

SERVICE CLUB INFORMATIONAL PACKET



PLACER COUNTY ELECTIONS

About the program

Service clubs are assigned to one of the many vote centers in Placer County and are fully responsible for providing the staff for their assigned vote center(s) with members from their club or organization. Placer County has been honored to work with over 25 different clubs and organizations throughout the County to help staff vote centers on Election Day. Volunteering your club is a great way to get involved, give back to the community, and an excellent fundraising opportunity!



Who can participate?

We welcome all sorts of clubs and organizations. Some clubs we currently work with include various political clubs, Kiwanis clubs, Rotary clubs, Lions clubs, church groups, and sororities. The list is long and any like-minded group of individuals is welcome to apply, just be sure to read the qualifications below.

What are the qualifications?

Service clubs must provide a minimum of 10 members (per vote center) who are committed to serve as vote center workers on the days leading up to and including election day.

All members of the club or organization who are planning to serve must meet the following qualifications.

- ★ Be at least 18 years of age at the time of the election in which they are serving.
- ★ Be at least 16 years old if participating in our Student Poll Worker Program.
- ★ Be a U.S. Citizen, and a registered voter in the state of California, or...
- ★ A non-citizen with permanent resident status who would otherwise be eligible to vote.
- ★ Be able to speak, read, and write the English language.
- ★ Attend mandatory training prior to each election.

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PLACER COUNTY ELECTIONS

Staffing your vote center board

- ★ Service clubs are fully responsible for staffing their own vote center(s) with members from their club or organization. Service clubs must have a minimum of 10 committed members per vote center. Each vote center board consists of 2 senior election aides and a minimum of 8 election aides. You can find detailed information about each position on our website.
- ★ Service clubs are welcome to staff more than one vote center if the club has lots of members eager to serve. Staffing multiple vote centers equals more money for your club, but keep the following points in mind:
- ★ Service clubs must provide 2 senior election aides for each vote center that the club is responsible for staffing. Senior election aides are not permitted to work in shifts and must commit to working the entire day; approximately 7:00 a.m. - 5:00 p.m. However, service club election aides are permitted to work in shifts as long as there are always at least 5 election aides present during voting hours.
- ★ Service clubs are responsible for replacing workers if a member cancels or is not able to serve, so we encourage service clubs to ensure they have enough members to provide backups if necessary.

Vote center duties

All members of the service club that are serving will be considered official vote center workers. In addition to providing the staff for your assigned vote center, service club members will be expected to perform all the same duties as regular (non-service club) vote center workers. Please visit our website for more detailed information regarding vote center worker positions and vote center worker responsibilities.

Training

- ★ Training is required for all service club members serving as senior election aides.
- ★ Training is required for all service club members serving as first time election aides in Placer County.
- ★ Training is not required, yet highly encouraged, for service club members serving as election aides who have previously served as vote center workers in Placer County. Taking a current training is highly encouraged as it will provide workers with information regarding changes in policies, updates to operation of equipment and new equipment being used and more. OR just tell them that they have to take it again because there have been substantial changes going from precincts to vote centers.
- ★ Training lasts approximately 4 to 6 hours. Specific information regarding training dates, times, and locations will be made available approximately 4-6 weeks prior to each election.



SERVICE CLUB RESPONSIBILITIES



- ★ Make sure all members planning to serve meet all of the qualifications to be a vote center worker in the state of California.

- ★ A contact information form must be completed for each member planning to serve and must be submitted to the Elections Office prior to the election.

- ★ Must have a minimum of 8 members per vote center who are committed to serving on Election Day.

- ★ Only 2 senior election aides per vote center. Senior election aides are not permitted to work in shifts and must serve the entire day (breaks excluded).

- ★ Service clubs are responsible for finding their own trained replacement workers in the event that a member cancels or is unable to serve.

- ★ Dress appropriately and comfortably. No tank tops, shorts, torn clothing, or flip flops. No political or offensive images or slogans of any kind (clothing, buttons, hats, stickers etc.)

- ★ Senior election aides and election aides in Placer County are required to attend training prior to each election, no exceptions.

- ★ Service clubs are responsible for arranging their own break times. The senior election aides must be present at all times. Please note that, meals are not provided. Bring snacks and beverages to last throughout the day.

- ★ Call the Elections office at (530) 886-5650 immediately if your club is no longer available to serve on Election Day.



FREQUENTLY ASKED QUESTIONS



My club or organization is interested in serving, how do we apply?

Be sure to carefully read through this informational packet and obtain a Service Club Application from our website placerelections.com (also included in this packet). Completed applications can be submitted to the Placer County Elections Office via any of the following methods:

Email: placer_precints@placer.ca.gov **Mail:** 3715 Atherton Road, Suite 2, Rocklin, CA 95765

Fax: 530-886-5688 **In Person:** 3715 Atherton Road, Rocklin, CA 95765

Please note: Submitting an application does not guarantee placement.

Our club has already worked with you in the past, do we need to fill out a new application?

It is a good idea to read through this packet as information could have changed. We also recommend submitting a new application for each election to ensure our office has the most accurate and up to date information for your club. Additionally, please provide a copy of your club or organization's current, completed W-9 form for our office records to have your check properly processed.

How much/when will the service club be paid?

Instead of receiving individual stipend checks for each member, the service club will be issued one cumulative check for all its workers. Checks will be mailed 6 - 8 weeks after the election and will be made out and sent to the payee information provided on your application. Refer to the stipend information sheet for more detailed information.

Are service club members allowed to work in shifts/ half days?

Yes and no. The senior election aide must remain, the same 2 people and are not permitted to work in shifts. Senior election aides must commit to working the entire day; approximately 7:00 a.m. - 9:00 p.m. Election aides are allowed to work in shifts, but there must always be at least 5 election aides present while voting is open. If your club is planning to have election aides work in shifts, make sure you have enough trained members to provide backups in the event that someone cancels or is not able to serve.

Can our club staff multiple precincts?

Yes! If you feel like your club has enough members to staff multiple vote centers, (and provide backups if necessary) we encourage it! Keep in mind that there must be at least 5 members for each vote center and 2 of those members must be committed to serve all day as the senior election aides.

Where will our club be assigned to work?

If the service club prefers to work at a specific location or within a certain area/city, let us know as soon as possible, while we might not be able to guarantee location requests, we will certainly take it into consideration. Keep in mind that there are some areas that have a greater need for vote center workers than others. As a result, the number of vote center workers/ service clubs placed is dependent on the needs of the surrounding community.

Do all members who are planning to serve have to attend training?

Training is required for all senior election aides and election aides in Placer County. All members of your club are welcome and encouraged to attend training!

Who do we contact if our club is no longer available to serve on Election Day?

If a member of your club cancels or is no longer available to serve, it is the service clubs responsibility to replace them and to make sure the Elections Office has contact information from for all members planning to serve. If the entire club is no longer available to serve after being placed contact the Elections Office immediately by phone at (530) 886-5650 as it is crucial to find replacements asap!



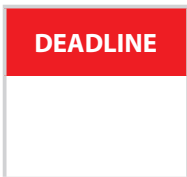
SERVICE CLUB APPLICATION



PLACER COUNTY ELECTIONS OFFICE

Please print legibly

C O N T A C T	Official Name of Service Club:	
	Contact Name: (This will be the Elections Office primary contact person for the above named club/organization)	
	Contact Address:	
	City / State:	Zip Code:
	Mailing Address: (If different than above)	
	City / State:	Zip Code:
	Contact Phone Number:	Alternate Number:
Contact Email:		
P A Y E E	Payee Name: (This is who all stipend checks will be made out to)	
	Payee Address: (This is the address all stipend checks will be mailed to)	
	City / State:	Zip Code:
	Payee Phone Number:	Alternate Number:
	Payee Email:	
R E A D & S I G N	Please read the following service club responsibilities and sign below. If you have any questions, contact the Elections Office.	
	★ I understand that if any of the above contact information changes, it is the service club's responsibility to fill out a new application and submit it to the Elections Office.	
	★ I understand that it is the service club's responsibility to ensure that all members of the club, who are planning to serve, meet all the requirements to be a vote center worker in the state of California.	
	★ I understand that it is the service club's full responsibility to staff their assigned vote center(s) and provide the Elections office with a contact information sheet for each member planning to serve.	
	★ I understand that the service club must have a minimum of 8 participants and that it is the club's responsibility to provide replacements if a member cancels or is not able to serve.	
	★ I understand that senior election aides and election aides in Placer County must attend a mandatory training prior to each election.	
	★ I understand that the service club will receive one cumulative stipend check and that checks will be mailed 6-8 weeks after the election to the payee information provided above.	
	★ I understand that submitting this application does not guarantee placement.	
	★ Attached is a copy of this service club's current W-9 form.	
	Signature _____ Date _____	
Print Name _____		



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

Placer County Elections Office
 3715 Atherton Road, Suite 2
 Rocklin, CA 95765

Fax: (530) 886-5688

E-mail:

placer_precincts@placer.ca.gov

★ ★ ★ SERVICE CLUB MEMBER CONTACT INFORMATION ★ ★ ★

PLACER COUNTY ELECTIONS OFFICE

We must have a updated contact information sheet on file for each member planning to serve

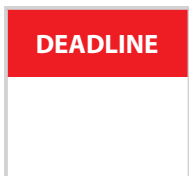
C O N T A C T I N F O	Official name of the service club you will be working with:	
	First Name:	Last Name:
	Date of Birth: (00/00/0000)	CA Drivers License:
	Residential Address: (Do not provide a mailing address or PO Box in this field)	
	City / State:	Zip Code:
	Mailing address: (if different than above)	
	City / State:	Zip Code:
	Contact Phone Number:	Alternate Number:
	Email Address:	
	Registered to Vote in Placer County? Yes No	
	If you are registered to vote in a different County please specify:	
	Do you speak and understand one or more languages other than English? Yes No	
If yes, please specify:		

★ ★ ★ SERVICE CLUB MEMBER CONTACT INFORMATION ★ ★ ★

PLACER COUNTY ELECTIONS OFFICE

We must have a updated contact information sheet on file for each member planning to serve

C O N T A C T I N F O	Official name of the service club you will be working with:	
	First Name:	Last Name:
	Date of Birth: (00/00/0000)	CA Drivers License:
	Residential Address: (Do not provide a mailing address or PO Box in this field)	
	City / State:	Zip Code:
	Mailing address: (if different than above)	
	City / State:	Zip Code:
	Contact Phone Number:	Alternate Number:
	Email Address:	
	Registered to Vote in Placer County? Yes No	
	If you are registered to vote in a different County please specify:	
	Do you speak and understand one or more languages other than English? Yes No	
If yes, please specify:		



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