



Shirley N. Weber, Ph.D. California Secretary of State Elections Division

1500 11th Street, 5th Floor | Sacramento, CA 95814 | 916.657.2166 | elections@sos.ca.gov

December 20, 2024

County Clerk/Registrar of Voters (CC/ROV) Memorandum #24234

TO: All County Clerks/Registrars of Voters

FROM: /s/ Victoria Estrada
Language Access Coordinator

RE: Bilingual Poll Worker Survey and Reporting Instructions

Pursuant to Elections Code section 12303(c)(2)(A), please complete the attached survey related to your county's bilingual poll worker recruitment for the November 2024 General Election, including the number of bilingual poll workers recruited that are fluent in each language as described in the federal Voting Rights Act (VRA) Section 203 and Elections Code section 14201.

Please provide your responses to the survey to translations@sos.ca.gov no later than January 10, 2025.

Instructions to Complete the Bilingual Poll Worker Survey

The Bilingual Poll Worker Recruitment Survey is designed to gather information about the practices and procedures counties use to recruit bilingual poll workers. Please use the electronic form to complete your response. This form will assist you in completing the survey quickly and easily. Please refer to the instructions below. If you have any questions regarding the survey.

Page 1 – Language List

For the first page of the survey, please list all the languages that your county served through bilingual poll workers for the November 5, 2024, General Election. After entering the language and the type of mandate in the appropriate boxes, the form will automatically fill in that information into the corresponding details

section. For any sections that will not be used, “N/A” will be displayed. For most counties, there will be more details sections than languages your county serves. You do not need to complete the sections where the language is marked “N/A”.

| 2024 November Bilingual Poll Worker Recruitment Survey | | |
|---|--------------------------|----------------------|
| County: | Select a County | |
| Name of person this survey was completed by: | | |
| Email address of person completing this survey: | | |
| Please complete this survey regarding your recruitment of bilingual poll workers and language access services provided for the November 5, 2024, General Election. Start by entering the name of each language bilingual poll workers 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) | ← Enter the language(s). | Select a Mandate VRA |
| 2) | | Select a Mandate VRA |

Use the drop down menu to select a county.

Enter your contact information.

Use the drop-down menu to select VRA, 14201, or Other.

Pages 2 to 7 – Language Service Details

These pages will ask for details regarding the registration of bilingual poll workers for each specific language. The language and type of mandate sections are automatically filled in based on the entries from page 1. There may be more pages than languages you serve. Please do not complete the sections where the language is marked “N/A”.

| 2024 November Bilingual Poll Worker Recruitment Survey | | |
|--|--|-------------------|
| County: | Select a County | |
| | Details of Bilingual Service Provided for: | |
| | Type of Mandate: | Select a Mandate |
| # | Question | Number of Workers |
| 1 | Total number of bilingual poll workers signed up for Election Day? | |
| 2 | Total number of bilingual poll workers that served on Election Day? | |
| 3 | Average number of bilingual poll workers that served at each vote center/polling location on Election Day? | |
| 4 | Average number of bilingual poll workers that served at each vote center during Early Voting? (If applicable.) | |
| 5 | Total number of bilingual Legal Permanent Residents that signed up to volunteer? | |
| 6 | Total number of bilingual students that signed up to volunteer? | |

These cells will automatically populate from the responses provided on page 1.

Enter the number of workers who signed up and served in these cells.

Pages 8 to 9 – 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 your county used tablets with Facetime installed as an alternative service for polling places that did not have bilingual workers, please describe how many tablets were available to provide this service at each location. Finally, on page 10, we request for you to fill in any additional details about your recruitment of bilingual poll workers not captured in the earlier portions of this survey.

If you have any questions, please contact me at (916) 695-1444 or vestrada@sos.ca.gov.

Thank you.

Attachments
2024 November Bilingual Poll Worker Recruitment Survey

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List of Languages Served

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|----|---------------|------------------|
| 1 | | Select a Mandate |
| 2 | | Select a Mandate |
| 3 | | Select a Mandate |
| 4 | | Select a Mandate |
| 5 | | Select a Mandate |
| 6 | | Select a Mandate |
| 7 | | Select a Mandate |
| 8 | | Select a Mandate |
| 9 | | Select a Mandate |
| 10 | | Select a Mandate |
| 11 | | Select a Mandate |
| 12 | | Select a Mandate |

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2024 November Bilingual Poll Worker Recruitment Survey

County:

What other language(s) outside of the county's required VRA/14201 languages were recruited for? What were the determining factors behind your county's decision to provide bilingual poll workers outside of your county's required language(s).

Total number of bilingual poll workers that were recruited in the language.

1

2

3

4

2024 November Bilingual Poll Worker Recruitment Survey

County:

Languages Served using
alternative methods

Description of each alternative method of language access service provided.

1

2

3

4

2024 November Bilingual Poll Worker Recruitment Survey

County:

Supplementary Questions:

a. Are there any minimum requirements that the bilingual poll workers must obtain to become a bilingual poll worker for your county?

b. What are best practices that your county has found successful when recruiting bilingual poll workers?

c. What are some challenges that your county has faced when recruiting bilingual poll workers?