

# **DOCUMENT 3**

**Emphasis Added By Grand Jury's Underscoring**

## POLL WATCHERS

1. Teams of two volunteers per shift should be assigned to monitor each polling place from opening to closing. Volunteer teams work in shifts. Each polling place must be covered throughout voting hours.
2. Each volunteer (2) at a polling place must have a list of the voters targeted as YES voters. As shifts change, the same two voter lists are passed along to the succeeding shifts.
3. As each voter arrives at the site and calls off his/her name, the name is checked off the probable YES voter list registered at that polling place. Thus, at each polling place there will be two up-to-the-minute lists of probable YES voters who have voted.
4. Beginning at 3:30 p.m., one of the two volunteers will drive one of the lists to the watch center with the list of those probable YES voters who have and have not voted. The volunteer remaining at the polling place continues to check off names as voters arrive.
5. Volunteer phone callers at the election watch center check to see which probable YES voters have not voted and begin calling at 4 p.m.
6. Beginning at approximately 7 p.m., volunteers at polls should phone in names of voters until just minutes before the polls close. The school lines need to be open so that poll watchers can get through quickly, deliver the names of probable YES voters who have not voted, and return to poll watching. (The District is looking into the use of cellular phones to facilitate communications during this period.)

## ELECTION DAY POLL WATCHERS/RUNNERS GUIDELINES

On behalf of the school children of the Capistrano Unified School District, thank you for volunteering to serve as a poll watcher/runner. You will constitute a vital link between the phone bank in election headquarters and the action at the various polling places.

1. Arrive at the polls \_\_\_\_\_ one-half hour before you are  
(location)  
scheduled to work your shift. Those opening the polls should arrive at election headquarters one-half hour before the polls open. Be sure to bring an ID.
2. Pick up two sets of voter lists from \_\_\_\_\_ for the poll watch to which you are assigned. If you report directly to the polls for your shift, review the codes used to identify voters from the previous poll watcher.
3. At the conclusion of your shift, drive one copy of the voter list to the election headquarters. Transfer the data to a copy of the voter precinct lists. Make sure the information is transferred correctly so callers will be working from accurate data.

RETURN THE ORIGINAL POLL WATCHERS SHEET TO THE POLL TO WHICH YOU ARE ASSIGNED. GIVE ANOTHER TO YOUR REPLACEMENT.

Speed and timing are of the essence, especially as the day wears on.

4. Be careful not to say anything near a polling place which could be construed as "electioneering." This is illegal.
5. If you encounter any difficulty (car breakdown, etc.), contact the principal immediately so that help can be sent.

7. In the unlikely event you receive a very negative response, get out of the conversation as quickly and tactfully as you can. Draw a line through the voter's name (as if that person had voted) and write a few descriptive words in the margin which will help the next caller, e.g., "definite 'no' vote," "don't call again," etc.).

#### WHAT TO SAY

Use whatever wording is comfortable for you, but say something like this:

Hello, I'm Mrs. Smith, a volunteer for \_\_\_\_\_ School. I'm calling to remind you that today is Election Day, and we'd really appreciate your (or you and your husband's, or family's) support for Measure "A," our school facilities measure. (If appropriate: I hope you'll remind others in your family to vote, too.) The polls are open until 8 p.m. and your polling place is \_\_\_\_\_. Thank you."

#### TELEPHONE TIPS

1. Be prepared to tell a voter where to vote. Many people are not sure of their polling places. The polling place for all precincts will be posted in the Election Headquarters. With few exceptions, there is a phone station for each precinct and you will be dealing only with voters from a single precinct.
2. May 9 is a special election.
3. If a voter you contact says he/she has already voted, and your records indicate otherwise, don't argue. It may be that our records are in error or that the voter simply wants to get rid of you. Let it be; just say "thank you" and "good-bye."

#### PLEASE...

1. DON'T call anyone who's not on your list. We are only concerned with turning out the pro vote.
2. DON'T give up if there is no answer or if the line is busy. We will keep trying to reach the voters until about 7:30 p.m.
3. DON'T leave a message with a child, teen or babysitter. Speak only to the voter him/herself, as your message will be effective only if delivered first-hand. If you reach someone other than the registered voter, ask what time the voter is expected home and call back around that time.
4. PLACE a "P" next to his/her name once you have made contact with the voter and note the time. Call back a second time all voters who have not voted by 6 p.m. Repeated calls at frequent intervals can be annoying and can turn a "yes" vote into a "no" vote.

## ELECTION DAY PHONE CALLS

Hello, Mr. or Mrs. \_\_\_\_\_. I'm calling to remind you that today is Election Day, and we'd really appreciate your (or you and your husband's or your family's) support for Measure "A." (If appropriate: I hope you'll remind others in your family to vote, too.). The polls are open until 8 p.m.