March 20, 2019

County Clerk/Registrar of Voters (CC/ROV) Memorandum #19028

TO: All County Clerks/Registrars of Voters

FROM: /s/ Mike Somers
             Elections Analyst

RE: Bilingual Poll Worker Survey and Reporting Instructions

Assembly Bill (AB) 918, the California Voting for All Act, which provides expanded language access requirements, primarily under Elections Code section 14201, came into effect. Requirements under this section have been detailed in several CCROV advisories: CCROV #17418, Language Requirements: 14201, Language Minority Determinations and CCROV #18051, AB 918: Expanded Vote-by-Mail, Ballot Translations, and Posting Requirements.

Section 12303(c)(2)(A) requires that within 150 days following each statewide general election, counties must provide the Secretary of State's Office a report of bilingual poll worker recruitment, including the number of bilingual poll workers recruited that are fluent in each of the languages as described in the Voting Rights Act (VRA) Sections 203 and 14201.

The Secretary of State's Office, in consultation with the State Language Accessibility Advisory Committee (LAAC), have developed a standardized reporting form to allow counties to easily and quickly report this required information.

Please complete this document no later than April 3, 2019.

After completion, please email this form to msomers@sos.ca.gov. The Secretary of State's Office anticipates releasing a report based on the results of this survey by April 30, 2019. If you have any questions, please contact me at (916) 695-1563 or msomers@sos.ca.gov.

Instructions to Complete Bilingual Poll Worker Survey Document

The Bilingual Poll Worker Recruitment Survey is designed to gather information about the practices and procedures counties are currently using to recruit bilingual poll workers. Please use the electronic form to complete your response. The electronic document has been designed to assist you in completing the survey and make it easy to fill out. Please refer to the instructions below. Should you have any additional questions please call me at (916) 695-1563.

Page 1 - Language List

The first page of the survey asks you to list the languages that were served using bilingual poll workers for the November 6, 2018, General Election. After entering the language in the appropriate box the form will automatically fill in that entry into one of the detail sections later in the survey and fill in "N/A" for any sections that won't be completed. There will be more detail pages than languages you serve. You do not need to complete detail sections with "N/A" in them.

Pages 2 to 8 - Language Service Details

These pages ask for details regarding the recruitment of bilingual poll workers for each specific language. The language and type of mandate sections will be automatically filled in based on the entries from page 1. There may be more pages than languages you serve. Do not complete sections that say "N/A."

#	Details of Bilingual Service Provided for:	Filled in Automatically		These cells will fill automatically from answers on page 1.
	Type of Mandate	State, Section 14201		
#	Question		Number of Workers	
1	Number of bilingual poll workers recruited for Election Day?			Enter number of workers recruited in these cells.
2	Number of bilingual poll workers that showed on Election Day?			
3	Number of bilingual Legal Permanent Residents recruited to volunteer?			
4	Number of bilingual student volunteers recruited?			
5	What type and how many other bilingual volunteers were recruited?			If you recruited other types of workers/volunteers, enter the type and number here.
	A	(Enter type here)		
	B	(Enter type here)		
	C	(Enter type here)		

Pages 9 to 10 - Alternative Solution and Other Details

These pages offer the opportunity to describe any alternative methods your county used to provide language services to voters. Please be as descriptive as possible. We are also requesting information about the number of these solutions deployed. For example, if you used tablets with Facetime installed as an alternative service for polling places that didn't have bilingual workers, please enter how many tablets were deployed to provide this service. Finally, on page 10 you can fill in any additional details about your recruitment of bilingual poll workers not captured in the earlier portions of this form.

Thank you.

Attachments
Bilingual Poll Worker Survey Form

2019 Bilingual Poll Worker Recruitment Survey

County	
Survey Completed by:	
Email address:	

Please complete this survey regarding your recruitment of bilingual poll workers and language access services provided for the November 6, 2018 General Election. Start by entering the name of each language bilingual pollworkers were recruited to serve. Then fill out the details regarding that recruitment on the following pages. The name of the language will fill in automatically in the details section below. Finally, the last two pages allow for a description of additional language services other than bilingual poll workers or if you have more details to provide about your recruitment processes.

List of Languages Served

#	Language Name	Type of Mandate
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

2019 Bilingual Poll Worker Recruitment Survey

County	

	Details of Bilingual Service Provided for:	N/A
	Type of Mandate	N/A

#	Question	Number of Workers
1	Number of bilingual poll workers recruited for Election Day?	
2	Number of bilingual poll workers that showed on Election Day?	
3	Number of bilingual Legal Permanent Residents recruited to volunteer?	
4	Number of bilingual student volunteers recruited?	
5	What type and how many other bilingual volunteers were recruited?	
	A	(Enter type here)	
	B	(Enter type here)	
	C	(Enter type here)	

	Details of Bilingual Service Provided for:	N/A
	Type of Mandate	N/A

#	Question	Number of Workers
1	Number of bilingual poll workers recruited for Election Day?	
2	Number of bilingual poll workers that showed on Election Day?	
3	Number of bilingual Legal Permanent Residents recruited to volunteer?	
4	Number of bilingual student volunteers recruited?	
5	What type and how many other bilingual volunteers were recruited?	
	A	(Enter type here)	
	B	(Enter type here)	
	C	(Enter type here)	

2019 Bilingual Poll Worker Recruitment Survey

County	

	Details of Bilingual Service Provided for:	N/A	
	Type of Mandate	N/A	

#	Question	Number of Workers
1	Number of bilingual poll workers recruited for Election Day?	
2	Number of bilingual poll workers that showed on Election Day?	
3	Number of bilingual Legal Permanent Residents recruited to volunteer?	
4	Number of bilingual student volunteers recruited?	
5	What type and how many other bilingual volunteers were recruited?	
	A	(Enter type here)	
	B	(Enter type here)	
	C	(Enter type here)	

	Details of Bilingual Service Provided for:	N/A	
	Type of Mandate	N/A	

#	Question	Number of Workers
1	Number of bilingual poll workers recruited for Election Day?	
2	Number of bilingual poll workers that showed on Election Day?	
3	Number of bilingual Legal Permanent Residents recruited to volunteer?	
4	Number of bilingual student volunteers recruited?	
5	What type and how many other bilingual volunteers were recruited?	
	A	(Enter type here)	
	B	(Enter type here)	
	C	(Enter type here)	

2019 Bilingual Poll Worker Recruitment Survey

County		

	Details of Bilingual Service Provided for:	N/A
	Type of Mandate	N/A

#	Question	Number of Workers
1	Number of bilingual poll workers recruited for Election Day?	
2	Number of bilingual poll workers that showed on Election Day?	
3	Number of bilingual Legal Permanent Residents recruited to volunteer?	
4	Number of bilingual student volunteers recruited?	
5	What type and how many other bilingual volunteers were recruited?	
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	B	(Enter type here)	
	C	(Enter type here)	

	Details of Bilingual Service Provided for:	N/A
	Type of Mandate	N/A

#	Question	Number of Workers
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	B	(Enter type here)	
	C	(Enter type here)	

2019 Bilingual Poll Worker Recruitment Survey

County	

	Details of Bilingual Service Provided for:	N/A	
	Type of Mandate	N/A	

#	Question		Number of Workers
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	Details of Bilingual Service Provided for:	N/A	
	Type of Mandate	N/A	

#	Question		Number of Workers
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2019 Bilingual Poll Worker Recruitment Survey

County	

	Details of Bilingual Service Provided for:	N/A
	Type of Mandate	N/A

#	Question	Number of Workers
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	Details of Bilingual Service Provided for:	N/A
	Type of Mandate	N/A

#	Question	Number of Workers
1	Number of bilingual poll workers recruited for Election Day?	
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	B	(Enter type here)	
	C	(Enter type here)	

2019 Bilingual Poll Worker Recruitment Survey

County	

Please provide details about any other language access services provided at voting locations including remote translations, 3-party telephonic translations, or others.

Languages Served using alternative methods	

	Description of each alternative method of language access service provided. Please include the reason this alternative method was selected.	Number of Pieces of Equipment Deployed and/or Number of People Providing Service
1		
2		
3		
4		

2019 Bilingual Poll Worker Recruitment Survey

County

Please use this space to describe any additional details regarding your recruitment of bilingual poll workers or language services provided.