



Los Angeles County Registrar-Recorder/County Clerk

August 28, 2020

Dear Educator:

The Los Angeles County Student Election Worker Program is one of the most successful election 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 Presidential 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 3, 2020 Presidential 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 Election Worker Program. For your convenience, program materials are also available on our website at [LAvote.net](https://www.lavote.net).

The Student Election Worker Program is a great way to introduce your students to the democratic process. If you have any questions, please contact our Student Program Coordinator, Joseph Canal, via e-mail at studentelectionworker@rrcc.lacounty.gov.

Thank you for making the Student Election Worker Program a success!

Sincerely,

Elizabeth Bejarano
Pollworker Training & Outreach Manager



PROGRAM DESCRIPTION



What is the Student Election Worker Program?

The Los Angeles County Student Election Worker Program provides high school students with an exciting opportunity to serve as Election Workers for the upcoming Election. Participating students receive a stipend for their service along with a great hands-on introduction to the democratic process.



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

What are the responsibilities of student election workers?

Students are assigned to serve as election workers at a vote center and are expected to perform the same duties as regular election workers. Here is a list of students' responsibilities:

- Attend a mandatory 5-hour in-person training session and complete a 3-hour online session prior to their assignment
- Arrange transportation to and from the vote center
- Stay the entire day(s) chosen to serve. (If special accommodations are needed, prior arrangements must be made with the Vote Center Lead.)
- Assist with opening/closing of the Vote Center
- Assist with processing voters throughout the day
- Answering voter questions



PROGRAM DESCRIPTION



What days can students serve?

- Participating students can select one of the following 3-day work assignments during the November 2020 election:
 - **Assignment 1**
Saturday, Oct 24 - Sunday, Oct 25: 9 am - 8 pm
Tuesday, Nov 3 (Election Day): 6 am - 9:30 pm
 - **Assignment 2**
Saturday, Oct 31 - Sunday, Nov 1: 9 am - 8 pm
Tuesday, Nov 3 (Election Day): 6 am - 9:30 pm
 - Students must serve the entire 3 days.
 - Note: Assignment 1 positions are limited.
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Where will students be placed to serve?

- We will attempt to place student election workers at a location within a 5 - 7 mile radius of their home address or school.
 - Due to the strict guidelines and strategic planning that goes into election worker placement, students must show up to their assigned location; they may not show up to a different vote center 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 studentelectionworker@rrcc.lacounty.gov, and we will attempt to make accommodations.
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Placement limitations:

- Although we recruit over 17,000 election workers for every countywide election, there are some areas that have a greater need for election workers than others. As a result, the number of students placed is dependent on the needs of the surrounding community.
- We encourage students to submit applications as early as possible to give our office more time to find a convenient location for them to serve during the Election.
- Students will be placed on a first come, first serve basis. 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.



STUDENT RESPONSIBILITIES



- ★ Ensure the Student Election Worker Program Consent Form is filled out completely and legibly. Have parent/guardian read the "Dear Parent" letter. Obtain signatures from parent/guardian and teacher.

- ★ Fill out the online Student Election Worker Application located on the Election Worker Portal (the link is provided on the Consent Form.)

- ★ Attend a mandatory 5-hour in-person training class and a 3-hour online class. In-person training classes are conveniently located at dozens of locations around the county. Students who do not attend training will not be able to serve during the election.

- ★ Have an active email address. Be sure to check this email address often for communications from us regarding your application, training class, appointment notice, and schedule.

- ★ Arrange transportation to and from your assigned vote center.

- ★ Dress appropriately and comfortably. (No attire with political affiliations.)

- ★ Bring snacks and beverages to last throughout the day.
Please note: meals are not provided.

- ★ All students must serve the entire day(s); half-day shifts are not available.

- ★ Call the Student Election Worker Program at (562) 462-2840 or email at studentelectionworker@rrcc.lacounty.gov as soon as possible if you will not be able to serve during your election assignment.



COMPENSATION/RECOGNITION



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

- ★ Students receive \$100 for each day of election worker service and \$80 for attending training. Total stipend for 3-day assignment is \$380. Students will ONLY receive the \$80 for training if they work on their assigned days.

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 email our office immediately at studentelectionworker@rcc.lacounty.gov.

- ★ Teacher Coordinators receive **\$100** for recruiting students.

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

- ★ Students can receive community service/service learning credit.

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 assigned to a vote center and which students served during the election.

★ ★ ★ FAQ'S ★ ★ ★

How do I apply to be a student election worker?

Obtain a Student Election Worker Consent Form from your high school teacher coordinator. Ensure the consent form is filled out completely by you, your parent/guardian, and your teacher. Then apply to be a Student Election Worker online. Upload your completed consent form as an attachment to your online application. Once completed, click "Submit" at the bottom.

How will I find out if I have been accepted?

Students who are accepted will receive an email notifying them that their application has been approved. This email will also contain a link to the online Election Worker Portal along with instruction on how to log in. Once logged in, students can:

- Sign up for training
 - Update basic information
 - View work assignment
 - View all correspondence received
 - Submit questions/comments
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How do I sign up for the mandatory training?

You will be able to sign up for training once you have received an election assignment. Log in to the Election Worker Portal and click the "Training" tab. Under the header "My classroom training assignments" select "Sign up for training." Select the training class that works best for you.

When will I receive my stipend?

Stipends are mailed 4-6 weeks following Election Day. If you do not receive a stipend within this timeframe, please email our office immediately at studentelectionworker@rcc.lacounty.gov.

Who do I contact if I am no longer available to serve during the Election and need to cancel?

If you need to cancel please contact us by email at studentelectionworker@rcc.lacounty.gov or by phone at (562) 462-2840.

★★★ 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 election workers; they do not have to serve during the Election.

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

Ensure that all student applicants meet the requirements to participate in the program.

Approve and sign consent forms. Also ensure that students apply online at the link provided on the consent form as soon as possible, but not later than the deadline, September 18, 2020.

Keep a copy of the student's Consent Form for your records. Please ensure that all forms are legible and filled out completely.

Remind students to check their emails regularly for our communications regarding their election assignment.

Make sure students attend a training class to better prepare them for their election assignment. They can sign up for training on the Election Worker Portal.

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

IMPORTANT: Please advise students about the importance of their election commitment. If they cannot serve during the election, they must cancel their assignment as soon as possible. They can reach us by phone at (562) 462-2840 or email at studentelectionworker@rrcc.lacounty.gov.

NOVEMBER 3, 2020 PRESIDENTIAL GENERAL SCHEDULE OF EVENTS

SEPTEMBER 2020						
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 7

Election worker training begins.

September 18

Application deadline.

OCTOBER 2020						
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 19

Summary of assigned students emailed to teacher.

October 24 - 25

Assignment 1 begins

NOVEMBER 2020						
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					

October 31 - November 1

Assignment 2 begins

November 3 ELECTION DAY!

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



STUDENT ELECTION WORKER 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: _____

DEADLINE

**Nov 6,
2020**

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

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

Fax: (562) 462-1073

E-mail:
studentelectionworker@rrcc.lacounty.gov