



Santa Cruz County Clerk/Elections

Election Officer Manual



June 7, 2022

Statewide Direct Primary



Course content

Election Office Procedures

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- **Section 6: Closing procedures**

Election Overview



Santa Cruz County Clerk/Elections

Election Details

- Ballots will be mailed to all active registered voters 29 days before election day, and then daily thereafter for new registrants.
- Just because ballots are mailed to voters, they do not have to return their ballot by mail.
- Ballot drop boxes are available 24/7 will be installed 29 days before Election Day.
- Ballot return envelopes are postage paid. Ballots postmarked on or before Election Day and received by no more than 7 days after Election Day will be considered received on time.
- We will not have traditional polling places.
- Santa Cruz County Elections at 701 Ocean St, Rm 310, Santa Cruz and the Watsonville City Clerk's office at 275 Main St, #400, Watsonville will be open starting 29 days before Election Day for voting. 3 more locations will open for voting 11 days before Election Day and 13 more will open 4 days before Election Day. There will be a total of 18 sites open for voting beginning the Saturday before Election Day.
- VoteMobile can go anywhere!
- All voting locations will have an outside ballot drop box.
- Any voter can go to any location.



Santa Cruz County Clerk/Elections

What is a Voter Service Center/Vote Center?

Any voter can go to any location!

At each location a voter may:

- Obtain a replacement ballot
- Vote the ballot they received in the mail and return it
- Drop off their voted ballot
- Drop off a ballot for someone else
- Use the tablet to vote an accessible ballot
- Use the tablet to vote a ballot in Spanish
- Register and vote on the same day
- Vote provisionally because their eligibility to vote cannot be confirmed
- Any other voter service



A voter is **NOT** required to surrender the ballot mailed to them to receive a replacement ballot. If they do have their ballot, write “Surrendered” on the ballot envelope and place it in the Pink zipper envelope.



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What to expect

- All supplies will be delivered to your location – you do not need to pick them up!
- Leads call Lynn Stipes at 831-454-2416 to arrange pick up of keys and computer login information. Keys will be available once all sites have been set up on Friday.
- All voting locations are open a minimum of 4 days.
- Ballot on demand printing onsite.
- Issue ballots and replacement ballots onsite.
- Void prior ballots onsite.



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Staffing at each Voter Service Center/Vote Center

Each location will be assigned a Rover who will be a great resource for you. The Rover will visit your location periodically to check in and see how everything is going. Rover's will have extra supplies with them.

Staffing will increase and more sites will open as we get closer to Election Day.

There will be 2 centers open beginning May 9, 2022, and they will be staffed by regular staff:

- Santa Cruz County Elections, Santa Cruz
- Watsonville City Clerk, Watsonville

On May 28, three more sites will open with 5 poll workers assigned to each location:

- Temple Beth El, Aptos
- Santa Cruz County Sheriff's Service Center, Santa Cruz
- Scotts Valley Community Center, Scotts Valley



Santa Cruz County Clerk/Elections

Staffing at each voting location

On June 4, thirteen more sites will open with a staff of 8 for the weekend and 10 for Monday and Tuesday, Election Day.

- St John's Church, Aptos
- Boulder Creek Fire, Boulder Creek
- New Brighton Middle School, Capitola
- Zayante Fire, Felton
- Scotts Valley High School, Scotts Valley
- Bonny Doon Elementary School, Santa Cruz
- Kaiser Permanente Arena, Santa Cruz
- Masonic Center, Santa Cruz
- UCSC, Santa Cruz,
- Soquel High School, Soquel
- La Selva Beach Clubhouse, Watsonville
- Lakeview Middle School, Watsonville
- Pajaro Valley Community Trust, Watsonville



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Staffing at each voting location

Beginning June 4, all sites will increase to a staff of at least 8.

Suggested assignments:

- 1 lead
- 1 clerk at check in
- 1 clerk at provisional/same day table
- 1 clerk at the mobile ballot printer.
- 1 clerk at the tablets.
- 1 clerk at the ballot box at the exit.
- 2 clerks at the ballot drop box outside.

We will add extra clerks for Monday and Tuesday, Election Day.

If at any time you feel you need more help, or have too many people, call the hotline 831-454-3081 and let us know.

We may ask clerks to move to another location to be sure all locations are adequately staffed.

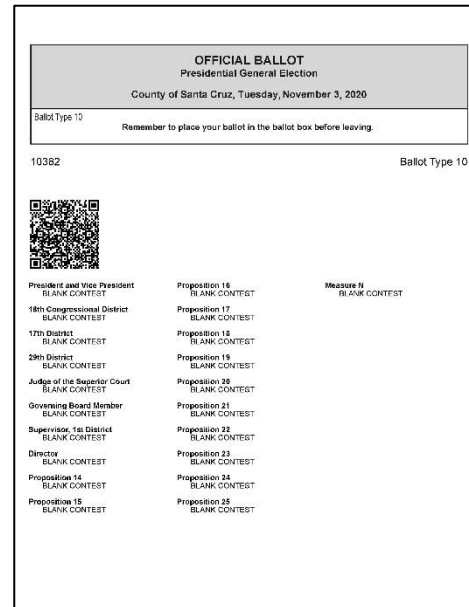
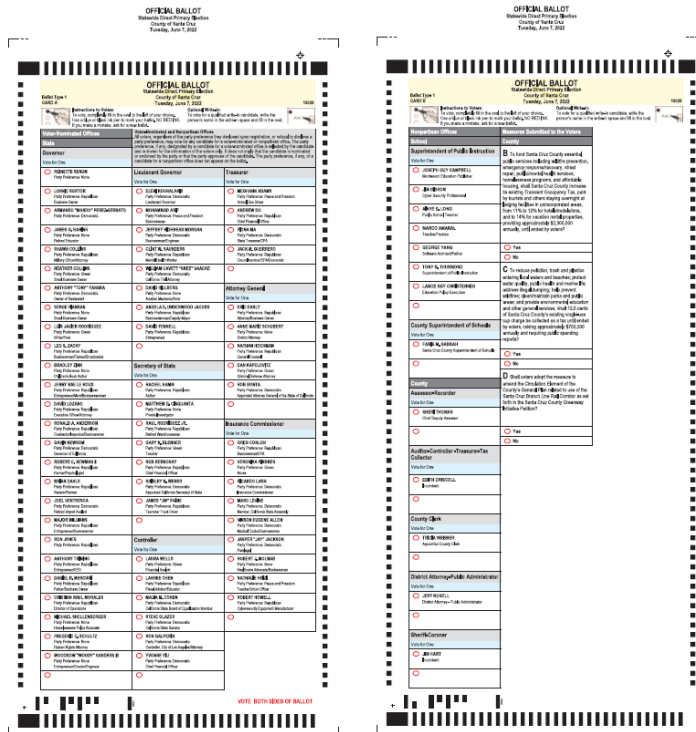


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Ballots are paper and auditable

Traditional Paper

Tablet to mark a paper ballot





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Election Overview



**Poll Worker
Hotline
831-454-3081**
This number is only active during
voting location open hours.

Poll Worker Hotline 831-454-3081
Voter Information Hotline 831-454-2060

Staff phone numbers

County Clerk Elections Main Line: 831-454-2060
Trida Webber, County Clerk: 831-454-2409 (office) / 831-345-3688 (cell)
Lynn Stipes, Program Coordinator: 831-454-2416

County Clerk/Elections Safety Coordinator
Lynn Stipes: 831-454-2416 (office)

Important county phone numbers

Director of Emergency Services, Michael Beaton: 831-454-2210
County Administrative Officer: Carlos Palacios: 831-454-3400

County Information Services Department (ISD)
Main Line: 831-454-2901

California Secretary of State
Elections Department 916-657-2166

Manual available online!

Visit:

www.votescount.us

[Questions:](#)

Pollworker@votescount.us

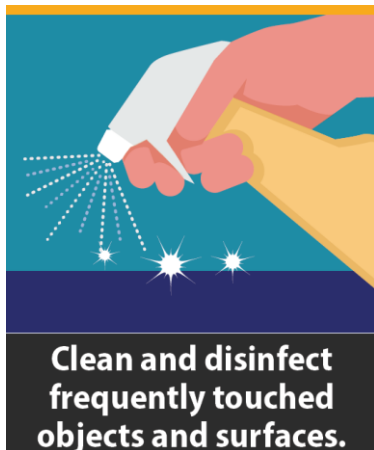


Santa Cruz County Clerk/Elections

COVID-19

Santa Cruz County Elections continues to follow Santa Cruz County Health Department guidelines to ensure the health and safety of our election officers, voters, observers, and members of the public. These guidelines may change between now and June 7. We will update you if there are changes.

Masks are recommended for all. Masks are optional within county facilities. Voter Service Centers/Vote Centers are considered county facilities.



Please disinfect commonly used surfaces before voting begins and approximately once an hour. Commonly used surfaces can include door handles, pens, and voting booths and equipment. It takes approximately 30 seconds for the disinfectant to dry.

Please monitor cleaning and disinfecting supplies and notify the Voting Location Lead if you are running out.

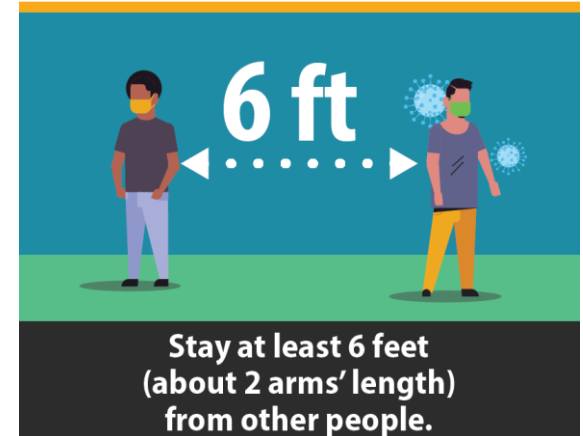


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COVID-19

Polling Location Setup and Traffic Flow

When setting up the voting location, we have given careful consideration for placement of stations and equipment to minimize close contact and keep people safe. Be sure to follow the diagram in your blue binder to ensure the correct flow for your site.



Stay home if you are sick

If you are sick and can't serve at the voting location, please call Lynn Stipes at 831-454-2416 or email her at pollworker@votescount.us



Safety and Security

How to clean the electronics:

- It is recommended to disinfect each tablet and laptop at least once per hour with the wipes in the blue package. The blue package is for all electronics.



All sanitization and PPE supplies will be in the clear plastic container:

- Face shields
- Face masks
- Hand sanitizer
- Wet wipes
- Gloves
- Table covers
- Alcohol wipes (for surfaces in green container)
- Thermometer





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Observers

As in all elections, observers are welcome.

Observers will need to be able to view check-ins and may periodically ask to look at the voting equipment used in the polling location. However, to promote health and safety, interaction between observers and others in the voting location should be minimized.

Observers are required to adhere to current health and safety mandates, they should maintain physical distancing, and observe all health guidelines at the voting location.

If an observer refuses to respect the rules, call the Hotline at 831-454-3081 for further action.



**Equipment &
Material Review**



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The elections office will deliver

- Voting booths
- Tablet, printer with paper, booths
- PPE
- Ballot on demand printer
- Voter Information Sheet printer, Voter Information Sheets
- Cords/Mats
- Tables
- Chairs
- Inside signs
- Outside signs
- Laptops
- Ballot boxes
- Table materials in Red Suitcase
- Ballot printer paper
- Mitigation equipment to make the site accessible
- DYMO label printers
- Cradlepoint network
- Envelopes pink, blue, yellow, etc.

Election Officers will set up the laptops, signage and supplies when they arrive on Saturday morning.



Voting location binders

Each Voter Service Center/Vote Center will have a blue binder specific to that location that will contain:

- Diagram of voting location layout
- Diagram for outside set up
- Site specific instruction on how to set up your location

And a white binder that will contain:

- Election Officer's manual
- Serving voters with specific needs
- Duty Cards
- Daily closing checklist
- Equipment instructions
- List of voting locations and drop boxes



Voting location materials

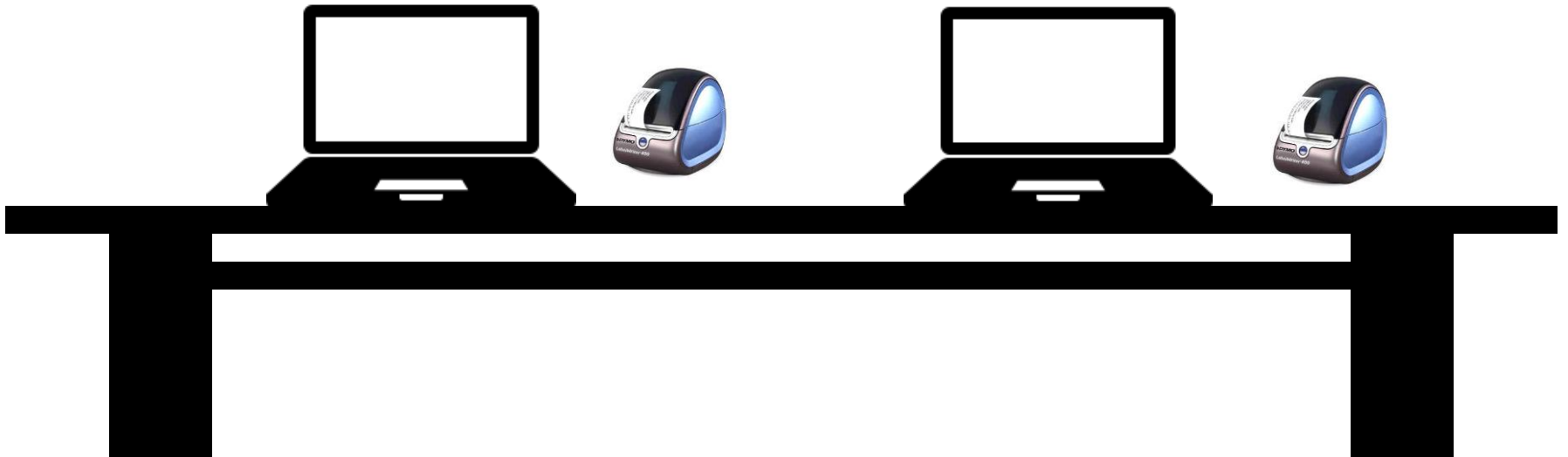
- Assisted voter log
- Tablet access cards
- Ballot return envelopes for voters who want to take their ballot with them
- State Voter Information Guide
- Text of Proposed Laws (if applicable)
- County Voter Information Guide
- Spanish ballot facsimile
- Yellow Same Day Voter Registration envelopes
- Pink Provisional envelopes – used in very rare instances
- Pens, paper for ballot printers, labels
- Certified List of Write-In Candidates



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Check-in and Same Day/Provisional

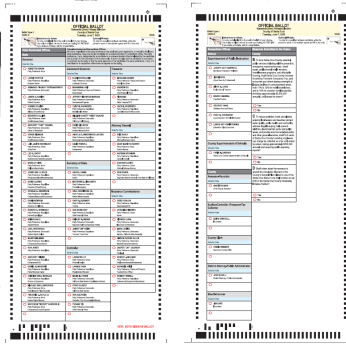
Real time access to the voter database





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Ballot printer station



Laptops, ballots and blank paper should be secured each night. Printers do NOT have to be securely stored each night.



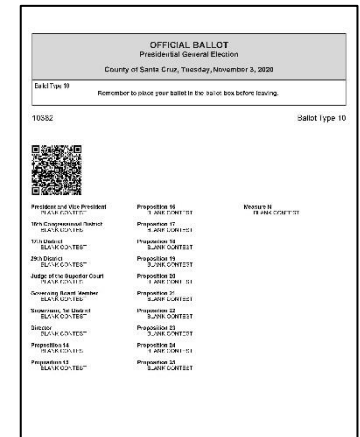
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Tablet – Accessible Voting & Spanish Ballot

The tablet does not track nor tally votes, it is NOT connected to the internet, and it is NOT connected to the voter database or any other file.

Ballot activation is done by an elections officer. The precinct code will be on the Tablet Activation Card. If the voter requests an accessible ballot, the elections officer will set that up.

Otherwise, the voter takes over at the language selection screen and may select an English or Spanish ballot.



Opening Procedures



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Getting your voting location ready

If you need help setting up in the morning,
please call **831-454-3081**

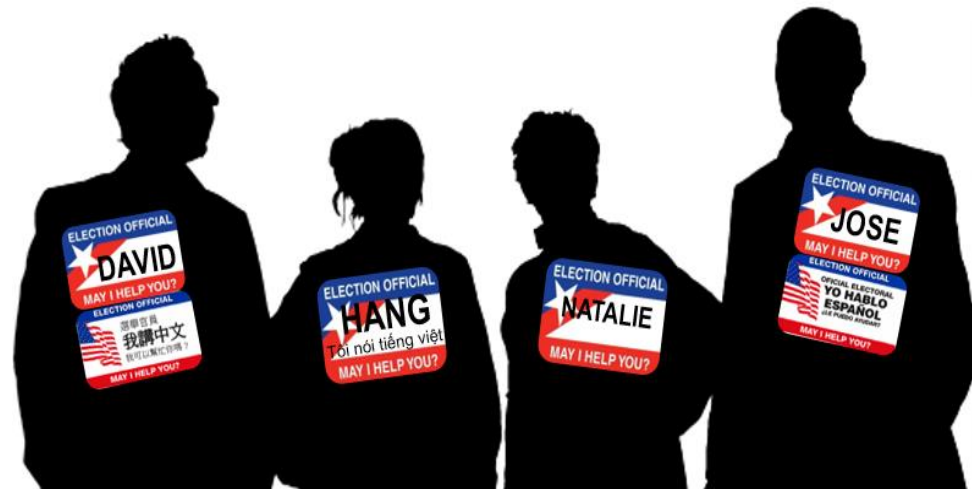




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Lead duties

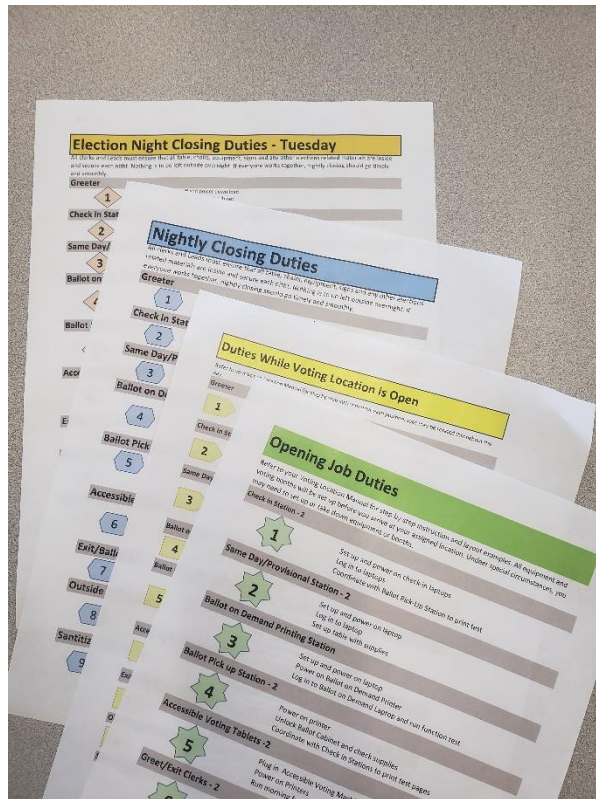
- Oaths & Payroll
- Lanyards with Name Badges
- Delegate assignments
- Supervise the voting area
- Assign breaks and lunches
- Can fill in and work any position
- Nightly Inventory
- Return voted ballots each night
- Responsible for equipment log-in information, including:
 - Usernames
 - Passwords





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Duty cards



- Opening Procedures
- Voting Procedures
- Closing Procedures
- Election Day Closing Procedures

Assign tasks to your clerks to make your days go smoother!

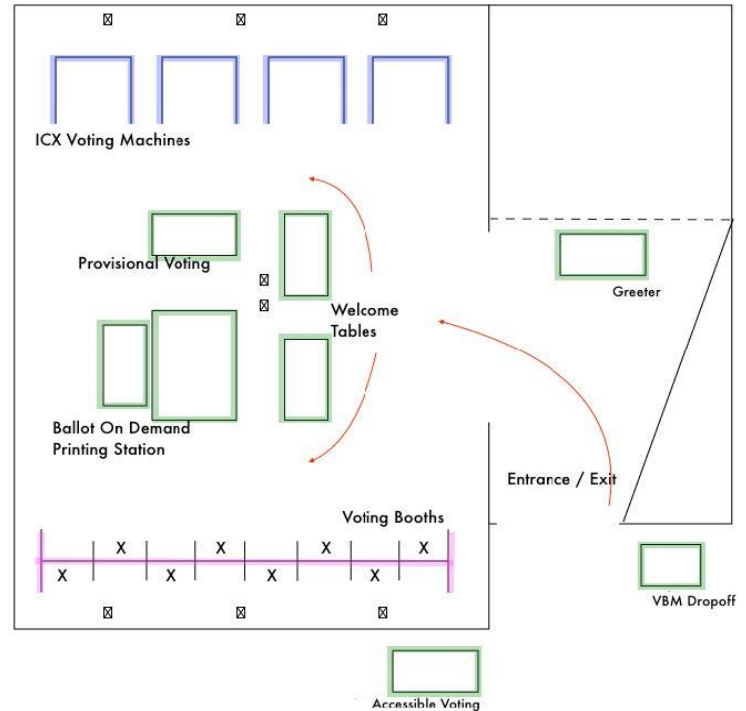


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Voting location layout

Your voting location must be set up according to the provided diagram in the Blue Binder.

Simpkins Swim Center



☒ ELECTRICAL OUTLET



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Equipment set-up at check-in

- Laptops
- DYMO label printers
- Log-in and print test label





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Equipment set-up at Ballot Printing Station

Ballot on demand printer



Ballot printer must not be accessible to the public

Ballot printer laptop



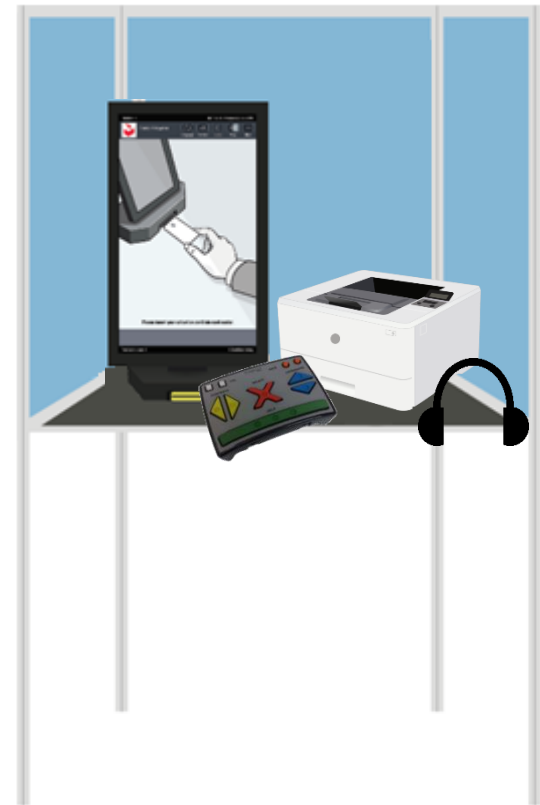
Desktop printer for Voter Information Sheets





Power on the Tablets and Printers

- Tablets
- Tablet Printers
- Tablet Accessories
 - Headphones
 - ATI (accessible tactile interface)
- Battery Backup
 - May remain on at all times**





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Tablet activation card

Two Activation Cards will be issued to each location. Activation Cards must always stay with an election officer and must not be taken out of the facility at any time. Activation Cards are to be locked up each night.





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Additional set-up required:

- Table materials
- Ballot Box(es) for ALL voted ballots – live or inside an envelope, signature cure forms, voter registration cards
- Outside Ballot Box for ballot drop off – must be attended at all times
- Inside/Outside Signs
- Mitigation equipment to make the site accessible



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Getting your tables ready

Check-In Table

- Two laptops, one for each clerk
- A Dymo label printer for each laptop
- Pens
- Green Forms for voters to update name, address, etc.
- Ballot Return Envelopes for ballots to go

Same Day Voter Reg & Provisional Check-In Table

- Two laptops, one for each clerk
- A Dymo label printer for each laptop
- Pens
- Yellow Same Day Voter Registration Envelopes
- Pink Provisional Envelopes



Getting your tables ready

Ballot Issue Table

- Ballot on Demand Printer
- Ballot on Demand laptop
- Ballot paper
- Cradle point – may need to be in a different location for connectivity
- Pre-Printed ballot storage cabinet
- Printer that can print Voter Information Sheets
- Tablet voter ID cards
- Spanish Facsimile Ballots



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Getting your voting location ready

Information Table:

Primary Election
Tuesday, June 7, 2022

Polls Are Open From 7:00 a.m. to 8:00 p.m. on Election Day!

VOTE SAFE CALIFORNIA

Every registered voter in California will receive a vote-by-mail ballot in the Primary Election. County elections officials will begin mailing vote-by-mail ballots on or before May 9.

Drop boxes open May 10.

In-person voting options will be available in all counties.

Learn more inside.

Official Voter Information Guide

Sample Ballot and Voter Information Guide
Muestra de Boleta y Guía de Información para el Votante

Statewide Direct Primary Election
Tuesday, June 7, 2022

Ballots will be mailed by May 9 to all voters.

Elección primaria directa a nivel estatal
Martes, 7 de junio de 2022

Las boletas se enviarán por correo el 9 de mayo

← In-person voting locations and hours on page 3.
← Lugares de votación en persona y horas en la página 3.

Santa Cruz County Elections Department
701 Ocean Street, Room 310, Santa Cruz
Open Monday – Friday, 9am to 5pm
www.votescount.us
info@votescount.us

Information in English: 831-454-2445
Información en español: 831-454-2445
電話番号は日本語: 831-454-2445
Información al Teléfono: 831-454-2445
Teléfono en español: 866-282-5900
800-111
866-831-454-2445

Santa Cruz County Clerk/Elections
701 Ocean St., Room 310
Santa Cruz, CA 95060

Santa Cruz County Clerk/Elections
701 Ocean St., Cuarto 310
Santa Cruz, CA 95060

- 831-454-2445: Teléfono principal del departamento de elecciones
- 866-282-5900: Ramada sin costo
- TDD: 711
- FAX: 831-454-2445
- info@votescount.us
- www.votescount.us

- County Voter Information Guides – English and Spanish
- State Voter Information Guides – English and Spanish
- Telephone cards – for voters to call us with questions



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Ballot Boxes

Each location will have several black ballot boxes and one outside ballot box.



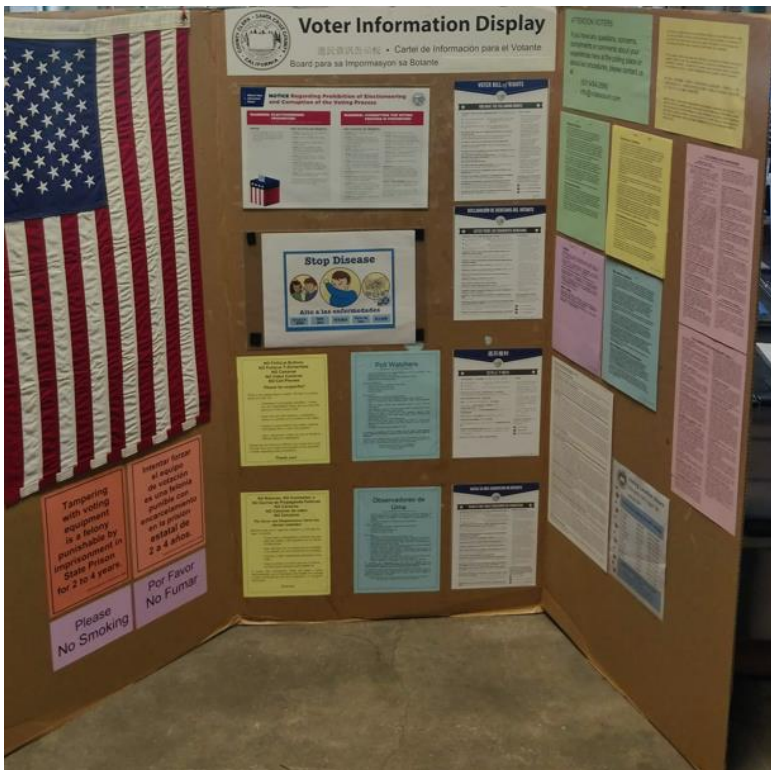
Each day you will return your sealed black ballot box(es). Call if you need more! The outside box will be emptied each night and ballots returned to the Return Center in the Blue zipper envelope.



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Inside Signs

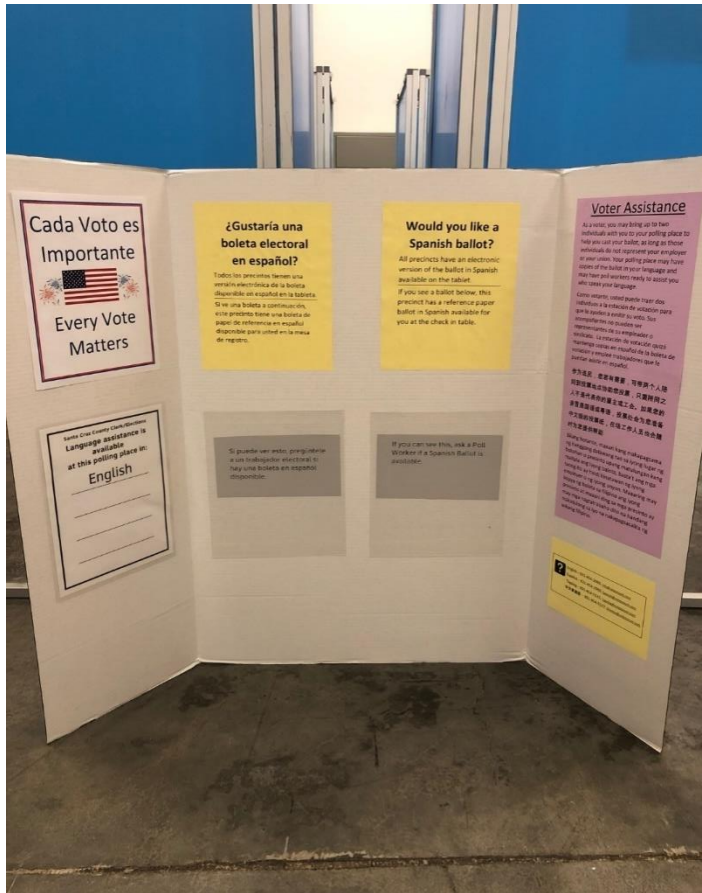
- Large Tri-fold
 - ✓ Silence Your Cell Phone
 - ✓ No Restrooms
 - ✓ Language Support
 - ✓ CVR/Provisional Process
 - ✓ Voter ID Information
 - ✓ Voter Bill of Rights
 - ✓ Voter Information (required posting of Election Codes)
 - ✓ American Flag
 - ✓ No Electioneering





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Inside Signs

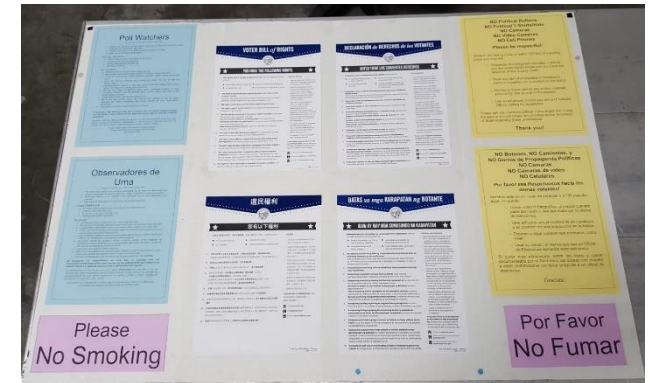


- Language assistance tri-fold
 - ✓ Alerts voters to the fact that they can vote a ballot in Spanish on the Tablet or use a Spanish facsimile to vote on the traditional paper ballot.
 - ✓ Provides information on obtaining voter assistance
- Write the language any election officer speaks in the space provided.



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Outside Signs



Small tri-fold to be posted outside.

Signs to post.

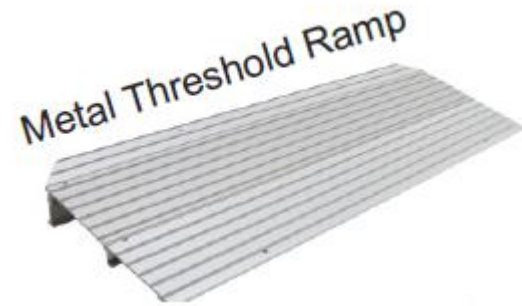
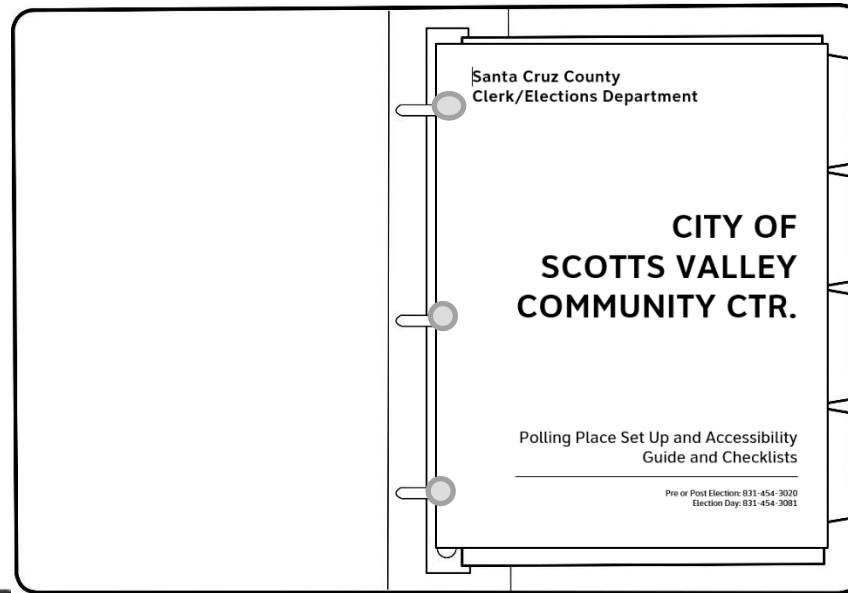


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Mitigation Equipment



Rubber Threshold Ramp



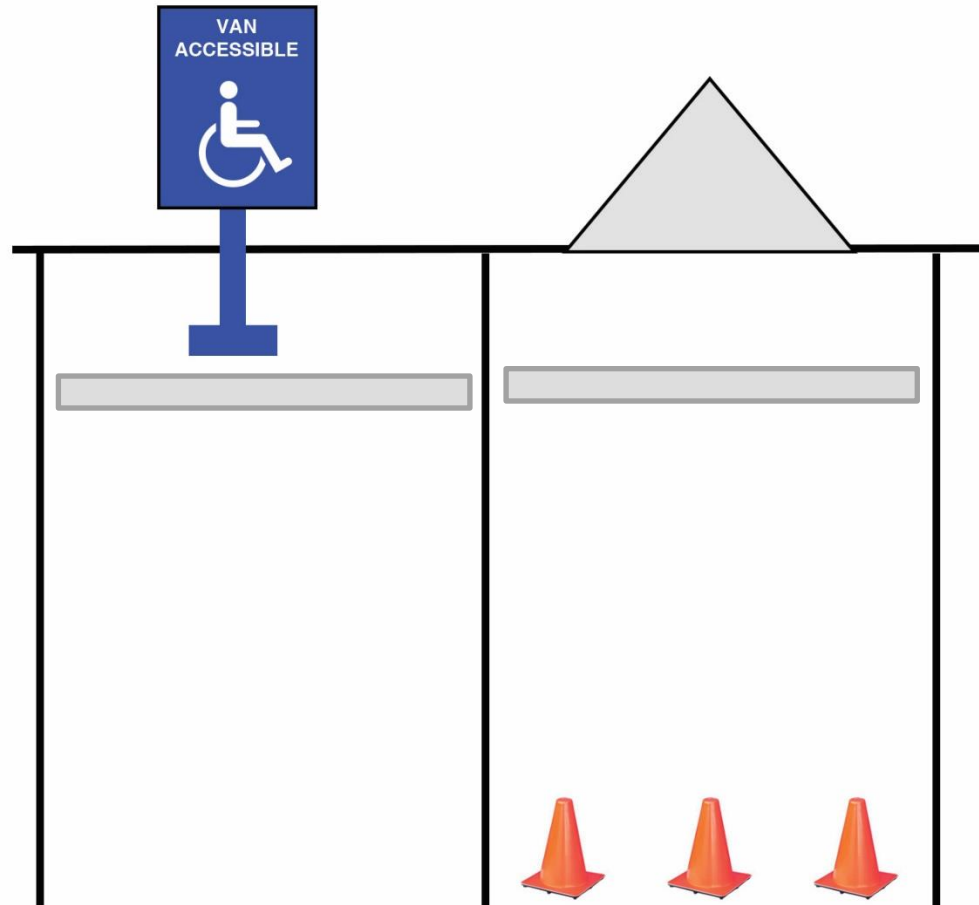
Cones





Van Accessible Parking

Make sure parking sign does not take up space in the parking spot and block off the spot to the right with cones.





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Help is only a phone call away



Questions

Trouble with Voting
Location or Procedures

Need Supplies



Trouble with Equipment



Need more help

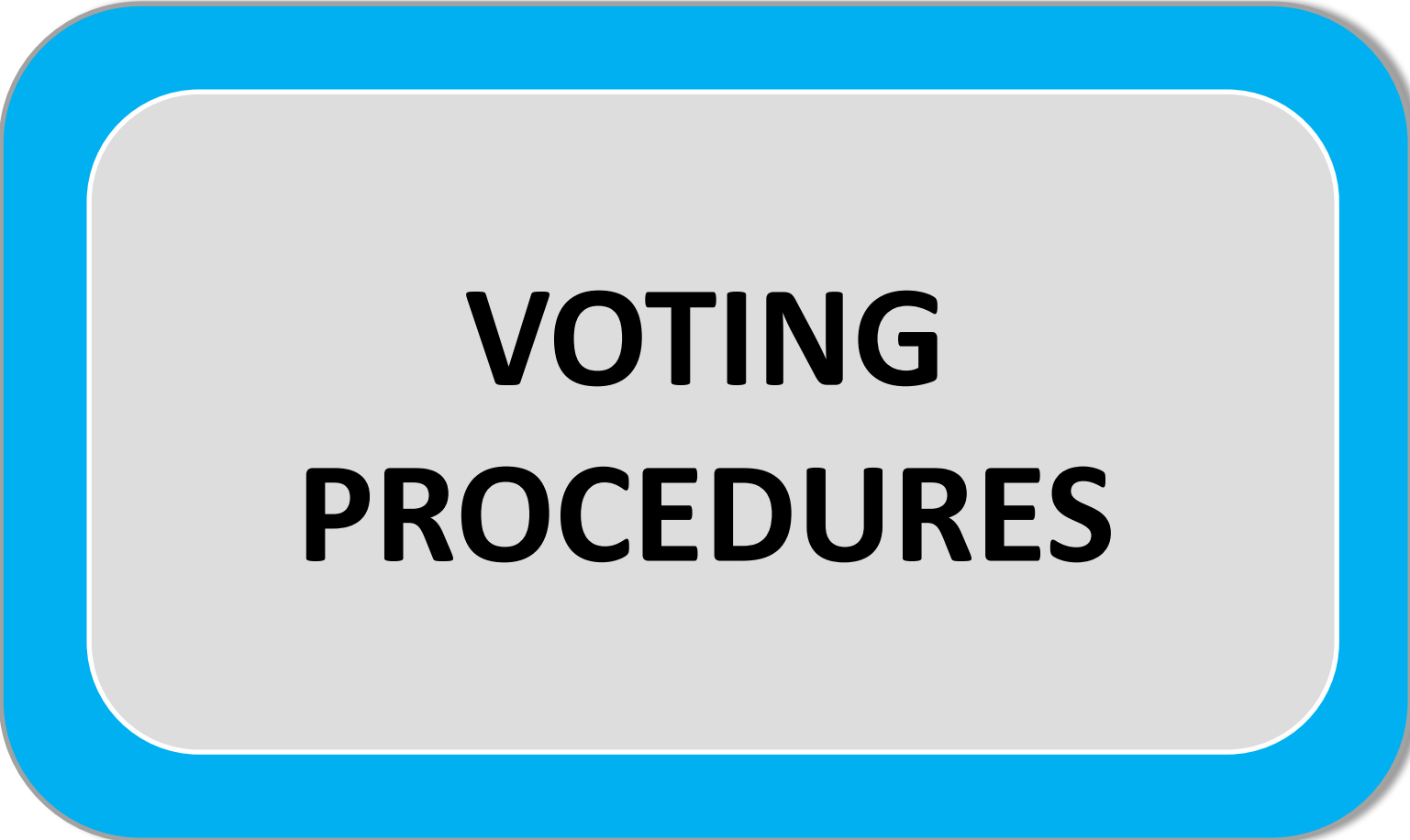
Election Officer issues



Any needs or concerns



831-454-3081



**VOTING
PROCEDURES**



Santa Cruz County Clerk/Elections

Declare the polls open each day



**“THE POLLS
ARE NOW
OPEN!”**



Santa Cruz County Clerk/Elections

Step-by-Step Procedures

There will be a Step-by-Step written instruction for each position.

- Leads
- Check-in Clerks
- Same Day Registration/Provisional Clerks
- Ballot Clerks
- Tablet Clerks
- Ballot Box/Exit Clerk
- Outside Ballot Box Clerks





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In-Person Voting Locations

1. Aptos – Temple Beth El, 3055 Porter Gulch Rd. Opens May 28 for voting.
2. Aptos – St. John’s Episcopal Church, 125 Canterbury Dr. Opens June 4 for voting.
3. Boulder Creek – Boulder Creek Fire Station, 13230 Highway 9. Opens June 4 for voting.
4. Capitola – New Brighton Middle School, 250 Washburn Ave. Opens June 4 for voting.
5. Felton – Zayante Fire Department, 7700 E Zayante Rd. Opens June 4 for voting.
6. Santa Cruz – Santa Cruz County Clerk/Elections, 701 Ocean St., Room 310. Opens May 9 for voting.
7. Santa Cruz – Santa Cruz County Sheriff’s Office, 5200 Soquel Ave. Opens May 28 for voting.
8. Santa Cruz – Bonny Doon Elementary School, 1492 Pine Flat Rd. Opens June 4 for voting.
9. Santa Cruz – Kaiser Permanente Arena, 140 Front St. Opens June 4 for voting.
10. Santa Cruz – Masonic Center, 828 N. Branciforte Ave. Opens June 4 for voting.
11. Santa Cruz – UCSC Stevenson Event Center, 520 Cowell-Stevenson Rd. Opens June 4 for voting.
12. Scotts Valley – Scotts Valley Community Center, 360 Kings Village Rd. Opens May 28 for voting.
13. Scotts Valley – Scotts Valley High School, 555 Glenwood Dr. Opens June 4 for voting.
14. Soquel – Soquel High School, 401 Old San Jose Rd. Opens June 4 for voting.
15. Watsonville – Watsonville City Clerk’s Office, 275 Main St., 4th Floor. Opens May 9 for voting.
16. Watsonville – Pajaro Valley Community Trust, 85 Nielson St. Opens June 4 for voting.
17. Watsonville – La Selva Beach Clubhouse, 314 Estrella Ave. Opens June 4 for voting.
18. Watsonville – Lakeview Middle School, 2350 E. Lake Ave. Opens June 4 for voting.
19. Vote Mobile – Santa Cruz County has a mobile voting trailer that will be used throughout the county. Check www.votescount.us for dates and times.



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24/7 Drop Box Locations

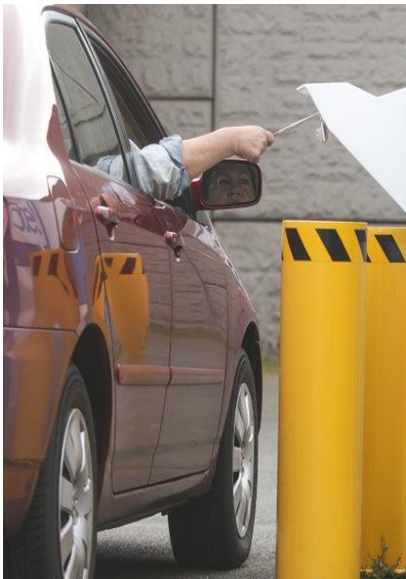
- Aptos – Resurrection Catholic Church, 7600 Soquel Dr.
- Aptos – Polo Grounds near the dog park, 2255 Huntington Dr.
- Aptos – Cabrillo College Parking lot R by the stadium, 3732 Cabrillo College Dr.
- Ben Lomond – Highlands Park, 8500 Highway 9
- Boulder Creek Community Church – 12465 Hwy 9
- Capitola – 420 Capitola Ave. in the City Hall parking lot
- Capitola – Mall near the old Sears, 1855 41st Ave.
- Capitola – Public Library, 2005 Wharf Rd.
- Corralitos – Community Center, 35 Browns Valley Rd.
- Felton – Covered Bridge Park – at Mt. Hermon and Graham Hill Rd.
- Los Gatos – Summit Store, 24197 Summit Rd.
- Santa Cruz - 701 Ocean St. in front of the County Government Center
- Santa Cruz – 212 Church St. in the public parking lot
- Santa Cruz – UCSC Quarry Plaza
- Scotts Valley – 1 Civic Center Dr. in the City Hall parking lot
- Watsonville – 316 Rodriguez St. in the municipal public parking lot 14
- Watsonville – County Health Center, 1430 Freedom Blvd.



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Outside Ballot Drop Clerks

A ballot drop box on wheels will be staffed outside of each voting location for voters to easily drive up and drop off their ballots. Never leave the ballot drop box unattended.





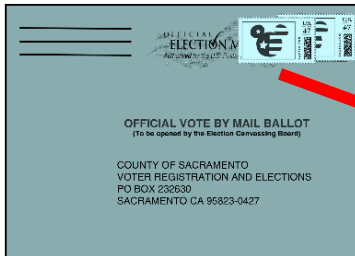
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Outside Ballot Drop Clerks

More than just Santa Cruz County Vote By Mail Ballots can go in the ballot box.



Santa Cruz County Mail ballots



Other County's Mail ballots

Any voter from any county in California may return their ballot to any official ballot drop off location in California.

Voter Registration Card

Military

Signature Cure Form



Your signature is missing on your vote-by-mail ballot envelope

The Santa Cruz County Elections Department received your vote-by-mail ballot envelope without a signature. For your ballot to be counted, we must get your signature.

Qualify to obtain your signature rights: Sunday, November 25, 2020

You may either come to our office and sign your ballot envelope in person or return an affidavit below. (Sections Code 20018)

Read these instructions carefully before completing the affidavit. If you have any questions, please contact our office.

1. Complete the statement below and make sure you:
 - Are present in Santa Cruz County, California, Room 305, Santa Cruz, CA 95060.
 - Have an ID (ID card or driver's license).
 - Email to info@elections.scc.ca.gov
 - Mark Santa Cruz County, California, County No. 305, Room 305.
 - Attach a photo of you and your ballot envelope to the affidavit.

Using the following information, I am making the following statement:

I, _____, am a registered voter of Santa Cruz County, California. I declare under penalty of perjury that I requested and returned a vote-by-mail ballot, and that I have not and will not return more than one ballot in this election. I understand that if I cannot or cannot do so in connection with voting, or if I am or am not allowed to do so or am not in connection with voting, I may be considered a felony punishable by imprisonment for 12 months or more or three years. I understand that my failure to sign this statement means that my vote-by-mail ballot will be discarded.

Voter's Signature:

<input checked="" type="checkbox"/> X	Date
---------------------------------------	------

If the voter cannot sign their name, have the voter make a mark in the box above and then the witness sign here.

Address where you live in Santa Cruz County:

Number & Street _____

City _____ State _____ Zip _____

Santa Cruz County Clerk/Elections • 831.484.2000 • info@elections.scc.ca.gov • www.elections.scc.ca.gov



Santa Cruz County Clerk/Elections

Outside Ballot Drop Clerks

If a voter is dropping off their voted Mail Ballot:

Ask if the voter signed the envelope.

If they say yes, let them deposit it into the ballot box.

If they are not sure, and it is sealed, they may pull the tab to see if they signed. If they did not sign, they can sign the ballot envelope before it is deposited into the box.



If the voter does not have their ballot return envelope, direct them to the check-in table to have one printed.

Voter Check-In





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Voter Check-In Clerk

The Check-in Clerks will use a Vote Center Processing module on their laptops to check in voters.

On the Vote Center Dashboard, select your location.

The screenshot shows the EIMS Application interface. At the top, there is a dark blue header with the EIMS logo and the text "EIMS Application". Below this is a lighter blue section titled "Vote Center" with a document icon and the text "Vote Center Processing". The main content area is titled "Vote Center Dashboard" and contains a "Voting Site Statistics" section. This section has a dropdown menu set to "All" and a list of voting sites. The "Bonny Doon Elementary School" is highlighted in blue. Below the list, there is a partially visible section for "LV ISSUE & RETURN".

Voting Site Statistics

All

- Bonny Doon Elementary School
- Boulder Creek Recreation Hall
- Calabasas Elementary School
- Gateway School, Formerly Natural Bridges
- Kaiser Permanente Arena
- La Selva Beach Clubhouse
- Masonic Center
- New Brighton Middle School
- Pajaro Valley Community Health Trust
- San Lorenzo Valley High School
- Santa Cruz County Elections Office
- Santa Cruz County Fairgrounds
- Scotts Valley Community Center
- Scotts Valley High School
- Simpkins Family Swim Center
- Soquel High School
- Temple Beth El
- UCSC Merrill Cultural Center
- Watsonville City Community Room

LV ISSUE & RETURN



Santa Cruz County Clerk/Elections

Voter Check-In Clerk

- ❑ “Hello, may I have your name & address, please?”
- ❑ Voter provides name & address
 - Look up the voter in the Vote Center Processing Module. If there is any question identifying the correct voter, ask for their date of birth.





Santa Cruz County Clerk/Elections

Voter Check-In Clerk

If the voter is **FOUND**:

- Verify a ballot has not been returned.
- Ask if they are going to vote here or take their ballot with them.

Ballot without an envelope to Vote Here, Select

Issue Ballot Vote Here

Ballot with an envelope To Go, Select

Issue Ballot in Envelope

If voter is taking ballot to go, print out a label, affix it to a ballot return envelope and give envelope to voter to take to ballot station.

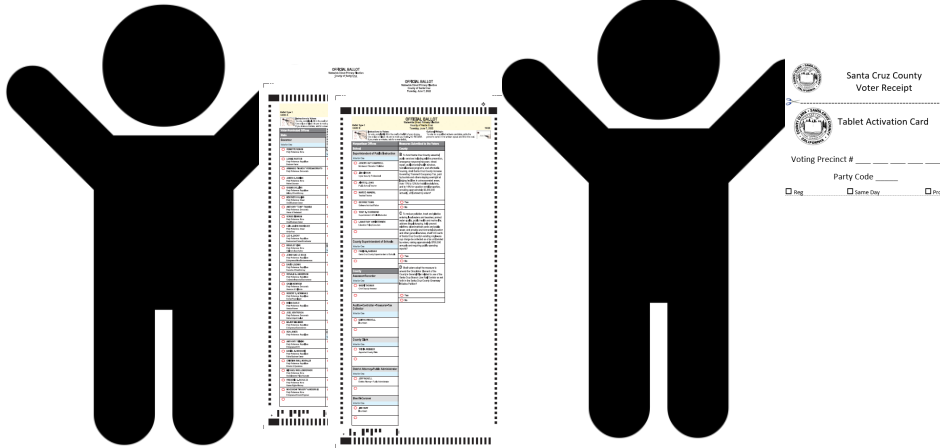


Santa Cruz County Clerk/Elections

Voter Check-In Clerk

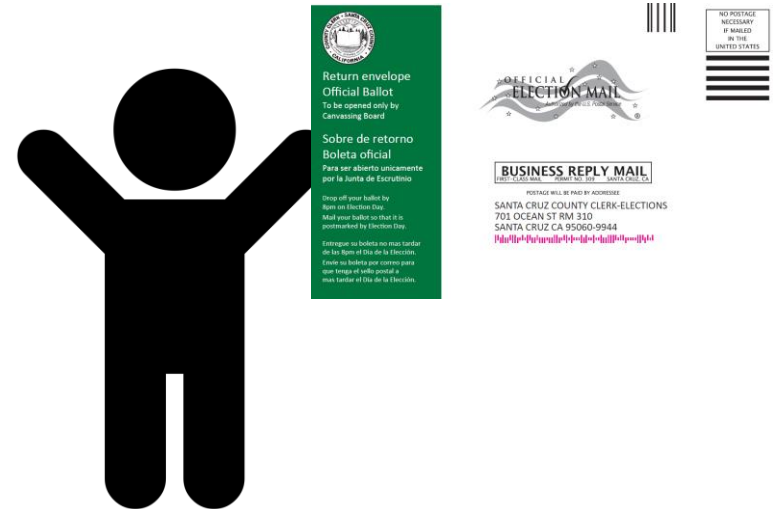
For Here:

Issue Ballot Vote Here



To Go:

Issue Ballot in Envelope



Direct voter to ballot pick up station. Ballot officer will give the voter either a paper ballot “To Go”, or a paper ballot or a Tablet Voter ID card to “Vote Here”




Santa Cruz County Clerk/Elections

Voter Check-In Clerk

If the Voter is Not Found, direct the voter to the Same Day Voter Registration/
Provisional Voter Table.

Same Day VR/Prov. Check-in Clerk

- Select “Provisional Label” button A blue rectangular button with a white barcode icon and the text "Provisional Label".
- Manually enter voter’s information & print label.
- Ballot officer will place label on Yellow Same Day Voter Registration envelope & give to voter to complete the envelope.
- Take the completed envelope to the Ballot Clerk to get the ballot.
- Direct the voter to the ballot pick up table.



Santa Cruz County Clerk/Elections

Voter Check-In Clerk

If the voter is **FOUND**, but needs to change their:

- Residential address
 - Mailing address
 - Correct spelling of their name
 - Change political parties
 - Correct their birthdate
 - Update their language preference
- Have the voter complete the Green Sheet.
- Make the change to the voter record.
- Print ballot for either “Here” or “To Go”

June 7, 2022 Statewide Direct Primary

Voter record changes requested by voter

There is a typo in my name. My name should be:

First name Middle Last

I want to change my residence address. My former address is:

Number and Street, City, Zip

My new address is:

Address where I live (Number and Street, City, Zip)

There is a typo in my date of birth. My date of birth should be:

Date of birth ____/____/____

I want to change my mailing address. The address where I get my mail is:

Number and Street or P.O. Box Number

City State Zip Code

I want to change my political party affiliation

I want to change my political party preference to:

Democratic I do not want to choose a political party preference
 Republican No Party / None
 American Independent
 Green
 Libertarian
 Peace and Freedom
 Other, please specify _____

I want my ballot materials in another language: _____

Signature of Voter

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

X	Date
Print Name: _____	



Santa Cruz County Clerk/Elections

Voter Check-In Clerk

Under Messages, it says “First Time Federal Voter- ID Required”:

- Ask for any acceptable identification, as listed in your manual. If the voter has ID, go ahead and process as a regular voter.
 - If no ID, **direct the voter over to the Same Day VR/Prov. Check-in Table.**
-

Same Day VR/Prov. Check-In Clerk

- Select “Provisional Label” button
- Manually enter voter’s information & print label.
- Place label on Pink envelope & give to voter to complete the envelope.
- Take the completed envelope to the Ballot Clerk to get the ballot.
- Direct the voter to the ballot pick up table.



Santa Cruz County Clerk/Elections

Same Day VR/Prov. Check-In Clerk

Other reasons why a voter will vote provisionally. The voter insists on voting but is not eligible because:

- The voter already returned their ballot.
- The voter lives outside the county and is not doing a Same Day Voter Registration.
- The voter arrives after 8pm Election Night (if the voter comes in after 5pm on the other days, you can ask them to come back, or issue them a regular ballot if feasible).




Think Pink



Santa Cruz County Clerk/Elections

Same Day VR/Prov. Check-In Clerk

Issuing a voter a Provisional Ballot

- Select “Provisional Label” button. 
- Manually enter voter’s information & print label.
- Place label on back of Pink Provisional envelope & complete your section on the front.
- Make sure the voter fills out their Voter’s Declaration and signs the envelope.

See next slide for next steps...



Santa Cruz County Clerk/Elections

Same Day VR/Prov. Check-In Clerk

Complete the Elections Officer side of the envelope:

- Write your voting location in the precinct number line.
- Print your name.
- Check a box – it will either be voter is flagged to show ID or Other. If Other, please give a detailed description on why they are voting provisional
- Check the box at the top left if the voter is voting on the tablet.

Give the envelope to the Ballot Clerk and direct the voter to the Ballot Table.

Voted on the tablet

Elections' Dept. Use Only
Sort to Precinct:

Voting more than once in any election is a felony.
Es un delito de felonía votar más de una vez en cualquier elección.

Voted Ballot Enclosed. La Boleta ya votada esta en el interior.
To be opened by canvassing board only after elections official determines that ballot should be counted.
Que abrirá la directiva del escrutinio una vez que los funcionarios de elecciones decidan que las boletas deberán contarse.

Provisional Ballot Envelope

● The Polling Place Elections Officer completes this side ●

1. What is the precinct number where you are working? Bonny Doon Elementary

2. What political party is the voter registered with? NA (if this is a Presidential Primary)

3. Which political party ballot did you give the voter? NA (if this is a Presidential Primary)

4. Your name: Jill Pollwarke

Check appropriate box(es):

NA Voter is registered in Santa Cruz County but is not able to go to the correct polling place.

NA Voter has "VBM" (Vote-By-Mail) next to their name in the index and is unable to surrender the Vote-By-Mail Ballot. First call the Hotline at 831-454-3081. If they can void the ballot, let the voter vote a regular ballot.

Voter has ID next to his/her name in the alpha index and is unable to provide identification.


Other. Please explain in detail: _____



Santa Cruz County Clerk/Elections

Same Day VR/Prov. Check-In Clerk

For voters who need to register and vote on the same day:

- Select “Provisional Label” button 
- Manually enter voter’s information & print label. If address does not precinct, see Voter Processing Module step-by-step instructions.
- Place label on back of Yellow Same Day Voter Registration envelope & complete your section.

votear ballot encisoa. – La boleta ya votada esta en el interior.
 To be opened by canvassing board only after elections official determines that ballot should be counted.
 Para ser abierto por la directiva del escrutinio una vez que los funcionarios de elecciones decidan que las balotas deberán contarse.

Ballot information – Información de boleta 44 ZB 502363

If we confirm that you did not already vote in this election and verify your information, your vote will count. You will be a registered voter in Santa Cruz County for all future elections. *Su voto será contado después de que verifiquemos su información y de que no ha votado ya en esta elección. Usted será un votante registrado en el Condado de Santa Cruz para todas las elecciones futuras.*

Contact the Santa Cruz County elections office 15 days after the election. We can tell you if your ballot was counted or answer any questions. You will have to provide your full name and birth date. *15 días posterior a la elección, comuníquese con la oficina electoral del Condado de Santa Cruz. Podemos informarle si su boleta electoral fue contada o responder cualquier pregunta que pudiera tener. Deberá proporcionar su nombre completo y fecha de nacimiento.*

For ballot status - para el estado de la boleta: 831-454-2060 | SameDay@votescount.com | www.votescount.com

Information about choosing a political party - Información

If you choose No Party/None you may not be able to vote for some parties' central committee.
Si selecciona "ningún partido/Ninguno" es posible que no pueda votar primaria para presidente de EE.UU o comité central partidario.

Reasons for a voter to use Same Day Registration:

1. Never registered to vote.
2. Registered to vote in another county or state but moved to Santa Cruz.
3. ~~Needs to re-register to update residential address or name.~~
4. ~~Wants to change political party – only matters in a Presidential Primary.~~

The elections official assisting the voter completes this section.

Your name: Joe Pollworker Your precinct number: Bonny Doon School

Voter completed the other side of this envelope.

Check appropriate box:

NA You cannot find the voter's name in the Alpha Index, Supplemental List of Registered Voters or Inactive List of Voters. Call 831-454-3081 to find out if the voter is at the correct polling place.

The voter moved and did not re-register to vote.

NA Presidential Primary ONLY – voter requests a party ballot different from the voter's party shown on the Alpha Index.

Precinct number of the voter, if different from your precinct number above: NA

Jill Voter
 822 Columbia St.
 Santa Cruz, CA 95060
 Bonny Doon Elementary School

BAL TYPE 53 **VOT PCT 31320**
Language
Election date: 11/3/2020
Printed 09/25/2020 02:25 PM

See next slide for next steps...



Santa Cruz County Clerk/Elections

Same Day VR/Prov. Check-In Clerk

- ❑ Make sure the voter fills out the front of the envelope which is their new voter registration form. Confirm the voter has signed it and has completed each section.
- ❑ Tear off the ballot receipt from the envelope and give it to the voter.
- ❑ Give the envelope to the Ballot Clerk.
- ❑ Direct the voter over to the ballot table to get their ballot.

Santa Cruz County Clerk/Elections 44 ZB 502363
Same Day Voter Registration form & ballot envelope
Formulario para inscripción de votante el mismo día y sobre para la boleta

1 I am - Soy:
 a US citizen and resident of the State of CA - Ciudadano de EE.UU. y residente de CA
 18 or older - 18 años de edad o mayor
 voting my one and only ballot for this election - votar mi única boleta para esta elección

2 I swear or affirm that: - Juro o afirmo que:
I am a U.S. citizen and a resident of the State of California and at least 18 years of age. I am not currently in state or federal prison or on parole for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. - Soy ciudadano de EE. UU. y soy residente de California y tengo al menos 18 años de edad. No estoy actualmente en una prisión estatal o federal o en libertad condicional por haber sido condenado de un delito mayor. No he sido declarado mentalmente incompetente para votar actualmente por una corte judicial. Entiendo que brindar información incorrecta de manera intencional en este formulario es un delito. Declaro bajo pena de perjurio conforme a las leyes del estado de California que la información en este formulario es verdadera y correcta.

Signature - Firma: X
Date signed - fecha de la firma: _____
Month - Mes Day - Día Year - Año

3 Your legal name / Su nombre legal
Optional prefix / Prefijo opcional: Mr. - Sr. Ms. - Sra. Mrs. - Sra. Miss - Srta.
First Name - Primer nombre _____ Middle - Segundo nombre _____
Last Name - Apellido _____

4 Identification / Identificación
Date of birth / Fecha de nacimiento (mes/día/año) MM DD YYYY _____ U.S. state or foreign country of birth / Estado de EE.UU. o país extranjero donde nació _____
CA driver license or ID card # - Num. de licencia de manejar o tarjeta de identidad de California _____ SSN (last 4 numbers) / SSN (las últimas 4 cifras) XXX-XX-____

5 The address where you live - La dirección donde vive
Do not use PO Box # / No ponga apartado _____
Home address - Domicilio _____
City / Ciudad _____ State / Estado _____ Zip / Cod. postal _____ Foreign Country / País extranjero _____
If you live in a rural area where you live including cross streets, route, N, S, E, W, etc. - Si no _____



Santa Cruz County Clerk/Elections

All Clerks & Leads!!

REMEMBER: You have access to private voter information. Any unauthorized sharing of a voter's personal information will result in immediate dismissal and possible legal action. Every election officer is required to sign the *Acknowledgement of Election Integrity and Security Law* form the first day they report to work at any election facility.



Ballot
Printing
Station





Santa Cruz County Clerk/Elections

Ballot Supply

Each voting location will have a filing cabinet that will have a hanging file folder labeled with each of the 5-digit precinct numbers.

Within the hanging folder will be some preprinted ballots for that precinct. The number of preprinted ballots will depend on the location.

There will also be a **BRIGHT** colored paper in each group of preprinted ballots that has the precinct number.

Once you get to that colored paper it will be removed to give to the ballot printing clerk to print more ballots.

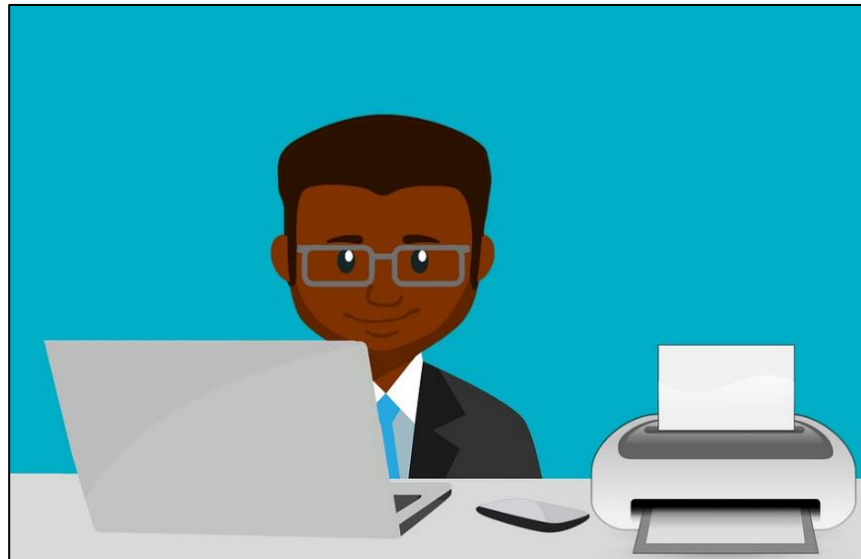




Santa Cruz County Clerk/Elections

Ballot Printing Clerk

One person will be assigned to the ballot printing station and will print ballots by precinct number as needed to maintain sufficient stock for voters.



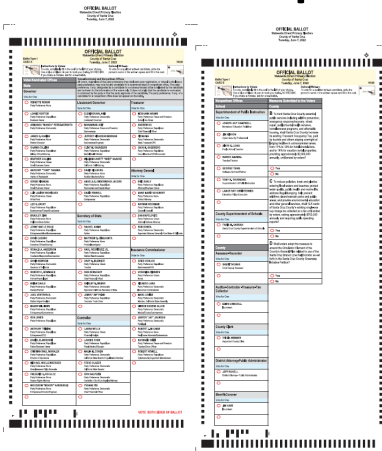


Santa Cruz County Clerk/Elections

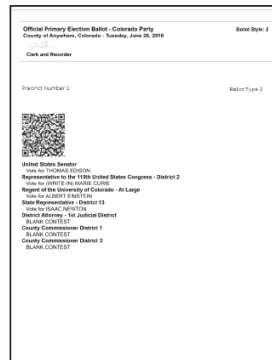
Ballot Clerk

- ❑ After the voter has been checked in at the front, a Voter Information Sheet will print at the ballot pick-up station. It contains the oath stating that the voter has not yet voted in this election. You will have the voter sign it when you give them their ballot.
- ❑ If the voter is taking the ballot to go, they must be issued a traditional paper ballot.
- ❑ If the voter is voting here, ask them if they want a paper ballot or to use the tablet to mark a paper ballot.
- ❑ The Voter Information Sheet for a to-go ballot will have a barcode, the vote here will not.

Traditional Paper



Tablet Ballot



OR



Make sure to offer each voter who is voting at the location both ballot choices.



Santa Cruz County Clerk/Elections

Ballot Clerk

Traditional Paper Ballot for Vote Here:

- Show the voter the precinct number on the ballot matches the precinct number on the Voter Information Sheet.
- Have the voter sign the Voter Information Sheet and place it in its storage location.
- Demonstrate how to mark the ballot.
- Give the voter their ballot.
- Provide the voter with a pen, if they did not bring their own.
- Direct voter to a voting booth.



Santa Cruz County Clerk/Elections

Ballot Clerk

Tablet Ballot for Vote Here:

- Write the voter's precinct number that is on the Voter Information Sheet on a Tablet Activation Card.
- Check the appropriate box at the bottom:
 Reg Same Day Prov
- Show the voter the precinct numbers match.
- Have the voter sign the Voter Information Sheet and place it in its storage location.
- Hand voter the Tablet Activation Card.
- Direct Voter to Tablet Clerk.

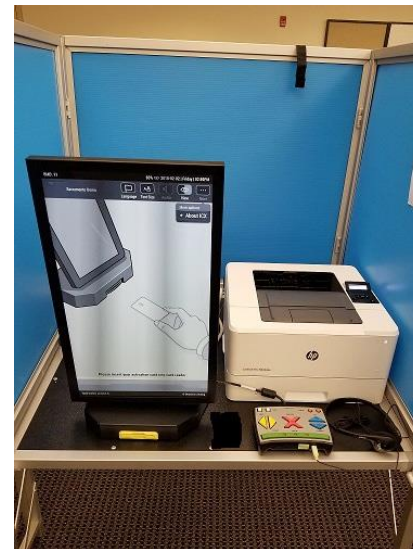
Santa Cruz County
Voter Receipt

Tablet Activation Card

Voting Precinct # _____

Party Code *N/A*

Reg Same Day Prov





Santa Cruz County Clerk/Elections

Ballot Clerk

Traditional Paper Ballot in Envelope “To Go”

- Be sure to give the voter the correct precinct ballot printed on the ballot return envelope. Show the voter.
- Have the voter sign the Voter Information Sheet and place in its storage location.
- Direct the voter how to fill out the ballot and how to complete the ballot return envelope.
- Ask the voter if they need a list of drop box locations.
- Give the voter an “I Voted” sticker.





Santa Cruz County Clerk/Elections

Ballot Clerk

Same Day Voter Ballot

- Voters with Yellow envelopes are registering to vote and voting on the same day.
- Offer the voter a paper or tablet ballot.
- If the voter wants a traditional paper ballot, be sure to give the voter the correct precinct ballot printed on the label on the Yellow ballot envelope, show the voter.
- Fold the ballot into thirds before giving it to voter.
- If the voter wants to vote on the tablet, make sure you input the correct precinct number on the Tablet Activation Card and check the box
 Same Day. Show the voter.
- Make sure the voter has completed the voter registration form on the envelope, including their signature.
- Direct the voter to a voting booth or Tablet Clerk.
- Pay attention to be sure the clerk at the next station knows they are a same day registration voter and their ballot goes into the yellow envelope.**



Santa Cruz County Clerk/Elections

Ballot Clerk

Provisional Voter Ballot

- Voters with Pink envelopes are voting provisionally because their eligibility to vote cannot be confirmed. Voters who are in the look up system as already voted, **MUST** vote a provisional ballot.
- Offer the voter a paper or tablet ballot.
- If the voter wants a traditional paper ballot, be sure to give the voter the correct precinct ballot printed on the label on the Pink ballot envelope, show the voter.
- Fold the ballot into thirds before giving it to voter.
- If the voter wants to vote on the tablet, make sure you input the correct precinct number on the Tablet Activation Card and check the box
 Prov. Show the voter.
- Make sure the voter has completed their side of the envelope, including their signature.
- Direct the voter to a voting booth or Tablet Clerk.
- Pay attention to be sure the clerk at the next station knows they are a provisional voter and their ballot goes into the pink envelope.**

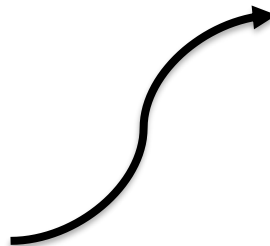
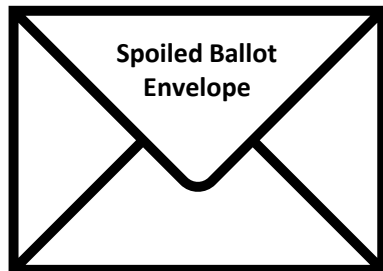


Santa Cruz County Clerk/Elections

Ballot Clerk – Spoiled Ballots

If the voter makes a mistake:

- Hand voter a spoiled ballot envelope.
- Have voter fold their spoiled ballot and place into spoiled ballot envelope.
- Place spoiled ballot into the pink zipper envelope.
- Issue the voter a new ballot.





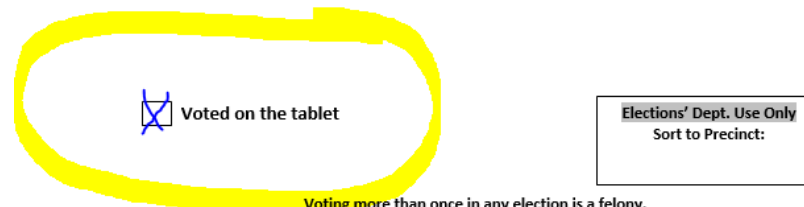
Tablet Clerks



Santa Cruz County Clerk/Elections

Tablet Clerks

- When a voter comes over ask for their Tablet Activation Card
- Ask if they would like the accessibility features:
 - Audio
 - ATI (Accessible Tactile Interface unit with shapes and braille)
 - Paddles or Sip and Puff (voter provides)
- To activate the ballot, you will need your election officer Activation Card and the voter's precinct number from their Tablet Activation Card. Pay attention to the check boxes on the Tablet Activation Card to know if the voter is a regular, provisional, or same day voter.
- If the voter is a Provisional voter, check the box on the Pink Envelope indicating the voter Voted on the Tablet.



Voting more than once in any election is a felony.

Es un delito de felonía votar más de una vez en cualquier elección.

Voted Ballot Enclosed. La Boleta ya votada esta en el interior.

To be opened by canvassing board only after elections official determines that ballot should be counted.

Que abrirá la directiva del escrutinio una vez que los funcionarios de elecciones decidan que las balotas deberán contarse.

Provisional Ballot Envelope

● The Polling Place Elections Officer completes this side ●



Santa Cruz County Clerk/Elections

Tablet Clerks

- ❑ If the voter is a Same Day Registration voter, write the word “Tablet” under the voter label.

Information about choosing a political party - Información
If you choose No Party/None you may not be able to vote for some parties' central committee.
Si selecciona "ningún partido/Ninguno" es posible que no pueda votar primaria para presidente de EE.UU o comité central partidario.

Reasons for a voter to use Same Day Registration:

1. Never registered to vote.
2. Registered to vote in another county or state but moved to Santa Cruz.
3. ~~Needs to re-register to update residential address or name.~~
4. ~~Wants to change political party - only matters in a Presidential Primary.~~

The elections official assisting the voter completes this section.

Your name: Joe Pollworker Your precinct number: Bonny Doon School

Voter completed the other side of this envelope.

Jill Voter
822 Columbia St.
Santa Cruz, CA 95060
Bonny Doon Elementary School

BAL TYPE 53 VOT PCT 31320
Language
Election date: 11/3/2020
Printed 09/25/2020 02:25 PM

Tablet

- ❑ Direct voter to Ballot Box to deposit their ballot sealed in their envelope and get their “I Voted” sticker.



Setting up the Tablet

Official Primary Election Ballot - Colorado Party
County of Anywhere, Colorado - Tuesday, June 28, 2016

Ballot Style: 2

Clerk and Recorder

Precinct Number 1

Ballot Type 2



United States Senator
Vote for THOMAS EDISON
Representative to the 119th United States Congress - District 2
Vote for (WRITE-IN) MARIE CURIE
Regent of the University of Colorado - At Large
Vote for ALBERT EINSTEIN
State Representative - District 13
Vote for ISAAC NEWTON
District Attorney - 1st Judicial District
BLANK CONTEST
County Commissioner District 1
BLANK CONTEST
County Commissioner District 3
BLANK CONTEST





Santa Cruz County Clerk/Elections

Tablet Clerks

Power on the Tablets and follow the step-by-step instructions on the Open/Close Polls report found in the Red Striped Envelope. If you need help call the hotline: 831-454-3081

Each Voter Service Center will be issued two (2) election officer Activation cards. The election officer Activation card should be kept on the Clerk or Lead's lanyard **AT ALL TIMES.**

DO NOT leave activation cards unattended!

DO NOT remove tablet cards from Vote Center!

Once the Tablet is set up and plugged in it will power up and the polls will be OPEN. If it does not, STOP and call the hotline 831-454-3081.

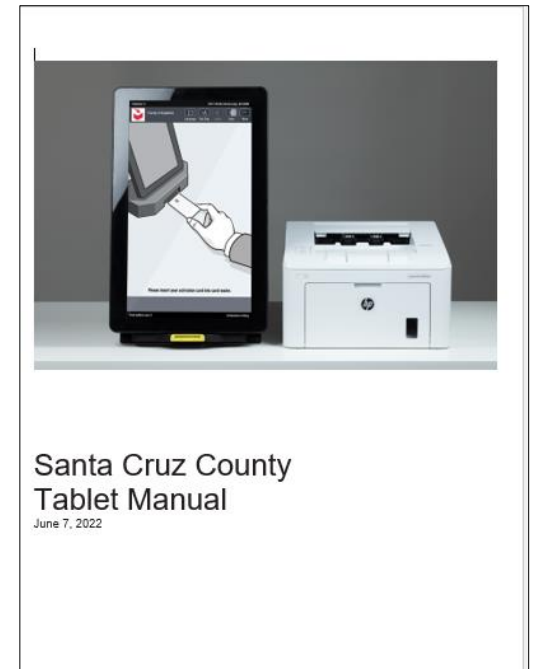




Santa Cruz County Clerk/Elections

Tablet Clerks

- The Tablet Clerks must never leave the tablet voting area unattended.
- Step by Step instructions on how to operate the tablet can be found in the white binder.



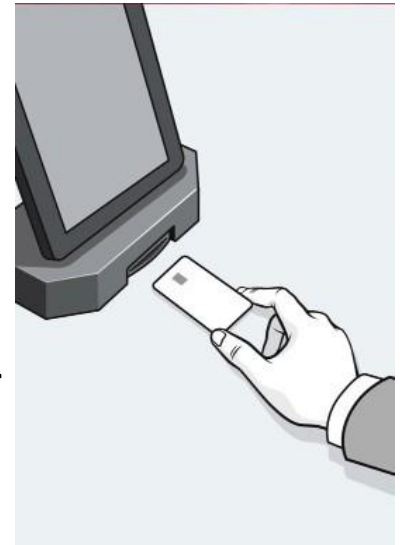


Santa Cruz County Clerk/Elections

Tablet Clerks

To set up a voter to vote with the Tablet, the Tablet Clerk must:

- Insert the election officer Activation card
- Enter the Precinct # from the Voter Activation Card
- Press ACTIVATE button
- Remove the election officer card and step away for Voter Privacy
- The voter then selects language: English or Spanish





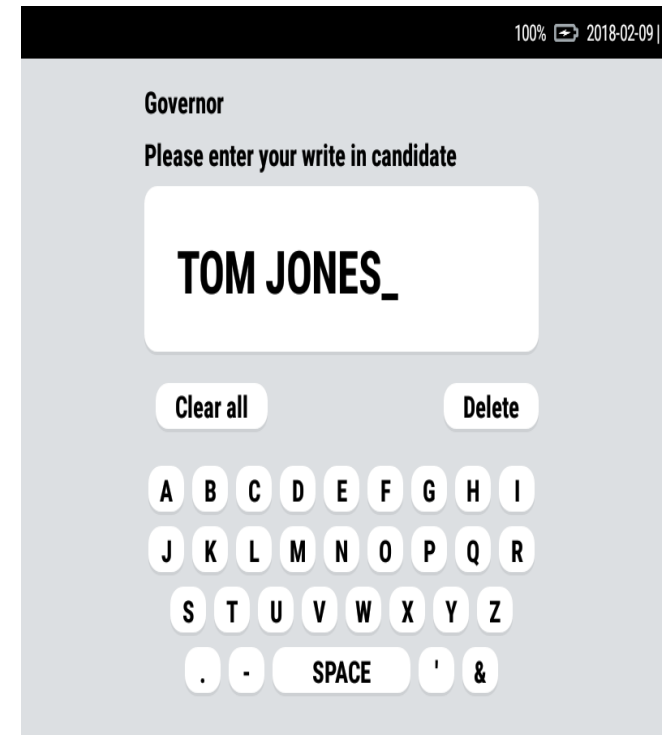
Santa Cruz County Clerk/Elections

If the voter wants to write in a candidate direct the voter to:

- Tap on Write-in in the candidate option
- Type in the candidate's name using the pop-up keyboard and
- Tap the Accept button when finished.

The entered name is then displayed as the selected candidate in the contest.

Please Note: This is NOT a QWERTY keyboard....it is A-Z.

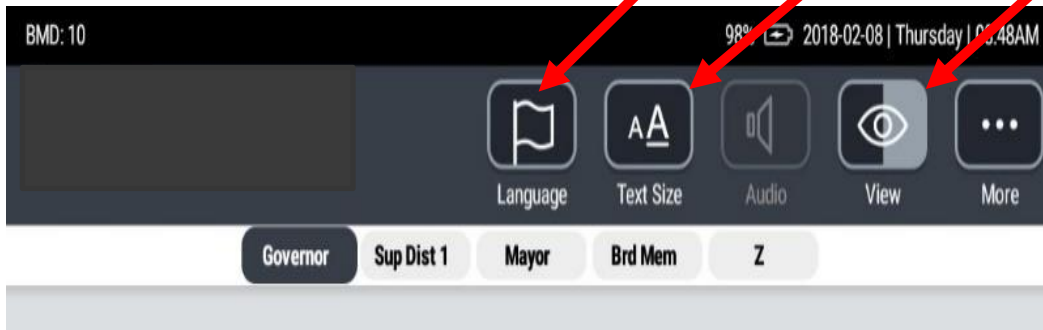




Santa Cruz County Clerk/Elections

Voter Options

A Voter may change their language selection, the size of the text, or the view contrast at any time by tapping the **Language, Text Size, or View** buttons at the top of the Tablet screen.





Santa Cruz County Clerk/Elections

Voter Prints their Ballot

After tapping the **Print your ballot** button, the ballot will begin printing.

The voter is notified when the ballot has successfully printed.

Remind the voter to inspect their printed ballot. If accepted, direct the voter to the Ballot box to deposit their ballot and receive their “I Voted” sticker.





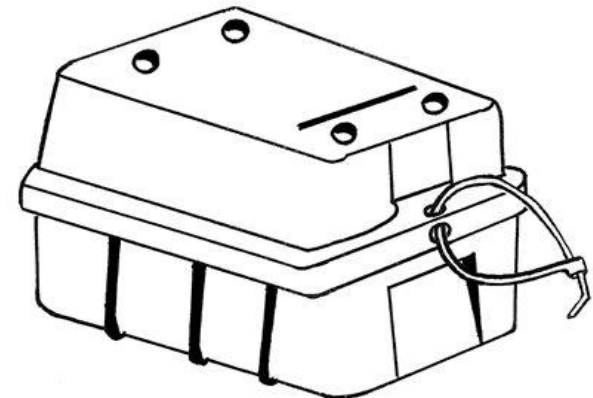
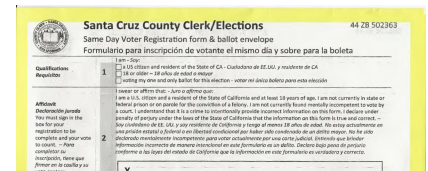
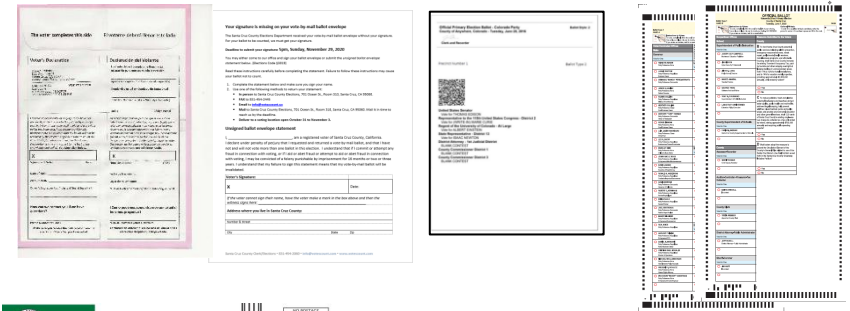
Santa Cruz County Clerk/Elections

Ballot Box Clerk

The Black Ballot Box must always be staffed.

The following items can be deposited into the Black Ballot Box:

- Live voted ballots (Traditional paper or Tablet ballots).
- Ballots that were mailed to a voter sealed in their Green ballot return envelope.
- Same Day Voter Reg Ballots in their Yellow envelope.
- Provisional Ballots in their Pink envelope.
- Signature cure forms.





Santa Cruz County Clerk/Elections

Ballot Box Clerk

If the voter has a ballot in a Yellow Same Day envelope, make sure the voter gets the receipt from the envelope. The voter can tear it off after they seal the ballot inside the envelope. Check the envelope before it is deposited to make sure **both sides are filled out completely.**

If the voter has a ballot in a Pink Provisional envelope, make sure you hand them a Pink receipt. Check the envelope before it is deposited to make sure **both sides are filled out completely.**

If the voter is turning in a Live voted ballot or a Tablet ballot, **DO NOT TOUCH THE BALLOT.** The secrecy of the voter's ballot **MUST** be protected at all times. Allow the voter to deposit the ballot inside the Black Ballot Box. Be sure they deposit **BOTH** ballot cards!

Make sure all voters get an "I Voted" sticker when they leave!



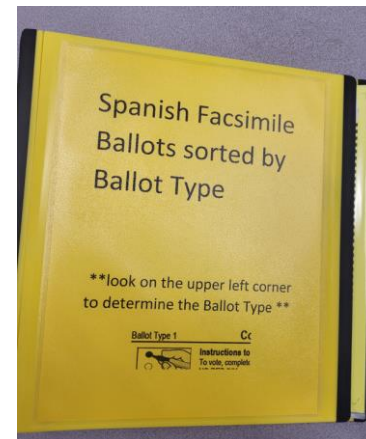
Assisting Voters



Santa Cruz County Clerk/Elections

Language

- Under the Federal Voting Rights Act, all election materials are in **English**.
- Under State law, certain ballot types and information must be translated in Spanish.
- Each location will have Spanish Facsimile Ballots by ballot type for voters to use to assist them in marking their paper ballot.
- Voters may also vote a Spanish ballot on the Tablet.





Santa Cruz County Clerk/Elections

Assisting Limited English Speaking Voters

All voters have the right to cast an educated, independent, and private ballot, regardless of what language they speak.

If you cannot understand a voter:

- Ask the voter to write down their information.
- Ask a bilingual election officer to assist or call our office to provide assistance.
- If the voter brings a translator, make sure you make eye contact and speak directly to the voter, not the translator.
- There is a translator available by phone by call, see next page for instructions.



Santa Cruz County Clerk/Elections

Assisting Limited English Speaking Voters

Secretary of State

<p align="center">Dial-In Instructions</p> <p>1) Dial: 1-760-548-3367 2) Type in PIN #: 5539-9530</p> <p>3) Choose Language: For Spanish Interpreter: Press "1" <i>Other Languages: (See Code Chart)</i></p> <p>4) Must provide the following: <i>First Name of Caller,</i> <i>Last Name of Caller, and</i> <i>*LEP's First and Last Name</i></p> <p>NOTES: When providing the caller information, please speak clearly into the phone and only press 1 if the information is correct.</p> <p>*LEP: Limited English Proficiency; the person requiring Interpretation</p>	<table border="1"> <thead> <tr> <th>Language</th> <th>Code</th> </tr> </thead> <tbody> <tr><td>Arabic</td><td>4</td></tr> <tr><td>Bosnian</td><td>16</td></tr> <tr><td>Burmese</td><td>2</td></tr> <tr><td>Cantonese</td><td>12</td></tr> <tr><td>Farsi</td><td>13</td></tr> <tr><td>French</td><td>7</td></tr> <tr><td>Fulani</td><td>15</td></tr> <tr><td>Gujarati</td><td>18</td></tr> <tr><td>Haitian Creole</td><td>9</td></tr> <tr><td>Korean</td><td>11</td></tr> <tr><td>Mandarin</td><td>5</td></tr> <tr><td>Nepali</td><td>6</td></tr> <tr><td>Portuguese</td><td>14</td></tr> <tr><td>Russian</td><td>8</td></tr> <tr><td>Somali</td><td>10</td></tr> <tr><td>Spanish</td><td>1</td></tr> <tr><td>Swahili</td><td>17</td></tr> <tr><td>Vietnamese</td><td>3</td></tr> <tr><td>Khmer</td><td>71</td></tr> </tbody> </table>	Language	Code	Arabic	4	Bosnian	16	Burmese	2	Cantonese	12	Farsi	13	French	7	Fulani	15	Gujarati	18	Haitian Creole	9	Korean	11	Mandarin	5	Nepali	6	Portuguese	14	Russian	8	Somali	10	Spanish	1	Swahili	17	Vietnamese	3	Khmer	71	<table border="1"> <thead> <tr> <th>Language</th> <th>Code</th> </tr> </thead> <tbody> <tr><td>Urdu</td><td>19</td></tr> <tr><td>Albanian</td><td>25</td></tr> <tr><td>Armenian</td><td>35</td></tr> <tr><td>Bengali</td><td>26</td></tr> <tr><td>Cambodian</td><td>28</td></tr> <tr><td>Canadian French</td><td>32</td></tr> <tr><td>Hindi</td><td>21</td></tr> <tr><td>Hmong</td><td>22</td></tr> <tr><td>Italian</td><td>33</td></tr> <tr><td>Karenni</td><td>36</td></tr> <tr><td>Kirundi</td><td>30</td></tr> <tr><td>Polish</td><td>20</td></tr> <tr><td>Punjabi</td><td>27</td></tr> <tr><td>Romanian</td><td>29</td></tr> <tr><td>Tagalog</td><td>24</td></tr> <tr><td>Thai</td><td>34</td></tr> <tr><td>Tigrinya</td><td>23</td></tr> <tr><td>Turkish</td><td>31</td></tr> </tbody> </table>	Language	Code	Urdu	19	Albanian	25	Armenian	35	Bengali	26	Cambodian	28	Canadian French	32	Hindi	21	Hmong	22	Italian	33	Karenni	36	Kirundi	30	Polish	20	Punjabi	27	Romanian	29	Tagalog	24	Thai	34	Tigrinya	23	Turkish	31	<table border="1"> <thead> <tr> <th>Language</th> <th>Code</th> </tr> </thead> <tbody> <tr><td>German</td><td>37</td></tr> <tr><td>Bulgarian</td><td>42</td></tr> <tr><td>Dari</td><td>54</td></tr> <tr><td>Filipino</td><td>48</td></tr> <tr><td>Greek</td><td>43</td></tr> <tr><td>Indonesian</td><td>45</td></tr> <tr><td>Japanese</td><td>39</td></tr> <tr><td>Kurdish</td><td>51</td></tr> <tr><td>Lithuanian</td><td>44</td></tr> <tr><td>Malayaian</td><td>50</td></tr> <tr><td>Mongolian</td><td>47</td></tr> <tr><td>Pashto</td><td>52</td></tr> <tr><td>Persian</td><td>49</td></tr> <tr><td>Samoan</td><td>53</td></tr> <tr><td>Serbian</td><td>38</td></tr> <tr><td>Serbo-Croatian</td><td>40</td></tr> <tr><td>Twi</td><td>41</td></tr> <tr><td>Ukrainian</td><td>46</td></tr> </tbody> </table>	Language	Code	German	37	Bulgarian	42	Dari	54	Filipino	48	Greek	43	Indonesian	45	Japanese	39	Kurdish	51	Lithuanian	44	Malayaian	50	Mongolian	47	Pashto	52	Persian	49	Samoan	53	Serbian	38	Serbo-Croatian	40	Twi	41	Ukrainian	46	<table border="1"> <thead> <tr> <th>Language</th> <th>Code</th> </tr> </thead> <tbody> <tr><td>Marshallese</td><td>55</td></tr> <tr><td>Chin-Hakha</td><td>67</td></tr> <tr><td>Croatian</td><td>64</td></tr> <tr><td>Czech</td><td>63</td></tr> <tr><td>Dutch</td><td>58</td></tr> <tr><td>Georgian</td><td>56</td></tr> <tr><td>Hakha-Chin</td><td>68</td></tr> <tr><td>Hakka-Chinese</td><td>60</td></tr> <tr><td>Hebrew</td><td>62</td></tr> <tr><td>Kinyarwanda</td><td>66</td></tr> <tr><td>Macedonian</td><td>65</td></tr> <tr><td>Oromo</td><td>69</td></tr> <tr><td>Tamil</td><td>59</td></tr> <tr><td>Tibetan</td><td>57</td></tr> <tr><td>Tongan</td><td>70</td></tr> <tr><td>Yoruba</td><td>61</td></tr> <tr><td>Syriac</td><td>72</td></tr> <tr><td>All other Languages</td><td>0</td></tr> </tbody> </table>	Language	Code	Marshallese	55	Chin-Hakha	67	Croatian	64	Czech	63	Dutch	58	Georgian	56	Hakha-Chin	68	Hakka-Chinese	60	Hebrew	62	Kinyarwanda	66	Macedonian	65	Oromo	69	Tamil	59	Tibetan	57	Tongan	70	Yoruba	61	Syriac	72	All other Languages	0
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Updated 06.24.21

Larger copy available in back of White Binder. If you use this service, please fill out the tally sheet found with full size copy at the back of the White Binder.



Santa Cruz County Clerk/Elections

Assisting Voters

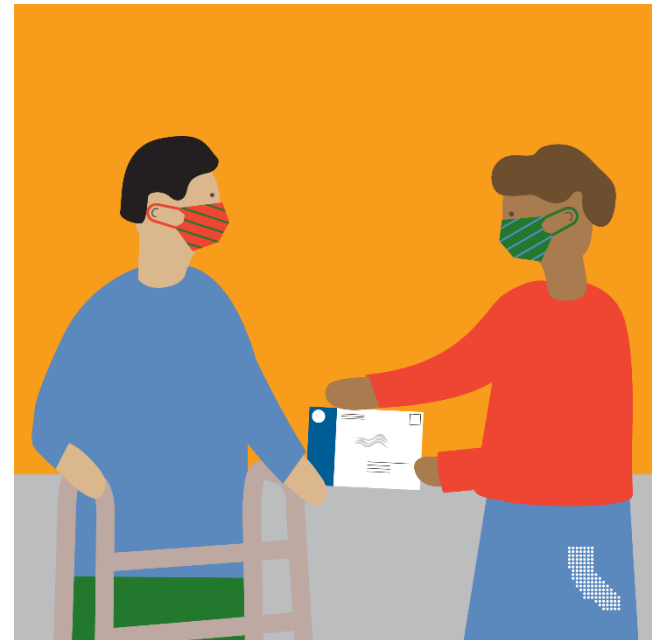
Any voter can bring up to two people to assist them in the voting booth.

That person cannot be:

- The voter's union representative
- The voter's employer

That person can be:

- A Child
- An election officer
- A Family member
- A Friend





Voters with Disabilities

More than 50 million Americans are said to have some sort of specific need.

- Impaired vision or blindness
- Impaired hearing or deafness
- Developmental disabilities
- Learning disabilities
- Physical disabilities
- **PLUS** many more – most disabilities cannot be seen
- **Treat each voter with kindness and respect**





Voters with Disabilities

People First

- Puts the person before the disability
- Describes what a person HAS, not who they are – people are not their disability





Santa Cruz County Clerk/Elections

Assisting Voters with Low Vision

- Ask the voter if they would like to vote using a traditional paper ballot or the tablet with the assistive technology.
- Use verbal directions to direct the voter. Ask the voter if they would like assistance.
- Never touch a person or their device unless specifically asked by the voter. Let the voter tell you what they need, do not assume you know.
- When done voting, do not touch the voter's ballot, unless asked. Let them place their own ballot into the ballot box, unless they ask for assistance.
- If they do ask for and receive assistance remember to write their name on the Assisted Voter List.



Santa Cruz County Clerk/Elections

Assisting Voters who are Hard of Hearing

- Face person directly when speaking.
- Some people may read lips, you may need to lower your mask, if applicable, for them to understand you.
- Talk directly to the person, not the interpreter.
- Speak in a normal tone of voice and wait for the voter to ask you to speak up.





Santa Cruz County Clerk/Elections

Assisting Voters with Mobility Disabilities

- Put yourself at eye-level
- Do not push, lean on, or hold on to the mobility device, as it is considered part of their personal space
- Never touch a voter or their mobility device without their permission





Santa Cruz County Clerk/Elections

Assisting Voters with Speech Disabilities

- Be patient and pay attention
- Don't finish their sentences or presume to know what they are going to say
- Ask them politely to repeat. If you don't understand, write it down, or paraphrase back for clarification
- May use various devices/techniques to enhance or augment speech





Santa Cruz County Clerk/Elections

Assisted Voter List

- Write the name of your voting location at the top.
- Print the first and last name of any voter who gets assistance with marking their ballot.
- Since voting locations are open for more than one day, write the date as well.
- It does not matter whether an election officer is providing the assistance, or voter brought their own person to assist.
- You do not need to get the name of the person who is assisting the voter.
- We recommend you keep this list with the Ballot Clerks.

Voting Location: _____

Assisted Voter List – Santa Cruz County Clerk/Elections June 7, 2022 Statewide Direct Primary Election

Print the first and last name of any voter who gets assistance with marking their ballot. Since voting locations are open for more than one day, write the date as well. It does not matter whether you are providing the assistance, or they brought their own person in to assist. You do not need to get the name of the person who is assisting the voter.

	Print Name of Voter	Date
1		
2		
3		
4		
5		
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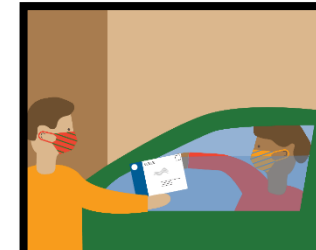


Santa Cruz County Clerk/Elections

Curbside Voting

A voter may not be able to access your facility and may request assistance to vote from their car or curbside.

- Any election officer who has taken the oath may go to the voter to obtain the voter's information on the Blue Curbside Voter form.
- Be sure to wear your badge and identify yourself as an election officer.
- Return to check in table and complete the process of receiving a ballot just like any other voter.
- Return to the voter with their ballot, secrecy sleeve or ballot return envelope, a pen, and their "I Voted" sticker.
- Have the voter sign the Voter Information Sheet and hand them their ballot.
- Step away and give the voter privacy to vote.
- When the voter has finished voting, take their ballot, inside its sleeve or envelope and place it into the ballot box.
- Be sure to keep their vote secret, just like everyone else's.
- File the Blue Curbside Voter form with the Voter Information Sheet in the designated storage location.



Curbside Voter Form – June 7, 2022

Name: _____
First Middle Last

Address where you live (do not use PO box or mailing address)

Number and Street _____

Date of Birth ____/____/____

City _____

Signature: _____

X

Date: _____

Ballot To Go Ballot Vote Here Paper Tablet Same Day Voter Prov.

Formulario de votante en la acera – junio 7, 2022

Nombre: _____
Nombre Segundo Nombre o Inicial Apellido

Domicilio en el condado de Santa Cruz (No se aceptan Apartados Postales)

Numero y Calle _____

Fecha de nacimiento ____/____/____

Ciudad _____

Firma: _____

X

Fecha: _____

Ballot To Go Ballot Vote Here Paper Tablet Same Day Voter Prov.

Voting Location Situations



Santa Cruz County Clerk/Elections

While the voting location is open

- The Public is free to observe the process, including closing procedures
- Majority of the board must be present at all times
- Maintain a quiet, respectful atmosphere
- Inspect the voting booths regularly
- Please keep the voting location in good condition and treat facility staff with respect



Santa Cruz County Clerk/Elections

No electioneering

The following activities cannot occur within a 100 feet of the entrance to a building that contains a voting location or inside a voting location:

- Circulating an initiative, referendum, recall or nomination petition.
- Soliciting a vote or speaking to a voter on the subject of marking the voter's ballot.
- Placing a sign relating to a voter's qualifications or speaking to a voter on the subject of that voter's qualifications.
- Electioneering (i.e. campaigning for or against a particular candidate or measure, be it verbal or a written message such as buttons, T-shirts, bumper stickers or signs).
- Photographing, videotaping, or otherwise recording a voter entering or exiting a polling place with intent of dissuading them from voting.

The phrase "100 feet from the entrance to a polling place" means a distance of 100 feet from the entrance to a building that contains a voting location. This includes drop-boxes.



Santa Cruz County Clerk/Elections

No electioneering

If voters are wearing something that is a campaign slogan or messaging, it is NOT considered electioneering. They can wear it at the voting location.

For something to be considered electioneering it must have the name of the candidate or proposition number or local measure letter.

If a voter is wearing something that is electioneering, ask them to remove it. If it is a t-shirt, ask if they have a jacket they can put on while inside the voting location. If there is no jacket, you can ask the voter to go to the restroom and turn their t-shirt inside out.

If the voter refuses, do not escalate the situation. Allow the voter to vote and fill out a Voter Incident Report. You have their name and address. We will have the District Attorney investigate the incident.



County of Santa Cruz

COUNTY CLERK / ELECTIONS

701 Ocean Street, Room 310, Santa Cruz, CA 95060-4076
831-454-2060 Toll-free: 866-282-5900 FAX: 831-454-2445 TDD: 711
E-mail: info@votescount.us Web Sites: www.sccoclerk.us & www.votescount.us

Gail L. Pellerin, County Clerk
Tricia Webber, Assistant County Clerk

Voter Incident Report

Print Name of Voter: _____

Residence Address of Voter: _____

Location of Poll Site: _____

Date: _____ Time: _____

Describe what occurred. For example – electioneering – voter was wearing a candidate's button and would not remove it when asked.

Reported by: _____

Witnesses: _____



Santa Cruz County Clerk/Elections

No electioneering

- If someone is participating in any of the prohibited activities described on the previous slide, you must inform that person that it is against California State Law to engage in the specific activity.
- Request that the individual refrain from doing so and move to a distance greater than 100 feet from the entrance of the voting location.
- If the person does not comply, you may either call the Hotline at 831-454-3081 or call your Rover, and we will send assistance. Or you may contact the appropriate law enforcement authorities directly.
- Do NOT escalate the situation.
- The Sheriff's Office and all Police Departments in the county have been notified of the locations of the polling places within their jurisdiction and will be of assistance if needed.



Santa Cruz County Clerk/Elections

No electioneering

WARNING: ELECTIONEERING PROHIBITED!

VIOLATIONS CAN LEAD TO FINES AND/OR IMPRISONMENT.

WHERE:

- Within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance of a polling place, curbside voting or drop box the following activities are prohibited.

WHAT ACTIVITIES ARE PROHIBITED:

- DO NOT ask a person to vote for or against any candidate or ballot measure.
- DO NOT display a candidate's name, image, or logo.
- DO NOT block access to or loiter near any ballot drop boxes.
- DO NOT provide any material or audible information for or against any candidate or ballot measure near any polling place, vote center, or ballot drop box.
- DO NOT circulate any petitions, including for initiatives, referenda, recall, or candidate nominations.
- DO NOT distribute, display, or wear any clothing (hats, shirts, signs, buttons, stickers) that include a candidate's name, image, logo, and/or support or oppose any candidate or ballot measure.
- DO NOT display information or speak to a voter about the voter's eligibility to vote.

The electioneering prohibitions summarized above are set forth in Article 7 of Chapter 4 of Division 18 of the California Elections Code.



Santa Cruz County Clerk/Elections

Election Officer Conduct

- **Maintain a politically neutral attitude. Do not talk about politics. NOTHING!!!**
- You are a representative of Santa Cruz County, appropriate dress is *required*.
- Keep conversations to a minimum when voters are in the room.
- Keep conversations appropriate.
- Be considerate of others, treat voters and co-workers with respect regardless of their personal abilities.
- Work together as a team.
- Maintain good hygiene – odor free.
- The Leads will coordinate breaks during the day. You do not want to eat in front of voters. Keep hydrated, but don't have open drink containers on the table that could spill and ruin voting materials or equipment.
- If necessary, step outside to use cell phone to contact the Elections Office.



Other Situations

Abandoned Ballots:

- **Voted Ballot:** Deposit in Ballot Box.
- **Tablet :** Print out the marked ballot, even if no selections have been made, and deposit into the Ballot Box.



Santa Cruz County Clerk/Elections

Other Situations

- **Exit Polling:** 25 feet from the voting area entrance
- **Media:** Must receive consent
- **Poll Watchers/Observers:** Anyone is welcome to watch the process



Santa Cruz County Clerk/Elections

Other Situations

Loss of Power:

- You will be provided with one back-up battery to run a Tablet & Printer
- Laptops have some battery power
- You will have lanterns and flashlights in your supplies.

Loss of Connectivity:

Call the hotline 831-454-3081 immediately. Refer voters to closest open Voting Location.



Santa Cruz County Clerk/Elections

In Case of Emergency – Call 911

If you are required to vacate the Voting Location:

If time allows and you can safely, bring with you the following items:

- Indoor Ballot Box
- Outdoor Ballot Box
- Lead cell phone

If time permits and you can safely, lock up the following:



- Laptops
- Unused ballot paper
- Printed ballots



Once everyone is safe, call the hotline 831-454-3081



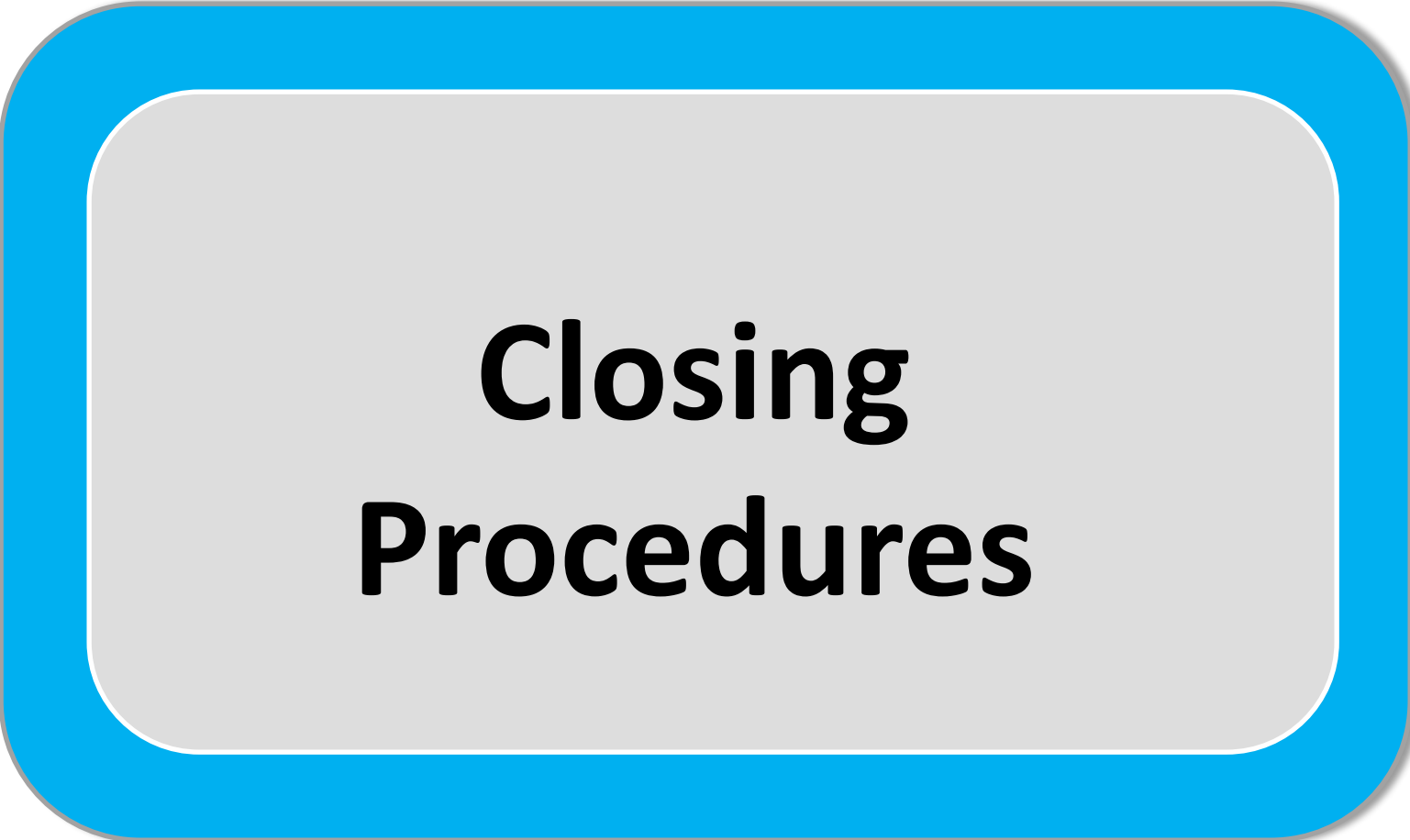
Santa Cruz County Clerk/Elections

Accidents or Injuries

If you have an accident or injury:

Call 911 if necessary, then:

- Call the hotline 831-454-3081
- Call your Rover for assistance
- Your Rover will have an incident report form that will need to be completed.
- Return the incident report form in Yellow zipper envelope at the end of the day.



Closing Procedures



Santa Cruz County Clerk/Elections

Declare the Polls Closed for the night



**“THE POLLS
ARE NOW
CLOSED!
We will reopen
tomorrow
morning”**



Santa Cruz County Clerk/Elections

Follow the yellow Nightly Closing Procedure Checklist.

Use the Closing Duty Card to distribute jobs and make the process run smoothly.



Nightly Closing Procedure Checklist June 4, 5 & 6, 2022

- Power down the Tablets & Printers. Lock up Tablet Activation Cards.
- Log off and power down the Ballot on Demand Printer and Laptop, lock up laptop. Empty ballot printer paper tray of ballot stock paper and lock up. Printer may stay out without paper.
- Log off and shut down and lock up Voter Check-In Laptops
- Break seal on the outside ballot box and put the contents into Blue zipper envelope
- Collect Signed Voter Information Sheets, Payroll, Voter Incident Reports, Green Voter Change sheets, and List of Assisted Voters and put in Yellow zipper envelope.
- Complete Nightly Inventory and put in Yellow zipper envelope.

Lock up each night:



- ___ All blank ballot stock
- ___ Tablet Activation Cards
- ___ Ballot on Demand printing station laptop
- ___ Check-in laptop(s)

Items to Return to drop off location:

- Black Ballot Box/es still sealed with ballots inside
- Blue Zipper Envelope with ballots from the outside drop box
- Yellow Zipper Envelope with:
 - o Signed Voter Information Sheets
 - o Payroll
 - o Inventory
 - o Voter Incident Reports
 - o List of Assisted Voters
 - o Green Voter Change Sheets
 - o Curbside Voter Forms
 - o This Nightly Checklist
- You will be assigned a nightly drop off location – two people must return items to receiving center.

Nightly Closing Duties

All Clerks and Leads must ensure that all table, chairs, equipment, signs and any other elections related materials are inside and secure each night. Nothing is to be left outside overnight. If everyone works together, nightly closing should go timely and smoothly.

Check in Station Clerks

1

- Sign off and power down laptops.
- Store laptops in locked cabinet
- gather Green Voter Change Forms and place in Yellow zipper envelope
- Inventory supplies and complete your portion of the nightly inventory sheet

Same Day/Provisional Station Clerks

2

- Sign off and power down laptops
- Store laptops in locked cabinet
- Inventory supplies and complete your portion of the nightly inventory sheet

Ballot on Demand Printing Station

3

- Power off laptop and store in locked cabinet
- Power down Ballot Printer
- Secure all ballot paper in locked cabinet
- Inventory ballot paper and supplies
- Complete your portion of nightly inventory sheet

Ballot Pick up Station Clerks

4

- Gather all signed Voter Information Sheets and place in Yellow zipper envelope
- Give Yellow zipper envelope to Lead for return to Receiving Center
- Secure all ballots in locked cabinet

Accessible Voting Tablets

5

- Unplug the Tablets
- Power down all printers
- Secure all Tablet paper and Tablet Activation Cards in locked cabinet
- Inventory paper
- Complete your portion of the nightly inventory sheet

Exit/Ballot Box Clerk

6

- Give sealed Ballot Box(es) to Lead to return to Receiving Center
- Assist Outside Ballot Box clerks to bring all signs and supplies inside for the night.

Outside Ballot Drop Box Clerks

7

- Bring the rolling ballot box inside, break the seal and remove all contents, count, fill out Drop Box return sheet & place sheet and ballot envelopes in Blue zipper envelope
- Give Blue zipper envelope to Lead for return to Receiving Center
- Bring all outside signs and supplies inside for the night

Leads

8

- Complete Nightly Closing Procedure Checklist
- Lock building and take home keys to building and the cabinet
- Return items to Receiving Center with one other person



Nightly Closing Procedures

- Power down the Tablets & Printers
- Log off and power down the Ballot on Demand Printer and Laptop, lock up ballot paper and Laptop
- Log off and shut down Voter Check-In and Same Day/Provisional Laptops, lock up laptops





Nightly Closing Procedures

Ballot Printer :

- Shut down Ballot Printer
Laptop – lock up laptop

- Lock up Ballot Paper

- Turn off printer – printer does not need to be locked up





Nightly Closing Procedures

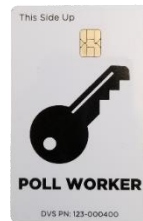
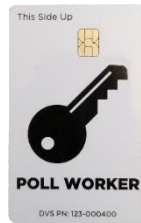
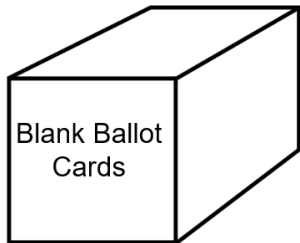
- Break seal on the outside ballot box and put the ballots into the Blue zipper envelope.
- Collect all ballot issue printouts and put into Yellow zipper envelope with the rosters
- Complete the Nightly Inventory Sheet and put it into the Yellow zipper envelope



Santa Cruz County Clerk/Elections

Important

You **MUST** always secure all blank ballot paper, Tablet Activation Cards, Ballot on Demand printing station laptop, 2 check-in laptops, and the 2 provisional/same day laptops each night!

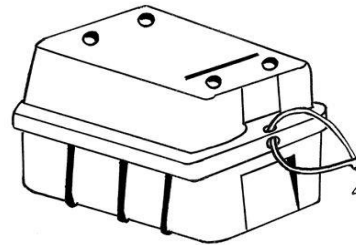


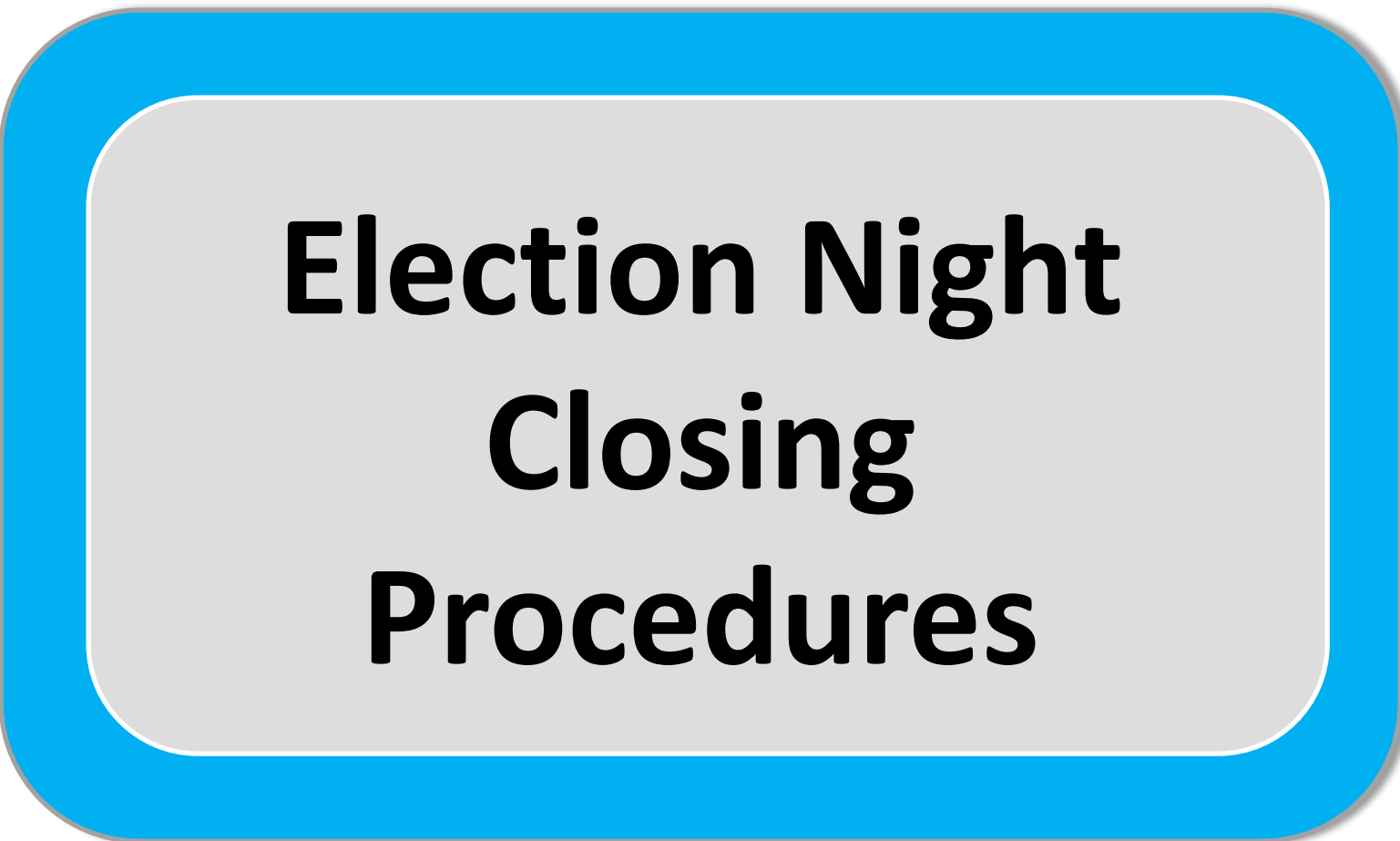


Santa Cruz County Clerk/Elections

Items to Return Each Night – Lead + 1 Clerk

- Inside Ballot Box/es with ballots inside – still sealed
- Blue zipper envelope with ballots from the outside drop box
- Pink zipper envelope with cancelled/spoiled ballots
- Yellow zipper envelope with
 - Signed Voter Information Sheets
 - Blue Curbside Voter Forms
 - Payroll
 - Inventory
 - Voter Incident Reports
 - List of Assisted Voters
 - Completed Nightly Checklist
 - Use white snap seal, found in small Orange Zipper envelope, to seal Yellow Zipper Envelope
- The lead will be assigned a nightly drop off location





**Election Night
Closing
Procedures**



Santa Cruz County Clerk/Elections

Declare the Polls Closed



**“THE POLLS
ARE NOW
CLOSED!”**



Santa Cruz County Clerk/Elections

End of Voting

- Station an election officer at the end of the line
- Permit all voters in line to vote. Anyone that arrives after 8pm and insists on voting, must vote provisionally.





Santa Cruz County Clerk/Elections

Ballots dropped off after 8pm?

- Accept the ballot envelope
- Write “Too Late” and the time in a Red Sharpie on the top left of the ballot envelope
- Place in Yellow zipper envelope

Did you sign below in your own handwriting?
¿Firmó abajo con su propia letra?

Voter's declaration. I declare that:
• I am a resident of and a voter in the county, and the person whose name appears on this envelope.
• I have not applied for or will apply for a vote-by-mail ballot from any other jurisdiction in this election.
• I declare under penalty of perjury that this is true to the best of my knowledge and belief.

Declaración del votante. Yo declaro que:
• Soy residente y votante en el condado, y la persona cuyo nombre aparece en este sobre.
• No he solicitado, ni solicitaré una boleta de voto por correo de otra jurisdicción en esta elección.
• Declaro bajo pena de perjurio que esto es verdadero a lo mejor de mi conocimiento y creencia.

This covers your signature. Did you sign the envelope?
Esto protege su firma. ¿Firmó el sobre?

Made a mistake on your ballot?
Call the Elections office for a replacement
831-454-2060 or vbm@votescount.com

¿Cometió un error en su boleta?
Llame a la oficina electoral para un reemplazo
831-454-2060 o vbm@votescount.com

I authorize the person below to return my ballot:
Autorizo a la persona abajo a devolver me boleta:

Their name / Su nombre _____

Their signature / Su firma _____

Relationship to voter / Relación a este votante _____

Your signature must compare with the signature on your voter registration card.
Voting more than once in an election is a crime.

065-0000-0000-1 99Z7123456 1 10020

JOHN D VOTER
701 OCEAN ST
SANTA CRUZ CA 95060

CRUZ-ES/0068R008



Santa Cruz County Clerk/Elections

Follow the salmon Election Night Closing Procedures Checklist



Election Night Closing Procedure Checklist June 7, 2022

- Power down and pack up the Tablets & Printers. Tables will remain on, it's ok. Be sure to put Tablets in correct cases and don't forget the cords.
- Lock up Tablet Activation Cards
- Log off and power down the Ballot on Demand Printer and Laptop. Empty paper tray of ballot stock paper and lock up. Printer may stay out without paper.
- Log off and shut down Voter Check-In Laptops and lock up.
- Break seal on the outside ballot box and put the ballots into the Blue zipper envelope.
- Collect Signed Voter Information Sheets, Payroll, Voter Incident Reports, List of Assisted Voters, Green Voter Change Sheets, Curbside Voter Forms, Ballots returned after 8pm with the envelope clearly marked that it is too late and put in Yellow zipper Envelope.
- LOCK UP!**
 - All blank ballot stock
 - Tablet Activation Cards
 - Ballot on Demand printing station laptop
 - Check-in laptop(s)

Take Down and Clean Up

- Place any table materials in Red Suitcase
- Break down and pack up voting booths
- Take down all inside signs and store in Red Suitcase
- Unplug electronics & put cords back in boxes
- Each Tablet has a coordinating black bag with a number that will correspond with number on the Tablet
- Take down all mitigation equipment
- Bring all outdoor signs inside and store neatly in Red Suitcase
- Bring in all cones and outside items
- Store all items in one location for easy pick up the next day

Items to Return to drop off location:

- Black Ballot Box/es with ballots inside – still sealed
- Blue Zipper Envelope with contents from the outside drop box
- Yellow Zipper Envelope with:
 - Signed Voter Information Sheets
 - Green Voter Change Sheets
 - Payroll
 - Voter Incident Reports
 - List of Assisted Voters
 - Ballots returned after 8pm with the envelope clearly marked that it is too late
 - This Final Election Night Checklist
- You will be assigned a nightly drop off location – **Two people must return items to receiving center.**

Ah, you did it! Enjoy some much-earned rest and relaxation!





Santa Cruz County Clerk/Elections

Final Power Down and Collect

- Power down the Tablets & Printers. Empty paper trays of ballot stock paper and lock up.
Pack up the Tablets and Printers in their cases, be sure to put the right Tablets into the right cases.
Seal Tablet cases with Green Zipper seals found inside each Tablet Case.
- Log off and power down the Ballot-on-Demand Printer and Laptop, lock up laptop.
- Log off and shut down Voter Check-In Laptops, lock up laptops.
- Break seal on the outside ballot box and put the contents into Blue zipper envelope.
- Collect the following items and put them in Yellow zipper envelope:
 - Signed Voter Information Sheets
 - Blue Curbside Voter Forms
 - Payroll
 - Voter Incident Reports
 - List of Assisted Voters
 - Any ballot turned in after 8pm clearly marked that it is too late

You do not need to fill out the nightly inventory sheet on Election Night!



Santa Cruz County Clerk/Elections

Final Take Down and Clean Up

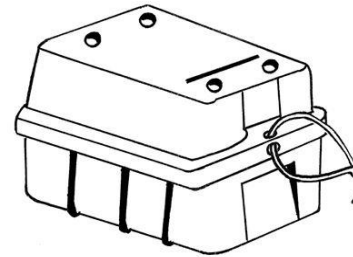
- Lock up Tablet Activation Cards, laptops, and all ballot paper
- Place any table materials in Red Suitcase
- Take down all inside signs and store in Red Suitcase
- Unplug electronics & put cords back in boxes
- Take down all mitigation equipment
- Bring all outdoor signs inside and store neatly in Red Suitcase
- Break down voting booths and stack neatly



Santa Cruz County Clerk/Elections

Final Return Election Night – Lead + 1 Clerk

- Inside Ballot Box/es with ballots inside – still sealed
- Blue zipper envelope with ballots from the outside drop box
- Pink zipper envelope with cancelled/spoiled ballots
- Yellow zipper envelope with:
 - Signed Voter Information Sheets
 - Blue Curbside Voter Forms
 - Payroll
 - Voter Incident Reports
 - List of Assisted Voters
 - Any ballots turned in too late
 - Completed Nightly Checklist
 - Use white snap seal, found in small Orange Zipper envelope, to seal Yellow Zipper Envelope
- Small orange zipper envelope with keys and passcodes
- The lead will be assigned a drop off location





Santa Cruz County Clerk/Elections

Need help closing???



Call 831-454-3081

Please make sure you
clean up and leave the
Voting location in good
condition!



Santa Cruz County Clerk/Elections

Congratulations! You did it!



Time for some well-deserved rest and relaxation!



Santa Cruz County Clerk/Elections

Thank you!

You are Democracy Warriors!

Thank you so much for staffing our voting locations.

Take care of yourself. Stay hydrated. Get plenty of sleep. Nourish your body, mind and soul.



XO *Tricia*



If you have any questions about your assignment or about this training, please contact Lynn Stipes at 831-454-2416, lynn.stipes@santacruzcounty.us