



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

Registrar-Recorder/County Clerk

August 2010

Dear Educator:



The Los Angeles County 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 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 2, 2010 General 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 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 www.lavote.net.

We believe that 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, Michelle Torres, at (562) 462-2840, mtorres@rcc.lacounty.gov.

Thank you for making the Student Pollworker Program a success!

Sincerely,

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



WHAT DO STUDENTS DO ON ELECTION DAY?

Students are assigned to serve as clerks in the polling place on Election Day and are obligated to serve from 6:00am-9:30pm. Students have the same responsibilities as regular pollworkers, they are expected to:

- ★ Attend a two hour training session prior to Election Day
- ★ Provide their own transportation to and from polling place
- ★ Serve the entire day from 6:00am until approximately 9:30pm.
- ★ Assist in opening the polling place
- ★ Process voters
- ★ Assist in closing the polling place
- ★ Count ballots at the end of the night



PLACEMENT LIMITATIONS:

- Although we recruit over 25,000 pollworkers for every countywide election, there are some areas that have a greater need for pollworkers 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 Pollworker?

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



Where will I be placed to serve on Election Day?

Student pollworkers will be placed at a location near their home address or within a five mile radius.

Due to the strict guidelines and strategic planning that goes into pollworker placement, students must show up to the location they are assigned to, 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 studentworker@rrcc.lacounty.gov, and we will attempt to make accommodations.



How will I find out if I've been accepted?

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



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

Stipends are mailed out 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 studentworker@rrcc.lacounty.gov.



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.

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 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.

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 **September 24, 2010**.

_____ Distribute appointment notices to students. Appointment notices will begin being generated on **September 15, 2010** (Please note: Appointment notice mailings begin on 9/15/10 and continue daily, therefore, the date you receive your student appointment notices in the mail is dependent on when your 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.

_____ **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 \$105 for serving as a pollworker: \$25 for attending training and \$80 for serving on Election Day. They will ONLY receive the \$25 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 studentworker@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 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. The summary indicates which students were placed on a precinct board and which students served on Election Day.

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 **September 15, 2010**)
- ★ 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 be mailed to the teacher coordinators with the student appointment notices. Training times and locations are also available on our website at www.lavote.net.
- ★ Arrange transportation to and from their assigned polling place.
- ★ Serve on Election Day from 6:00am until approximately 9:30pm. All students must serve the entire day; half day shifts are not available.
- ★ Contact our office by phone at 800-815-2666 option 7 as soon as possible, if they will not be able to serve on Election Day.

JUNE 2010 PRIMARY ELECTION SCHEDULE OF EVENTS

September 2010						
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		

Deadline to submit applications.

Appointment notice mailings to teacher Coordinators begins.

October 2010						
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 begins.

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

Pollworker training ends.

November 2010						
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				

ELECTION DAY!

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



APPLICATION COVER SHEET

TEACHER Name: _____
COORDINATOR: 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.

RETURN TO:	Michelle Torres Registrar-Recorder/County Clerk Election Services Bureau 12400 Imperial Highway, Room 7020B Norwalk, CA 90650 OR FAX TO: (562) 868-3457
DEADLINE:	SEPTEMBER 24, 2010



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 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: _____

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