

PCO Training Manual Informational Notes and

Overview of the materials included in the CD and for use in a 3-ring binder:

Supplies to acquire in addition to the files on this CD:

Precinct map and legal description from District Leader or Election Office

Voter registration list from District Leader or Election Office

Contact information for other PCO's in the district from District Leader

Make a copy of these "Notes" (PDF 1) and put in the beginning of the notebook.

Cover page (slip into the clear cover pocket) -- (PDF 2)

Legislative District

Congressional District

Precinct

District Leader / contact info

County Republican office: 509-838-6162 web-site: spokanegop.com

General Calendar: (PDF 3)

This general calendar is to be used as a guideline. Fill in the things we know already: precinct caucus (Mar 3), county convention (April), State convention (May), filing for office (last week of May), Primary election (August), Spokane Interstate Fair booth (September), General election (November 6).

Forms:

"Request for Voter Information" -- (PDF 4a)

This document has the legal statement directing the proper use of voter data. As you will see with the voter lists, there is personal information that is not to be shared with folks who are not authorized.

District Leaders recommend that the PCO's sign the form when they get their precinct notebook and then make a second copy. Put the copy in the clear pocket on the back of the binder. The original will be kept by the District Leader.

Keep a blank of the form to use as a master copy for use in the future when you need to order more information from the Elections Office. You can find this form on line at the Spokane County Elections web-site under the section about "Running for Office". Make a copy of your request so if there is a question about the materials received you have a record of what was ordered. There is a fee for requested information (see current fee schedule), so ask before ordering so you are prepared.

"Voter Registration" -- (PDF 4b)

The form is designed for the voter to fill out and then fold and mail. It can be photo-copied and filled out and turned into the Elections Office. On-line registration is available through the elections web site.

Voter Vault usage agreement – (PDF 4c) and access form – (PDF 4d)

District Leaders can provide assistance with filing this properly.

Sample "Walking List" information sheet – (PDF 4e)

Make a copy for each household or voter you interview. This process is much like the note card system we used to use for our precinct information collection.

Spokane County Elections web-site: (www.spokanecounty.org/elections)

The Elections home page changes as the different phases of the elections season progresses.

Elections Manager, Mike McLaughlin, puts quite a lot of information on the county web-site. Some is in PDF format and some is interactive.

The "Track Your Ballot" section is designed for use by the individual voter, but with the information you have as a PCO, you can do limited "tracking" to see who has or has not returned their ballot. Another way is to order the periodic voter updates (match backs) that Elections staff generates for the campaigns that list who has returned ballots prior to the deadline of Election Day. Another informational piece that can be ordered is a list of voters whose ballots aren't counted and the reason why.

After ballots are mailed, you can check the "Statistics" for county wide daily updates of ballots returned from the different voting areas in the county. (i.e. 4th Leg, School Dist #81, Medical Lake city council, etc.) When tabulation results become available they are posted on the web-site. The PDF format has slightly more information than the graphic format, but both are very helpful.

You can view your own precinct results and district statistics in an election.

Precinct maps:

The map is a copy of your precinct boundaries. A large county precinct map is also available for you to purchase from the Elections Office. Hopefully, the GIS department will have an Atlas of Precincts ready when redistricting is done. Atlas maps will have more detail. You can get specific location information on the elections web-site

maps. Also, the Assessor's web-site has parcel data that may help you determine where a person lives in relation to your precinct boundary lines.

Precinct boundaries written legal description:

The written legal should match the map boundaries. If it does not, then you should find out why not. These legal descriptions are available from the Elections Office. The information needs to be correct, in part because the redistricting plans are based on precinct data. The most important reason to know the boundaries is to verify who really lives within your precinct.

Voter Information Lists:

Copies of voter registration lists can be ordered in a style useful for doing initial identification of "who" is "where" in your precinct. Your District Leader can also get this information for the whole district and then divide it out by precinct. There are reports available that have voting history, mailing addresses and home addresses. How your computer works with the program applications of Excel can give you a lot of information about your precinct. These lists are continually being brought up to date until Election Day and that is the data used for the election statistics. Then after the election, the updating begins again.

The voter's registered address is supposed to be where they reside. There can also be a different mailing address, such as a box number or their place of business. Folks who are in the military, college or are missionaries can use a "permanent" address while they are moved around to different temporary locations.

A Presidential Preference Primary is the only time in our state when a voter declares a party in order to vote a ballot. Those records may or may not be accurate because some voters "cross over" party lines, but it does give us some additional information that may be helpful. The county party or state party should have copies of the 2008 results.

Voter Education hand out – (PDF 5)

Alene Lindstrand (and others) put together a brief presentation about the "mechanics" of how to properly mark ballots. Hopefully, a little voter education will reduce the amount of duplication and cost for an election. The hand out "master" sheet is included here. It can be printed out and distributed with other precinct or campaign information. We left space at the end for the contact information of a PCO or campaign. It is non-partisan so it can be used in working your list of registered voters no matter which political party they choose. (A revised version with voter fraud web sites is included also.)

The response to presentations of this has been very good. Even a short video has been made on YouTube – “Voting for Geniuses”.

Spokane County Republican Party By-Laws – (PDF 6)

By-laws for our County organization can be found on the spokanegop.com web site. The PCO's have recently made some changes to the document. We have By-laws to give the proper structure and legal status for our organization. Any changes need to be carefully considered before passage to avoid unintended consequences.

Washington State Republican Party information – (PDF 7)

The state PCO handbook is included in this notebook. PCO's elected in the Primary 2010 serve until the end of 2012. Hopefully, by then the decisions will have been made so that the party organizations can function with the new "Top Two" election laws.

Duties of PCO's are listed in the handbook on page 2 with RCW citations. Those statutes are in the process of being updated.

Election Observing is an important function for PCO's (and citizens). For example, (see RCW 29A.60.170) when an L&A test is done before the election and then again when a random check is done on the tabulation machines observers should be present as well as at many other ballot processes. Official training of observers is done by the Elections Manager at the Elections Office when he can schedule classes. Our local organization can provide additional information about election observing. This year contact by e-mail gop.electionobserver2012@gmail.com (Or phone 448-9363) to get more information about when observers are needed. Also, you can call the Elections Office 477-2320 and inquire as to the times of canvassing activities, or go to the Elections web site and check for "Schedule of Activities".

Get-Out-The-Vote (GOTV), Elephant Hunt and Voter Vault descriptions are included in the State Party instructions. Your District Leader can assist you in getting access to Voter Vault. (Useage agreement and form to fill out in “Forms” section. Also included there is the sample of the “Walking List Information Sheet”.)

Your District Leader should provide the following training for you as a PCO using the referenced materials in this handbook/CD and should also include:

- A brief explanation on how to use the information provided to “doorbell” the precinct.
- As a PCO, it is recommended that you cooperate with candidates on campaigns. Use the information on GOP candidates when you doorbell your precinct.
- PCO’s need to receive training on being an elections observer. It is encouraged that you participate in the elections observing process from time to time.
- Attend required meetings and optional meetings, when possible, of the Central Committee – caucus, officer elections, board meetings, district meetings, Lincoln Day Dinner and Spokane County Fair Republican Party Booth, etc.
- Receive a quick briefing or updates from your District Leader of what items are actively being discussed in the Spokane County Republican Executive Board Committee meetings.

Once again, heed this reminder –“Do as much of this as you can, but start out slowly – do not over extend and burn yourself out. Pick a project or couple of projects and go from there as you get more experience.”