

# Chartered Organization Voter Registration Program Guidelines

January 31, 2011

## Eligible Participants

Participation in the Chartered Organization Voter Registration (Bounty) Program is limited to eligible groups, not individuals. To be eligible, an organization must complete the online forms outlined in this document, submit a signed Memorandum of Understanding, and be either a Chartered Democratic Organization or a County Central Committee.

## Bounty Payments

Payments will be sent out by regular mail, and it is important that the California Democratic Party (CDP) is notified promptly of any mailing address changes for chartered organizations participating in the Bounty Program.

A minimum of 100 cards must be turned in at any one time, with exceptions for counties with certain levels of Democratic registration. For more information about small county exemptions to the minimum card requirement, please refer to the Small County Participation document in your registration packet and available on the CDP Bounty Web site at <http://www.cadem.org/resources?id=0473>.

Payments are on a first come, first serve basis, and will be made until the fund is exhausted. Notices will be sent to all participants when \$25,000 is left in the fund. \$100,000 will be raised and committed to the Bounty Program by the CDP, though additional funds may be made available at the discretion of the Chairman. Maximum payment to any one group in a calendar year will be \$10,000, unless the Chairman determines there is sufficient funding to warrant additional payments.

The 2011-12 Bounty payment schedule is:

- \$3.00 for each valid Democratic registration card
- \$0.25 for each valid e-mail address
- \$0.25 for each valid phone number
- \$1.00 for each permanent absentee registration

Please note, the new payment levels for the Bounty Program brings the maximum payment for a registration card to \$4.50, a total increase of \$0.50 from the previous Bounty Program.

## Enrolling in the Bounty Program

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Eligible organizations must meet the following conditions to enroll in the Bounty Program:

1. The organization and all individuals collecting cards on behalf of the organization must be knowledgeable of and agree to follow all applicable state and federal regulations related to voter registration. For more information regarding applicable regulations, please refer to the California *Election Code (EC)* document and the Secretary of State's Voter Registration Guide included in your registration packet.
2. The organization must complete the Enrollment Form online and submit a signed Memorandum of Understanding (MOU). Please note, the Enrollment Form no longer requires an organization to register the first series of affidavit numbers. Instead, each range of affidavit numbers will be registered using the Affidavit Registration Form.

The Enrollment Form and MOU are available on the CDP Bounty Web site at <http://www.cadem.org/resources?id=0473>.

3. Organizations that are receiving additional funding for voter registration from sources other than the CDP must disclose:
  - The additional sources of funding
  - Dollar amount (if any) paid per voter registration
  - Whether additional money is being reinvested into the voter registration program

Space for disclosure of funding sources is included on the Enrollment Form. Please note, immediate notification of additional funding sources for voter registration is required if an organization receives funding from or enrolls in any additional paid voter registration programs after the organization has enrolled in the Bounty Program. In addition to notification via e-mail, an organization must submit an updated Enrollment Form reflecting the additional funding sources. Failure to provide notice to the CDP of additional funding sources constitutes grounds for dismissal from the Bounty Program.

## Registering Affidavit Number Ranges

The organization must complete and submit the Affidavit Registration Form online, included in the registration packet, in advance of any voter registration related activities. When submitting an Affidavit Registration Form, please include entire affidavit numbers (including the first two digits and letters) of a sequential range checked out from your local county Registrar of Voters.

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Confirmation of the affidavit number registration will be sent to the organization upon validation by the CDP. Only voter registration cards dated after approval by the CDP are eligible for payment through the Bounty Program.

The Affidavit Registration Form is available on the CDP Bounty Web site at <http://www.cadem.org/resources?id=0473>.

## **Requesting Payment through the Bounty Program**

To request a payment through the Bounty Program, a group must complete and submit the Payment Request Form online along with a photocopy or scan of each voter registration card. Please note, only voter registration cards that are within the range of registered affidavit numbers and are dated after the affidavit range is approved are eligible to receive payment. To ensure full payment for each registration, an organization must comply with the following:

- Each photocopy or scan of a voter registration card must have the name of the submitting group stamped or written on it
- The organization must affirm that these guidelines were followed
- The voter registration cards were gathered by the submitting organization
- No photocopies or scans represent duplicate voter registration cards
- No voter registration cards were gathered during petition drives, or similar activities
- The original voter registration cards were submitted to the County Elections Department within three days after they were gathered, as required by state law
- 10 percent, at a minimum, of the registration cards were verified at the local level by telephone calls to the new voters. The affidavit numbers of the verified cards will be listed on the Payment Request Form.

Please note, the CDP verifies submitted voter registration cards to determine veracity of voter registration information, to remove duplicate registration cards, and to ensure that no persons are registered to vote by petition, initiative, or ballot measure circulators.

You can access the Payment Request Form on the CDP Bounty Web site at <http://www.cadem.org/resources?id=0473>.

## **Common Reasons Cards are Invalid**

Registration cards ruled invalid for payment through the Bounty Program are often invalidated for the following reasons:

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- Absence of signature or date
- Voter registration is for different party
- Duplicate registration card entered
- Affidavit number is not within the organization's registered range
- Citizenship and Age check boxes are not ticked
- Assisting Circulator Section is not filled out completely
- CDP discovers fraudulent cards through verification
- The person was registered to vote by petition, initiative or ballot measure circulators

## Political Reporting

Voter registration drives may be reportable political expenditures, and as such must be paid out of a registered committee fund. It is the responsibility of the participating organization to be knowledgeable of and comply with all applicable reporting requirements.

## Voter Registration Requirements

California law regarding paid voter registration drives requires individuals to comply with, but not limited to, all of the following:

- Paid persons must provide the following information on the left side of the voter registration card (below the voter's information):
  - Name
  - Office phone number
  - Office address
  - Signature
  - Date
  - Name and phone number of the paying person, company, or organization
- The program manager of a paid voter registration drive must maintain an active file of all those being paid to do voter registration.
- Any person who helps fill out a voter registration card must include his/her signature on line 4 and the date on line 5 as noted on the form.
- Any person who takes back the completed voter registration card to turn in must also fill out the voter registration receipt and give it to the person registering.

In addition to the above, it is the responsibility of the organization to be aware of any sections of the California *Election Code (EC)* related to voter registration. For more information, please refer to the *EC* document and the Secretary of State's Voter Registration Guide, included in your registration packet.

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## Bounty Program Fraud

The CDP reserves the right to reject the full submission of and, if necessary, ban organizations from participating in the Bounty Program if fraudulent cards are turned in or if the CDP discovers that cards submitted were collected by petition circulators. The Bounty Program does not accept registration cards that were gathered through petition, initiative or ballot measure circulators, and considers the submission of registration cards gathered through those activities fraudulent.

## Tips to Improve Democratic Registration

The CDP encourages all local Democratic voter registration activities to be well planned and to focus on registering as many Democrats as possible. Although your organization does not have to register Republicans, you must provide a registration card when asked. If the registrant returns a completed card you must comply with all regulations related to handling the card. To increase Democratic registration, please consider the following:

- Training activists and organization members for voter registration, so that they are aware of the applicable laws and can help registrants completely and accurately fill out a voter registration cards
- Contact the Secretary of State (1-800-345-VOTE) for any individual who wants to have a voter registration card mailed to them
- Consider using a “Democrats Register Here” sign to attract a higher number of Democrats
- Identify potential voter registration sites in loyal Democratic neighborhoods
- Identify sites with potential new registrants, such as new citizen swearing-in ceremonies, neglected but loyal neighborhoods, factories at lunch hour, etc.
- Track the results of your previous voter registration activities to help improve your effectiveness
  - What times and days worked best for different activities?
  - How many were collected per hour?
  - Number of Democrats registers versus Republicans given cards.
- Avoid registration drives in areas where the people you register are highly mobile and will need to be re-registered before the next election
- Treat your volunteers well and use their time wisely – shopping malls where voter registration is slower can be ideal locations for volunteers who wish a comfortable environment (especially in the summer)
- Make your drive profitable on other levels: have local Party literature, sell (ask for donations) t-shirts, bumper stickers, etc.
- Make your drive fun for your volunteers: a prize for the volunteer who gets the most registration cards in a month, etc.

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In addition, the Voter Services Committee has prepared an Activist Guide to Voter Registration, available on the CDP Bounty Web site at <http://www.cadem.org/resources?id=0473>