



Election Training for Bilingual Election Workers and Translators 2008 General Election

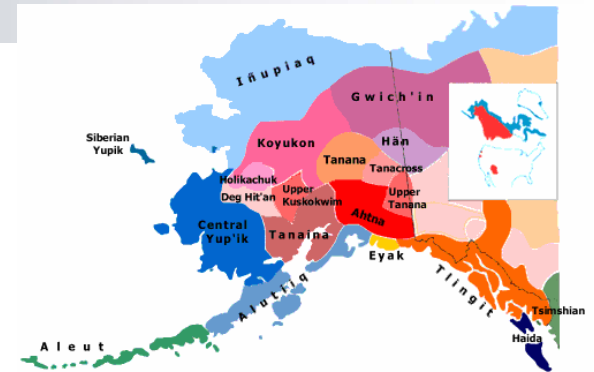
State of Alaska
Division of Elections

Language Assistance Requirements

■ Background

- The Voting Rights Act of 1965 included requirements concerning the conduct of elections in languages other than English if over five percent of the voting age population are members of a single language minority group whose language is either Spanish, Native American, Alaska Native, or one of the Asian languages. In addition, the Voting Rights Act stipulated that a voter requiring assistance may receive it from a person of the voter's choice other than the voter's employer or agent of that employer or officer or agent of the voter's union.
- Section 203 of the Voting Rights Act requires jurisdictions to provide language assistance if more than five percent of the voting age population of a language minority group is limited English proficient.





- **How does the Voting Rights Act impact Alaska?**
 - The State of Alaska is covered under Sections 4(f)4 and 203 of the Voting Rights Act for Alaska Native languages and in Kodiak for Filipino (Tagalog). **This means we MUST provide language assistance to Alaska Native Voters with limited English proficiency at all stages of the electoral process.**
 - Alaska has submitted to the United States Department of Justice our minority language assistance program. Alaska's language assistance plan provides for written translations of election materials in languages that are historically written, and oral translations for languages, such as Alaska Native languages, that are historically unwritten.
 - ***This means, we need bilingual election workers and/or interpreters to serve on Election Day in areas of the state identified as needing language assistance.***
 - ***This means we must keep track of the number of voters requesting language assistance.***

General Guidelines for Providing Language Assistance

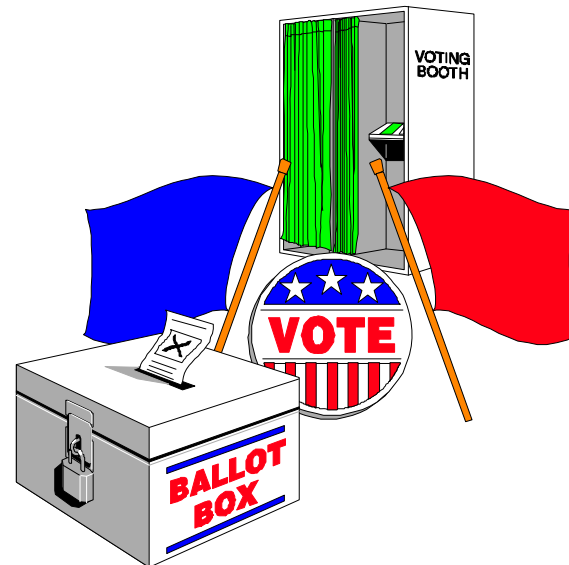


Follow these guidelines when providing language assistance:

- Be courteous, sensitive and respectful.
- Wear the “Can I Help?” badge.
- Don’t wait for the voter to ask for assistance. Provide “active” language assistance. A voter may not feel comfortable asking for assistance. Approach voters to ask them if they need language or other assistance while voting.
- If the voter indicates he or she needs assistance from the bilingual election worker and/or translator, provide oral translation, in the local Alaska Native language, of the voting process, ballot information, and election materials to the voter.
- When providing an oral translation of ballot information, you may not voice your own opinion on candidates or ballot measures appearing on the ballot. For ballot measures, you will need to provide a translation of the ballot measure text as it appears on the ballot. You may not provide your own interpretation of the meaning of the ballot measure.

- **AND, REMEMBER:**

- **Anyone who has difficulty voting, for any reason, may bring someone to help them at the polls.**
 - *This person may go into the voting booth with the voter to assist them.*
 - *This person may be an election official, a family member, friend, bystander, campaign worker, etc.*
 - *This person may not be a candidate for office in the election, the voter's employer or agent of that employer, or an officer or agent of the voter's union.*



Materials Available For Bilingual Election Workers On Election Day

- Election Board Handbook
 - Provides detail instructions on polling place procedures from processing voters to counting ballots.

- Individual job assignment sheets for positions on the election board such as:
 - Precinct register worker.
 - Ballot issuing worker.
 - Questioned ballot worker.
 - Special needs voting

- Sample ballots

- CD player and audio CDs of election information in Alaska Native language
 - The CD will contain election specific information in the following languages:
 - Athabascan (Gwitch'in and Koyukon dialects)
 - Inupiaq
 - Yupik (Central and Siberian dialects)

- Glossary of election terms and Yup'ik Sample Ballot – Yupi'k precincts



Voter's Options

- The voter has the following options if he or she needs assistance in reading or marking the ballot:
 - Bring a person of his or her choice to the polling place to assist the voter.
 - Have the bilingual election worker and/or translator provide assistance.

Assisting In The Voting Process

■ Precinct Register

- The precinct register worker will look for the voter's name on the register and ask the voter for one of the following types of identification:

- Driver's license, State ID card, voter ID card, military ID card, current and valid photo ID, birth certificate, hunting or fishing license, or passport

or, the voter may use one of the following documents if it contains the voter's name and current address:

- Current utility bill, bank statement, government check, pay check or other government document

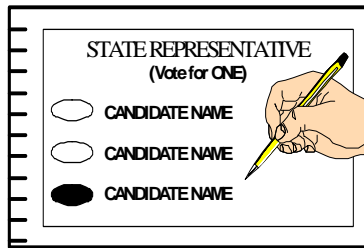
- The voter signs the register. If the voter is unable to sign, the voter may make a mark such as an X.
- If the voter's name is not on the precinct register or if the voter does not have valid identification explain to the voter that he or she has a right to vote a questioned ballot and escort the voter to the questioned voting worker.



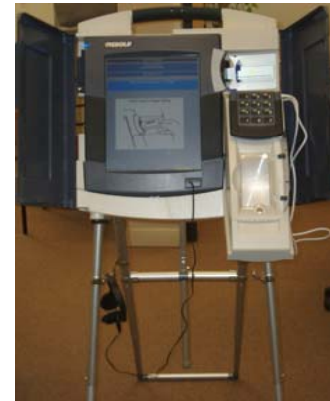
| VREMS Time: 18:06 | | ST | | IONS | | Date: 06/25/98 | |
|-------------------|--|----------------|-----------------|-------------------------------------|---------|----------------|--|
| GEPR8BP-R1 | | EL - ID 98MSBS | | District 2 | | PAGE: 1 | |
| GREATER WASILLA | | | | | | | |
| Voter No | NAME & SIGNATURE LAST-FIRST-MIDDLE INIT | | | ADDRESS | | | |
| 1 | 01234567 [Redacted] Robert Adams | U | () (x) () | 2222 GOLDEN PO BOX 123456 | WASILLA | WASILLA | |
| 2 | 08912345 [Redacted] ADAMS ROBERT | A | () () () () | 1111 VALLEY ROAD PO BOX 789234 | WASILLA | WASILLA | |
| 3 | 06789123 [Redacted] ADAMS TONYA M | U | () () () () | 9999 JONES ROAD PO BOX 223344 | WASILLA | WASILLA | |
| 4 | 04567890 [Redacted] ADLER FREDERICK | G | () () () () | 1122 SILVER STREET PO BOX 123456 | WASILLA | WASILLA | |
| 5 | 01234000 [Redacted] ADLER JEFF | D | () () () () | 2233 COPPER HWY | WASILLA | WASILLA | |
| 6 | 0067890 [Redacted] ALBERT JAMES | U | () () () () | 2233 COPPER HWY | WASILLA | WASILLA | |
| 7 | 00045678 [Redacted] ALBERT JANET J | D | () () () () | 4455 ALASKA ROAD PO BOX 8899443 | WASILLA | WASILLA | |
| | [Redacted] ALBRIGHT ESTHER M I | | | | | | |

Ballot Issuing

- The voter will be given a paper ballot by the election board unless the voter indicates he/she would like to vote using the touch screen voting machine.
- The may not vote a paper ballot and a touch screen ballot – they have the choice of one or another.

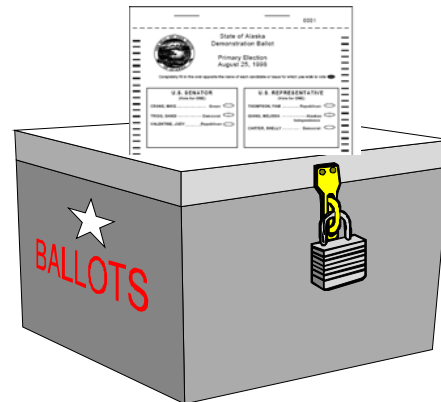


← or →



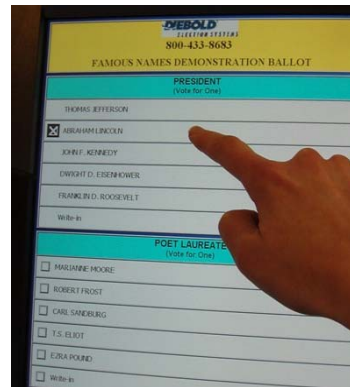
■ Voting Paper Ballot

- Ask the voter if he or she would like your assistance in interpreting or marking the ballot.
- Instruct the voter to completely fill in the oval next to the voter's choice.
- If the voter makes a mistake in voting, DO NOT erase or correct the ballot. The voter may return the spoiled ballot to the election worker and request a new ballot.
- The voter only has to mark the races or issues the voter wants to vote for.
- If the voter marks more than one choice in a race or issue, that section of the ballot will NOT be counted. The sections of the ballot that are properly marked will be counted.
- When the voter is finished voting, the ballot goes into to the ballot box.



■ Voting a Touch Screen Ballot

- Ask the voter if he or she would like to listen to an audio interpretation of the ballot while viewing the ballot on the screen in English.
- If the voter chooses to listen to the audio interpretation, the touch screen worker will need to prepare the voter access card for an audio/visual ballot.
- Standard and large print are available.
- The voter simply touches the screen next to his or her choice.
- At the end of the ballot, the screen will show a summary of the voter's selections.
- After the voter views the summary, the voter will print the ballot and verify the paper copy of the ballot before casting his or her ballot.



Questioned Voting

- If the voter's name is not on the register or if the voter does not have identification, the voter has the right to vote a questioned ballot.
 - The voter must sign the Questioned Register and complete the questioned ballot envelope. If necessary, assist the voter with completing the envelope. The information on the outside of the envelope will be used to update the voter's registration record and to determine voting eligibility.
 - The voter will be issued a paper ballot and secrecy sleeve.
 - The voter's voted ballot is placed inside the secrecy sleeve and then the sleeve is sealed inside the completed questioned ballot envelope.
 - The questioned ballot envelope containing the voted ballot is then placed in the ballot box.
 - All questioned ballots are returned to the Election Supervisor for review and counting.
 - Explain to the voter that he or she will receive written notice from the Division of Elections if the voter's ballot is not counted or only partially counted.

I certify that: I have not and will not vote in any other manner in this election. I am a United States Citizen. I am at least 18 years old. I am a resident of Alaska. I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. **WARNING:** If you provide false information on this application you can be convicted of a misdemeanor.

| # | Printed Name | Signature | Please provide an identifier: Voter No., Social Security No., Date of Birth, or Place of Birth |
|----|--------------|--------------|--|
| 1. | Rodney Voter | Rodney Voter | 1234567 |
| 2. | Helen Ballot | Helen Ballot | 6543210 |
| 3. | | | |
| 4. | | | |

Questioned Ballot Oath & Affidavit Envelope - Please print and press hard - You are making a contract

1. You MUST complete this section:
 • Are you a citizen of the United States? Yes No
 • Are you at least 18 years old? Yes No

2. Last Name: **Ballot** First Name: **Helen** Middle Initial: _____ Suffix (Circle One): _____
 VR: _____
 DVP: _____
 English: _____

3. Name previously registered: _____

4. Alaska Residence Address Where You Claim Residency _____
 If your mailing address is different than your residence address, and you want to keep your residence address confidential, check the following box: Yes, please keep my address confidential.

5. Mailing Address: **123 Main St** City: **Juneau** State: **ALASKA** Zip Code: _____
 AK State ID Card No. _____

6. I have not been issued a SDN, AK Driver's License or AK State ID No.
 Social Security No. _____ Last 4 Digits of SSN: **1722**
 AK Driver's License No. _____ AK State ID Card No. _____
 Count Code: _____ Report Code: _____

7. I have not been issued a SDN, AK Driver's License or AK State ID No.
 Social Security No. _____ Last 4 Digits of SSN: _____
 AK Driver's License No. _____ AK State ID Card No. _____
 Count Code: _____ Report Code: _____

8. I have not been issued a SDN, AK Driver's License or AK State ID No.
 Social Security No. _____ Last 4 Digits of SSN: _____
 AK Driver's License No. _____ AK State ID Card No. _____
 Count Code: _____ Report Code: _____

9. I have not been issued a SDN, AK Driver's License or AK State ID No.
 Social Security No. _____ Last 4 Digits of SSN: _____
 AK Driver's License No. _____ AK State ID Card No. _____
 Count Code: _____ Report Code: _____

10. I have not been issued a SDN, AK Driver's License or AK State ID No.
 Social Security No. _____ Last 4 Digits of SSN: _____
 AK Driver's License No. _____ AK State ID Card No. _____
 Count Code: _____ Report Code: _____

11. Write POLITICAL Party Choice Here _____

12. I swear or affirm, under penalty of perjury, that:
 The information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.

Voter Signature: **Helen Ballot**

13. This form and all information provided hereon is confidential. This certification was made by me on the date: **8/22/06** at: **11-410**
 Signature of Election Official: **Michelle Thompson** Date: **8/22/06** District: **C** Primary Ballot: **2**
 Signature of Election Official: _____ Date: _____ District: _____ Primary Ballot: _____
 Signature of Election Official: _____ Date: _____ District: _____ Primary Ballot: _____

Reason for Questioned Ballot:
 Not a US Citizen
 Not 18 years of Age
 Felony Conviction
 Not on Precinct Register
 Moved
 No Identification or Unlisted

State of Alaska
 Demonstration Ballot
 Primary Election
 August 25, 1998


U.S. SENATOR (Vote for ONE)
 M. MIKE Green THOMPSON, PAM Republican
 SANDOZ Democrat QUANG, MELISSA Alaskan Independent

U.S. REPRESENTATIVE (Vote for ONE)

Handwritten: **Voted ballot goes in envelope.**

Special Needs Voting

- If a voter is unable to come to the polls due to age, disability or serious illness, the voter may appoint a personal representative to bring them a ballot.
 - The voter's representative completes Step 1 on the ballot envelope.
 - The election worker gives the representative the ballot envelope, ballot, and secrecy sleeve to deliver to the voter.
 - The voter completes, with assistance from the representative, Step 2 of the ballot envelope and both the voter and representative sign the envelope.
 - The voter's voted ballot is placed inside the secrecy sleeve and the sleeve is then sealed inside the ballot envelope.
 - The representative returns the ballot envelope containing the voted ballot to the election worker.

| | | | | | | | | | |
|---|---|---|---|----|--|-----------------------------|--------------------------------|--------------------------------|--|
| <p>Election Official</p> <p>When Issuing a Ballot</p> <p>1. Have representative complete STEP 1</p> <p>2. Complete below lines</p> <p>Date: _____ Location: _____ District: _____</p> <p>(SEEK JURIS. FROM)</p> <p>Primary Ballot Type Issued: _____</p> <p>3. Give representative a ballot, gray secrecy sleeve and this envelope</p> <p>4. Representative takes ballot to voter (The voter DOES NOT sign the product request)</p> <p>When the Ballot is Returned</p> <p>1. Verify that the voter and representative signed in STEP 1 and STEP 2.</p> <p>2. Complete below:</p> <p>Date: _____ Location: _____</p> <p>For Office Use</p> <p>VN _____ DP _____ RLS _____</p> <p>For Ballot Mailer Use</p> <p>Count Code _____ Recode Code _____</p> <p>Purge Date: _____</p> | <p>STEP 1 – Representative complete before taking ballot to voter.</p> <p>All requested information is required</p> <p>1. Representative's Name <u>Michelle Thompson</u> serving as a representative for the following voter: Voter's Name: <u>Helen Bailot</u></p> <p>2. Representative Identifier – You MUST provide ONE of the following: Voter Number: <u>336335</u> SSN _____ Date of Birth: _____</p> <p>3. Representative's Residence Address: <u>123 Main St Juneau, AK</u></p> <p>4. Representative's Mailing Address: <u>same</u></p> <p>5. Representative's Certificate: I certify I have been requested to obtain and deliver a ballot to the above named voter. I did not vote the ballot for this voter or cause the voter to vote for a specific candidate or issue. I did not divulge the way the voter votes to anyone.</p> <p>Witnessed (witnessing can only be performed upon AK 18 00 00) x <u>Michelle Thompson</u> <u>8/22/06</u> Representative's Signature Date</p> <p>6. Representative's Instructions:</p> <ul style="list-style-type: none"> • Complete Step 1 before receiving ballot. • Deliver this envelope and the ballot to voter. • Voter and representative complete Step 2 before voting. • After voter votes, seal voted ballot inside envelope and return the completed envelope to election official. | <p>STEP 2 – Voter complete, voter and representative sign, then place voted ballot in envelope.</p> <p>1. You MUST complete this section</p> <ul style="list-style-type: none"> • Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No • Are you at least 18 years old? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>2. Last Name <u>Bailot</u> First Name <u>Helen</u> MI _____ JR _____ SR _____</p> <p>3. Alaska Residence Address – Where You Claim Residency Street Name <u>5th Ave</u> City <u>Juneau</u> State <u>AK</u> House # <u>123</u> Date _____ Zip _____</p> <p>4. Mailing Address <u>same</u></p> <p>5. Identifier – Voter MUST provide ONE of the following: SSN _____ AK Driver's License No. _____ Last 4 of SSN <u>1722</u> AK State ID No. _____ <input type="checkbox"/> Check here if you have not been issued a SSN, AK Driver's License or AK State ID No.</p> <p>6. Date of Birth – You MUST Provide: Month <u>7</u> Day <u>14</u> Year <u>1961</u> 7. Sex <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female</p> <p>7. Write Political Affiliation Choice Here _____</p> <p>Voter's Certificate and Representative Witnessing:</p> <p>I swear or affirm, under penalty of perjury, that I am unable to go to the polls due to a disability and that the information on this form is accurate and complete to the best of my knowledge. I further certify that I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from imprisonment, probation, and/or parole that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registered. I have not and will not vote in any other manner in this election.</p> <p>Voter's Signature: x <u>Helen Bailot</u></p> <p>By signing as a witness, I attest to the best of my knowledge, the voter is the person whose name is on this certification and that this certification was made in my presence.</p> <p>Representative's Signature x <u>Michelle Thompson</u></p> |  <p>State of Alaska Demonstration Ballot</p> <p>Primary Election August 25, 1998</p> <p>opposite the name of each candidate or issue for which you wish to vote</p> <table border="1"> <tr> <td>OR</td> <td>U. S. REPRESENTATIVE (Vote for ONE)</td> </tr> <tr> <td><input type="radio"/> Green</td> <td>THOMPSON, PAM _____ Republican</td> </tr> <tr> <td><input type="radio"/> Democrat</td> <td>GIANG, MELISSA _____ Alaskan Independent</td> </tr> </table> | OR | U. S. REPRESENTATIVE (Vote for ONE) | <input type="radio"/> Green | THOMPSON, PAM _____ Republican | <input type="radio"/> Democrat | GIANG, MELISSA _____ Alaskan Independent |
| OR | U. S. REPRESENTATIVE (Vote for ONE) | | | | | | | | |
| <input type="radio"/> Green | THOMPSON, PAM _____ Republican | | | | | | | | |
| <input type="radio"/> Democrat | GIANG, MELISSA _____ Alaskan Independent | | | | | | | | |

Final Comments

- If, at any time, you are confronted by another voter with questions about why you are providing language assistance in the polling place, simply reply that Federal law requires Alaska to provide language assistance.
- If you have any questions on Election Day, contact your Election Supervisor:

Region I Elections Office

PO Box 110018
Juneau, AK 99811-0018
Toll Free 1-888-299-3021

Region III Elections Office

675 7th Avenue, H3
Fairbanks, AK 99701-4594
Toll Free 1-888-289-2835

Region II Elections Office

Anchorage

2525 Gambell St., Suite 100
Anchorage, AK 99503-2838
(907 522-8683

Region IV Elections Office

PO box 577
Nome, AK 99762-0577
Toll Free 1-866-448-5285

Matanuska-Susitna Office:

1700 E. Bogard Rd, Suite B102
Wasilla, AK 99654-6565
(907) 373-8952