

Traffic Clerk - Curbside Voting Quick Guide

Curbside Voting					
Voter	1. Uses Call Button or Calls Elections Office to request Curbside Voting.				
Curbside Clerk	2. Put on Orange Safety Vest.				
Curbside Clerk	3. Offer Voter mask if they are not already wearing one.				
Curbside Clerk	4. Ask Voter if they are dropping off VBM Ballot Envelope, needs a "Ballot to Go" or would like to vote a Live Ballot today. <ul style="list-style-type: none"> • If Voter is dropping off Vote by Mail Ballot go to the "Curbside Voter Dropping off Vote by Mail (VBM) Ballot" Section on this guide. • If the Voter wants a "Ballot to Go," continue with step 5. • If Voter would like to vote a "Live Ballot" today, continue with step 5. 				
Curbside Clerk	5. Issue the Voter a Curbside Voter Card				
Voter	6. Completes the Curbside Voter Card by checking the box for one of the options in section "A," printing their Name and Residence Address, and signing in the space provided. <ul style="list-style-type: none"> • If the Voter is a new registrant in Santa Barbara County, they do not need to check a box in section "A." 				
Curbside Clerk	7. If the Voter wants a "Ballot to Go" mark an "X" in the checkbox for "VBM" in the "For Check-In Clerk use Only" section on the bottom of the Curbside Voter Card.				
Curbside Clerk	8. Inform the voter you will return with their ballot.				
Curbside Clerk	9. Collect the Curbside Voting Materials. Instructions for the remainder of the process are on the clipboard in the supplies.				
Curbside Voter Dropping off Vote by Mail (VBM) Ballot					
Voter	1. Uses Call Button or Calls Elections Office requesting to drop off their VBM Ballot Curbside.				
Curbside Clerk	2. Put on Orange Safety Vest.				
Curbside Clerk	3. Verify Voter completed VBM Ballot Envelope: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Voter has Elections Office Issued VBM Ballot Envelope:</th> <th style="width: 50%; text-align: left;">Voter does NOT have Elections Office Issued VBM Ballot Envelope:</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Verify the Voter has signed and dated the envelope in the spaces provided • Verify the signature matches the name printed on the envelope. • Continue with Step 4. </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Provide Voter with a "Returned at the Polls" VBM envelope from the Voter Directional List zipper pocket. • Verify the Voter completes Section 2 of the envelope by signing and printing the date. • Verify the Voter completes Section 3 of the envelope by printing their birthdate, full name, and residence address. • Continue with Step 4. </td> </tr> </tbody> </table>	Voter has Elections Office Issued VBM Ballot Envelope:	Voter does NOT have Elections Office Issued VBM Ballot Envelope:	<ul style="list-style-type: none"> • Verify the Voter has signed and dated the envelope in the spaces provided • Verify the signature matches the name printed on the envelope. • Continue with Step 4. 	<ul style="list-style-type: none"> • Provide Voter with a "Returned at the Polls" VBM envelope from the Voter Directional List zipper pocket. • Verify the Voter completes Section 2 of the envelope by signing and printing the date. • Verify the Voter completes Section 3 of the envelope by printing their birthdate, full name, and residence address. • Continue with Step 4.
Voter has Elections Office Issued VBM Ballot Envelope:	Voter does NOT have Elections Office Issued VBM Ballot Envelope:				
<ul style="list-style-type: none"> • Verify the Voter has signed and dated the envelope in the spaces provided • Verify the signature matches the name printed on the envelope. • Continue with Step 4. 	<ul style="list-style-type: none"> • Provide Voter with a "Returned at the Polls" VBM envelope from the Voter Directional List zipper pocket. • Verify the Voter completes Section 2 of the envelope by signing and printing the date. • Verify the Voter completes Section 3 of the envelope by printing their birthdate, full name, and residence address. • Continue with Step 4. 				
Curbside Clerk	4. Complete the section of the Envelope titled "I authorize the person below to return my ballot" found on the back flap: <ul style="list-style-type: none"> • Print your name in the space provided for "Their name" • Sign your name in the space provided for "Their Signature" • Print "Poll Worker" in the space provided for "Relationship to Voter" 				
Curbside Clerk	5. Deposit the completed Vote by Mail Ballot sealed in a Vote by Mail Envelope in the blue Vote by Mail Bag at the Outside Ballot Reception Workstation.				

Curbside Voting Quick Guide (Start Here)

THE TRAFFIC CLERK HAS COMPLETED INITIAL STEPS USING CURBSIDE VOTING QUICK GUIDE LOCATED ON THE BACK OF THE CURBSIDE BINDER.

Curbside Clerk	1. Take Curbside Voter Card and Curbside Materials to an available Check-In Clerk.
Check-In Clerk	2. Completes the “For Check-In Clerk use only” Section on the bottom of the Curbside Voter Card & retrieves the correct ballot. <ul style="list-style-type: none"> • If the voter wants their “Ballot to Go” and they are not at the correct Polling Place see additional information in the Vote by Mail “Ballot to Go” Section below.
Check-In Clerk + Lead	3. Get the correct ballot, stub, and secrecy sleeve from the Check-In Clerk and clip it to the Voter Clipboard along with an “I Voted” Sticker from the Curbside Supplies.
Curbside Clerk + Lead	4. Wearing Orange Safety Vests, both the Curbside Clerk and Lead will take the Voting Materials to the Voter at their vehicle.
Curbside Clerk + Lead	5. Determine which process the Voter will need to vote and follow the steps provided below for the specified process.

Normal Process

MOST VOTERS WILL VOTE THE NORMAL PROCESS. IF THEY DO NOT FALL UNDER THE NORMAL PROCESS OR NORMAL PROCESS SPECIAL SITUATIONS THEY WILL NEED TO VOTE THE PROVISIONAL PROCESS.

- Using the Curbside Voter Card verify if the checkboxes are marked for Vote by Mail or ID Required. If neither box is checked, continue to Step 2.

Vote by Mail “Ballot to Go”	ID Required
Voter is at correct the polling place and requests their “Ballot to Go” to be returned later in a Vote by Mail Envelope by mail, drop box, or polling place. <ul style="list-style-type: none"> ▪ Check-In Clerk provides VBM return envelope with Voter Label adhered. ▪ Fold the ballot and place inside VBM return envelope and give to Voter. 	Has ID <ul style="list-style-type: none"> ▪ Go to Normal Process Special Situations.
Voter is not at correct polling place: <ul style="list-style-type: none"> ▪ Give voter the option to go to their correct polling place, or vote a Provisional Ballot here. ▪ If they want a Provisional Ballot, you will return to the Check-In Clerk to get the ballot. 	No ID <ul style="list-style-type: none"> ▪ Go to Provisional Process (on other side of clipboard).

- Offer Voter Assistance: **“Please let us know if you would like assistance marking your ballot.”**

Yes	<ul style="list-style-type: none"> ▪ Ask if they have someone with them to assist. If not, a Poll Worker must assist. ▪ If Voter requests assistance with marking their ballot, ensure the Assisted Voter Card in the Curbside Voting Packet is completed.
No	<ul style="list-style-type: none"> ▪ Continue to Step 3 of the Normal Process.

- Attach the Curbside Cell Phone Number sticker to the voter’s ballot stub.
- Give the Voter the Voter Clipboard with the Ballot, Stub, Secrecy Sleeve, I Voted Sticker, and Pen.
- Instruct the Voter fill in the ovals completely and place it in the Secrecy Sleeve when done.
- Instruct Voter to use the call button (if available) or call the cell phone number on their ballot stub to notify the Curbside Clerk they are finished voting their ballot.
- Give the Lead the completed Curbside Voting Card to be returned in the Administrative Envelope.
- When Voter signals they are finished voting their ballot, the Curbside Clerk and Lead will return to the Voter’s vehicle.
- Collect the Voter Clipboard, Ballot inside the Secrecy Sleeve, and Pen.
- Deposit Ballot in white Ballot Box and place the pen in the used pen box at the Inside Ballot Reception Workstation. Dispose of the secrecy sleeve in the provided recycle bin.

Normal Process - Special Situations

THESE VOTERS WILL VOTE THE NORMAL PROCESS OUTLINED ABOVE WITH ADDITIONAL SPECIAL STEPS SHOWN HERE.

Situation	Special Steps
Name Change	<ul style="list-style-type: none"> ▪ Give the Voter the Curbside Voter Card again – they will sign both names. ▪ Continue to Step 2 of the Normal Process.
ID Required – has ID	<ul style="list-style-type: none"> ▪ Ask Voter to show ID (Federal Election only). Compare to Acceptable Forms of ID Card in Curbside Voting Packet. ▪ Once verified, continue to Step 2 of the Normal Process.
Different Address	<ul style="list-style-type: none"> ▪ Voter indicates different address on Curbside Voter Card. ▪ Check-In Clerk will provide an “Update Address” form to be completed by voter before a ballot can be issued.
Spoiled Ballot	<ul style="list-style-type: none"> ▪ In dual custody (2 Election Officers), take the spoiled ballot in the Secrecy Sleeve to the Lead to get a new ballot.

Curbside Voting Quick Guide (Start on Other Side of Clipboard)

Provisional Process

IF ANY OF THE FIVE FOLLOWING REASONS APPLY TO A VOTER THEY MUST VOTE THE PROVISIONAL PROCESS:

Reason for Voting Provisionally	Special Steps/Instructions
Not at Correct Polling Place.	<ul style="list-style-type: none"> ▪ The Check-In Clerk should have already marked the X in the checkbox for provisional on the Curbside Voter Card. ▪ Start with the Step 2 of the Provisional Process below.
Voter is flagged with Red or Yellow Light at Check-In Station.	<ul style="list-style-type: none"> ▪ Check-In Clerk will mark the X in the checkbox for provisional on the Curbside Voter Card. ▪ Start with Step 2 of the Provisional Process below.
Not Registered and cannot complete a valid Registration at the polling place.	<ul style="list-style-type: none"> ▪ The Check-In Clerk should have already marked the X in the checkbox for provisional on the Curbside Voter Card. ▪ Start with Step 2 of the Provisional Process below.
ID Required (No ID)	<ul style="list-style-type: none"> ▪ Federal Elections Only. ▪ Will be determined at the Voter's vehicle. ▪ Start with Step 1 of the Provisional Process below.

Steps to Process a Provisional Voter

1. Mark an X in the checkbox for Provisional on the Curbside Voter Card.	
2. Offer Voter Assistance: “Please let us know if you would like assistance with marking your ballot.”	
Yes	<ul style="list-style-type: none"> ▪ Ask if they have someone with them to assist, if not a Poll Worker must assist. ▪ If Voter requests assistance with marking their ballot, ensure the Assisted Voter Card in the Curbside Voting Packet is completed.
No	<ul style="list-style-type: none"> ▪ Continue with the Provisional Process Step 3 below.
3. Ask the voter to complete all sections of a pink bordered Provisional Envelope.	
4. Complete the “For Precinct Officer Use Only” section of a pink bordered Provisional Envelope with the information provided on the Curbside Voter Card.	
a. Write in the Precinct Number	b. Fill in the Ballot Type
5. Attach the Curbside Cell Phone Number sticker to the voter’s ballot stub.	
6. Give the Voter the Voter Clipboard with the Ballot, Stub, Provisional Envelope, Provisional Information Card, I Voted Sticker, and pen.	
7. Give instructions to the Voter to fill in the ovals completely, complete the front of the Provisional Envelope entirely, and to fold and seal their ballot in the Provisional Envelope when they have finished voting.	
8. Instruct Voter to use the call button (if available) or call the cell phone number on their ballot stub to notify the Curbside Clerk they are finished voting their ballot.	
9. Give the Lead the completed Curbside Voting Card to be returned in the Administrative Envelope.	
10. When the Voter signals they are finished voting their ballot, the Curbside Clerk and Lead will return to the Voter’s vehicle.	
11. Collect the Voter Clipboard, Ballot sealed inside of the Provisional Envelope, and pen.	
12. Verify the Voter completed the front of the Provisional Envelope entirely including signature.	
13. Deposit the Provisional Envelope in the Provisional Ballot Box and the pen in the used pen box at the Inside Ballot Reception Workstation.	