

Poll Worker Availability Form

To help us to honor your requests, please return this form as soon as possible.

Please Print Clearly

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____

We will only use your email for Poll Worker correspondence.

Are you available to work **Tuesday, June 7, 2022**? Yes No

Are you available to work **Tuesday, November 8, 2022**? Yes No

Have you worked at a multi-day Voter Service Center before? Yes No

If yes, where and when? _____

Position Preference (position descriptions on back of this page):

- Lead 10– Person in charge for all 11 days at a VSC
- Lead 4– Person in charge Saturday, Sunday, Monday, and Tuesday (Election Day) at a VSC
- VC Clerk 10 – all 11 days at a VSC
- VC Clerk 4 – Saturday, Sunday, Monday, and Tuesday at a VSC
- VC Clerk 2 – Monday and Tuesday only at a VSC
- VC Clerk 1 – Election Day only at a VSC
- VC Clerk Other – Please check days you are available:
 - Saturday Sunday Monday Tuesday Wednesday Thursday Friday
 - Saturday Sunday Monday Tuesday (Election Day)

Polling Site Preference _____ Co-Worker Preference _____

Do you speak Spanish? Yes, fluently Some, basic understanding No

Please remove my name from the Poll Worker file. I no longer wish to serve.

Please return this form as soon as possible using any of the following methods:

Mail: County Clerk/Elections
Attn: Lynn Stipes
701 Ocean St. Room 310
Santa Cruz, CA 95060

FAX: (831) 454-2445

Email: pollworker@votescount.com

You will not be paid for training classes if you do not work Election Day.

Assignment letters and training schedules will be mailed 4-6 weeks before each election. Training will be held in the month prior to each election.

All Poll Workers are expected to arrive one hour before the center opens on the first day a center is open and one-half hour before opening on all other days. In addition, you should expect to stay after closing each night to ensure all items are secure and the days ballots are packed and ready for the Lead, and one other person, to return to the designated location.

Hours – Polling locations will be open from the Saturday 10 days before Election Day through Election Day the following hours:

- Saturdays & Sundays 9am to 5pm
- Monday through Friday 8am to 5pm
- Tuesday, Election Day 7am to 8pm

Job Descriptions:

Lead –

- Attend training.
- Contact your assigned clerks before Election Day to confirm their assignments.
- Work 6am until about 10pm on Tuesday, Election Day.
- Act as person in charge of assigned Voter Service Center for all four days.
- Set up the VSC in time to be ready to open the doors at the correct time each day.
- Return ballots and other election materials each night.
- Have reliable, private transportation.

VSC Clerk 4 and VSC Clerk 10-

- Attend training.
- Work 6am until about 10pm on Tuesday, Election Day.
- Work assigned hours on days leading up to Election Day.
- Check in and assist voters.
- Help set up before opening each day.
- Help close and pack up at the end of each night.

VSC Clerk 2 -

- Attend training.
- Work 6am until about 10pm on Tuesday, Election Day.
- Work 730am to 530pm on Monday the day before Election Day.
- Check in and assist voters.
- Help set up before opening each day.
- Help close and pack up at the end of each night.

VSC Clerk 1 –

- Attend training.
- Work 6am until about 10pm on Election Day.
- Check in and assist voters.
- Help set up before opening on Election Day.
- Help close and pack up at the end of the night.