State Legislation**

**Los Angeles County Ordinance and Board Motion.** On July 31, 2001 the Los Angeles County Board of Supervisors approved a substitute motion to Agenda Item #71, to:

“(1) Approve the transition of the pilot “County Employee Voluntary Pollworker Program”, as a permanent County Program.

(2) Direct the Department Director of ITS and the Chief Information Office to provide assistance sending recruiting E-mail “blasts” to County employees, and assistance as required supporting a “County Pollworker” Intranet site.

(3) Direct all Department Heads to support the voluntary County Pollworker Program, and identify employees, including MAPP participants and other high-level County staff, who may serve as County Pollworkers, and forward to the Registrar-Recorder/County Clerk by August 15, 2001.

(4) Direct the Chief Administrative Officer to include “service as a voluntary County Pollworker” in all eligible MAPP participants’ performance goals for the upcoming 2001-02 MAPP year.

(5) Direct the Chief Administrative Officer to work with Registrar-Recorder/County Clerk and Human Resources to prepare a work plan for increasing County Employee volunteers and the Pollworker Program within 60 days. “ (ATTACHMENT N: Los Angeles County Ordinance and Board Motion)

**California’s State Employee Pollworker Law.** Government Code Section 19844.7, authored by Assemblymember Jenny Oropeza in 2001, provides that a state employee who takes time off from state employment to serve as a member of a precinct board on Election Day shall receive payment of his or her regular wages or salary for that Election Day, without forfeiting any compensation received for his or her service as a precinct board member. California’s Association of Clerks and Election Officials (CACEO) formed a “State Employee Pollworker” Committee in December 2001 to explore this opportunity and provide recommendations for implementation models. (ATTACHMENT O: California State Employee Pollworker Law)





COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**

12400 IMPERIAL HWY. - P. O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

**CONNOR B. McCORMACK**  
REGISTRAR-RECORDER/COUNTY CLERK

July 31, 2001

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF A PERMANENT COUNTY EMPLOYEE VOLUNTARY  
POLLWORKER PROGRAM (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the transition of the pilot "County Employee Voluntary Pollworker Program" as a permanent County program.
2. Approve payment of a referral bonus to eligible County pollworkers for recruiting other County employees to serve as County Pollworkers.
3. Direct the Department Heads to support the voluntary County Pollworker Program, and assist in identifying employees, including MAPP participants and other high-level staff as possible County Pollworkers.

**PURPOSE OF RECOMMENDED ACTION:**

The Department of the Registrar-Recorder/County Clerk is currently experiencing a crisis in recruiting and retaining a sufficient number of skilled pollworkers to serve in both major and small elections. A pilot "County Employee Voluntary Pollworker Program," in which County employees are encouraged to serve at polling places on election day, has been in effect since November 1998, and more than 2,500 have served in this capacity since then. The purpose of these recommendations is to: 1) ensure that the successful pilot program is transitioned to a permanent program; 2) provide incentives for County employees to expand this successful program; 3) ensure the Program receives full support from County departments; and, 4) due to the

increasingly complicated nature of election laws and procedures and the upcoming March 2002 Primary Election, identify County employees at all levels, who may serve on election day.

This program offers a unique learning experience and a community service opportunity to our County work force, alleviates the critical shortage of pollworkers on Election Day and will generate positive publicity for the County. In June, 2001 the Department received a NACO Achievement award for its visionary program and this program is now being emulated by Elections Officials throughout the Country. The further support of your Board and Department Heads is crucial to the continuing success and expansion of the program.

#### **JUSTIFICATION:**

No other issue dominates the long-term thinking of elections professionals more than one question: Who is going to staff the polls? Indeed, in the Strategica Audit commissioned by your Board in 2000, pollworker recruiting issues were cited as one of the most critical issues facing the Department. The Audit recommended that the Department conduct "serious planning and investigation into a long term solution for addressing the prospect of long term pollworker shortages." The Audit suggested a number of dramatic solutions including: (1) increasing the pollworker stipend from the current \$55-75 to a possible \$200-300 per day, (2) implementing voting centers (not currently permitted under State law) and, (3) ... "drafting County employees to reduce poll site staffing." While we are not recommending the third option of *drafting* County employees, this motion will serve to recommend a dramatic expansion of the current *voluntary* County Employee pilot program.

**Pollworker Recruiting Crisis.** Over the past decade, recruitment, training and retention of pollworkers has become increasingly difficult. Indeed, one week prior to the November 2000 Presidential election more than 2,100 pollworker positions were vacant. In years past, recruitment and training of pollworkers was relatively straightforward. The pool of pollworkers utilized was stable and consisted of a majority of retired community-spirited citizens. These veteran pollworkers were easy to train because they already knew the basics and the changes in the law were minor. However, over the past decade, volunteerism has dropped off nationwide and housewives who once staffed the polls have now joined the workforce. Pollworkers have dropped out in large numbers due to the long hours required on Election Day and the increasing complexity of election procedures. (The Election Officer's Manual, once less than ten pages, is now over fifty pages.)

Another major factor affecting the difficulty of recruiting, training and retaining qualified pollworkers is the need for bilingual assistance at the polls. Since 1992, the County has been federally mandated to provide bilingual assistance at targeted polls in Chinese, Japanese, Spanish, Tagalog, Vietnamese; and Korean by County ordinance since 1998. The efforts expended by the Department and community advocacy groups to encourage bilingual citizens to serve have been tremendous. Due to the ever growing diversity in the County, the need for bilingual workers increases every election. County employees, many of whom are bilingual, provide a diverse work force of service minded individuals who may be depended upon to address these recruiting crises on an ongoing basis.

While the majority of the 25,000 pollworkers who serve in a major election are competent individuals dedicated to serving their communities, there are also problems with late poll openings, pollworker "no-shows," critical procedural errors made by pollworkers, cultural sensitivity issues and soaring recruiting costs.

**Pilot Program.** In October 1998 your Board endorsed a pilot program permitting voluntary "reassignment" of County employees (with permission of their supervisors) to the Department of Registrar-Recorder/County Clerk for election day. To compensate the County employees for the cumulative hours of voluntary community service required beyond the normal workday, County Pollworkers receive the usual pollworker stipend in addition to their daily rate of pay. The pilot program and your Board motion were fully supported by County Counsel, the CAO, and Bargaining Units.

For the November 1998 Gubernatorial Election, 360 County employees served as "County Pollworkers." The program has since expanded to the 1,100 who served in the November 2000 Presidential Election. Despite the potential of the program, this has remained a consistent core group. Now the goal is to expand the program to place a County employee at each of the 5,000 voting precincts for the March 2002 election and beyond.

**Legislative History/"Slightly-Ajar Primary."** Prior to the year 1998 California voters participated in a "Closed Primary." ("Closed primaries" allow voters to vote only for the candidates in the voters' designated political party.) However, in 1996 Proposition 198 allowed an "Open Primary." ("Open primaries" allow voters to vote for any candidate on the ballot, not restricting the voter to their designated political party.) Although Californians voted using the "Open Primary" in June 1998, the United States Supreme Court declared the "Open Primary" unconstitutional in July 2000.

In a move to retain a portion of the "Open Primary" for non-partisan/decline to state voters, the California Legislature adopted SB 28, "Partisan Primary Elections – Voting

Rights Regardless of Political Affiliation" (commonly referred to by Elections Officials as the "Slightly-Ajar Primary"). This complicated Primary system allows voters who are registered with a political party to vote *only* for the candidates in that party. A "non-partisan" or "decline to state" voter may vote *any* political party ballot, but *only* if the party has granted permission for those voters to vote that party ballot. To further complicate matters, some of the political parties have expressed interest in allowing non-partisan voters to vote the party ballot but are refusing to allow the non-partisan voters to vote for the office of County Central-Committee member. Further, the political parties do not have to make a decision or inform Elections Officials of their intent until 60 days prior to the election. (Currently SB 7 modifies the date for political parties to notify election officials to 135 days prior to the election. SB 7 has passed out of the Senate, and is now in the Assembly. This urgency legislation will provide elections officials critical lead time.) Election officials statewide and the Secretary of State anticipate **significant** voter and pollworker confusion with this "Slightly Ajar Primary."

County election officials throughout California are either launching or expanding County Pollworker Programs in anticipation of this complicated election. **The "Slightly-Ajar Primary" dictates the need for a County employee to serve in each of the 5,000 voting precincts for the March 2002 Election. Immediate action is required to recruit and train the 3,900 County employees needed to supplement the 1,100 who consistently serve. Recruiting County pollworkers in advance will give them an opportunity to learn the basics of operating a polling place by serving in the November 2001 UDEL.**

**Statewide legislation.** Assemblymember Jenny Oropeza has introduced AB 492, which, if passed, would provide that a state employee who takes time off from state employment to serve as a member of a precinct board on election day shall receive payment of his or her regular wages or salary for that election day, without forfeiting any compensation received for his or her service as a precinct board member. (AB 492 has passed out of the Assembly and is now in the Senate.)

**Federal legislation.** Congressman Hoyer has introduced H.R. 775, which, if passed, would provide that a Federal employee who takes time off from federal employment to serve as a non-paid pollworker shall receive regular compensation and benefits. (This bill was introduced in February 2001 and is awaiting a hearing.)

**Referral Bonus.** The current cost for RR/CC staff (permanent and temporary) to recruit, train and process each pollworker is approximately \$50. A referral bonus of \$10 for a County employee who both serves in an election and recruits another employee to serve, is significantly more cost effective. Qualifying employees are eligible to receive one \$10 bonus, along with their pollworker stipend and training attendance bonus per

election. County Employee Pollworkers have an additional connection beyond community service, and therefore are generally more reliable, as they have made a commitment to serve (through their supervisor). The model for this incentive program is the County Employee Suggestion Award Program.

**Assistance from County Department Heads.** To ensure that the RR/CC locates County employees with excellent customer service orientation and demonstrated ability to learn complicated procedures, each Department will be asked to identify employees, including MAPP participants and other high-level staff, who may be available to participate in the program. It is interesting to note that Clark County, Nevada, requires a County management employee at every polling place. Additionally, in that County, if the promised manager is unable to serve, the Department must replace the drop-out County pollworker.

In addition, the RR/CC will request assistance from ITS/ISD and the CIO to employ various technical services to conduct outreach to County employees, including: (1) sending a targeted e-mail to County employees regarding the program; and (2) supporting a "County Pollworker" Intranet site (currently being developed by RR/CC). This Intranet site, which will be accessible to County employees beginning in August, will allow staff to sign-up to be a County Pollworker directly using the Intranet, obtain the requisite approvals and notification of their supervisor, provide information regarding training classes and the referral bonus program.

#### Implementation of Strategic Plan Goals

The recommended expansion of the County Pollworker program is consistent with:

- Strategic Plan Goal No. 1: Service Excellence.
  - Strategy No. 1.2: Design seamless ("One County") service delivery systems.
    - Objective 1.2.3: Develop programs to deliver services through the Internet/Intranet.

#### FISCAL IMPACT/FINANCING:

No net County cost. Employees are assigned to an alternate County work location. The cost of the referral bonus is estimated at \$10,000 per election. This cost will be offset by a decrease in overtime and/or temporary staff retained for last minute and less effective recruiting techniques.

The Honorable Board of Supervisors  
July 31, 2001  
Page 6

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

California Election law currently permits the use of County Pollworkers. Section 12302(b) allows for a County employee to serve on a precinct board in the County even if they may reside outside of the county.

Due to the occasional and sporadic nature of this work in a capacity different from their regular employment, County Counsel has determined FSLA overtime liability is not incurred.

**IMPACT ON CURRENT SERVICES OR PROJECTS:**

No impact.

Respectfully submitted:

  
CONNOR B. McCORMACK  
Registrar-Recorder/County Clerk

c: Chief Administrative Officer  
County Counsel  
Auditor-Controller  
Department Heads

SYN. NO. \_\_\_\_\_

AGN. NO. 71

MOTION BY SUPERVISOR MICHAEL D. ANTONOVICH

JULY 31, 2001

SUBSTITUTE MOTION TO AGENDA ITEM #71 - POLLWORKER PROGRAM

*Approved  
cmc*

I, THEREFORE, MOVE that the Board of Supervisors:

1. Approve the transition of the pilot "County Employee Voluntary Pollworker Program, as a permanent County Program.
2. Direct the Department Director of ITS and the Chief Information Office to provide assistance sending recruiting e-mail "blasts" to County employees, and assistance as required supporting a "County Pollworker" Intranet site.
3. Direct all Department Heads to support the voluntary County Pollworker Program, and identify employees, including MAPP participants and other high-level County staff, who may serve as County Pollworkers, and forward to the Registrar-Recorder/County Clerk by August 15, 2001.
4. Direct the Chief Administrative Officer to include "service as a voluntary County Pollworker" in all eligible MAPP participants' performance goals for the upcoming 2001-02 MAPP year.

- MORE -

MOTION

Molina \_\_\_\_\_

Burke \_\_\_\_\_

Yaroslavsky \_\_\_\_\_

Knabe \_\_\_\_\_

Antonovich \_\_\_\_\_

5. Direct the Chief Administrative Officer to work with Registrar-Recorder/County Clerk and Human Resources to prepare a work plan for increasing County employee volunteers in the Pollworker Program within 60 days.

# # #

MDA:lgh  
c:\motions\pollworkerprogram

## Assembly Bill No. 492

### CHAPTER 780

An act to add Section 19844.7 to the Government Code, relating to state employees.

[Approved by Governor October 12, 2001. Filed  
with Secretary of State October 13, 2001.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 492, Oropeza. State employees: precinct board members.

Existing law permits a voter, including a public employee, to take no more than 2 hours off from work for voting, without loss of pay, if a voter does not have sufficient time outside of working hours to vote at a statewide election. Existing law does not permit a state employee to take time off from work, without loss of pay, to serve as a member of a precinct board.

This bill would provide that pursuant to regulations adopted by the Department of Personnel Administration, and subject to the collective bargaining agreement between the state and the employee's exclusive representative, a state employee, as defined, who has been appointed as a member of a precinct board and takes time off from state employment to serve as a member of that precinct board on election day shall receive payment of his or her regular wages or salary for that election day, without forfeiting any compensation received for his or her service as a precinct board member. The eligibility of a state employee to receive time off for these purposes would be subject to the approval of the employee's manager or supervisor and pursuant to the terms of the collective bargaining agreement. The bill would require the department to adopt regulations to implement these provisions.

*The people of the State of California do enact as follows:*

SECTION 1. Section 19844.7 is added to the Government Code, to read:

19844.7. (a) Pursuant to regulations adopted by the Department of Personnel Administration, and subject to the collective bargaining agreement between the state and the employee's exclusive representative, a state employee who has been appointed as a member of a precinct board and takes time off from state employment to serve as a member of that precinct board on election day shall receive payment of his or her regular wages or salary for that election day, without

forfeiting any compensation received for his or her service as a precinct board member. As used in this section, "state employee" does not include any officer or employee appointed or employed by the Legislature, or any officer, deputy, or employee selected or appointed by an elected state officer.

(b) The eligibility of a state employee to receive time off for the purposes of subdivision (a) shall be subject to approval of the employee's manager or supervisor and pursuant to the terms of the collective bargaining agreement, when applicable.

(c) The Department of Personnel Administration shall adopt regulations to implement this section. The regulations shall include, among other things, consideration of such items as the impact of the employee's absence on state services and operations and the documentation necessary for a state employee to establish that he or she has taken time off from state employment to serve as a member of a precinct board and is therefore eligible to receive his or her regular wages or salary as provided in subdivision (a). The regulations required by this section shall be drafted and adopted as soon as practicable.



**PRECINCT BOARD MEMBERS: STATE EMPLOYEES**

**CH. 780  
AB 492**

**PRESENT PROVISIONS**

**NEW PROVISIONS**

**COMMENTS**

**GOVERN-  
MENT  
CODE**

Adds  
Section  
19844.7

New Section.

Pursuant to regulations adopted by the Department of Personnel Administration, and subject to the collective bargaining agreement between the state and the employee's exclusive representative, a state employee who has been appointed as a member of a precinct board and takes time off from state employment to serve as a member of that precinct board on election day shall receive payment of his or her regular wages or salary for that election day, without forfeiting any compensation received for his or her service as a precinct board member. As used in this section, "state employee" does not include any officer or employee appointed or employed by the Legislature, or any officer, deputy, or employee selected or appointed by an elected state officer.

The eligibility of state employee to receive time off for this purpose shall be subject to approval of the employee's manager or supervisor and pursuant to the terms of the collective bargaining agreement, when applicable.

The Department of Personnel Administration shall adopt regulations to implement this section. The regulations shall include, among other things, consideration of such items as the impact of the employee's absence on state services

Favorable impact on precinct officer recruitment by increasing the available pool of skilled and professional workers. As election complexity increases the need for trained and competent persons to staff polling places becomes essential.

Coincides with the Los Angeles County Employee Poll Worker Program adopted in October of 1998 which encourages county employees to volunteer to serve as precinct poll workers on election day.

Would require the design of a proof of service voucher to be provided to state employees. Election officials encouraged to work with State Department office.

and operations and the documentation necessary for a state employee to establish that he or she has taken time off from state employment to serve as a member of a precinct board and is therefore eligible to receive his or her regular wages or salary, pursuant to provisions. Regulations required by this Act shall be drafted and adopted as soon as practical.

This bill was supported by the Secretary of State, the California Association of Clerks and Election Officials and the County of Los Angeles.

## **County Pollworker Program: Los Angeles County MAPP Managers**

**Flexible Implementation for MAPP (Management Appraisal Performance Plan) Managers.** The County Board of Supervisors mandated that all eligible MAPP participants must include “service as a voluntary County Pollworker in their performance goals.” Following this motion, Registrar-Recorder/ County Clerk Conny McCormack distributed a memo to fellow Department Heads on July 31, 2001 proposing the following:

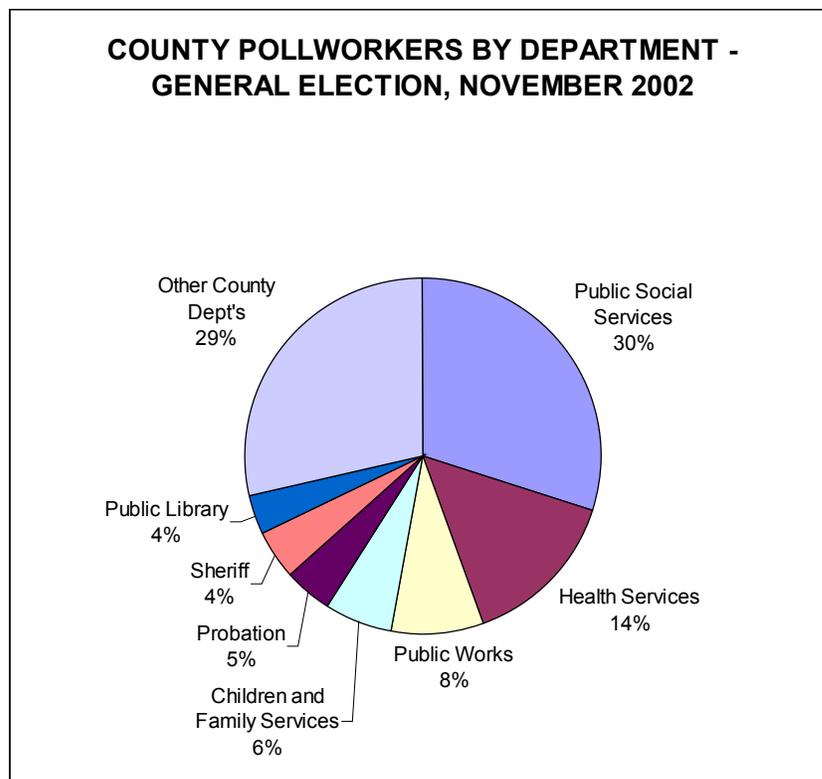
“We do not interpret the Board’s action to mean that every MAPP participant must work at a polling place during County elections. Consequently, we are suggesting language for MAPP performance goals we believe reflects the intent of the Board, while still leaving flexibility for MAPP participants:

- 1) Serve as a County Pollworker at a County Election.
- 2) Recruit and obtain commitments from Departmental/ Divisional staff to serve as County Pollworkers in each scheduled County Election. An average goal of 5% of departmental staff is recommended.
- 3) Serve as Departmental Coordinator for pollworker recruitment. It is contingent upon the Departmental MAPP Coordinator and Departmental Pollworker Coordinator to establish the appropriate Fundamental Performance Expectation (FPEs) that will enhance the number of pollworkers working in elections while maintaining essential County services.”

**Taking Managers off the Front Lines.** The flexible alternatives provided did not meet every departments’ need. Several practical issues arose in meeting the MAPP requirements. For instance, Departments which are heavily funded by a special district or federal grant may not be able to redeploy an employee to the RR/CC for Election Day. Several County health agencies have been unable to participate because of critical vacancies and the nature of providing critical services. The Alternate Public Defender did not allow employees to participate as they are expected to be present in court. A branch of the District Attorney’s office does not

participate because they see participation as a conflict of interest with their role as voter fraud investigators. In September 2001, the County's Chief Administrative Officer reminded departments of the Board of Supervisors commitment to the County Pollworker Program and that critical operations must also be maintained. Departmental staff were advised to establish "FPEs" which would enhance the number of pollworkers working in elections while maintaining essential County services.

Kudos are due to the LA County Department of Public Works (DPW) managers for outstanding participation in the CPP. Despite initial concerns expressed by DPW managers regarding inability of DPW employees to serve as CPP's because the vast majority of its funding comes from non-County sources. However, DPW has been a tremendous partner. Specifically, DPW provided more than 200 pollworkers to the CPP program.

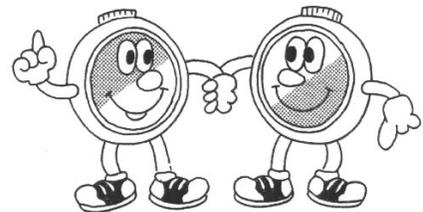


## County Pollworker Program Policies and Issues

**Overtime Issues.** A stumbling block for many counties has been whether or not overtime is an issue in County Pollworker programs. Due to the occasional and sporadic nature of pollworker service in a capacity different from their regular employment, Los Angeles County County Counsel has determined FLSA overtime liability is not incurred. In September 2001 Alameda County Counsel provided a written opinion supporting this policy. (ATTACHMENT P: Alameda County Counsel.)

**Training Stipend Issues.** County Pollworkers receive their regular daily pay *plus* the pollworker stipend (\$55 for Clerks or \$75 for Inspectors). They also receive an additional \$25 if they attend training whether or not they actually serve. County employees must attend training on personal time. With more than 300 classes conveniently located throughout Los Angeles County, County employees can attend a training class close to home. These training classes are regular classes that are attended by community-based Inspectors and clerks as well as County employees and Student Pollworkers .

**Split Shift Issues.** The RR/CC has allowed non-County employee pollworkers to “split shifts” since 1998. Two pollworkers may sign a contract assigning one pollworker as the Primary Pollworker. The Primary Pollworker is responsible for recruiting a partner, attending a training class, splitting the pollworker stipend and training bonus with the Secondary Pollworker. If either of the two Split Shift Pollworkers fails to show up at the polling place to relieve their counterpart, they each agree to serve the remainder of the day. Despite the great initial demand for this program, it has rarely been used by community-based pollworkers because of their reluctance to split the stipend and training bonus. (ATTACHMENT Q: Split Shift Agreement Form)



The RR/CC offers the Split Shift option for County Pollworkers with the following qualifications:

- 1) Only Non-Represented/Exempt employees are eligible to split a shift. Therefore, FLSA will not be relevant or incurred.

- 2) Employees MUST work a minimum of 8 hours and work at the polling place the usual hours they are assigned to at their normal work location.
- 3) County employees who split a shift will NOT receive the stipend. The stipend is meant to compensate employees for the hours served beyond their regular workday. (However, if the Split Shift partner does not show up, the County employee will receive the stipend for serving the rest of the day.)
- 4) Employees who wish to split a shift must sign the Split Shift Agreement and must identify a partner.
- 5) Each party of the Split Shift will receive the \$25 training bonus if they attend training class.

# COUNTY COUNSEL



REGISTRAR OF VOTERS  
COUNTY OF ALAMEDA

01 SEP 10 PM 2:05

DEPUTY  
REGISTRAR

*Memorandum*

DATE: September 7, 2001

TO: Elaine Ginnold, Registrar of Voters, QIC 20719

FROM: Richard R. Karlsson, Chief Assistant County Counsel, QIC 20104

SUBJECT: Alternatives for Securing Additional Poll Workers

In a memorandum to our Office, dated June 6, 2001, David Abel requested an opinion as to whether various alternatives would be viable for securing additional poll workers. Specifically, he requested whether a program adopted in Los Angeles County would be suitable for implementation in Alameda County.

The first option suggested by Mr. Abel was to implement a program whereby non-management employees would be requested to volunteer for poll workers but would not be eligible for overtime as they would be considered "occasional and sporadic" employees for purposes of the Fair Labor Standards Act (FLSA). The Fair Labor Standards Act has such a category that provides that local government employees may, at their option, work occasionally and sporadically on a part-time basis for the same agency in a capacity different from their regular employment and the hours worked in the different job do not have to be combined with the regular hours for purposes of determining overtime liability. (29 U.S.C. section 207(p)(2)).

The Department of Labor has determined that "occasional and sporadic" means infrequent, irregular or occurring in scattered instances where the assignment is not within their same general work assignment and the decision to work in that area is made freely and without coercion. (29 CFR section 553.30(b)(2)). The fact that such an activity is reoccurring, such as an election, does not mean it will not qualify under the "occasional and sporadic" test. (29 CFR section 553.30(b)(3)). Therefore, it is our opinion that the Registrar of Voters may seek non-management employees to volunteer to work the polls on election day and only be required to pay the regular days wages, plus the stipend. If this is a "change" in the terms and conditions of this program for non-management employees, I would recommend meeting and conferring with the applicable employee organizations before proceeding.. Pursuant to David Abel's memorandum, to the extent that there is an existing salary ordinance in place providing overtime for such work, a change in the salary ordinance would also be required.

Another suggestion mentioned as an alternative was to require management employees to work, pursuant to the emergency sections of Government Code 3100. However, as this section clearly contemplates a sudden and unplanned emergency and not one that might be anticipated and cured through the payment of money, it is our opinion that this section is inapplicable for emergency poll workers. Alternatively, it would be possible to change the job descriptions of managers and make "poll work" part of their regular assigned duties. This would require the action of both the Civil Service Commission and meeting and conferring with the

Memorandum to Elaine Ginnold  
September 7, 2001  
Page 2

impacted management associations.

Please contact me directly if you have any further questions.

RRK:kp

cc: Denyse Holsey, HR Services



COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
 12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

## COUNTY POLLWORKER SPLIT SHIFT AGREEMENT

County Pollworkers who wish to work a split shift are required to work a minimum of 8 hours. Together the County employees must make sure to cover the election day hours.

- County Pollworkers working a split shift will **NOT** receive the Election Day stipend.
- County Pollworkers will receive the \$25 training bonus for attending a training class.
- **ONLY** Non-Represented / Exempt County employees are eligible to split-a-shift.

### **PRIMARY POLLWORKER – MORNING:**

Precinct Number: \_\_\_\_\_ Voter I.D. #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I am a Non-Represented / Exempt Employee**

**I AGREE** that, if the person recruited as my partner does not show up on Election Day, I will remain at the polling place until closing procedures are completed.

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

### **PARTNERING POLLWORKER – AFTERNOON:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I am a Non-Represented / Exempt Employee**

**I AGREE** that I will report to the poll location at \_\_\_\_\_ **and** stay until the closing procedures are completed (approximately 9:30 p.m.).

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

**Please return to:**      **Fax: (562) 462-3426**  
                                  Polls Section, RR/CC  
                                  12400 Imperial Hwy.  
                                  Norwalk, Ca 90650



## Lessons Learned

- **Not a Cure-All!** The County Pollworker Program is not a cure-all for a crisis in pollworker recruiting. County Pollworkers, just like traditional pollworkers, are not always willing to go to “problem” areas. For example, in Los Angeles County, areas which are always problematic are in both ends of the economic spectrum, i.e., high crime where a pollworker may be afraid for personal safety, or more affluent areas which may be located far from a County employee’s home. Additionally, research shows that late opening polls are most frequently the result of pollworkers getting lost or stuck on a freeway getting to unfamiliar areas when a pollworker is traveling out of precinct. As a result, resources to “fix” recruiting issues in a particular area are better spent identifying and obtaining a commitment from local pollworkers.
- **“Got Staff?”** Each type of Pollworker Connection program requires analysis of the target audience and the type and level of staffing which will be assigned to the program. The County Pollworker Program requires at least one high level staff person who can easily respond to Department Heads and Board of Supervisor staff, have the personality to conduct on-site training, draft correspondence and flyers, manage the database and analyze and make recommendations to correct problem issues.
- **Early Placement.** The original intent of the County Pollworker Program was to deploy County employees to fill last-minute critical vacancies on Election Day. We learned that County employees want and need more lead time and prefer to be placed on a precinct board early in the pre-election season. County employees placed in the final hours had difficulty attending training.
- **Border Congestion.** State law provides that election officials may recruit County employees who are registered to vote in other counties. In attempting to place the numerous out-of-County-resident County Employee Pollworkers as close to their home county as possible, we experienced difficulties. We had more County employees who wanted to serve near the County border than available spaces. We reverted to a first-come/first-serve policy.
- **E-mail blast to Cyberspace.** As explained on page 5, in August 2001 an attempt was made to send an E-mail blast to all County employee E-mail users. An E-mail blast with an embedded link to the County Intranet site was sent to all County departmental E-mail coordinators so that they could forward the message to E-mail

users in their department. Although the idea of this E-mail was good (inexpensive, low maintenance recruiting), it was difficult to measure the success. Calls to contacts in various departments showed that many E-mail coordinators failed to forward the E-mail to users. The number of users who were able to access the E-mail is unknown and hundreds were unable to access the embedded link to the County Intranet Pollworker site. (The Intranet site was set up for County employees to view from their office computers and many employees erroneously attempted to access it from their home.)

- **Difficulties with Intranet Website.** (1) The original flow of the online application was for the application to be immediately E-mailed to the supervisor, approved and forwarded to our office. Problems occurred when applicants provided incorrect E-mail addresses for their supervisors, the supervisors did not respond, or were off-line for a long period. We corrected this problem by creating an automated deadline by which the supervisor could respond and when no action was taken by the supervisor, the applicant was so advised. Employees impatient with not knowing the status of their on-line application faxed or E-mailed an additional application, which created duplicates in the database. The database is now set up to catch duplicates by using a unique identifier—in this case County Employee ID number. (2) It was important for us to accurately track MAPP vs. non-MAPP applicants. The original on-line application required applicants to indicate whether or not they are MAPP participants. The field defaulted to “yes” even if the question went unanswered; resulting in a number that did not accurately represent MAPP participant data. This default has now been corrected.
- **Great Expectations.** Five to six weeks prior to Election Day, “Appointment Notice” packets are mailed to all pollworkers, including County Pollworkers. We encountered a problem with County employees who expected instantaneous confirmation, placement and appointment materials as soon as they applied via paper or on-line application. Upon applying, County employees assumed that they were already placed or that we had not received their application. We received hundreds of phone calls asking for clarification and customized requests to be placed in areas with a surplus of community-based pollworkers. A fax is now sent to each applicant confirming receipt of the applications with a note that we will be in touch soon.

# STUDENT POLLWORKER PROGRAM

## Executive Summary

Young Americans in increasing numbers are alienated from the political process, and political participation by younger voters is declining. “Win-win” Student Pollworker legislation, enacted in California in 1997 [Election Code 12302 (b)], provides for a potential pool of energetic new pollworkers. Young people can make a positive difference in their local community while providing a civic service. The Los Angeles County Student Pollworker Program (SPP) has grown from 255 students who first served to the nearly 1,200 students who served in the November 5, 2002 General Election.

**How does it work?** Qualifying students must be a high school senior, at least sixteen years of age, with a grade point average of at least 2.5 and a U.S. citizen. A student may be appointed, subject to the approval of the board of the educational institution in which the student is enrolled. The student must be nominated by a teacher and obtain parental permission. The program enables students to serve on Election Day as regular pollworkers; help set up the polling place, assist voters in signing in, issue ballots and close the polls.

**Benefits for the Students.** Students receive an invaluable hands-on civic lesson. Following low voter turnout at the polls, some students commented that they were bored and will never serve again...*but* remark that due to this experience, they will *always* exercise their right to vote. Students have expressed enthusiasm about the “I remember when...” stories shared by the veteran pollworkers. Volunteer pollworker service adds a nice touch to job applications, resumes and college applications. Student Pollworkers gain an added bonus by fulfilling community service credits toward graduation.

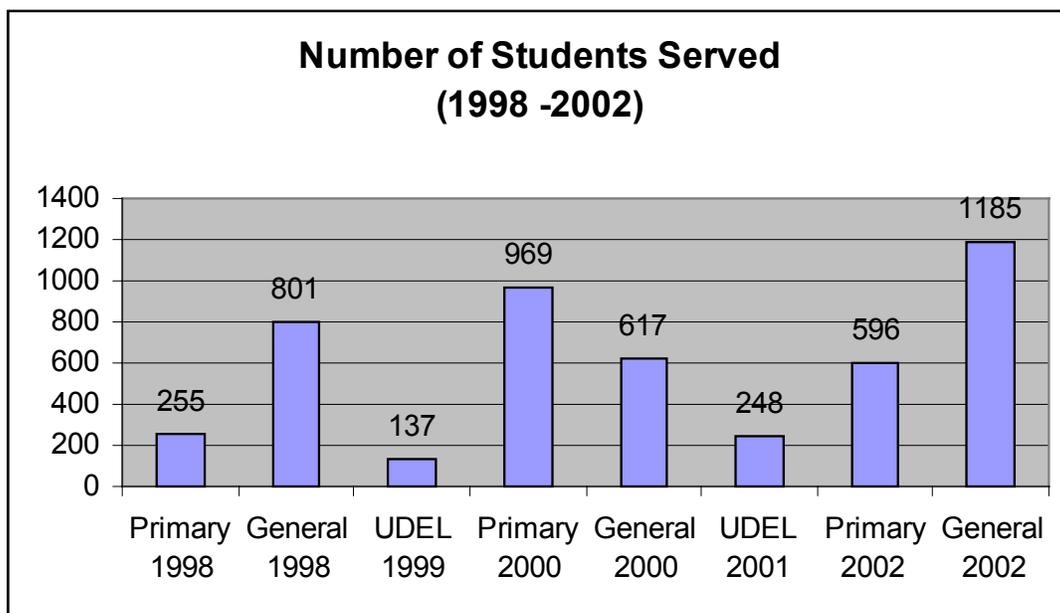
**Benefits for Election Officials.** Students have committed to their teachers and parents that they will serve at the polls and therefore are more likely to show up than pollworkers with whom we have no connection. Additionally,

the students are already in “learning mode” and so they easily pick up on the complex election procedures covered in training.

**Benefits for Veteran Pollworkers.** A Student Pollworker may bring new energy and enthusiasm to a long time pollworker team. Pollworkers have expressed appreciation to the students for assisting in carrying and setting up heavy election supplies and voting booths.

**Bilingual Student Pollworkers.** An added bonus of a Student Pollworker Program is that many students may be bilingual. Partnering with high schools in areas where a large number of limited-English proficient voters reside affords an opportunity to meet the *oral assistance at the polls* provision of the NVRA by assigning Bilingual Students. Bilingual Student Pollworkers enjoy helping voters in their local community who need language assistance at the polls.

**Educational Benefits.** Teachers have been very positive about the program as it compliments the students’ in-class civics curriculum requirements. Also, teachers have asked their students to write a report summarizing their Election Day experience. Some of these reports are forwarded to the RR/CC office where they are read by the staff. Reading these reports gives us a view of Election Day through the eyes of students.



## Ups and Downs of the Student Pollworker Program

### **Great Things About Student Pollworkers And The Student Pollworker Program**

- Students are energetic and enthusiastic
- Students are already in learning “mode” (quickly absorb complex procedures)
- Participants develop a lifelong appreciation for the democratic process and the importance of voting
- Dependable (they show up because they made the commitment through their teacher and parents)
- Many are bilingual
- Students are able to carry heavy election supplies

### **Not-So-Great Things About Student Pollworkers And The Student Pollworker Program**

- High maintenance (require more personal attention)
- More detailed work required to place Student Pollworker (i.e. School Board approval, teacher nomination, parental permission)
- May be difficult placing them close to home / proactive teachers flood the local polls! (too many nomination forms received from the teacher)
- Traditional pollworkers don’t always take Student Pollworkers seriously
- Transportation issues (Some students do not have a car)



## **Student Pollworker Program: Recruiting And Outreach Methods**

**Recruiting Methods.** Brochures and informational materials are distributed to schools through in-class voter outreach presentations. In addition, school receives an “Annual Letter to Schools” and a promotional mailing from the Office of the California Secretary of State. Plans are under way to place Student Pollworker Program information on the RR/CC website.

**Student Pollworker Program Brochure.** The Student Pollworker program brochure provides details on the program such as qualifications for service, hours, the volunteer stipend and other ways a student may benefit from participation. Photos of young people are included. (ATTACHMENT R: Student Pollworker Brochure)

**Approval from School Boards.** State law mandates that the appropriate school board approves a student’s participation in the Student Pollworker Program. Customized letters are mailed to school districts to request school board approval. (ATTACHMENT S: Letter to School Board)

**SPP Nomination Forms.** Nomination forms are sent to participating schools. Teachers distribute the forms to students to complete and to obtain parental permission. Once a student’s nomination form is received, the student is assigned to a precinct and an appointment letter packet is generated which contains contact information for Inspector and other pollworkers, poll location, training schedule, etc. The student must attend one of the more than 300 training classes offered or the teacher may arrange with our office for an in-class voter outreach presentation / pollworker training class. (ATTACHMENT T: Student Pollworker Nomination Form)

**Post-Election Follow Up.** The RR/CC mails a customized Certificate of Appreciation to each student and teacher to express appreciation for a great job done on Election Day. Also, each teacher receives a Certificate of Appreciation as well as the computer list of students who participated. (ATTACHMENT U: Student Pollworker Certificate of Appreciation.)



## Quick Quiz

1. Would you like a day off from school?  
 Definitely  
 Maybe  
 No
2. Would you like to make \$80 bucks?  
 Definitely  
 Maybe  
 No
3. Could you use some community service credits toward graduation?  
 Definitely  
 Maybe  
 No
4. Would you like to improve your chances to get into college?  
 Definitely  
 Maybe  
 No



If your answers to the Quick Quiz (above) included some "Definitely" or "Maybe" answers, you should sign up to be a Student Pollworker!

Who you are and what you do... *DOES* make a difference.

**Do something positive.**

### Contact:

Heidi, Odra or Sabina  
(800) 815-2666 Option 7

OR

Katie Mac  
Multilingual Student Pollworker  
Coordinator  
(562) 462-2117



NOV01:KM:ESB



**Student  
Pollworker  
Program**



**Los Angeles County**

## What is the Student Poll worker Program?



On election day Student Pollworkers act as regular pollworkers—checking voters in, distributing ballots, and showing voters how the voting machine works.

You can be a Student Pollworker if you are a high school senior (at least sixteen years old) with a grade point average of at least 2.5 and a U.S. citizen.

## How can you get connected!

We provide the training (there are over 450 training classes to choose from). We will pay you for your service (\$55) and an additional \$25 to attend a training class. To become a Student Pollworker, contact your government teacher or school official and ask to be nominated or simply call:

**Heidi, Odra or Sabina**  
**(800) 815-2666 Option 7**

## What do you get out of it?

There are many reasons why being a Student Pollworker makes sense including:

- ◆ You will be paid for serving (up to \$80).
- ◆ You may earn community service points toward graduation and extra credit in class. This looks great on your job and college applications.
- ◆ You get a day out of school (with teacher/parental consent).

## Are you bilingual?

- ◆ You can really help your community if you speak Chinese, Japanese, Korean, Spanish, Tagalog, or Vietnamese as many voters need bilingual assistance.

LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

## When?

**S**tudent Pollworkers are needed for the following election days:

Former Student Pollworkers tell us that the

- ◆ November 5, 2002 Gubernatorial Election

day (6:30 AM until approximately 9:00 PM) was a great experience!



From left to right “The Student Pollworker Team” Coordinators: Odra, Katie, and Heidi

Many former Student Pollworkers have gone on to do great things. Use this experience as a springboard toward your future success.



COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

September 6, 2002



*Help pass the torch to your  
Students...get them involved in  
democracy in action!*

Dear Principal:

**W**e are requesting your assistance in implementing a “**STUDENT POLLWORKER PROGRAM.**” State law allows high school seniors, in good academic standing, to serve as precinct officers before they turn 18 years of age. The law requires us to seek approval for the program from the school board in which the student is enrolled. We are seeking to recruit your high school seniors to work at polling places for the November 5, 2002 General Election.

The Student Pollworker Program involves our working with your high school government teachers to nominate qualified students. We will provide Student Pollworkers with an orientation/training program prior to serving as a pollworker and pay each student a \$55 stipend. (An explanatory brochure, teacher nomination forms and a sample letter to parents are attached.) We hope that students will take this opportunity to interview the experienced pollworkers about their many interesting years of service.

Election Code Section 12302 states “A student may be appointed subject to the approval of the Board of the educational institution in which the student is enrolled...” We are therefore seeking your approval for this program at your earliest convenience as we are now well into our recruiting season for the November 5, 2002 Gubernatorial Election.

The City Clerks in your cities may also be using this program as a recruiting and youth involvement tool in the future. Your approval for students to participate in the Student Pollworker Program will also cover future municipal programs unless you state otherwise.

We believe that the Student Pollworker Program is a great way to introduce your young people to democracy in action! We have attached materials on the program for your information and look forward to hearing from you. Please contact Deborah Martin, Manager, Election Services Bureau, at (562) 462-2731 if you have further questions.

Sincerely,

Deborah Martin, Manager  
Election Services Bureau

Jennifer Collins- Foley  
Assistant Registrar of Voters

This is to verify that this School District gives approval for its high schools, teachers and students to participate in the L.A. County Student Pollworker Program.

X \_\_\_\_\_  
Signature of Superintendent or Board President  
Please fax response to (562) 462-3426





COUNTY OF LOS ANGELES  
REGISTRAR-RECORDER/COUNTY CLERK

GENERAL ELECTION  
November 5, 2002

Number

**Student Pollworker Nomination Form**

Please print legibly.

<b>STUDENT</b>	NAME:	
	HOME ADDRESS:	MAILING ADDRESS:
	CITY: ZIP CODE:	CITY: ZIP CODE:
	HOME PHONE NUMBER:	DATE OF BIRTH:
	CAN YOU SPEAK AND UNDERSTAND A LANGUAGE OTHER THAN ENGLISH? YES _____ NO _____	IF YES, WHAT LANGUAGE?
I understand that in order to meet the legal requirements and to qualify as a participant in the Student Pollworker Program I must: ☆ Be at least 16 years of age at the time of the election to which I am serving as a member of a precinct board. ☆ Be a United States citizen or will be a citizen at the time of the election to which I am serving as a member of a precinct board. ☆ Be a student in good standing attending a public or private secondary educational institution. ☆ Be a senior with a grade point average of at least 2.5 on a 4.0 scale.		
STUDENT SIGNATURE: _____ DATE: _____		

<b>PARENT</b>	NAME:
	EMERGENCY PHONE NUMBER(S) ON ELECTION DAY:
	This is to certify that I have read the parent letter and give permission for my daughter/son, named above, to serve as a Student Pollworker.
PARENT/GUARDIAN SIGNATURE: _____ DATE: _____	

<b>TEACHER</b>	NAME:	
	PHONE NUMBER:	E-MAIL ADDRESS:
	HIGH SCHOOL:	
This is to certify that, to the best of my knowledge, the above named student meets all of the requirements listed above for Student Pollworker.		
TEACHER SIGNATURE: _____ DATE: _____		

(Parental Letter on reverse side)



COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024/(562) 462-2716

August 28, 2002



DEAR PARENTS:

State law allows high school seniors, in good academic standing and a citizen of the U.S., to serve as pollworkers if they are at least 16 years of age. All students that are placed will be required to attend a one and a half hour training session prior to Election Day at convenient training locations through various hours during the days and weekends. Training may also be held during school hours at the school when the teacher requests on-site training. Students will serve with 3 or 4 other members of the election board. The hours are long – the student is expected to be at the polling place at 6:30 a.m. and may not be released until 9:30 p.m. Students are responsible for providing their own transportation to the polling place. Assigned polling places are in fairly close proximity to the school. Students are paid the same as other pollworkers - \$55 for Election Day and an additional \$25 for attending a training class. Paychecks are mailed 4-6 weeks following the election.

Your student will benefit from this program in several ways:

- Hands-on experience of learning how local elections are conducted.
- Receive training on how to open a polling place, process voters and close the polls.
- Inspiration to register and vote when they reach 18 years of age.
- Gain a lifelong appreciation for the democratic process.
- Receive satisfaction of playing an active and important role in their community.

In order to be considered for this program, students must complete the attached nomination form, meet the requirements and deadline, and obtain signatures from parent and teacher. The teacher will send the forms to the Registrar-Recorder/County Clerk and will coordinate the school's participation and training. It is possible that not all students who submit a nomination form will be placed. However, all nomination forms will be accepted and anyone not placed early will be put on a "Waiting List". As vacancies occur, students will be notified. Therefore, all students are encouraged to attend the training session. In the event the student attends training, but is not placed to work, they will not receive the \$25. We hope that the information obtained at training will be a reward.

If your student would like to be considered for the Student Poll Worker Program for the upcoming election, the nomination form must be returned to the teacher for transmittal to the Registrar-Recorder/County Clerk. If for some reason your student is unable to participate after placement at the polls, please advise our office immediately: Heidi Sapp (562) 462-2224 or Sabina Young (562) 462-2236. We look forward to your child's participation!

Sincerely,

Jennifer Collins-Foley  
Assistant Registrar-Recorder/County Clerk

(Nomination form on reverse side)

# *Certificate of Appreciation*

*On behalf of the Registrar-Recorder/County Clerk  
This certificate is awarded to:*

*« Student Name »*

*In recognition of outstanding service to the voters of  
Los Angeles County for participating as a  
Student Pollworker  
for the November 5th, 2002 General Election*



---

**Conny B. McCormack**  
Registrar-Recorder/County Clerk



## State / Federal Legislation

**California's Student Pollworker Law.** Election Code Section 12302 (b), permits elections officials to appoint not more than two students per precinct to serve under the direct supervision of precinct board members designated by the elections official. The law also prohibits students from tallying votes at the end of Election Day. (ATTACHMENT V: California Student Pollworker Law)

**Draft Federal Legislation.** This legislation will provide grants to local educational agencies and election officials for the co-administration of Student Pollworker Programs for the recruitment, training, and hiring of qualified high school seniors and college students to serve as Student Pollworkers. (ATTACHMENT W: Draft Student Pollworker Federal Legislation)



Assembly Bill No. 1856

CHAPTER 337

An act to amend Section 12302 of the Elections Code, relating to elections.

[Approved by Governor August 17, 1996. Filed with  
Secretary of State August 19, 1996.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1856, McPherson. Elections: student poll workers.

Existing law authorizes an elections official to appoint members of election precinct boards who are voters of either the same precinct or a precinct in the same general area, with certain exceptions.

This bill would permit an elections official to appoint not more than 2 students per precinct who possess specified qualifications to serve under the direct supervision of precinct board members designated by the elections official, subject to approval by the board of the school in which the student is enrolled. It would prohibit a student appointed pursuant to these provisions from tallying votes.

*The people of the State of California do enact as follows:*

SECTION 1. Section 12302 of the Elections Code is amended to read:

12302. (a) Except as provided in subdivision (b), each member of a precinct board shall be a voter of a precinct situated in the same general area, except that county employees used as poll workers may reside outside of the precinct or the county. The member shall serve only in the precinct for which appointment is received.

(b) In order to provide for a greater awareness of the elections process, the rights and responsibilities of voters and the importance of participating in the electoral process, as well as to provide additional members of precinct boards, an elections official may appoint not more than two students per precinct to serve under the direct supervision of precinct board members designated by the elections official. A student may be appointed, notwithstanding lack of eligibility to vote, subject to the approval of the board of the educational institution in which the student is enrolled, if the student possesses the following qualifications:

(1) Is at least 16 years of age at the time of the election to which he or she is serving as a member of a precinct board.

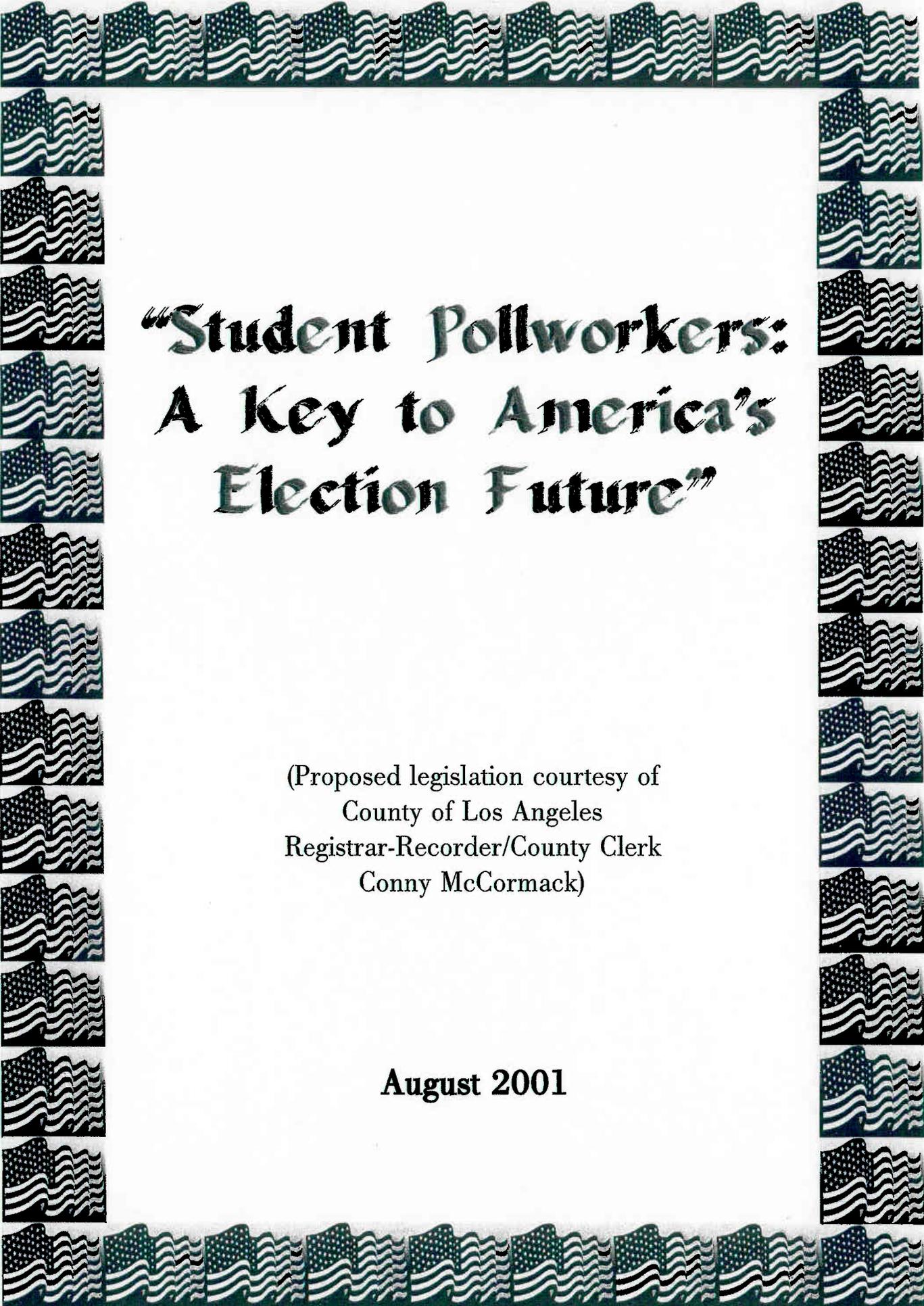
(2) Is a United States citizen or will be a citizen at the time of the election to which he or she is serving as a member of a precinct board.

(3) Is a student in good standing attending a public or private secondary educational institution.

(4) Is a senior and has a grade point average of at least 2.5 on a 4.0 scale.

(c) No student appointed pursuant to subdivision (b) shall be used by a precinct board to tally votes.





***“Student Pollworkers:  
A Key to America’s  
Election Future”***

(Proposed legislation courtesy of  
County of Los Angeles  
Registrar-Recorder/County Clerk  
Conny McCormack)

**August 2001**

**DRAFT**

?? CONGRESS

?? Session

H.R. ????

To provide grants to local educational agencies and elections officials for the co-administration of Student Pollworker Programs for the recruitment, training and hiring of qualified high schools seniors and college students to serve as pollworkers.

**IN THE HOUSE OF REPRESENTATIVES**

**DATE**

**Ms. WATERS of California introduced the following bill; which was referred to the Committee on --.**

**A BILL**

To provide grants to local educational agencies and elections officials for the co-administration of Student Pollworker Programs for the recruitment, training, and hiring of qualified high school seniors and college students to serve as student pollworkers.

*Be it enacted by the Senate and the House of Representatives of the United States of America in Congress assembled,*

**SECTION 1. SHORT TITLE**

This Act may be cited as the 'Student Pollworker Program Administration Act of 2001'

**SECTION 2. FINDINGS**

Congress finds the following:

(1) Across the United States, hundreds of thousands of dedicated volunteers staff polling places on Election Day. However, due to a general decrease in community volunteerism nationwide, the long hours required of pollworkers, increasingly complicated election procedures, and the retirement or death of aging citizens who have constituted the largest pollworker volunteer pool, election officials are experiencing a crisis in recruiting and retaining qualified pollworkers to serve.

(2) Various problems which occurred in the November 2000 Presidential Election have drawn attention to late poll openings, pollworker "no-shows," critical procedural errors made by pollworkers and cultural sensitivity issues.

(3) In 1997, the State of California enacted Election Code 12302, which allows for "Student Pollworkers." This program, which is a successful partnership between local education agencies and elections officials, has proven to be a reliable source of qualified pollworkers.

California Election Code Section 12302 says, "In order to provide for a greater awareness of the elections process, the rights and responsibilities of voters and the importance of participating in the electoral process, as well as to provide additional members of precinct boards, an election official may appoint not more than two students per precinct to serve under the direct supervision of precinct board members designated by the elections official. A student may be appointed, notwithstanding lack of eligibility to vote, subject to the approval of the board of the educational institution in which the student is enrolled, if the student possesses the following qualifications: (1) is at least 16 years of age at the time of the election to which he or she is serving as a member of a precinct board, (2) is a United States citizen or will be a citizen at the time of the election to which he or she is serving as a member of a precinct board, (3) is a student in good standing, attending a public or private secondary educational institution, (4) is a senior and has a grade point average of at least 2.5 on a 4.0 scale. No student appointed pursuant to subdivision (b) shall be used by a precinct board to tally votes (*amended by stats. 1998, c.199, ss 41.*)"

California elections officials, including pollworkers, have found the Student Pollworkers to be reliable and, because they are accustomed to a learning environment, more likely to attend training and retain processes learned in training classes.

(4) High School students who participate in the Student Pollworker Program must have the following qualifications:

- (a) is at least 16 years of age at the time of the election in which he or she will serve;
- (b) is a United States Citizen or will be a citizen at the time of the election in which he or she will serve;
- (c) is in good standing at the institution where he or she is attending;
- (d) is a senior in academic standing and has a grade point average of at least 2.5 on a 4.0 scale; and
- (e) has a signed parental consent/medical release form along with a signed permission form from a designated school official.

(5) College students who participate in the Student pollworker Program must have the following qualifications:

- (a) is at least 16 years of age at the time of the election in which he or she will serve;

(b) is a United States Citizen or will be a citizen at the time of the election in which he or she will serve;

(c) has completed a semester or 2 quarters of study at the institution he or she is attending;

(d) has at least a 2.5 grade point average on a 4.0 scale; and

(e) submits a verification form with the signature of the registrar from the institution he or she attends.

(6) Students are willing to serve to receive community service credits, as well as to enhance the marketability of their college applications and resumes.

(7) Unless immediate action is taken to remedy this situation, the recruiting crisis will escalate and could severely affect the efficiency of elections officials and their abilities to successfully manage local and national elections.

(8) Federal support would prove invaluable by providing elections officials an expansive pool of potential pollworkers, and the funds to successfully develop, administer, and conduct outreach for effective programs that combat the pollworker crisis.

### **SECTION 3. PURPOSES.**

The purposes of this part are to assist elections officials in developing, administering, and conducting outreach for the Student Pollworker program --

(1) to recruit, train, and hire high school seniors and college students to serve as student pollworkers in an effort to abate the pollworker crisis;

(2) to provide students with an invaluable hands-on civic lesson;

(3) to help address the controversy surrounding the integrity of national and local elections;

(4) to provide support for elections administrators and their staff;

(5) to provide high school seniors and college students the opportunity to receive community service credits, school credits and to heighten their awareness of civic responsibility;

(6) to increase proactive troubleshooting measures to address possible problems before they arise; and

(7) to hire pollworkers who satisfy the federally mandated requirements for multilingual services where such mandates exist.

#### **SECTION 4. GRANTS FOR THE DEVELOPMENT, COORDINATION, AND ADMINISTRATION OF THE STUDENT POLLWORKER PROGRAM**

- (a) **GRANTS AUTHORIZED**-Subject to availability of appropriations, the Secretary of Education will award grants to local educational agencies and elections officials to provide financial assistance for the administration of the Student Pollworker Program.
- (b) **PREFERENCE** – In awarding grants under subsection (a), the Secretary shall give preference to local educational agencies and elections officials based on:
  - (1) **Established Infrastructure**: Elections officials seeking to participate in the program and apply for funding must first seek state adoption of a Student Pollworker Program that outlines the specifications of the program and the requirements for both high school and college students. Additionally, only School Districts and individual colleges and universities who have approved the Program may qualify to submit an application for funding. The application must show that the local education agency and the elections official have established an implementation plan. (See details in Section g below.)
- (c) **ELIGIBLE SCHOOLS** – A grant under this section may be used to provide financial assistance to any educational institution, public or private, that expresses the desire to participate in the Student Pollworker Program and has established a partnership with the relevant election official.
- (d) **DISTRIBUTION** – In making grants under subsection (a), the Secretary shall ensure that there is an impartial distribution of grants nationwide.
- (e) **DURATION** – Each grant made under this section shall be for a period not to exceed 4 years.
- (f) **STUDY** –
  - (1) **IN GENERAL** – The Secretary shall conduct an annual study of the effectiveness of the grant program under this section.
  - (2) **REPORT** – By the end of each fiscal year for which appropriations to carry out this Act are available, the Secretary shall transmit to the Congress a report that includes the following:
    - (A) Findings of the effectiveness of this program, including its effects on curtailing the national pollworker crisis
    - (B) Recommendations for improving this grant program.
- (g) **APPLICATION** –

- (1) IN GENERAL - To seek a grant under subsection (a), a local educational agency shall submit a joint application with its appropriate elections official to the Secretary at such time, in such manner, and containing such information as the Secretary may require.
- (2) CONTENTS – Each application for a grant under subsection (a) shall:
  - (A) describe in detail an implementation plan for the Student Pollworker Program and the school’s specific role in said plan;
  - (B) where applicable, describe the secondary educational agency to be targeted by the program including its number of prospective graduating seniors or possible college candidates;
  - (C) describe the activities, services, and training to be provided by the program and the prospected cost for providing these services;
  - (D) document the number of high school seniors or college students expected to participate in the program;
  - (E) assure that the educational agency (in cases of secondary institutions) submitting the application will treat the student’s absence from school on election day as a field trip for the purposes of the Average Daily Attendance (ADA) rate; and
  - (F) assure that funds made available under this part for any fiscal year be used to supplement and, to the extent practicable, increase the level of funds that would otherwise be available from non-Federal sources for the program described in the application, and in no such case supplant such funds from non-Federal sources.
- (h) USE OF FUNDS – Funds made available to elections officials and local educational agencies under subsection (a) shall be used to administer the Student Pollworker Program in accordance with the purposes described in Section 4. Use of funds will include but are not limited to the following:
  - (1) Hiring all necessary personnel (including temporary employees and student professional workers) to administer, supervise, conduct outreach and training, draft reports and evaluate the success of the program.
- (i) AUTHORIZATION OF APPROPRIATIONS – There are authorized to be appropriated to the Secretary for grants under subsection (a) \$\_\_\_\_\_ for the fiscal years 2002 through 2010.
- (j) DEFINITIONS –

In this Act:

- (1) LOCAL EDUCATION AGENCY – The term ‘local education agency’ has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).
- (2) SECONDARY INSTITUTION – The term ‘secondary institution’ has the meaning given the term ‘secondary school’ in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).
- (3) SECRETARY – The term Secretary means the Secretary of Education.
- (4) ELECTIONS OFFICIAL – The term ‘Elections Official’ means a clerk, or any person who is charged with the duty of conducting an election; or a county clerk, city clerk, registrar of voters, election supervisor, or governing board having jurisdiction over elections within any county, city, or district within a state.



## Lessons Learned

- **Not a Cure All!** The Student Pollworker Program is not a “cure all” for a crisis in pollworker recruiting. Student Pollworkers should be placed as close to home as possible and may have transportation or parental issues if asked to travel away from their homes. For example, in Los Angeles County, areas which are always problematic are in both ends of the economic spectrum, i.e., high crime areas where there fears for personal safety, or more affluent areas which may be distant from students’ home. As a result, resources to “fix” recruiting issues in a particular area are better spent identifying and obtaining a commitment from local teachers in targeted high schools.
- **“Got Staff?”** Each type of Pollworker Connection program requires analysis of the target audience and the type and level of staffing which will be assigned to the program. The Student Pollworker Program requires at least one high level staff person to pursue school board approval, interact with teachers, school administrators and parents and interact positively with teenagers, have the personality to conduct voter outreach presentations and pollworker training to high school classes, draft correspondence and flyers, manage the database and analyze and make recommendations to correct problem issues.
- **A Full Member of the Team.** Unfortunately, some veteran pollworkers do not appreciate having a Student Pollworker as part of their team. They may assign the student an uninteresting task such as handing ballots to voters all day. They may even suggest that the student go home early. Letters are now mailed to every Inspector who has been assigned a Student Pollworker, reminding them that State law allows the Student to conduct all pollworker functions except tallying of ballots.
- **Feast or Famine.** Some areas of the County have recurrent, critical needs for pollworkers and others have a surplus of pollworkers. Problems occurred in areas where teachers provided nomination forms for 100 Student Pollworkers and there were not

enough polling places in the surrounding area to place all of them. Election staff now limits teachers to no more than 30 forms per school. In areas where the boards are all “filled” (every poll already has a team of 5), it has sometimes been necessary to add a Student Pollworker (as the 6<sup>th</sup> member of a board!) to maintain a positive relationship with the teacher.

- **Student Reservist Program.** To alleviate the unexpected problem of too many students being nominated from one school, we are now developing a “Student Reservist Program.” When we are unable to place students at a polling place (i.e., the boards are filled), students are given the option of reporting to the RR/CC dispatch center election morning. Students are then sent to polls to replace Election Day no-shows. Students participating in the Reservist program must have their own transportation. If a student has not been dispatched to a vacancy by noon, they are sent to serve at a polling place near their home.
- **SPP School Board Approval Process: Harder than it Sounds.** State law requires approval from the school board in which the student is enrolled. Given California’s “Brown Act” open meeting laws and early notice requirements, getting on the agenda of a public school board district may take an unexpectedly long time. Similarly, identifying the appropriate “school board” for a private school may be difficult when the school is governed by a loose configuration of administrators. We have begun to pursue school board approval during off-election years to provide plenty of lead-time.
- **ADA Requirements.** Schools in California receive state funding based on formulas involving Average Daily Attendance (ADA). Having students at polling places can negatively impact ADA numbers. A majority of schools have solved this problem by considering Student Pollworker service to be a formal field trip, requiring a post-service report.
- **A Good School Liaison is the Key to Success.** Identifying at least one proactive partner per school is critical. This partner may be a teacher, administrator or school board member. The partner

can help obtain school board approval, ensure that teachers are aware of the program and upcoming elections, and can field questions about the program from parents. This partner can also encourage students to attend training classes or assist in organizing a customized pollworker/voter education training session at the school.

- **Timing Issues.** The most difficult problem with the Student Pollworker Program is timing. Recruiting for March primaries occurs during school winter breaks. Recruiting for November general elections occurs during summer breaks. The majority of committed teachers with whom we work habitually submit their completed nomination forms late in election season. It is then necessary to scramble to place students on already filled boards. Staff have learned to target areas in which we have a dependable pool of students and they “save” a spot for the students. In addition, a postcard is mailed to teachers over the summer reminding them about the program and the immediate start-up required with their new senior class. (ATTACHMENT X: Summer Reminder Postcard to Schools)
- **Customized On-Site Training Sessions.** Pollworker training classes are geared to experienced voter/pollworkers. The majority of Student Pollworkers do not have a familiarity with the set up of a polling place or how a vote is cast. A customized in-class voter outreach presentation provides an opportunity for students to ask the “big picture” questions in the company of their peers. Students can better put the pollworker experience in context after discussions on “What makes voters vote?/ Why don’t people vote?,” how to obtain a sample ballot or absentee ballot, how to find out more about a candidate, etc. We had been dispatching Polls staff to conduct this type of training but found that students relate better to professional trainers closer to their own age. Teachers return the Training Sign Up sheet to indicate whether or not they would like to have a trainer come out to their school. (ATTACHMENT Y: Training Sign Up Sheet)
- **Teacher Stipend.** Teachers are the lifeblood to the longevity of the SPP. High school seniors graduate and move on to college

while the teachers remain. To show our appreciation and to provide additional incentive for teacher participation, we offer teachers a stipend for their assistance. Teachers who coordinate the program at their school are paid \$75. They will also receive an additional \$25 training bonus if they attend a training session. (ATTACHMENT Z: Teacher Incentive Pay Flyer)

- **Post Election Evaluations.** There is always room for improvements when implementing programs such as the Student Pollworker Program. It is a constant goal for these programs to receive critique. Therefore, feedback is important to gauge the success of the program. Post election evaluations were given to teachers, students and Inspectors to write down their impressions of the program and what can be improved or change. These evaluations are extremely important as they provide valuable insights about the program. (ATTACHMENTS AA, BB, CC: Student, Teacher and Inspector Evaluations)
- **Student Pollworker Calendar of Events.** Time management is very important with the Student Pollworker Program because the recruiting season is a short one. Major recruitment is done several weeks before the election as students start the new school semester. This means that in a few short weeks, school participation needs to be confirmed, student applications are received, polling place assignments are determined, and students are trained on pollworker responsibilities. A calendar of events needs to be developed to ensure that everyone is aware of the various activities/events and the expected deadlines. (ATTACHMENT DD: Student Pollworker Calendar of Events)

We hope your Class of **2003** Seniors  
will serve as **STUDENT POLLWORKERS** at the  
**November 5, 2002 - Gubernatorial Election**



*So, have a nice summer...  
And we'll catch up  
with you in September!*

**Conny B. McCormack, LA County Registrar-Recorder/County Clerk**  
Questions? Call Vanessa B. Lawrence at (562) 462-2512

*Conny B. McCormack*



Los Angeles County  
Registrar-Recorder/County Clerk  
12400 Imperial Highway  
Norwalk, CA 90650





## Training Information Sheet

The Registrar-Recorder/County Clerk understands that it can be difficult for students to find the time and transportation to get to a training site. We are offering on-site training at the school for the student's convenience. Training is available to students from October 1<sup>st</sup> to October 31<sup>st</sup>.

Please fill out the questionnaire below to indicate your preference in dates and times. The earlier we receive your request, the better chance you will have at getting the date and time of your choice. However, please have at least two alternate dates and times at hand, in the event your first choice is not available. Please keep in mind the following so you may schedule accordingly:

- Training will last about 90 minutes
- The trainer will need to arrive 20 minutes early to set up
- Training will be held at your school during school hours or other time as indicated
- Training can be combined with surrounding schools to accommodate large groups

Please complete the portion below and include it when you submit the student nomination forms by **September 27th**. If you do not wish to sign up for an on-site training at your school, please inform your students that there are other training classes available in the local community or at a nearby school. The training schedule is also available online at [www.lavote.net](http://www.lavote.net) beginning September 20th. **All students who are placed must attend a training class in order to serve on Election Day.**

-----  
Name of school: \_\_\_\_\_ Name of Teacher: \_\_\_\_\_

### Please Circle

- |   |     |    |
|---|-----|----|
| 1. I want to schedule an on-site training class at the school.  | YES | NO |
| 2. Can the room accommodate a Power Point Presentation?<br>(projector screen, electrical outlet, extension cord)            | YES | NO |
| 3. Students were informed that they will receive an additional \$25 for attending <u>only</u> if they work on Election Day. | YES | NO |
| 4. Students were informed that if they attend training, but do not work Election Day they will <u>not</u> receive \$25.     | YES | NO |

**Please indicate which date and time you prefer for training the students.**

**First Choice:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Second Choice:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Third Choice:** Date: \_\_\_\_\_ Time: \_\_\_\_\_



# Student Pollworker Program

**TEACHERS!**  
**Earn \$\$\$**  
**For Your**  
**Time**

**We are offering our teachers \$100 as a way to thank them for supporting the Student Pollworker Program.**

## What do you need to do?

- Encourage your students to participate in the Student Pollworker Program
- Nominate at least one student to participate
- Attend a training class with your student (s)

### For more info:

Contact Katie Mac  
Student Program Coordinator  
(562) 462-2117

Heidi Sapp and Sabina Young  
Student Pollworker Team  
(562) 462-2224 and (562) 462-2236







# STUDENT EVALUATION

**NOVEMBER 5, 2002**

Please take a few moments during the two or three days after Election Day, and complete the following evaluation. You can give this form to your teacher to forward in a group, or mail it directly to our office. This will help us measure the program's success and determine how we can improve it for the future.

**THANKS AND HAVE A GREAT ELECTION DAY!**

Name: \_\_\_\_\_

High School: \_\_\_\_\_

Precinct you worked at: (precinct number or location) \_\_\_\_\_

1. How did you hear about the program?
  - Teacher
  - Another student
  - Media
  - Other (explain) \_\_\_\_\_
  
2. Check the things that influenced your decisions AND circle the one most important.
  - For the learning experience
  - Sense of civic duty
  - Improve your grades
  - Pay
  - Other (explain) \_\_\_\_\_
  
3. Would you recommend participating in the Student Pollworker Program to other students?  Yes  No
  
4. Do you think you will work at the Polls in future elections within the next 4 years?  Yes  No
  
5. Do you think this experience made it more likely that you will vote in future elections?  Yes  No
  
6. What did you like best? \_\_\_\_\_  
\_\_\_\_\_
  
7. What did you like least? \_\_\_\_\_  
\_\_\_\_\_
  
8. Did you have any problems or concerns on Election Day that you would like to tell us about? If yes, describe here or call our office at 562-462-2224 or 562-462-2236. \_\_\_\_\_  
\_\_\_\_\_
  
9. What did this experience mean to you? \_\_\_\_\_  
\_\_\_\_\_
  
10. Do you think it will benefit you in the future? \_\_\_\_\_  
\_\_\_\_\_





# TEACHER EVALUATION

**NOVEMBER 5, 2002**

Please take a few moments during the two or three days after Election Day, and complete the following evaluation. A postage paid return envelope is enclosed for your convenience. This will help us measure the program's success and determine how we can improve it for the future.

**THANKS AND HAVE A GREAT ELECTION DAY!**

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Name: \_\_\_\_\_ High School: \_\_\_\_\_

1. Is this the first time you have participated in the Student Pollworker Program? \_\_\_\_\_
  
2. Is this the first time the school has participated in the Student Pollworker Program? \_\_\_\_\_
  
3. Do you feel you received sufficient and timely support from the Registrar's office? \_\_\_\_\_ If not, what problems did you encounter? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. How do you prefer to communicate with the Registrar's office: \_\_\_\_\_ fax; \_\_\_\_\_ phone; \_\_\_\_\_ e-mail
  
5. How would you prefer the Registrar's office to communicate with you: \_\_\_\_\_ fax; \_\_\_\_\_ phone; \_\_\_\_\_ e-mail
  
6. Do you feel that your participation in the Student Pollworker Program was a benefit to your students? \_\_\_\_\_
  
7. Would you like to participate again in the future? \_\_\_\_\_ If no, please advise reasons. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
8. Please give us your ideas or suggestions for improving the program, making your job easier, and making the experience a meaningful one for the students. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# INSPECTOR EVALUATION

**NOVEMBER 5, 2002**

Please take a few moments during the two or three days after Election Day, and complete the following evaluation. A postage paid return envelope is enclosed for your convenience. This will help us measure the program's success and determine how we can improve it for the future.

**THANKS AND HAVE A GREAT ELECTION DAY!**

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Name: \_\_\_\_\_ Student Name(s): \_\_\_\_\_

High School: \_\_\_\_\_ Precinct you worked at: (precinct number or location) \_\_\_\_\_

1. How many students worked at your Polls? Male \_\_\_\_\_ Female \_\_\_\_\_

2. Is this the first election you worked with Student Pollworkers? Yes  No

3. What did you like best? \_\_\_\_\_  
\_\_\_\_\_

4. What did you like least? \_\_\_\_\_  
\_\_\_\_\_

5. Did you have any problems or concerns on Election Day that you would like to tell us about? If yes, describe here or call our office at (562) 462-2224 or (562) 462-2236. \_\_\_\_\_  
\_\_\_\_\_

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6. Would you like to see Student Pollworkers working at Polls in the future: Yes  No   
Why? \_\_\_\_\_  
\_\_\_\_\_

7. What did this experience mean to you? \_\_\_\_\_  
\_\_\_\_\_

8. Do you think it will benefit you in the future? \_\_\_\_\_  
\_\_\_\_\_

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## STUDENT POLLWORKER CALENDAR

### November 2003 Consolidated UDEL Election

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
1	E-181	05-07-03	07-31-03	Refer to previous elections to determine hard to recruit problem areas.	T		
2	E-181	05-07-03	06-28-03	Identify a minimum of five new schools and the contact person for the continued growth of the program with an emphasis on hard to recruit schools and multilingual schools.	T		
3	E-181	05-07-03	09-06-03	Review and revise the materials for the new school packet used to recruit new schools.	S T		
4	E-174	05-15-03	08-29-03	Get approval on the materials for the new school packet.	M		
5	E-172	05-19-03	08-29-03	Once materials for the new school packet are approved, it goes to Betty Fletcher (Polls Supervisor).	PS		
6	E-169	05-20-03	08-29-03	Send new school packet materials to print shop for printing.	U		
7	E-167	05-22-03	09-08-03	Get copies of new school packets from the print shop to start stuffing envelopes.			
8	E-167	05-22-03	09-08-03	Stuff and mail Program Packet to Principals and/or Contact Person for new 5 schools in identified problem areas.	U		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
9	E-167	05-22-03	09-08-03	Mail Program Packet to Principals and/or Contact Person to all schools on list that are not participating (slackers).	T		
10	E-160	05-29-03	7-31-03	Make follow-up calls to Principals of new schools and get commitment for next semester's program.	O		
11	E-138	06-20-03		Prepare memo to Tech Services and Print Shop listing all activities they will be responsible for along with the dates they will be expected to start the tasks.	T S		
12	E-131	06-27-03	FYI	Notify Tech. Services to Select Polls and Officers to General Election Per RR/CC Election Schedule. NOTE --Do NOT bring forward Student Pollworkers from a prior election.	PS		
13	E-124	07-04-03		HOLIDAY -- Independence Day.			
14	E-123	07-07-03	07-09-03	Check and order supply to have on hand for the entire election: (1) Nomination Packet Folders (2) Large Mailing Envelopes (for teachers to send back Nomination Forms) (3) Mailing Labels (4) Certificate paper (5) Glue Sticks #9 Envelopes	T		
15	E-123	07-07-03	07-09-03	Give supplies order to Marlene Scott.	PS		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
16			FYI	Notify Tech Services to select DIMS data for mail merge and label generation to all prior Active Students in system to mail voter registration forms. After merge is complete, change designation of Student Pollworkers from "Active" to "Inactive", as they are not registered voters.	PS		
17	E-82	08-15-03	08-19-03	<p>Begin the review of the following materials:</p> <ul style="list-style-type: none"> <li>▪ Folder Cover</li> <li>▪ Teacher Cover Letter</li> <li>▪ Nomination Form</li> <li>▪ Student Pollworker Brochure</li> <li>▪ Student Certificate of Appreciation</li> <li>▪ Teacher Certificate of Appreciation</li> <li>▪ Student Thank You Cover Letter</li> <li>▪ Teacher Thank You Letter</li> <li>▪ Confirmation Receipt Postcard (Postage paid postage that teachers send back to confirm that they have received the nomination packet)</li> <li>▪ Post Election Survey to teachers, students and Inspectors</li> <li>▪ Incentive Pay flyer to teacher</li> <li>▪ Instructions for Nomination forms for teachers (deadlines, consequences, max number allowed, etc.)</li> </ul>	T		
17A	E-82	08-15-03		Draft/update the following: Website need to be updated to list all the schools and training sites.	S		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
18	E-82	08-15-03	08-19-03	Get approval for the following materials: <ul style="list-style-type: none"> <li>▪ Folder Cover</li> <li>▪ Teacher Cover Letter</li> <li>▪ Nomination Form</li> <li>▪ Confirmation Receipt Postcard</li> <li>▪ Student Pollworker Brochure</li> <li>▪ Student Certificate of Appreciation</li> <li>▪ Teacher Certificate of Appreciation</li> <li>▪ Student Thank You Cover Letter</li> <li>▪ Teacher Thank You Letter</li> <li>▪ Post Election Survey to teachers, students and Inspectors</li> <li>▪ Incentive Pay flyer to teacher</li> <li>▪ Instructions for Nomination forms for teachers (deadlines, consequences, max number allowed, etc.)</li> <li>▪ Press Release</li> <li>▪ Website paragraphs</li> </ul>	M		
18A	E-82	08-15-03		Get approval for the following: Website paragraphs listing all participating high schools	S		
19	E-75	08-22-03	FYI	Tech. Services to Select Polls/Officers to Final Job per RR/CC Election Schedule.	PS		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
20	E-71	08-26-03	09-05-03	<p>Send the following materials to the print shop:</p> <ul style="list-style-type: none"> <li>▪ Folder Cover</li> <li>▪ Teacher Cover Letter</li> <li>▪ Nomination Form</li> <li>▪ Student Pollworker Brochure</li> <li>▪ Confirmation Receipt Postcard</li> <li>▪ Teacher Survey</li> <li>▪ Incentive Pay flyer to teacher</li> </ul> <p>Instructions for Nomination forms for teachers (deadlines, consequences, max number allowed, etc.)</p>	S		
21	E-69	08-28-03	09-08-03	Get materials from print shop to start stuffing the Nomination Packet Folders.			
22	E-69	08-28-03	09-02-03	Paste the Student Pollworker Cover onto the Student Pollworker Folder. Insert/Stuff Teacher Cover Letter, Nomination Forms, Brochures, Confirmation Receipt Postcard into the Student Pollworker Folder and instructions for nomination forms.	U S		
23	E-69	08-28-03	09-08-03	Prepare mailing labels to teachers for Nomination Packets.	S		
24	E-67	09-01-03	09-09-03	<p>Mail the Student Nomination Packets to Teachers that consists of the following:</p> <ul style="list-style-type: none"> <li>▪ Folder with Folder Cover pasted on the front</li> <li>▪ Cover Letter</li> <li>▪ 25 Nomination Forms</li> <li>▪ 25 Brochures</li> <li>▪ Confirmation Receipt Postcard</li> <li>▪ Incentive Pay Flyer to teacher</li> <li>▪ Instructions for Nomination forms for</li> </ul>	T		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
				teachers (deadlines, consequences, max number allowed, etc.) <ul style="list-style-type: none"> <li>▪ Training Schedule</li> </ul>			
25	E-67	09-01-03	09-03-0	Create a "Schools that Received the Nomination Packet" report to indicate which school has received the Nomination Packet and print it out.	S		
26	E-64	09-02-03		HOLIDAY – Labor Day.			
27	E-63	09-03-03	FYI	Some schools open for Fall Semester.			
28	E-63	09-03-03	10-01-03	As Confirmation Receipt postcards are received, mark "Yes" in the received column on the "Schools that Received the Nomination Packet Report".	U		
29	E-53	09-15-03	10-01-03	From the "Schools that Received the Nomination Packet Report", determine which schools did not return the Confirmation Receipt postcard.	U		
30	E-53	09-15-03	10-31-03	As Student Nomination Forms are received, log them in a "Student Participation for 11-5-02" database.	S U		
31	E-53	09-15-03	10-31-03	As Student Nomination Forms are received, assign students to polls.	U		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
32	E-50	09-16-03	FYI	Tech. Services to Create Appointment Notices per RR/CC Election Schedule. Suppress the printing of appointment notices at this time because the deadline for receiving nomination forms is on 9-27-02. (Appointment notices will be printed on 9-30-02)	PS		
33	E-48	09-18-03		Follow-up calls to Teachers, who committed participation and have not submitted nomination forms, remind teachers of 9-27-02 deadline.	U		
34	E-48	09-18-03		Call, email or fax to all schools that did not confirm receipt to ensure that the Nomination Packet was not lost and to follow-up with the schools to confirm participation.	U		
35	E-46	09-22-03	09-22-03	Send Student Survey to print shop for printing.	S		
36	E-46	09-22-03		Get Student Surveys from print shop and prepare to stuff surveys in appointment notices.	S		
37	E-46	09-22-03	09-25-03	Get Training Schedule from Training Section to go along with the Appointment Notices and Student Surveys.	S		
38	E-40	09-26-03	FYI	First Day of Pollworker Training Classes per RR/CC Election Schedule.			
39	E-39	9-29-03	FYI	<b>DEADLINE</b> to receive Student Pollworker Nomination Applications.			
40	E-36	09-30-03	FYI	Tech. Services to Create Appointment Notices on color paper.	PS		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
41	E-35	10-01-03		Stuff Appointment Notices along with Student Survey and Training Schedule.	U		
42	E-35	10-01-03	10-31-03	Schedule special school-site training classes conducted by Special Trainer for those students who were not on-board for the scheduled training classes in their area.	S		
43	E-29	10-07-03	<b>FYI</b>	Legal Deadline to Appoint Pollworkers and Polling Places.			
44	E-22	10-17-03		HOLIDAY – Columbus Day.			
45	E-4	10-31-03		Create a “Students who are assigned to serve on Election Day” report to fax to teachers to let them know which students will not be in school that day.			
46	E-2	11-02-03	<b>FYI</b>	Last Day of Pollworker Training Classes per RR/CC Election Schedule.			
47	E-1	11-03-03		Fax the “Students who are assigned to serve on Election Day” report to teachers.			
48	E-1	11-03-03		Request report from Sylvia of Student Pollworkers <b>scheduled</b> to serve) for payroll comparison. <b>(R601.24)</b>	U		
49	E-Day	11-04-03		<b>ELECTION DAY</b>			
50	E+1	11-05-03		Unit assists with payroll.	U		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
51	E+2	11-06-03		Students that did not attend a regular training class need to be entered in the system in order to receive the training bonus if they attended an onsite training in school or received a training video.	U		
52	E+6	11-10-03		HOLIDAY – Veterans Day.			
53	E+13	11-17-03		Ask Amelia/Sylvia to generate a student report of who served for November 2002.	T		
54	E+15	11-19-03		Bump the report that was from Sylvia (R601.24) against DIMS for discrepancies.	U		
55	E+16	11-20-03		Verify and enter in DIMS under source category that they are Student Pollworkers in order to prepare report to teacher. Also, check off the students in our own database to see who actually served.	U		
56	E+17	11-21-03	FYI	Cutoff for Polls and Officers Payroll Transactions.			
57	E+21	11-25-03		Supplemental payroll to teachers for the \$75 stipend and \$25 training bonus. Paycheck will be mailed to the school or other address indicated by teacher.	U		
59	E+21	11-25-03		Review Shows and No Shows on Election Day. Prepare a “Who Actually Served Report” for teachers to indicate participation and No Shows.	U		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
				Prepare pie charts of post election results for the following: <ul style="list-style-type: none"> <li>Number of student application received</li> <li>Number of students placed vs. not placed</li> <li>Number of student served, cancelled and no shows</li> </ul>			
59	E+21	11-25-03		Prepare mailing label from database for mailing the teacher certificates and student certificates. Mail merge teacher name on Certificate of Appreciation.	US		
60	E+21	11-25-03		Print shop to print Teacher Certificate of Appreciation and Student Certificate of Appreciation.	S		
61	E+22	11-26-03		Tech. Services request and notification that student certificate is merged and mailing labels generated should be run on 11-25-02.	PS		
62	E+22	11-26-03		Start investigations to determine if students signed the Loyalty Oath or if they forgot to sign it. Start investigations on the no shows. Determine the no show reasons and keep track of the reasons by coding each reason with a letter.	U		
63	E+22	11-26-03		Call students and teachers to find out the reason for no shows.			
64	E+22	11-26-03		Get Teacher Certificate of Appreciation and Student Certificate of Appreciation from print shop.	S		

#	E-DAY	BEGIN DATE	END DATE	EVENT	WHO	DONE	NOTES
65	E+22	11-26-03		Stuff teacher Certificate of Appreciation and Student Certificate of Appreciation in envelopes and attach mailing labels to the envelopes.	U		
66	E+23	11-27-03		HOLIDAY – Thanksgiving.			
67	E+24	11-28-03		HOLIDAY – Thanksgiving.			
68	E+27	12-01-03		Mail Teacher Certificate, “No Show Report, Thank You Letter to everyone who participated.	U		
69	E+27	12-01-03		Mail Student Certificate, Thank-You Letter and Voter Registration Affidavit along with cover note to all participants.	U		
70	E+27	12-01-03		As evaluations are received (from Inspectors, students, and teachers) put evaluations in a folder by school order.	U		
71	E+29	12-03-03		Tabulate the results from the evaluations and create pie charts/bar charts.			
72	E+35	12-09-03		Create report to teachers regarding the results of the tabulation of the student evaluation and mail to them.			

**LEGEND**

U = Unit (Heidi and Sabina)  
S = Staff (Katie)  
T = Team (Staff and Unit)  
M = Management (Jennifer)  
PS = Polls Supervisor (Betty)



## College Pollworker Program

College students can be an ideal source for pollworkers. Like high school Student Pollworkers, college students are in “learning mode” and should be able to assimilate complex voting procedures. Los Angeles County is working with Cal State University Long Beach and the College of the Canyons on pilot “College Pollworker” programs which will incorporate pollworker service into the curriculum of government classes as part of a community service requirement. (ATTACHMENT EE: Cal State Long Beach College Pollworker Program Brochure)

Our partnership with these two schools has been so successful due to the contacts we have. Professor Charles Noble from Cal State University Long Beach and Sherill Pennington and Harry Howards from College of the Canyons made the partnership a smooth transition into the University and much enjoyable to implement.

Of course, challenges are always inevitable with such programs. One is that college students have conflicting class schedules and work commitments. It is more difficult for them to get a day off from work and make sure all their professors are fine with them missing class. Second, state laws required that pollworkers live and be registered in the county in which they serve. We found that some students are still registered at their parents’ home jurisdiction or commuting to school from across county borders. If the school is along the border of two counties, it is even more likely that students are registered in another county. This provided an even a bigger challenge to the faculty at the University. Students are willing to serve but cannot since they live in another County. Faculty had to create another extra credit assignment for these students because all students should have the opportunity to gain the extra credits. (ATTACHMENT FF: College Pollworker Program Post Election Statistics)



**Who you are and  
what you do...  
*DOES* make a  
difference.**

**Do something positive.**

**Contact:**

Dr. Charles Noble  
Chair and Professor  
Department of Political Science  
Cal State University, Long Beach  
(562) 985-4705  
cnoble@csulb.edu

OR  
Los Angeles County RR/CC staff

Katie Mac  
Student Pollworker Coordinator  
(562) 462-2117

Heidi or Sabina  
(800) 815-2666 Option 7

**Get Involved  
In Your  
Community...Be  
A Pollworker!**

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**Los Angeles County  
Board of Supervisors**

**Gloria Molina**  
First District

**Yvonne Brathwaite Burke**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

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**Conny B. McCormack**  
Registrar-Recorder/County Clerk

**COLLEGE  
POLLWORKER  
PROGRAM**

**November 5, 2002  
Election**



**In Partnership**



## *What Is The College*

If you are a U.S. citizen and a registered voter in L.A. County you can join the College Pollworker Program. This is a first-time partnership effort with a California State University campus designed to replenish a rapidly diminishing "pool" of civic minded individuals who work as pollworkers on Election Day.

College students make great pollworkers because they are enthusiastic, energetic, computer savvy, in the learning mode where they can retain information quickly and many are bilingual (i.e. they speak Chinese, Japanese, Korean, Spanish Tagalog, Vietnamese or another language) which is a plus to assist limited English proficient voters on Election Day.

## *What Do Pollworkers Do?*

College Pollworkers serve by...

1. Assist with opening the polls
2. Checking voters in
3. Distributing ballots
4. Demonstrating how the voting machine works
5. Assisting voters with questions or concerns
6. Assist with closing the polls

## *How Do YOU Benefit?*

College students benefit by...

- ◆ Earning community service points toward graduation
- ◆ Earning extra class credit
- ◆ Gaining experience that looks great on your resume and job applications
- ◆ Receiving the pollworker stipend of \$55 for serving plus a \$25 training bonus for attending a brief training class.

## *How Can You Get Connected?*

Contact

- ◆ Your Political Science professor  
**OR**
- ◆ Dr. Charles Noble, Chair of the Department of Political Science at:  
(562) 985-4705  
cnoble@csulb.edu

We will make every effort to place you in a poll location near where you live or another location of your choice. Spaces fill up quickly so sign up soon!!

You will be notified of your assignment by phone or mail.

## *When Do You Need Me?*

**NOW!!**

We are currently recruiting College Pollworkers for the November 5, 2002 Gubernatorial Election.

**DEADLINE for submitting applications is: September 27, 2002**

## *How To Prepare?*

- ◆ Clear your calendar completely to serve on the Election Day from **6:30 a.m. to 9:00 p.m.**, Tuesday, November 5th, 2002.
- ◆ Confirm that no other commitments, exams, or quizzes will interfere with your serving on Election Day.
- ◆ Advise your professors in advance that you have committed to a full day activity off campus.
- ◆ A training schedule will be sent to your home with over 300 training classes for you to choose from.
- ◆ The training class schedule is also available on the web at:

[www.lavote.net](http://www.lavote.net)

## COLLEGE POLLWORKER PROGRAM

### APPLICATIONS RECEIVED:

CSULB	287
Santa Monica City	25
College of the Canyons	30
Rio Hondo College	1
Cerritos College	1
Total Applications Received:	344

### COLLEGE STUDENT PLACED:

CSULB	213
Santa Monica City	10
College of the Canyons	30
Rio Hondo College	1
Cerritos College	1
Total College Student Placed:	255

### NUMBER SERVED:

CSULB	171
Santa Monica City	9
College of the Canyons	24
Rio Hondo College	1
Cerritos College	1
Total Number Served:	206

### NUMBER NOT PLACED:

CSULB	74
Santa Monica City	15
College of the Canyons	0
Rio Hondo College	0
Cerritos College	0
Total Number Not Placed:	89

### NO SHOWS:

CSULB	35
Santa Monica City	1
College of the Canyons	6
Rio Hondo College	0
Cerritos College	0
Total Number of No Shows:	42

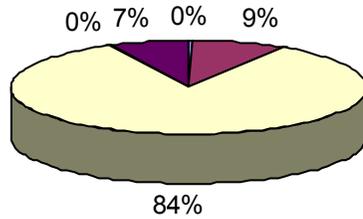
### NUMBER CANCELLED

CSULB	7
Santa Monica City	0
College of the Canyons	0
Rio Hondo College	0
Cerritos College	0
Total Number Cancelled:	7

### COLLEGE APPLICATIONS RECIEVED

November 2002 Election

Total Applications = 344

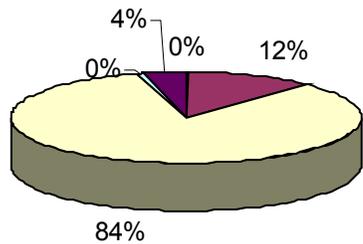


- Cerritos College (1) (0%)
- College of the Canyons (30) (9%)
- CSULB (287) (84%)
- Rio Hondo College (1) (0%)
- Santa Monica College (25) (7%)

### NUMBER OF COLLEGE STUDENT PLACED

November 2002 Election

Total Placed = 255

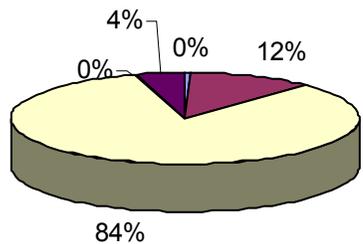


- Cerritos College (1) (0%)
- College of the Canyons (30) (12%)
- CSULB (213) (84%)
- Rio Hondo College (1) (0%)
- Santa Monica College (10) (4%)

### NUMBER OF COLLEGE STUDENT SERVED

November 2002 Election

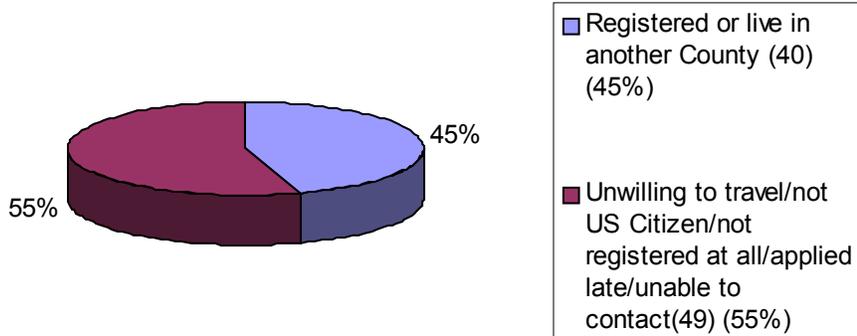
Total Served = 206



- Cerritos College (1) (0%)
- College of the Canyons (24) (12%)
- CSULB (171) (84%)
- Rio Hondo College (1) (0%)
- Santa Monica College (9) (4%)

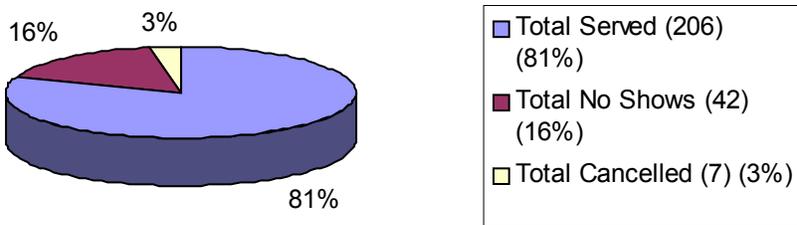
**Reasons Why Students Were Not Placed  
November 2002 Election**

**Total = 89**



**College Pollworker Program  
November 2002 Election**

**Total Students Placed = 255**





# BILINGUAL POLLWORKER PROGRAM

## Executive Summary

In 1992, federal legislation (Public Law 102-344) passed, extending the minority language provisions of the Voting Rights Act (VRA) of 1965. Any county with more than 10,000 residents whose native language is not English and who indicated on their U.S. Census form a lack of proficiency in English, is required to provide election materials in the identified languages. It was also mandated that oral assistance be provided at “targeted” polling places. More than 1,100 of the County’s 5,000 polling places are required to provide at least one Bilingual Pollworker.

**Challenges Plus.** Recruiting Bilingual Pollworkers has all of the challenges of recruiting traditional pollworkers plus a few unique challenges. Just as monolingual pollworkers drop out, become unavailable to serve or are uninterested in serving, bilingual speakers are no more pleased with the long hours, small stipend and complex procedures. Bilingual Pollworkers must be registered voters and many bilingual speakers are not U.S. citizens and so cannot register to vote. Bilingual pollworkers must speak English well enough to explain election procedures to English speaking voters and they must understand English well enough to assimilate the difficult procedures taught in the training classes. Bilingual Pollworkers are vital in helping citizens with limited English proficiency to exercise their voting privileges. They assist voters, whose primary language is not English, and help them understand voting procedures by responding to their questions. As a means to address general and bilingual pollworker recruiting issues, the Student Pollworker, County Employee Pollworker and Corporate Pollworker Programs each had emphasis on the bilingual component.

**Pollworker Connections.** Community partnerships are critical to recruiting and retaining Bilingual Pollworkers. Initiatives such as the Multilingual Pollworker/Recruiter Program, Community Voter Outreach Committee, in-house Voters with Specific Needs Coordinator and excellent targeting program would not have been possible without these community partnerships.



## Ups and Downs of the Bilingual Pollworker Program

### Three Great Aspects of the BILINGUAL POLLWORKER Program:

- Bilingual pollworkers provide a valuable service to County voters who are not proficient in the English language. Multilingual voters are able to vote more confidently once they understand the voting process and can make informed decisions on the ballot issues.
- Most pollworkers welcome the bilingual pollworkers – and most bilingual pollworker enjoy the opportunity to assist the community. (Often these pollworkers will try to refuse payment for serving.)
- The ML Pollworker/Recruiter Program works! Hiring community activists to do bilingual pollworker outreach and recruiting has resulted in significant increases in the numbers of bilingual pollworkers served for every election.

### Two Not-So-Great Aspects of the BILINGUAL POLLWORKER Program:

- **Cost!** This federal mandate to provide oral assistance to multilingual voters is expensive and no funded by the federal government.
- Negative feedback from voters and pollworkers who may feel that only English should be spoke in the polls. Additionally, Inspectors with this attitude often ask the bilingual pollworker to sit away from the main table. (The Department has zero tolerance for such attitudes and these workers are quietly “retired” from pollworker service.)

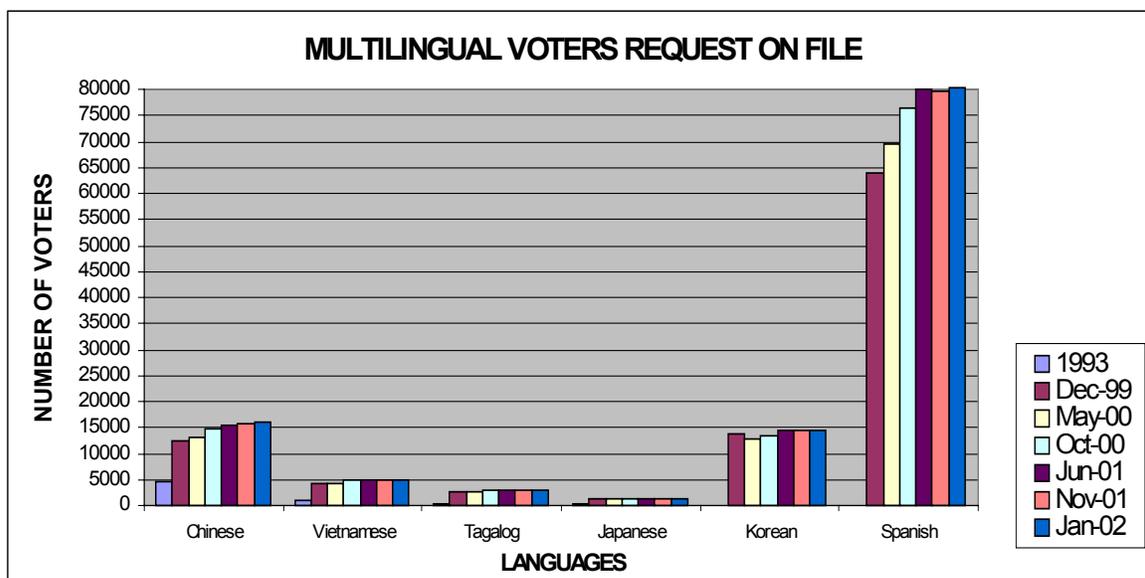


## Bilingual Pollworker Program: The First Step Is Targeting

**Targeting for Oral Assistance.** The first step in a Bilingual Pollworker Program is to identify *how many* bilingual pollworkers are needed and *where* they are needed. Los Angeles County employs a complicated four-part system to identify “targeted” polling places for oral assistance. (A fifth element is also applied for Chinese targeted precincts in determining the need for a Mandarin or Cantonese speaker.) This “targeting” system was negotiated over a two-year period with attorneys from the Department of Justice, Los Angeles County, the City Clerk of Los Angeles, and community-based organizations. The five elements of the targeting system are:

**1990/2000 Census data.** This is simply a “Yes – Targeted” or “No – Not Targeted” designation per voting precinct based on 2000 Census data.

**Voter Requests on File.** This category reflects the number of voter requests for language assistance, which have been coded to the voter file for a given voting precinct. The standard for targeting is twenty or more requests per precinct for Chinese, Korea or Tagalog, fifty or more for Spanish or ten or more requests for Japanese and Vietnamese.



**Multilingual Tally Card.** The Multilingual Tally Card is provided to each polling place for pollworkers to keep track of voters requesting language assistance. If more than ten voters request language assistance in any language not already indicated by the Census, requests on file or by a community-based organization, additional research is done to see whether the polling place justifies being considered a targeted poll to receive translated materials and oral assistance. (ATTACHMENT GG: Multilingual Tally Card)

**Input from Community Based Organizations.** If a community partner organization indicates that a neighborhood should be targeted for a particular language, the polling places in that neighborhood are considered “targeted” for future elections.

**Chinese Dialect Survey.** Both Cantonese and Mandarin dialect speakers can read Chinese written characters. However, a speaker of Cantonese finds it virtually impossible to understand a Mandarin speaker. To better serve the Chinese voters requiring bilingual assistance at the polls, in February of 2000 we conducted a postcard survey to determine where the Chinese dialect speakers in Los Angeles County reside. Chinese-speaking voters or pollworkers were contacted in each Chinese-targeted poll for guidance in future placement of Mandarin and/or Cantonese speakers.





**PRECINCT NUMBER:** \_\_\_\_\_

**Inspectors!** On Election Day, please help us keep track of how many voters requested assistance in (1) another language in order to vote and (2) voters who required other special assistance:

(Examples: Mandarin ~~III~~ III III, Wheelchair Users: III)

Chinese/Mandarin \_\_\_\_\_ Spanish \_\_\_\_\_

Chinese/Cantonese \_\_\_\_\_ Tagalog \_\_\_\_\_

Japanese \_\_\_\_\_ Vietnamese \_\_\_\_\_

Korean \_\_\_\_\_  No request in any language.

Other Language (Please specify): \_\_\_\_\_

Voters using wheelchairs \_\_\_\_\_

Blind, visually or hearing impaired voters \_\_\_\_\_

**(PLEASE RETURN IN GREEN STRIPE ENVELOPE)**

(See Reverse Side)

If you needed an **additional Pollworker** in **any** language, please specify below:  
Language \_\_\_\_\_

**PRECINCT NUMBER:** \_\_\_\_\_

**Inspectors!** On Election Day, please help us keep track of how many voters requested assistance in (1) another language in order to vote and (2) voters who required other special assistance:

(Examples: Mandarin ~~III~~ III III, Wheelchair Users: III)

Chinese/Mandarin \_\_\_\_\_ Spanish \_\_\_\_\_

Chinese/Cantonese \_\_\_\_\_ Tagalog \_\_\_\_\_

Japanese \_\_\_\_\_ Vietnamese \_\_\_\_\_

Korean \_\_\_\_\_  No request in any language.

Other Language (Please specify): \_\_\_\_\_

Voters using wheelchair \_\_\_\_\_

Blind, visually or hearing impaired voters \_\_\_\_\_

**(PLEASE RETURN IN GREEN STRIPE ENVELOPE)**

(See Reverse Side)



If you needed an **additional Pollworker** in **any** language, please specify below:  
Language \_\_\_\_\_

**PLEASE DO NOT LEAVE THIS CARD BLANK.**

BE SURE TO FILL OUT FRONT PORTION ACCORDINGLY AND RETURN IN  
**GREEN STRIPE** ENVELOPE WHEN COMPLETED.

**THANK YOU!**

**PLEASE DO NOT LEAVE THIS CARD BLANK.**

BE SURE TO FILL OUT FRONT PORTION ACCORDINGLY AND RETURN IN  
**GREEN STRIPE** ENVELOPE WHEN COMPLETED.

**THANK YOU!**

## Bilingual Pollworker Program: Recruiting And Outreach Methods

**“World of Difference” Flyer.** This recruiting flyer is available in the six languages that are mandated for Los Angeles County: Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. Bilingual “Pollworker/ Recruiters”, community organizations, and activist groups in the recruiting of Bilingual Pollworkers use these flyers with great success. A staff person follows up with the applicant to gauge the English skills of the bilingual speaker. (ATTACHMENT HH: World of Difference Pollworker Recruitment Flyer)

**Multilingual (ML) Services Brochure.** This brochure is available in all of the County’s mandated languages and is widely distributed. The brochure contains information on how to request translated election materials and provides a toll-free number to call to request poll site locations and assistance from an interpreter to receive clarification on voting terminology. The brochure also explains to voters that oral assistance is available at targeted polling places and that we are looking for Bilingual Pollworkers to staff these polls. (ATTACHMENT I I: Multilingual Services Brochure)

**Multilingual Banner.** This colorful banner was created to be used in the field to attract attention during outreach events.



**“Pollworker/Recruiter” Program.** In the months leading up to the November 1998 Election, Los Angeles County launched a Multilingual “Pollworker/ Recruiter” program, in which community activists, many of whom are experienced pollworkers, are hired to recruit Bilingual

Pollworkers in the field. Ten “Pollworker/ Recruiters” were hired, with specific mandates to increase the numbers of Bilingual Pollworkers. Among them were two Chinese speakers, one Japanese speaker, one Korean speaker and one Spanish speaker. The ongoing program has been enormously successful.

Pollworker / Recruiters attend street fairs and community events, distribute flyers and pollworker applications throughout communities, communicate with political science teachers and address civic classes, staff booths at church events, and college campuses, and coordinate events with community-based organizations. Efforts are currently underway to expand Pollworker / Recruiter presence at Immigration Naturalization Service (INS) ceremonies to register new citizens and recruit Bilingual Pollworkers.

### **BILINGUAL POLLWORKERS SERVED IN MAJOR ELECTIONS**

<b>Language</b>	<b>June 1998</b>	<b>Nov 1998</b>	<b>Mar 2000</b>	<b>Nov 2000</b>	<b>Mar 2002</b>	<b>Nov 2002</b>
<b>Chinese</b>	44	207	267	283	236	335
<b>Japanese</b>	9	31	43	44	31	25
<b>Korean</b>	8	36	109	74	81	180
<b>Spanish</b>	1,104	1,978	1,897	1,938	2,066	2,478
<b>Tagalog</b>	58	143	177	187	260	281
<b>Vietnamese</b>	7	35	97	71	77	107

**Community Voter Outreach Committee (CVOC).** Beginning in 1998, the Los Angeles County RR/CC invited community leaders, community-based organizations, city clerks in Los Angeles County, disabled community advocates, political party representatives, and other interested individuals to attend CVOC meetings at least twice a year to discuss maximization of voter outreach efforts through information sharing and brainstorming. The committee has been effective in creating a partnership between the County and CBOs, providing better services to voters with specific needs, and communicating important election issues, such as provisional ballots, transliteration, and Touchscreen voting. CVOC members have helped spread the word on the need for Bilingual Pollworkers as well as distributing flyers and materials at community events.

**The Poll Cat Newsletter.** A newsletter for pollworkers was first created for the November 1996 Presidential Election. In each of the 7 issues since then, stories and articles have featured the importance of written and oral

assistance to multilingual voters, and encourage existing pollworkers to welcome Bilingual Pollworkers.

**Bilingual Pollworker Training Issues.** More than 300 pollworker training classes are offered in Los Angeles County in the six weeks prior to every major election. In an effort to improve the quality of pollworker service, a \$25 stipend is paid to pollworkers who attend training class. Pollworker training classes place significant emphasis on increased cultural sensitivity, on making pollworkers aware of the importance of welcoming the Bilingual Pollworkers, and the need to display the multilingual materials for the voters who need them. To assist bilingual speakers, who might be unfamiliar with specific election terminology, interpreters are present at targeted training classes. (ATTACHMENT J: Pollworker Training Schedule)

**“An All-American Polling Place” Video:** The Los Angeles County RR/CC Training Section produced a video in 1999 showing an actual polling place in Torrance with three bilingual speakers serving voters through possible Election Day scenarios. Copies of the “An All-American Polling Place” video may be obtained by contacting Julia Keh, Coordinator, Voters with Specific Needs, at (562) 462-2754.



# Next Election Day You Can Make a World of Difference!!!

- When:** March and November Elections
- Where:** A Polling Place Near You
- Who:** Must be 18, a U.S. Citizen, a Registered Voter, and a Resident of Los Angeles County
- What:** \$75/day stipend for Inspectors  
\$55/day stipend for Clerks  
**plus** \$25 Training Class Incentive
- Interested?** Call the LA County Registrar-Recorder/ County Clerk Polls Section @ (562) 466-1373  
Or fill out and return the postcard on the reverse side of this flyer!





# 您將使下一個選舉日 大不相同!!!

何時：

**March and November Elections**

何處：

鄰近的投票站

何人：

須年滿 18 歲，須為美國公民、註冊選民，  
並且是 Los Angeles 縣的居民  
(必須具有較強的英語口語和閱讀能力)

報酬：

監票員每日 75 美元酬金  
文員每日 55 美元酬金  
**外加 25 美元培訓課獎金**

有意提供服務？

請電 Los Angeles 縣登記註冊處  
LA County Registrar-Recorder/County Clerk Polls Section  
電話號碼是 (562) 466-1373  
或函洽： RR/CC, Polls Section  
12400 Imperial Highway  
Norwalk, CA 90650





# 次期選挙日には、一人の力が大きな違いを生み出します!!!

- 期日： March and November Elections
- 場所： 最寄りの投票所
- 対象者： 18歳以上のアメリカ国籍保有者、登録有権者かつ Los Angeles 郡の居住者であること。(英語の読み書きがよくできること。)
- 報酬： 監督官は、一日につき \$75。  
事務員は、一日につき \$55。  
さらに、研修クラス参加の褒賞として \$25。
- 応募方法 電話は LA 郡公認記録係 / 郡書記選挙所 (562) 466-1373  
書面は、 RR/CC, Polls Section  
12400 Imperial Highway  
Norwalk, CA 90650





# 다가오는 선거일, 시민 봉사 정신을 가져 보십시오 !!!

- 선거일 : March and November Elections
- 장소 : 근처 투표소
- 참관인 자격 : 18 세 이상의 미국 시민권자로서 Los Angeles 카운티에  
거주하고 등록된 유권자  
( 반드시 영어로 유창하게 말하고 읽을 줄 알아야 함 )
- 수당 : 투표 검열관 - 일당 \$75  
투표 사무관 - 일당 \$55  
상기 업무관이 되기 위한 교육을 받을 때 **추가로** \$25 의 수당
- 관심이 있으십니까? LA 카운티 Registrar-Recorder/ 카운티 사무관 투표부,  
(562) 466-1373 으로 연락하거나 다음 주소로 서신을 보내  
주십시오. RR/CC, Polls Section  
12400 Imperial Highway  
Norwalk, CA 90650





# ¡ ¡ ¡ El próximo Día de Elecciones, usted puede significar todo un mundo de diferencia! ! !

- Cuándo: March and November Elections
- Dónde: Una casilla electoral cerca de usted
- Quién: Deberá haber cumplido los 18 años, ser ciudadano de EE.UU., ser elector registrado, y residente del Condado de Los Angeles (deberá hablar y leer bien el idioma inglés)
- Qué: Un estipendio para Inspectores de \$75 dólares diarios  
Un estipendio para Secretarios de \$55 dólares diarios  
*más* un incentivo para clases de capacitación de \$25 dólares
- ¿Le interesa? Llame al Registrador/Secretario del Condado de Los Angeles  
Secretario de la Sección de Elecciones al (562) 466-1373  
O escriba a: RR/CC, Polls Section  
12400 Imperial Highway  
Norwalk, CA 90650





# Sa Susunod Na Araw Ng Halalan Kayo Ay Maaring Makagawa Ng Isang Malaking Kaibahan !!!

- Kailan: March and November Elections
- Saan: Sa Isang Lugar ng Botohan na Malapit sa Inyo
- Sino: Kailangang 18 taong gulang, isang Mamamayan ng U.S., isang Rehistradong Botante, at isang Naninirahan sa Bayan ng Los Angeles (kailangang magaling magsalita at bumasa sa wikang Ingles)
- Ano: \$75/araw na bayad para sa mga Tagasiyasat  
\$55/araw na bayad para sa mga Kawani  
*at* \$25 na Pangganyak sa Klase ng Pagsasanay
- Interesado? Tawagan ang Tagatala-Tagalista ng Bayan ng Los Angeles/  
Kawani ng Bayan Bahagi ng Halalan sa (562) 466-1373  
O sumulat sa: RR/CC, Polls Section  
12400 Imperial Highway  
Norwalk, CA 90650





# Kỳ Bầu Cử Tới Đây Quý Vị Có Thể Tạo Cho Thế Giới Sự Khác Biệt!!!

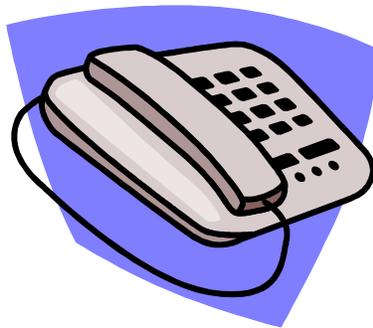
- Thời Gian: March and November Elections
- Địa Điểm: Tại Phòng Phiếu Gần Nơi Quý Vị Ở
- Những Ai: Phải 18 tuổi, Công Dân Hoa Kỳ, Có Ghi Danh Bầu Cử, và là Cư Dân của Hạt Los Angeles (phải nói và đọc tiếng Anh giỏi)
- Được Gì: Tiền lương \$75/một ngày cho những Thanh Tra  
Tiền lương \$55/một ngày cho những Thư Ký **cộng** với \$25 Lớp Huấn Luyện Khích Lệ
- Nếu muốn làm? Xin gọi cho Phòng Văn Khố-Chánh Lục Sự Hạt LA/  
Ban Địa Điểm Bỏ Phiếu @ (562) 466-1373  
Hoặc viết thư gửi đến: RR/CC, Polls Section  
12400 Imperial Highway  
Norwalk, CA 90650





## Election Day Call-In Program

On Election Day, Los Angeles County bilingual “Pollworker/Recruiters” are required to call pollworkers at multilingual targeted precincts at 6:30 a.m. to ensure those assigned Bilingual Pollworkers show up for their assignment. If there is a “no show,” a replacement will be dispatched to that specific precinct. Similarly, Inspectors are encouraged to call the election office, whether or not they are from a multilingual targeted precinct, to request a Bilingual Pollworker be dispatched. In addition, Los Angeles County has Election Day Troubleshooters who are required to visit targeted polls to ensure that ML materials are displayed, that the pollworkers are tracking the number of ML voters through the “ML Tally Card” and that ML voters are being assisted.





## Post-Election Follow-Up

**Post-Election Investigations.** Post-election complaints offer another opportunity for an Elections Department to partner with CBO's and voter advocacy groups. These organizations can provide specific information for use in identifying problem areas, including polling places where pollworkers were unfriendly to non-English speaking voters, were unfriendly to the Bilingual Pollworker, did not display translated materials or may have implemented procedures incorrectly.

**Bilingual Pollworker Focus Groups.** In the summer of 1998, Los Angeles County conducted seven pollworker focus groups to get feedback from pollworkers on pollworker recruiting and retention issues. The seven focus groups were conducted in the five Supervisorial Districts as well as one focus group for Spanish-speaking pollworkers and another for Asian language-speaking pollworkers. Bilingual Pollworkers brainstormed on opportunities for Bilingual Pollworker recruiting. Los Angeles County found these sessions to be quite valuable and plans to continue them in the future.

**Bilingual Pollworker Recognition.** The first-ever Los Angeles County RR/CC Bilingual Pollworker Reception was held on June 29, 2000 at the L.A. County Arboretum. More than 700 Bilingual Pollworkers attended and each received a Certificate of Appreciation and a "Bilingual Pollworker" commemorative pin. Community partners such as Vision 21 and NALEO, and corporate partners such as Trader Joe's, Toys 'R' Us, Olive Garden and others were invaluable to the program's success.



## Looking Into The Future: Census 2000 – Additional Languages

The U.S. Census Bureau announced the updated language requirements based on Census 2000 data on September 18, 2002. Jurisdictions affected by this new data have taken a proactive role in meeting the requirements. Language requirements have become a reality for elections departments with no experience or resources. Therefore a forward-looking approach can limit the last minute “scramble” of trying to line up resources with an election looming.

Focus groups and ad hoc committees may be of particular value in these efforts. In the case that it is not possible to identify voters to whom translated materials should be mailed, having Bilingual Pollworkers and translated materials at informally targeted polling places will be critical to providing mandated oral assistance to newly targeted ML voters. (The California Association of Clerks and Election Officials’ Subcommittee on Voters with Specific Needs produced a “User Friendly Guide to New NVRA Languages” in the Summer of 2002.)



## Lessons Learned

- **Not a Cure All!** The Bilingual Pollworker Program is not a “cure all” for a crisis in bilingual pollworker recruiting. Bilingual pollworkers, just like traditional pollworkers, are not always willing to go to “problem” areas. For example, in Los Angeles County, areas which are always problematic are in both ends of the economic spectrum, i.e., high crime where a pollworker may be afraid for personal safety, or more affluent areas which may be located far from a bilingual pollworker’s home. Research shows that late opening polls are most frequently the result of pollworkers getting lost or stuck on a freeway getting to unfamiliar areas and are usually the result of a pollworker traveling out of precinct. As a result, resources to “fix” recruiting issues in a particular area are better spent identifying and obtaining a long-term commitment from local pollworkers.
- **“Got Staff?”** Each type of Pollworker Connection program requires analysis of the target audience and the type and level of staffing assigned to the programs. For instance the Bilingual Pollworker Program can fall under the larger umbrella of Voters with Specific Needs combining multilingual and disability issues. The program works best where bilingual staff are hired who have community connections in all the languages for the voting jurisdiction.
- **ML Polls Tally Card.** A Multilingual Tally Card was developed to be completed by the Inspectors or clerks on Election Day. The theory was to have a pollworker make a hash mark indicating that a voter requested assistance in the language marked. Many of our pollworkers were diligent in their efforts to supply us with the needed information. Unfortunately, the first time we used the cards more than half of our pollworkers did not even remove the cards from the supply kit. Our staff made follow up phone calls to those precincts whose workers had not completed the cards. The card was re-designed to separate the Chinese language into the two major dialects, Mandarin and Cantonese. Next, the cards were labeled with the precinct number to identify the precinct. The size of the card was increased to half a page. This card was updated in 2001 to also track voters with disabilities.
- **“We Speak.....”Signs.** All polls are supplied with translated signs which say, “We speak Chinese” or “We Speak Vietnamese.” One day we came across a polling place with each of the seven “We Speak...” signs nicely displayed. As it turned out, no one among them spoke anything except English! The lesson we learned from this was to keep a sense of humor.

- **“Did You Know” Postcard.** Los Angeles County has 4.1 million voters; however, only 120,000 are coded to have election information sent to them in one of our six mandated languages. We have determined that many of our citizens are unaware of the many bilingual services that are available from the Registrar’s office. In addition to informing voters of the services available via the ML Voter Services brochure and community outreach efforts, a new, translated “Did You Know” postcard was developed. With the assistance of our Community Voter Outreach Committee (CVOOC), Immigration Naturalization Services, Bilingual Recruiters, and the use of public facilities we are reaching out to those citizens who may have registered without knowing translated materials are available. Our goal is to have a more accurate file count of the number of voters needing both written and oral language assistance. (ATTACHMENT JJ: “Did You Know” Multilingual Postcard)
- **“Mini United Nations.”** It is important to note that in high diversity areas, targeting often shows the need for a variety of bilingual speakers within one polling place. For example, in Los Angeles County’s Chinatown, one poll requires a Spanish speaker, a Cantonese speaker, a Mandarin speaker and a Vietnamese speaker. Optimally, one of these bilingual speakers is experienced and will be willing to serve as Inspector.

# Did you know...



## *Voting materials are available in six languages in addition to English*

Please print your name (as it appears on your voter registration form) and check the language in which you wish to receive voting material and return this form to the Los Angeles County Registrar-Recorder/County Clerk.

\_\_\_\_\_  
(Please Print) Last Name First Name M.I.

\_\_\_\_\_  
Address City Zip Code

**X**  
\_\_\_\_\_  
Signature

\_\_\_\_\_ Chinese \* \_\_\_\_\_ Japanese \* \_\_\_\_\_ Korean \*  
\_\_\_\_\_ Spanish \* \_\_\_\_\_ Tagalog \* \_\_\_\_\_ Vietnamese \*

\*These languages are available by Federal and County mandate.



**Please fill out and return to the Registrar-Recorder/County Clerk**

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\_\_\_\_\_  
(Please Print) Last Name First Name M.I.

\_\_\_\_\_  
Address City Zip Code

**X**  
\_\_\_\_\_  
Signature

\_\_\_\_\_ Chinese \* \_\_\_\_\_ Japanese \* \_\_\_\_\_ Korean \*  
\_\_\_\_\_ Spanish \* \_\_\_\_\_ Tagalog \* \_\_\_\_\_ Vietnamese \*

\*These languages are available by Federal and County mandate.



**Please fill out and return to the Registrar-Recorder/County Clerk**

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Postage  
required

**Los Angeles County**  
**Registrar-Recorder/County Clerk**  
Voters with Specific Needs Coordinator  
12400 Imperial Highway, 7<sup>th</sup> Floor  
Norwalk, CA 90650

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Postage  
required

**Los Angeles County**  
**Registrar-Recorder/County Clerk**  
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Norwalk, CA 90650



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請付  
郵資

**Los Angeles County**  
**Registrar-Recorder/County Clerk**  
Voters with Specific Needs Coordinator  
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請付  
郵資

**Los Angeles County**  
**Registrar-Recorder/County Clerk**  
Voters with Specific Needs Coordinator  
12400 Imperial Highway, 7th Floor  
Norwalk, CA 90650



# ご存知でしたか ...

あなたの母国語で書かれた投票資料が、入手できます！

氏名を活字体で書き（有権者登録用紙に記載されているものと  
同じ）、ご希望の言語にしるしを付け、この用紙をロサンゼルス郡  
公認記録係／郡書記へご返送ください。

\_\_\_\_\_  
(活字体) 姓 名 ミドルネームの頭文字

\_\_\_\_\_  
住所 市 郵便番号

**X**

署名



\_\_\_\_\_ 中国語 \* \_\_\_\_\_ 日本語 \* \_\_\_\_\_ 韓国語 \*  
\_\_\_\_\_ スペイン語 \* \_\_\_\_\_ タガログ語 \* \_\_\_\_\_ ベトナム語 \*

\* 言語提供は連邦および郡規定です。



Japanese

ご記入の上、公認記録係／郡書記へご返送ください。



# ご存知でしたか ...

あなたの母国語で書かれた投票資料が、入手できます！

氏名を活字体で書き（有権者登録用紙に記載されているものと  
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公認記録係／郡書記へご返送ください。

\_\_\_\_\_  
(活字体) 姓 名 ミドルネームの頭文字

\_\_\_\_\_  
住所 市 郵便番号

**X**

署名



\_\_\_\_\_ 中国語 \* \_\_\_\_\_ 日本語 \* \_\_\_\_\_ 韓国語 \*  
\_\_\_\_\_ スペイン語 \* \_\_\_\_\_ タガログ語 \* \_\_\_\_\_ ベトナム語 \*

\* 言語提供は連邦および郡規定です。



Japanese

ご記入の上、公認記録係／郡書記へご返送ください。

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切手を  
貼って  
ください。

**Los Angeles County**  
**Registrar-Recorder/County Clerk**  
Voters with Specific Needs Coordinator  
12400 Imperial Highway, 7th Floor  
Norwalk, CA 90650

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切手を  
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# 알고 계십니까?...

## 이제 모국어로 된 선거 자료를 신청하실 수 있습니다!

귀하의 성명을 유권자 등록서에 기록된 그대로 아래에 기입하고, 받길 원하는 선거자료 언어 칸에 체크표를 하여 주십시오. 그런 후 본 양식을 Los Angeles 등록 - 접수처 / 카운티 서기실로 보내주시기 바랍니다.

(인쇄체로 기입요) 성 이름 중간이름 이니셜

주소 시 우편번호

**X**  
서명



\_\_\_\_\_ 중국어\* \_\_\_\_\_ 일본어\* \_\_\_\_\_ 한국어\*  
\_\_\_\_\_ 스페인어\* \_\_\_\_\_ 타갈로그어\* \_\_\_\_\_ 베트남어\*

\*이들 언어는 미연방 및 카운티 정부 지시 하에 발간됩니다.

Korean

본 양식을 작성하셔서 등록 - 접수처 / 카운티 서기실로 보내주십시오!



# 알고 계십니까?...

## 이제 모국어로 된 선거 자료를 신청하실 수 있습니다!

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**Los Angeles County**  
**Registrar-Recorder/County Clerk**  
Voters with Specific Needs Coordinator  
12400 Imperial Highway, 7th Floor  
Norwalk, CA 90650

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Requiere  
Franqueo

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# Alam ba ninyo. . .

**Maari na kayong humiling ng materyales sa pagboto sa inyong katutubong wika!**

Mangyaring ilimbag ang inyong pangalan (tulad sa pormularyo ng pagpapatala ng botante) at markahan ang wika na inyong nais matanggap ang materyal ng pagboto at isauli ang pormularyong ito sa Kawani ng County/Tagatala-Tagalista ng Los Angeles County.

\_\_\_\_\_  
(Mangyaring Ilimbag) Apelyido                      Pangalan                      Gitnang Pangalan

\_\_\_\_\_  
Tirahan                      Lunsod                      Zip Code

**X**

Lagda



\_\_\_\_\_  
Intsik\*                      Hapon\*                      Koreyano\*  
\_\_\_\_\_  
Kastila\*                      Tagalog\*                      Biyetnamis\*

\*Ang mga wikang ito ay ayon sa kautusang Pederal at County.

Tagalog



**Mangyaring punan at isauli sa Tagatala-Tagalista/Kawani ng County**



# Alam ba ninyo. . .

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Lagda



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Tagalog



**Mangyaring punan at isauli sa Tagatala-Tagalista/Kawani ng County**

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Kailangan  
ng Selyo

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Kailangan  
ng Selyo

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# Quý vị có biết rằng . . .

**Hiện giờ quý vị có thể yêu cầu tài liệu bầu cử bằng ngôn ngữ của quý vị hay không!**

Xin viết tên của quý vị (giống như tên ghi trên mẫu đơn ghi danh cử tri) kể đến đánh dấu vào ngôn ngữ mà quý vị muốn nhận tài liệu bầu cử và gửi bản này lại cho Phòng Văn Khố/Chánh Lục Sự Hạt Los Angeles.

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(Xin Viết Chữ In) Họ Tên Viết tắt tên lót

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Địa Chỉ Thành Phố Số Bưu Chính

**X**  
\_\_\_\_\_  
Chữ Ký



\_\_\_\_\_  
Trung Hoa\* \_\_\_\_\_ Nhật\* \_\_\_\_\_ Đại Hàn\*  
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Tây Ban Nha\* \_\_\_\_\_ Phi Luật Tân\* \_\_\_\_\_ Tiếng Việt\*

\*Những ngôn ngữ này được thực hiện do sự bắt buộc của Liên Bang và Hạt. Vietnamese



**Xin điền vào và gửi lại cho Phòng Văn Khố/Chánh Lục Sự Hạt**



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\_\_\_\_\_  
Địa Chỉ Thành Phố Số Bưu Chính

**X**  
\_\_\_\_\_  
Chữ Ký



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Trung Hoa\* \_\_\_\_\_ Nhật\* \_\_\_\_\_ Đại Hàn\*  
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**Xin điền vào và gửi lại cho Phòng Văn Khố/Chánh Lục Sự Hạt**

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Cần phải  
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## **“CONNECTING INTO THE FUTURE!”**

### **“COMMUNICATING WITH YOUR POLLWORKERS....THE POLL CAT NEWSLETTER”**

Newsletters can serve a multitude of purposes; to update pollworkers on new procedures, educate on common problem areas, help pollworkers feel part of the “democracy in action” team and highlight “star” pollworkers such as County Pollworkers, Student Pollworkers and Multilingual Pollworkers.

### **“FLEX POLICIES FOR BUSY PEOPLE.....SPLIT SHIFTS”**

Los Angeles County introduced a “Split Shift” option to pollworkers in 1998 to expand the availability of people interested in serving on a precinct board but not willing or able to work a fourteen-hour day. Inspectors may not split a shift because of their higher level of responsibilities and the important of continuity. Interested pollworkers may request that a “Split Shift Contract” be mailed to them. The contract is then signed by the “Primary Pollworker” and the “Secondary Pollworker.” The “Primary Pollworker” agrees to work the whole day if the partner does not “show up”. Each party agrees to divide the election day stipend as well as the training class bonus paid by Los Angeles County to all pollworkers. It is understood that both parties will attend training class. Some jurisdictions may be able to “cut” pro-rated checks for the Split Shift pollworkers.

### **“TRACKING POLLWORKER PERFORMANCE.....INSPECTOR REPORT CARD”**

Los Angeles County has created a “Top Ten” checklist of areas that are problematic either because they potentially disenfranchise voters or because they cause major clean-up headaches for the election staff. In theory, this checklist can be tracked back to individual Inspectors to either educate them or tag them “Do Not Rehire.” Examples are: (1) Inspectors who do not mark “AV” in the roster by the name of the voters whose name appears on the Absentee Voters Supplemental List sent to Inspectors after the printing of the Roster of Voters. (This oversight can potentially allow a voter to cast more than one vote.) (2) Not completing all areas of a provisional envelope. (If all the information required on a provisional ballot is not entered there is possible voter disenfranchisement.) (3) Not posting multilingual materials at their polling place. (4) Marking corrections to voter information on individual roster pages instead of on the designated

“Corrections Page.” (This causes considerable staff time to be spent in searching individual roster pages to update voter information.) (5) Not completing an important tracking document such as the ballot reconciliation statement or Loyalty Oath page. While Los Angeles staff have identified key problem areas, accurately and systematically tracking them back to individual Inspectors so that a “report card” may be generated, has proven to be a larger technical and logistical task than anticipated.

### **“TRAINING FOR THE FUTURE.....THE POLLWORKER ACADEMY”**

Los Angeles County established a pilot Pollworker Academy Program in August 2000 to begin the process of enhancing the skills and knowledge of pollworkers. Approximately 200 veteran pollworkers participated in the maiden program. The objectives of the program include: (1) upgrading the skills and knowledge of pollworkers through intensive, hands-on training over the course of three days and (2) weeding out poor performers, and (3) to minimize Election Day mistakes. The Academy curriculum differs from that of the 2-hour pre-election training class in that it explores the “why” of procedures so that pollworkers can make better-informed judgement calls on Election Day. An ambitious goal of 2,000 Pollworker Academy graduates per year was set. The key resource needed to continue this program is several, dedicated full-time staff at appropriate levels to manage and expand the program. At this time, Los Angeles County’s Pollworker Academy Program is on hold.

### **“KNOWING WHO YOU CAN RELY ON.....INSPECTOR SUPPLY PICK UP PROGRAM”**

Los Angeles County introduced a successful pilot “Inspector Supply Pick-up Program” in November 2001. 1,013 Inspectors enthusiastically endorsed this method of supply delivery by picking up their voting booths and voting supplies at designated Check-in-Center depots 10 days before the election. The pick-up method can be more cost effective than delivering supplies to poll locations and Inspector homes by truck and it is a good indicator of which Inspectors are committed to serving on Election Day. Some jurisdictions have been successful in having Inspectors pick up supplies at training classes. Los Angeles County plans to expand this program for the November 2002 General Election.

### **“CAMPUS CONNECTIONS.....COLLEGE POLLWORKERS”**

College students can be an ideal source of pollworkers. Like high school Student Pollworkers, college students are in “learning mode” and should be able to assimilate complex voting procedures. One challenge is that

students have conflicting class schedules and work commitments. Los Angeles County is working with Cal State Long Beach and the College of the Canyons on pilot “College Pollworker” programs which will incorporate pollworker service into the curriculum of government classes as part of a community service requirement. As California Elections Code requires pollworkers to be registered in the county in which they serve, a necessary pre-requisite will be an amendment to state law which will allow college students to serve if they are registered in other jurisdictions, including their parents’ home jurisdiction.

### **“TOUCH THE FUTURE WITH TOUCHSCREEN VOTING..... TOUCHSCREEN INSPECTORS”**

As election officials modernize their voting systems, the demand for tech-savvy pollworker/volunteers will increase. County pollworkers and Student Pollworkers are good sources of pollworkers who may have technical skills. For Los Angeles County’s Early Voting Touchscreen Program prior to the November 5, 2002 Election, 21 Touchscreen Inspectors must be recruited and trained to coordinate Early Voting Touchscreen locations for an 11-day period, set up and take down touchscreen voting units, supervise on-site staff who will be confirming voter registration status and administer all other aspects of a typical polling place.

### **VOTING SYSTEMS IMPLEMENTATION TASK FORCE**

Recognizing the formidable challenges associated with implementing two new voting systems in two years, the Los Angeles County Registrar-Recorder/County Clerk has created a task force to assist with the difficult transition. Made up of senior managers from major County Departments, the task force was created to show that successful voting systems implementation is a County issue, not just a Department issue.



# CORPORATE POLLWORKER PROGRAM

## Executive Summary

In November 2002 General Election, the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) conducted an extremely successful pilot program with the assistance of the State Farm Insurance Company and Southern California Edison.

In response to a growing pollworker recruitment crisis, the Los Angeles County RR/CC has sought out new ways to recruit pollworkers for service on election day. The goal of this pilot program is to match the RR/CC's need for qualified pollworkers with civic-minded corporations that are willing to donate human resources for the benefit of the election process in their community.

**How does it work?** Modeled after the Making Voting Popular (MVP) Program in Metropolitan Kansas City, the RR/CC recruited staff members from State Farm and Southern California Edison (SCE) to serve as pollworkers on Election Day. State Farm and SCE employees received their regular salaries in addition to the pollworker stipend paid by the County to all volunteers. (ATTACHMENT KK: Program Description by Johnson County, Kansas)

**Benefits for Companies and Employees.** Participating companies can gain good publicity, showing the community that they are concerned with the election process and are willing to commit resources to making their community more livable. In addition, participating employees have indicated that they were pleased with the break in their routine, derived a sense of satisfaction from serving their community and enjoyed the opportunity to meet neighbors they may not have previously had the opportunity to meet.

**Benefits for Election Officials.** Corporate employees are extremely reliable pollworkers. Their no-show rate is very low and they are able to understand complex procedures covered in training. In addition, they are typically very tech savvy and comfortable working with computerized Touchscreen machines.

**Benefits for Community-based Pollworkers.** As with Students and County Employee Pollworkers, Corporate Pollworkers bring renewed energy and enthusiasm to established pollworker teams.

**Plans for the future.** We were extremely pleased with the result of the program and are moving forward with implementation as a pilot program. We anticipate starting with 5 companies for the November 2003 Consolidated Elections and expanding further for the March 2004 Primary Election. Currently we are soliciting companies to participate. Primarily, this initial effort will be focused on companies with which we have an established link. Our outreach approach is tailored to the interests and needs of the individual companies concerned and will include a PowerPoint presentation among other materials. In addition, all interested companies will receive a general program overview (ATTACHMENT LL: Draft Corporate Pollworker Program: A Concept Paper).

***PLEASE BE IN TOUCH!***

We welcome your feedback on this document as well as details of your experiences with these programs!!

Please contact:

Wanda Hamilton ([whamilto@rrcc.co.la.ca.us](mailto:whamilto@rrcc.co.la.ca.us)) OR  
Katie Mac ([kmac@rrcc.co.la.ca.us](mailto:kmac@rrcc.co.la.ca.us))  
if you have ideas you'd like to share!!

## **DRAFT**

# **Los Angeles County Registrar-Recorder/County Clerk** **“DEMOCRACY IN ACTION PARTNERSHIP”** **CORPORATE POLLWORKER PROGRAM: A CONCEPT PAPER**

**S**trong democracies rely heavily on partnerships between community organizations, government entities, civic minded volunteers and a (most importantly a corporate private sector) thriving private sector. A nationwide decline in voting and volunteerism have created a crisis in pollworker recruitment that has left the electoral process, a cornerstone of our democracy, in a vulnerable position. No issue has dominated the long-term planning of election administrators nationwide more than the question, “Who is going to staff the polls?” The Office of the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) has the responsibility of staffing each of its 5000 polling places with pollworkers. As our core group of pollworkers ages, it is increasingly difficult to recruit the estimated 25,000 pollworkers needed for major elections in LA County.

Encouraged by the success of a model program in Metropolitan Kansas City, Kansas/Missouri and a successful pilot program conducted here in November 2002, the Los Angeles County RR/CC has begun the process of implementing a Corporate Pollworker Program.

### ***What is the goal of the partnership?***

The RR/CC's goal is to strengthen its Election Day pool of pollworkers, thereby increasing the efficiency of the electoral process and the confidence that the community has in the process as a whole. This partnership will increase civic participation, raise citizen awareness and provide opportunities for companies and individual citizens to take a more active role in our democracy. The RR/CC believes that this project will appeal to corporate citizens with a strong history of civic involvement and those companies looking for new and innovative ways to serve their communities. This service will result in public recognition for companies and their employees as well as better elections for all Los Angeles County voters.

### ***How does the partnership work?***

Businesses are asked to release employees, on a paid basis when possible, to serve at the polls during County-run elections. Workers would receive a pollworker stipend in addition to their regular salary. In addition to or in place of providing pollworkers, where feasible, companies may wish to donate the use of facilities as poll locations on Election Day.]

### ***What should corporate employees know about serving as pollworkers?***

- ✓ In order to serve as a pollworker, an individual must be 18 years of age, a U.S. Citizen, a registered voter and a resident of Los Angeles County. There is a particular need for pollworkers who speak Chinese, Japanese, Korean, Spanish, Tagalog and Vietnamese. Pollworkers serve from 6:30am to approximately 9pm.
- ✓ Pollworkers are assigned 60-90 days prior to the election. While some employees may be able to serve in their home communities, many will be asked to fill vacancies wherever they might occur.

- ✓ The RR/CC will work with a designated corporate representative to advertise the program, plan on-site training classes and coordinate assignment of potential employees to poll locations.
- ✓ Employees must provide their own transportation to assigned polling places

### ***How will employees be trained to be pollworkers?***

The RR/CC will provide a 90-minute on-site training class. The selection of the facility, dates and times of training will be coordinated between the RR/CC and the corporate representative.

### ***How will pollworkers be compensated?***

- ✓ Participating corporate employees will receive a stipend in addition to their regular salary. LA County Inspectors receive a \$75 stipend; Pollworker/Clerks receive a \$55 stipend. (Individuals must have previous election experience to be assigned as Inspectors.) Pollworkers receive an additional \$25 bonus for attending the 90-minute training class.
- ✓ Stipend checks will be mailed via Postal Service approximately 4-6 weeks after service on Election Day.

### ***Will corporate partners receive any recognition for this community service?***

- ✓ A media event, to publicize the election and participating companies will be organized. (press releases??)
- ✓ RR/CC staff will investigate the possibility of recognizing corporate partners in a one-page filler page of its sample ballot, which is mailed to 4.1 million voters prior to Election Day.
- ✓ RR/CC staff will present Certificates of Appreciation to participating employees and companies.
- ✓ Participating companies will be recognized in a ceremony before the L.A. County Board of Supervisors.

### ***How will we know if the partnership is a success?***

- ✓ A debriefing meeting will be held approximately six weeks after Election Day to evaluate the success of the program.
- ✓ Registrar-Recorder will provide a list of all employees who served on Election Day.
- ✓ Companies will survey their employees for comments and future interest.

### ***Interested?***

For more information, please contact **Dan Murphy, RR/CC Election Programs Coordinator at (562) 462-2992 or [DMurphy@rrcc.co.la.ca.us](mailto:DMurphy@rrcc.co.la.ca.us).**