



## COUNTY OF SAN LUIS OBISPO OFFICE OF THE CLERK-RECORDER

*Elaina Cano - County Clerk Recorder*

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### **ADOPT-A-POLL PROGRAM**

The Adopt-A-Poll (AAP) program serves three very important functions:

- It improves service to voters by increasing the number of committed precinct workers on Election Day.
- It helps maintain the integrity of the elections process by providing training and support to AAP volunteers.
- It offers local organizations the opportunity to **raise funds** while providing a **vital service** to their community.

It is also a wonderful team-building experience and also provides participants with a great feeling of civic pride!

By organizing a group of dedicated volunteers, your group will “adopt” a local precinct on Election Day, meaning that your group will be assigned to staff an entire poll (or serve as a Precinct Board, as it is formally known). If you’re fortunate enough to have lots of willing volunteers, you can even adopt more than one poll.

On average, an organization can earn about \$600 per precinct that they adopt. Not only can you raise money, but you can share news of your group’s participation in the program with the greater community.

We have had great success with this program and know that the money earned is put to good use by many deserving community organizations. We also rely on these dedicated volunteers to bolster our efforts on Election Day. So thank you!

## Guidelines For an Adopt-A-Poll (AAP)

➤ **Everyone working at your precinct must be on a list in our office.**

No one can work without prior notification to the Elections Office.

Regulations require that we document and file the names of volunteers. Prior notification also ensures that we do not inadvertently assign one of your AAP workers to a different poll.

➤ **We need an application on file with your current information.**

It is important that we get an updated application for every participating organization prior to each election, and each poll worker must submit an individual application as well.

➤ **Everyone scheduled to work at an AAP must attend a training session.**

It will be mandatory for all AAP precinct workers to attend at least one clerk training. This will ensure that all precinct workers will be receiving the same accurate instruction. Your organization will receive \$20 for each precinct worker who attends training and works on Election Day. However, if a precinct worker attends training but does not work on Election Day, you will not be compensated for their attendance at training.

➤ **Working at least a 3-hour shift is required, but 5 hours is preferred.**

You must always have at least 3 clerks and an Inspector on site. We will pay for up to 4 clerk positions and 1 Inspector at each poll; please note that this is regardless of how many individuals you have attend training or who work on Election Day (i.e., having 10 individuals covering the shifts of 4 clerk positions and 1 Inspector does not increase the amount of money earned; it only eases the time commitment of each individual).

### **Our office provides:**

- training and compensation for training
- all materials needed for your precinct's operation

## **Next Steps**

To be considered for an Adopt-a-Poll, please fill out and sign the application on page 4 and return it to us with a copy of your most current W-9.

Once your organization has been approved, you will be notified of your assigned location. We will do our best to assign you to your preferred location.

It takes our office approximately six weeks after an election to process the checks, so we need to have the exact name and address of where we will be mailing the check in December or January of 2025. Your organization will receive one check that includes compensation for all of your volunteers' time.

It is also important to have your poll workers sign the attendance sheet at training as well as on Election Day. Our office sends out the checks only after ALL the groups have completed their attendance sheets. If any worker does not sign in at a training but works Election Day, we are unable to pay for them.

Please make copies of pages 5-6 and distribute to anyone who will be working on Election Day. Make sure to remind them to list the organization they will be working with. Several of our participating organizations have more than one chapter, so we will need that detail as well (if applicable).

All training sessions will take place during the week of October 21. We will send out the training schedule in September, and we will include with that schedule a link to sign up for a specific session.

An Adopt-A-Poll can be a lot of work, but what fundraiser isn't? We truly appreciate all the time and effort that you put into making this program possible.

# Application for your organization to participate in the Adopt-A-Poll (AAP) Program

Please be sure to update this information every election.

You are required to provide us with a list of those who will be working at the polling place. Please include a tentative list with this application. This will help us, so we do not double-assign a poll worker as an individual and an AAP worker. We will need the finalized list approximately two weeks prior to Election Day.

Please note: All individuals must also have an application on file with us. That application can be found online at [slovote.com/precinctworkers](https://slovote.com/precinctworkers).

NAME OF ORGANIZATION \_\_\_\_\_

CHAPTER/CITY \_\_\_\_\_ EIN # \_\_\_\_\_

CONTACT PERSON

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

ORGANIZATION MAILING ADDRESS

Organization \_\_\_\_\_

C/O \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_, CA Zip code \_\_\_\_\_

Preferred polling location or area \_\_\_\_\_

We will do our best to assign you to your preferred location.

Do you want more than one polling place? It is strongly recommended that if this is your first year as an AAP that you only have one. How many? \_\_\_\_\_

I have read the guidelines for the Adopt-A-Poll Program, and I will be the President of the Organization for the November 5, 2024, Presidential General Election (please note if your term will expire before this election):

Signature \_\_\_\_\_

**Once you have agreed to participate, we are depending on you for Election Day. If there is a change in circumstances that does not allow your organization to participate, please notify us IMMEDIATELY by calling (805) 781-4989.**

## Guidelines for an Adopt-A-Poll Precinct Worker

As an Adopt-A-Poll worker you will be required to attend at least one training session. Your organization will be paid \$20 for each person that attends the training **only if you work Election Day**. (Please note that your organization will receive this compensation for up to 5 individuals per precinct, regardless of how many people attend training and work on Election Day.)

- All workers must be registered to vote in California or be a legal permanent resident in the State of California.
- Each polling place **must be staffed with one Inspector for the entire day**. The Inspector will take breaks and lunch/dinner times, but it is preferred that the Inspector stay on-site, or is off-site only briefly and available by phone. During that time the Inspector needs to appoint a person to be in charge.

As a poll worker you are asked to dress in neat, casual, and comfortable attire. You may wear a shirt with your organization name or logo on it. You MAY NOT wear anything of a political nature.

Keep in mind, you are representing not only your organization, but the County of San Luis Obispo as well.

No political talk is allowed either between co-workers or with voters. Be sure that any reading material you bring and/or your vehicle has nothing on it that could be considered as political in nature.

Be sure to bring any food or medications that you might need throughout the day. Remember that this is the Central Coast and the weather changes. Additionally, your polling place might have an accessibility requirement to leave the door propped open, so please dress accordingly. Layering your clothes is a good way to be ready for any temperature conditions.

# Application to be an Adopt-A-Poll Worker

To be completed by each individual participating

## ORGANIZATION INFORMATION

Organization you will be working with \_\_\_\_\_

Contact person for the organization \_\_\_\_\_

Contact person telephone \_\_\_\_\_

Contact person email \_\_\_\_\_

## POLLWORKER INFORMATION

Name \_\_\_\_\_

***Please use the name that you used on your voter registration and not a nickname.***

Address \_\_\_\_\_

Mailing address, if different \_\_\_\_\_

Phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Email \_\_\_\_\_

***If you rarely check your email, please note that.***

Are you a registered voter in the State of California or a permanent legal resident of the United States? Yes\_\_\_No\_\_\_

Other than English, list languages that you speak fluently: \_\_\_\_\_

If you are unable to serve, please let your organization leader know as soon as possible so they can fill your position.

If you have any questions or concerns, please feel free to call 805-781-4989 or email [precinctworker@co.slo.ca.us](mailto:precinctworker@co.slo.ca.us). It will be our pleasure to speak with you and address any questions or concerns. Please understand we do get busy, and we will try to get back to you as quickly as possible. If it is an urgent matter, please state so in your message.

I have read and understand the requirements and duties of an AAP.

Initial\_\_\_\_\_

Please return this application by email to [precinctworker@co.slo.ca.us](mailto:precinctworker@co.slo.ca.us) or mail it to SLO County Elections, 1055 Monterey St., Ste. D120, SLO, CA 93408.