



## Los Angeles County Registrar-Recorder/County Clerk

September 1, 2016

Dear Educator:

The Los Angeles County Student Pollworker Program is one of the most successful poll worker 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 has been a record-breaking number of student participants in the past several elections! With the General Election scheduled this fall, 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 November 8, 2016 General Election.

We encourage as many teachers as possible to participate from each school; however, to minimize confusion, we ask that only one coordinator designated from each school serves as the 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 [LAvote.net](http://LAvote.net).

The Student Pollworker Program is a great way to introduce your students to the democratic process. If you have any questions, please contact our Student Program Coordinator, Evelyn Salinas, via e-mail at [studentpollworker@rrcc.lacounty.gov](mailto:studentpollworker@rrcc.lacounty.gov).

Thank you for making the Student Pollworker Program a success!

Sincerely,

Elizabeth Bejarano  
Pollworker Training & Outreach Manager



# PROGRAM DESCRIPTION



## Who can participate?

- Each participating school must have an educator sponsor the program by taking on the role of a teacher coordinator.
  - Any high school student that meets the following requirements:
    - Must be a U.S. Citizen or Legal Permanent Resident of the United States (Green Card Holder) **and** 16 years of age or older at the time of the election
    - Must be attending a public or private secondary educational institution
    - Must be in good academic standing with a G.P.A. of 2.5 or greater
    - Must have teacher and parental consent
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## What do students do on Election Day?

Students are assigned to serve as clerks at a polling place on Election Day and are expected to perform the same duties as regular poll workers. Here is a list of students' responsibilities:

- Attend a two-hour training session prior to Election Day
  - Arrange transportation to and from the polling place
  - Serve the entire day from 6 a.m. until approximately 9:30 p.m.  
(If special accommodations are needed, prior arrangements must be made with the inspector.)
  - Assist in opening the polling place
  - Assist voters throughout the day
  - Assist in closing the polling place
  - Count ballots at the end of the night
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## Placement limitations:

- Although we recruit over 25,000 poll workers for every countywide election, there are some areas that have a greater need for poll workers than others. As a result, the number of students placed is dependent on the needs of the surrounding community.
- 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.

# ★ ★ ★ FAQ'S ★ ★ ★

## How do I apply to be a student poll worker?

All student poll workers must submit an application with both teacher and parent/guardian approval. The application can only be obtained through the teacher coordinator at their high school.

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## Where will I be placed to serve on Election Day?

Student poll workers will be placed at a location near their home address or within a five-mile radius from their school. Due to the strict guidelines and strategic planning that goes into poll worker placement, students must show up to their assigned location; they may not show up to a different precinct without the consent of the Registrar-Recorder/County Clerk. Due to the large volume of applications, we are unable to honor location requests. If you have extenuating circumstances surrounding your request, please contact our office via e-mail at [studentpollworker@rrcc.lacounty.gov](mailto:studentpollworker@rrcc.lacounty.gov), and we will attempt to make accommodations.

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## How will I find out if I have been accepted?

Students who are accepted will receive a poll worker packet. The poll worker packets will be mailed directly to the teacher coordinator to distribute to students. The packet will include assigned location, poll worker training schedule, and parking placard.

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## When will I receive my stipend for serving on Election Day?

Stipends are mailed 4-6 weeks following Election Day. If you do not receive a stipend within this timeframe, please contact our office immediately via e-mail at [studentpollworker@rrcc.lacounty.gov](mailto:studentpollworker@rrcc.lacounty.gov).

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## Who do I contact if I am no longer available to serve on Election Day and need to cancel?

If you are no longer available to serve, contact our office as soon as possible by phone at (800) 815-2666 Option 7.

# ★★★ CALIFORNIA ELECTION CODE 12302 ★★★

## Assembly Bill No. 554

### CHAPTER 150

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

[ Approved by Governor August 10, 2015. Filed with Secretary of State August 10, 2015. ]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 554, Mullin. Elections: precinct board members.

Existing law requires that each member of a precinct board be a voter of the county, except that an elections official may appoint not more than 5 pupils per precinct to serve under the direct supervision of designated board members, as specified. Among other qualifications, such a pupil must be a United States citizen or be a citizen at the time of the election for which he or she is serving as a member of the precinct board.

This bill would additionally authorize an elections official to appoint a pupil who is lawfully admitted for permanent residence in the United States, as defined in federal law, to serve as a precinct board member.

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 subdivisions (b) and (c), a member of a precinct board shall be a voter of the state.

The member may serve only in the precinct for which his or her appointment is received.

(b) (1) 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 pupils 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:

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

(B) Is a United States citizen, will be a citizen at the time of the election for which he or she is serving as a member of a precinct board, or is lawfully admitted for permanent residence in the United States, as defined in Section

101(a)(20) of the federal Immigration and Nationality Act (8 U.S.C. Sec. 1101(a)(20)).

(C) Is a pupil in good standing attending a public or private secondary educational institution.

(D) Is a pupil who has a grade point average of at least 2.5 on a 4.0 scale.

(2) A pupil appointed pursuant to this subdivision may not be used by a precinct board to tally votes.

(c) (1) In order to promote civic engagement among residents of the state and to provide additional members of precinct boards, an elections official may appoint not more than five nonvoters per precinct to serve as precinct board members. A nonvoter may be appointed, notwithstanding his or her lack of eligibility to vote, if the nonvoter possesses the following qualifications:

(A) Is lawfully admitted for permanent residence in the United States, as defined in Section 101(a)(20) of the federal Immigration and Nationality Act (8 U.S.C. Sec. 1101(a)(20)).

(B) Is otherwise eligible to register to vote pursuant to Section 2101 except for his or her lack of United States citizenship.

(2) A nonvoter appointed to a precinct board pursuant to this subdivision shall not be permitted to do either of the following:

(A) Serve as, or perform any of the duties of, the inspector of a precinct board.

(B) Tally votes for the precinct board.

# ★★★ TEACHER COORDINATOR CHECKLIST ★★★

**Teacher coordinators are only responsible for recruiting student poll workers; they do not have to serve on Election Day.**

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

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

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E-mail or fax "Application Cover Sheet" and completed applications to the RR/CC as soon as possible, but no later than September 16, 2016.

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Distribute appointment notices to students. Appointment notice mailings begin on September 23, 2016 and continue daily.

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Make sure students attend a training class to better prepare them for Election Day. Attending a training class with your students is optional. If you attend a training class, please remember to take the enclosed "Teacher Training Voucher" to ensure you receive credit for attending.

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E-mail or fax the "Teacher Stipend Card" to our office to ensure that your stipend is processed and that we have your most updated information.

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**IMPORTANT:** Please advise students about the importance of their Election Day commitment. If they cannot serve on Election Day, they must contact our office as soon as possible by phone at (800) 815-2666 option 7.



# COMPENSATION/RECOGNITION



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

- ★ Students receive up to **\$140** for serving as a poll worker: \$40 for attending training and \$100 for serving on Election Day. They will ONLY receive the \$40 for training if they work on Election Day.

**PLEASE NOTE:** The stipend will be mailed to students 4-6 weeks after Election Day. If they do not receive their stipend 6 weeks after the election, they should contact our office immediately via e-mail at [studentpollworker@rcc.lacounty.gov](mailto:studentpollworker@rcc.lacounty.gov).

- ★ Teacher Coordinators receive **\$100** for recruiting students and an additional \$25 for attending training (optional). If you attend a training class, please remember to have the enclosed training voucher signed by a trainer.

**PLEASE NOTE:** The stipend for teacher coordinators will arrive 4-6 weeks after Election Day.

- ★ Students and teacher coordinators will receive a certificate of appreciation.

In order to help educators track student placement and service learning/community service hours, a pre-election and post-election summary report will be sent electronically to teacher coordinators. The summary indicates which students were placed on a precinct board and which students served on Election Day.



# STUDENT RESPONSIBILITIES



- ★ Legibly fill out the Student Pollworker Application and take “Dear Parent Letter” home and obtain parent/guardian signature.  
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- ★ Obtain Election Day assignment from teacher. (Appointment notices will be mailed to teacher coordinators starting on **September 23, 2016**)  
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- ★ Attend a two-hour training class, conveniently located at dozens of locations around the County. Students who do not attend training will not earn the \$40 training bonus. Training schedules will be mailed to teacher coordinators with the student appointment notices. Training times and locations are also available on our website at [LAvote.net](http://LAvote.net).  
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- ★ Arrange transportation to and from their assigned polling place.  
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- ★ Serve on Election Day from 6 a.m. until approximately 9:30 p.m. All students must serve the entire day; half-day shifts are not available.  
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- ★ E-mail the Student Pollworker Program at [studentpollworker@rcc.lacounty.gov](mailto:studentpollworker@rcc.lacounty.gov), as soon as possible, if they will not be able to serve on Election Day.

# NOVEMBER 8, 2016 GENERAL ELECTION

## ★ ★ ★ SCHEDULE OF EVENTS ★ ★ ★

SEPTEMBER 2016						
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	

### September 16

Application deadline.

### September 23

Begin mailing appointment notices.

OCTOBER 2016						
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					

### October 5

Poll worker training begins.

### October 28

Summary of assigned and non-placed students e-mailed to teacher.

NOVEMBER 2016						
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			

### November 6

Poll worker training ends.

### November 8 ELECTION DAY!

**PLEASE NOTE:** Students will receive stipend 4-6 weeks after Election Day



# STUDENT POLLWORKER PROGRAM

## APPLICATION COVER SHEET

**TEACHER  
COORDINATOR**

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

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

Contact Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Total Number of Applications Submitted:** \_\_\_\_\_

Comments: \_\_\_\_\_

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**REMINDER: Please review applications and check for the following items:**

1. Student meets all requirements
2. Parent and student signature
3. Teacher signature
4. Application is complete– to avoid delays

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 e-mailed to you to aid you in tracking community/ service learning credit.

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**DEADLINE**

**SEP 16,  
2016**

**RETURN VIA FAX, E-MAIL, OR MAIL TO:**

Evelyn Salinas  
Registrar-Recorder/County Clerk  
Election Operations Bureau  
12400 Imperial Highway, Room 7020B  
Norwalk, CA 90650

Fax: (562) 462-1073

E-mail:  
[studentpollworker@rcc.lacounty.gov](mailto:studentpollworker@rcc.lacounty.gov)



# STUDENT POLLWORKER PROGRAM

## TEACHER TRAINING VOUCHER

**(Must Bring to Training Class)**

Please bring this voucher with you when you attend training, and have the trainer sign and collect the voucher at the end of the training session. This voucher is necessary to ensure you receive credit for attending.

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

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

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

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

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

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

Training staff, please collect and return this voucher to Training Section in the Election Operations Bureau in room 7020B.



# STUDENT POLLWORKER PROGRAM

## TEACHER STIPEND CARD

### TEACHER COORDINATOR

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

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

Contact Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Please make my stipend payable to:

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

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Apt \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Did you attend training?  Yes  No

If you attended training, please provide the following information:

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

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

**DEADLINE**

**NOV 10,  
2016**

### RETURN VIA FAX, E-MAIL, OR MAIL TO:

Evelyn Salinas  
Registrar-Recorder/County Clerk  
Election Operations Bureau  
12400 Imperial Highway, Room 7020B  
Norwalk, CA 90650

Fax: (562) 462-1073

E-mail:  
[studentpollworker@rcc.lacounty.gov](mailto:studentpollworker@rcc.lacounty.gov)