



DEAN C. LOGAN

COUNTY OF LOS ANGELES

## REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY.— P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024 [www.LAVOTE.NET](http://www.LAVOTE.NET)

Registrar-Recorder/County Clerk

March 2009



Dear Educator:

The Student Pollworker Program is one of the most successful pollworker recruitment programs in the nation. With your help, we want to continue to make it a success and increase school and student participation.

Due to the dedication of educators like yourself, there was a record breaking number of student participants in all three 2008 Elections. With a Statewide Special Election scheduled this spring, continued participation from you and your students is vital to the election process. Therefore, we are seeking your high school's participation in the upcoming May 19, 2009 Statewide Special Election.

We encourage as many teachers as possible to participate from each school, however, to minimize confusion, we ask that there only be one coordinator designated from each school to serve as liaison to our office. Although we appreciate the enthusiasm surrounding the program, we can only guarantee that a designated number of students will be placed based on the needs in your community.

Enclosed is a packet containing all information needed regarding the Student Pollworker Program. For your convenience, program materials are also available on our website at [www.lavote.net](http://www.lavote.net).

We believe that the Student Pollworker Program is a great way to introduce your students to Democracy in Action! If you have any questions please contact our Student Program Coordinator, Michelle Torres, at (562) 462-2840, [mtorres@rcc.lacounty.gov](mailto:mtorres@rcc.lacounty.gov).

Thank you for making the Student Pollworker Program a success!

Sincerely,

Blanca Casarrubias  
Pollworker Outreach Manager

## WHO CAN PARTICIPATE?

- Any high school in Los Angeles County. Each participating school must have an educator sponsor the program by taking on the role of a teacher coordinator.
- Students must meet the following requirements:



- 16 years or older
- U.S. Citizen (Permanent Residents not applicable)
- Must be in good academic standing
- G.P.A. of 2.5 or greater
- Have teacher and parental consent

## RECOGNITION/COMPENSATION

As a way of showing our appreciation to you and your students, the RR/CC offers a few rewards:

- Students receive a total of **\$105** for serving as a pollworker: \$25 for attending training and \$80 for serving on Election Day.  
**Please note:** the stipend will be mailed to students 6-8 weeks after Election day. They will **ONLY** receive the \$25 for training if they work on Election Day.
- Teacher Coordinators receive **\$100** for coordinating students and an *additional* **\$25** for attending training with students. If you attend the optional training class, please remember to have the enclosed training voucher signed by a trainer.  
**Please note:** the stipend will arrive 6-8 weeks after Election Day.
- Students and teacher coordinators will receive a certificate of appreciation.

In order to help educators track student placements and service learning/community service hours, a pre-election and post election summary will be faxed to teacher coordinators indicating which students were placed on a precinct board and which students served on Election Day.



## CALIFORNIA ELECTION/EDUCATION CODES

### Election Code: 12302. Student precinct board members; Requirements for precinct board members

(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 five pupil per precinct to serve under the direct supervision of precinct board members designated by the elections official. A pupil may be appointed, notwithstanding his or her lack of eligibility to vote, subject to the approval of the governing board of the educational institution in which the pupil is enrolled, if the pupil 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 pupil in good standing attending a public or private secondary educational institution.
  - (4) Is a pupil who has a grade point average of at least 2.5 on a 4.0 scale.
- Participating in the Student Pollworker Program will not affect your High School's *Average Daily Attendance (ADA)*! By documenting your students absences as a DAY FIELD TRIP, your school's ADA calculations will not be altered.

## PLACEMENT LIMITATIONS

- Although we recruit over 25,000 pollworkers for every countywide election, there are some areas that require a greater need for pollworkers than others. As a result, the number of students placed is dependent on the needs of the surrounding precinct locations.
- We encourage teachers to submit applications as early as possible to give our office more time to work with your students in finding a convenient location for them to serve on Election Day.
- Although we may not be able to place every student applicant, it is our guarantee to Educators that we will try our best to place as many students as possible.



## TEACHER COORDINATOR CHECKLIST

**Teacher coordinators are only responsible for recruiting Student Pollworkers, they do not have to serve on Election Day.**

Promote the program and distribute the enclosed application and  
\_\_\_\_\_ parental letter to interested students.

Approve and sign applications. Please ensure that all forms are  
\_\_\_\_\_ legible and filled out completely.

Mail or fax “Application Cover Sheet” (Attachment #1) and  
completed applications to the RR/CC as soon as possible but no  
\_\_\_\_\_ later than **March 27, 2009**.

Distribute appointment notices to students. Appointment notices  
will begin being generated on **April 4, 2009** (Please note: Appoint-  
ment notices are sent after applications are received but no earlier  
than 4/4/09. The date you receive your student appointment notices  
\_\_\_\_\_ is dependent on when applications are sent in to our office).

Make sure students attend a training class. Attend a training class  
with your students (optional). Please remember to take the  
enclosed “Teacher Training Voucher” (Attachment #2) to training to  
\_\_\_\_\_ be signed and collected by the trainer.

## STUDENT RESPONSIBILITIES

- Legibly fill out Student Pollworker Application and take “Dear Parent Letter” home and obtain guardian signature on their application.
- Obtain Election Day assignment from teacher. (Appointment notices will be mailed to teacher coordinator starting on **April 4, 2009**)
- Attend a 2 hour training class, conveniently located at dozens of locations around the County. Students who do not attend the training will not earn the \$25 training bonus. Training schedules will mailed to teacher coordinators with the student appointment notices. Training times and locations are also available on our website at [www.lavote.net](http://www.lavote.net).
- Arrange transportation to and from their assigned polling place.
- Serve on Election Day from 6:00am until approximately 9:30pm. Students are expected to help set up the polling place, process voters, count ballots and help close the polling place. Because pollworkers will be relying on the teamwork of the Student Pollworkers, students cannot serve half day shifts. All students must serve the entire day.
- **IMPORTANT: Please advise students about the importance of following through with their commitment. If they cannot serve on Election Day, they must contact our offices as soon as possible by phone at 800-815-2666 option 7.**



# MAY 2009 STATEWIDE SPECIAL ELECTION SCHEDULE OF EVENTS

## March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Deadline to submit applications.

## April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Appointment notices mailed out to teacher coordinators.

Pollworker training begins.

## May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Pollworker training ends.

**ELECTION DAY!**

Summary of assigned and non-placed students faxed to teacher coordinators.

**PLEASE NOTE: STUDENTS WILL RECEIVE STIPEND 4-6 WEEKS AFTER ELECTION**



**APPLICATION COVER SHEET**

**TEACHER:**      **Name:** \_\_\_\_\_  
                         **High School:** \_\_\_\_\_  
                         **Contact Number:** \_\_\_\_\_  
                         **Fax Number:** \_\_\_\_\_  
                         **E-Mail Address:** \_\_\_\_\_

**WHERE DO YOU WANT YOUR INCENTIVE PAY MAILED?:**

**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Zip:** \_\_\_\_\_

**REMINDER: Be sure that you have reviewed the applications to ensure:**

1. Parent and student signature
2. Student meets requirements
3. Teacher signature
4. Student has provided all information so there is no delay in processing stipend

You will be notified of the students who have been placed prior to the Election. Following the Election, a list of students who served will be faxed to you to aid you in tracking community/service learning credit.

<b>RETURN TO:</b>	<b>Michelle Torres Registrar-Recorder/County Clerk Election Services Bureau 12400 Imperial Highway, Room 7020B Norwalk, CA 90650</b>
	<b>OR FAX TO: (562) 868-3457</b>
<b>DEADLINE:</b>	<b>MARCH 27, 2009</b>



# TEACHER TRAINING VOUCHER

**(Bring to Training Class!)**

Please bring this voucher with you when you attend training. Please have the trainer sign and collect the voucher at the end of the training session. This voucher is necessary for our staff to pay you the **\$25** training bonus.

By attending a training class with your students, you will be better equipped to answer any questions they may have afterwards.

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

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

Training Location: \_\_\_\_\_

Training Date: \_\_\_\_\_ Training Time: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_

**Trainer, please collect and return this voucher to Michelle Torres in the Election Services Bureau in room 7020B.**