

# SERVICE CLUB INFORMATIONAL PACKET



PLACER COUNTY ELECTIONS

## About the program

Service clubs are assigned to one of the many polling places in Placer County and are fully responsible for providing the staff for their assigned precinct(s) with members from their club or organization. Placer County has been honored to work with over 20 different clubs and organizations throughout the County to help staff polling places on Election Day. Volunteering your club is a great way to get involved, give back to the community, and an excellent fundraising opportunity!



## Who can participate?

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

## What are the qualifications?

Service clubs must provide a minimum of 5 members (per precinct) who are committed to serve as Poll Workers on Election Day.

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

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

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## PLACER COUNTY ELECTIONS

### Staffing your precinct board

- ★ Service clubs are fully responsible for staffing their own precinct board(s) with members from their club or organization. Service clubs must have a minimum of 5 committed members per precinct. Each precinct board consists of an Inspector, a Judge and 3 -5 Clerks. You can find detailed information about each position on our website.
- ★ Service clubs are welcome to staff more than one precinct if the club has lots of members eager to serve. Staffing multiple precincts equal more money for your club, but keep the following points in mind...
- ★ Service clubs must provide one Inspector and one Judge for each precinct that the club is responsible for staffing. Inspectors and Judges are not permitted to work in shifts and must commit to working the entire day; approximately 6:00 a.m. - 10:00 p.m. However, service club Clerks are permitted to work in shifts as long as there are always at least 3 clerks present during voting hours.
- ★ Service clubs are responsible for replacing workers if a member cancels or is not able to serve, so we encourage service clubs to ensure they have enough members to provide backups if necessary.

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### Poll Worker duties

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

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### Training

- ★ Training is required for all service club members serving as Inspector or Judge.
- ★ Training is required for all service club members serving as first time Clerks in Placer County.
- ★ Training is not required, yet highly encouraged, for service club members serving as Clerks who have previously served as Poll Workers in Placer County.
- ★ Service clubs will receive training pay for up to 6 clerks if staffing a single precinct, and up to 8 clerks if staffing multiple precincts.
- ★ Training lasts approximately 3-4 hours. Specific information regarding training dates, times, and locations will be made available approximately 4-6 weeks prior to each election.



# SERVICE CLUB RESPONSIBILITIES



- ★ Make sure all members planning to serve meet all of the qualifications to be a poll worker in the state of California.  
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- ★ A contact information form must be completed for each member planning to serve and must be submitted to the Elections Office prior to the election.  
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- ★ Must have a minimum of 5 members per precinct committed to serving on Election Day.  
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- ★ Only 1 Inspector and 1 Judge per precinct. Inspectors and Judges are not permitted to work in shifts and must serve the entire day (breaks excluded).  
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- ★ Service clubs are responsible for finding their own replacement workers in the event that a member cancels or is unable to serve.  
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- ★ Dress appropriately and comfortably. No tank tops, shorts, torn clothing, or flip flops. No political or offensive slogans of any kind (clothing, buttons, hats, stickers etc.)  
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- ★ Inspectors, Judges and first time clerks in Placer County are required to attend training prior to each election, no exceptions.  
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- ★ Service clubs are responsible for arranging their own break times. The Inspector, Judge or a Rover must be present at all times. Please note, meals are not provided. Bring snacks and beverages to last throughout the day.  
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- ★ Call the Elections office at (530) 886-5650 immediately if your club is no longer available to serve on Election Day.



# SERVICE CLUB STIPEND INFORMATION



Service clubs will be issued one cumulative check containing all stipend amounts combined. The pay stub will reflect total pay for one Inspector, one Judge, and three to four Clerks. Amounts will be broken down into base pay, mileage pay, and training pay. Please note that these amounts are subject to change at any time. Checks will be mailed 6 - 8 weeks after the election and will be made out and sent to the payee information provided on your application.

### BASE PAY

Inspectors: \$93  
Judges: \$73  
Clerks: \$58

### MILEAGE PAY

Inspectors: \$42  
Judges: \$42  
Clerks: \$42

### TRAINING PAY

Inspectors: \$25  
Judges: \$25  
Clerks: \$25

- **Base Pay:** Service clubs will be paid for 1 Inspector, 1 Judge and up to three Clerks for each precinct; plus 1 additional clerk if staffing multiple precincts.
- **Mileage Pay:** Service clubs will be paid mileage pay for up to 5 workers for each precinct; plus 1 additional worker if staffing multiple precincts.
- **Training Pay:** Service clubs will be paid for up to 6 Clerks to attend training; plus 2 additional clerks if staffing multiple precincts.

### Single Precinct Stipend Chart for Service Clubs

	<u>Base + Mileage</u>	<u>Total</u>	<u>Training</u>	
Inspector	93 + 42 =	135	+ 25	} <b>Mandatory</b> training for Inspectors and Judges
Judge	73 + 42 =	115	+ 25	
Clerk	58 + 42 =	100	+ 25	} Up to 6 Clerks paid for training
Clerk	58 + 42 =	100	+ 25	
Clerk	<u>58 + 42 =</u>	<u>100</u>	+ 25	
Clerk			+ 25	
Clerk			+ 25	
Clerk			+ <u>25</u>	
<b>Subtotal:</b>	340 + 210 =	550	+ 200 =	<b>\$750 Total</b> (if at least 6 Clerks attend training)

### Multiple Precinct Stipend Chart for Service Clubs

	<u>Base + Mileage</u>	<u>Total</u>	<u>Training</u>	
Inspector	93 + 42 =	135	+ 25	} <b>Mandatory</b> training for Inspectors and Judges
Judge	73 + 42 =	115	+ 25	
Clerk	58 + 42 =	100	+ 25	} Up to 8 Clerks paid for training
Clerk	58 + 42 =	100	+ 25	
Clerk	58 + 42 =	100	+ 25	
Clerk	<u>58 + 42 =</u>	<u>100</u>	+ 25	
Clerk			+ 25	
Clerk			+ 25	
Clerk			+ 25	
Clerk			+ <u>25</u>	
<b>Subtotal:</b>	398 + 252 =	650	+ 250 =	<b>\$900 Total</b> (if at least 8 Clerks attend training)



# FREQUENTLY ASKED QUESTIONS



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

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

**Email:** [placer\\_precints@placer.ca.gov](mailto:placer_precints@placer.ca.gov) **Mail:** PO Box 5278 Auburn, CA 95604

**Fax:** 530-886-5688 **In Person:** 2956 Richardson Dr. Auburn, CA 95603

**Please note:** Submitting an application does not guarantee placement.

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

It is a good idea to read through this packet as information could have changed. We also recommend submitting a new application for each election to ensure our office has the most accurate and up to date information for your club.

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## **How much/when will the service club be paid?**

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

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

Yes and no. The Inspector and Judge must remain the same 2 people and are not permitted to work in shifts. Inspectors and Judges must commit to working the entire day; approximately 6:00 a.m. - 10:00 p.m. Clerks are allowed to work in shifts, but there must always be at least 3 clerks present while voting is open. If your club is planning to have Clerks work in shifts, make sure you have enough members to provide backups in the event that someone cancels or is not able to serve.

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## **Can our club staff multiple precincts?**

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

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## **Where will our club be assigned to work?**

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

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

Training is required for all Inspectors, Judges and first time clerks in Placer County. For service clubs staffing one precinct, up to 6 Clerks will be paid for attending training; for service clubs staffing multiple precincts, up to 8 clerks will be paid for attending training. All members of your club are welcome and encouraged to attend training!

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

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



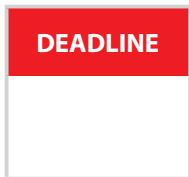
# SERVICE CLUB APPLICATION



PLACER COUNTY ELECTIONS OFFICE

Please print legibly

C O N T A C T	<b>Official Name of Service Club:</b>	
	<b>Contact Name:</b> (This will be the Elections Office primary contact person for the above named club/organization)	
	<b>Contact Address:</b>	
	<b>City / State:</b>	<b>Zip Code:</b>
	<b>Mailing Address:</b> (If different than above)	
	<b>City / State:</b>	<b>Zip Code:</b>
	<b>Contact Phone Number:</b>	<b>Alternate Number:</b>
<b>Contact Email:</b>		
P A Y E E	<b>Payee Name:</b> (This is who all stipend checks will be made out to)	
	<b>Payee Address:</b> (This is the address all stipend checks will be mailed to)	
	<b>City / State:</b>	<b>Zip Code:</b>
	<b>Payee Phone Number:</b>	<b>Alternate Number:</b>
	<b>Payee Email:</b>	
R E A D & S I G N	Please read the following service club responsibilities and sign below. If you have any questions, contact the Elections Office.	
	★ I understand that if any of the above contact information changes, it is the service club's responsibility to fill out a new application and submit it to the Elections Office.	
	★ I understand that it is the service club's responsibility to ensure that all members of the club, who are planning to serve, meet all the requirements to be a poll worker in the state of California.	
	★ I understand that it is the service club's full responsibility to staff their assigned precinct(s) and provide the Elections office with a contact information sheet for each member planning to serve.	
	★ I understand that the service club must have a minimum of 5 participants and that it is the club's responsibility to provide replacements if a member cancels or is not able to serve.	
	★ I understand that Inspectors, Judges and first time Clerks in Placer County must attend a mandatory training prior to each election.	
	★ I understand that the service club will receive one cumulative stipend check and that checks will be mailed 6-8 weeks after the election to the payee information provided above.	
	★ I understand that submitting this application does not guarantee placement.	
<b>Signature</b> _____ <b>Date</b> _____		
<b>Print Name</b> _____		



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

**Placer County Elections Office**  
 2956 Richardson Dr. Auburn, CA 95603  
 PO BOX 5278 Auburn, CA 95604

**Fax:** (530) 886-5688

**E-mail:**

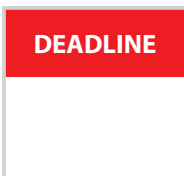
[placer\\_precincts@placer.ca.gov](mailto:placer_precincts@placer.ca.gov)

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

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

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

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



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