State of Alaska
Division of Elections

Information for
Alaska Native
Bilingual Outreach Workers
Introduction

Thank you for agreeing to serve as the bilingual outreach worker for your community. As the outreach worker you will be providing language assistance to limited English proficient voters before the election and on Election Day with voting or any voting related activity. Through your outreach efforts, voters will be given the assistance they need to participate in the electoral process.

This handbook will fully explain your duties and how to assist voters. As the bilingual outreach worker, you will need to perform the following outreach and language assistance duties:

1. Be available to register voters and provide language assistance to voters when they are completing the voter registration application or absentee ballot application.
2. Be available to provide pre-election outreach and language assistance to voters prior to Election Day to explain election information, including absentee voting (if available in your community) and review information in the election pamphlet.
3. Make public service announcements on VHF (if available) to inform voters about election activities. The text of these announcements will be provided to you.
4. Be available to provide language assistance to voters on Election Day at the polling place.

The Division of Elections will provide you with all materials needed to do your job. This handbook was developed to provide you with information about language assistance requirements and to provide you with the necessary information to fulfill your duties.

If you have any questions that are not answered by the information in this document, please feel free to contact the regional election supervisor for your area. The contact information is on the last page of this document.
Language Assistance Requirements

- The Voting Rights Act
  - The Voting Rights Act of 1965 included requirements concerning the conduct of elections in languages other than English if voters in a certain area are limited English proficient and are members of a single language minority group whose language is either Spanish, Tagalog, Native American, Alaska Native, or one of the Asian languages.
  - Section 203 of the Voting Rights Act covers those localities where there are more than 10,000 or over 5 percent of the total voting age citizens in a single political subdivision (municipality, borough, city, region such as census area) who are members of a single minority language group, have depressed literacy rates, and do not speak English very well. Determinations are based on data from the most recent Census, and the determinations are made by the Director of the Census every five years.
  - In addition, the Voting Rights Act stipulates that a voter requiring assistance may receive it from a person of the voter’s choice except for: the voter’s employer or agent of that employer, or officer or agent of the voter’s union.

- What This Means for Alaska
  - The Division of Elections must provide language assistance to Alaska Native voters who are limited English proficient during all stages of the electoral process.
  - **Bilingual outreach workers and poll workers** are needed to provide language assistance to voters in the local Native language so that they can participate in the election process.
Bilingual Outreach Worker Duties

1. Provide language assistance to voters before the election with voting or any voting related activity, such as completing the voter registration or absentee ballot applications, absentee voting and with information contained in the election pamphlet.

2. Let the tribal council office and voters in your community know that you have been hired by the Division of Elections to provide language assistance to voters for the voter registration and election processes.

3. Provide pre-election outreach about the election. This can be done through a community-wide informational meeting(s), small group meeting(s) or meeting with voters individually. For Primary and General elections, we ask you to provide 20-30 hours of outreach. For REAA School Board elections, we ask you to provide 10 hours of outreach.
   □ Posters are provided in your supply packet for you to inform voters you are available to provide language assistance with voting or any election related activity. Post them in public locations such as the school, tribal council office, store, post office or community center.
   □ When meeting with voters in a group or individually:
      ■ Provide language assistance with completing the voter registration or absentee ballot application.
      ■ Provide information about the election such as upcoming deadlines for voter registration and absentee voting, the date of the election and when the polls are open, summary of what’s on the ballot and review with them the information in the election pamphlet and the sample ballot.
      ■ Remind voters that you are available to provide language assistance on Election Day or that they may have a person of their choice assist them.
Bilingual Outreach Worker Duties, continued

4. If VHF radio is available in your community, make the election announcements in your local Native language a few times during the recommended time period. You will be sent the text of each announcement. Announcements will be made about:
   - Voter registration deadline
   - Language assistance being available
   - Absentee voting information
   - The election date, polling place hours and what’s on the ballot

5. On Election Day, be available to provide language assistance to voters at the polling place. Provide assistance during each step of the voting process. Voters may also have a person of their choice help them with voting.

6. After the election, complete the Certificate of Outreach.
   - To receive payment for providing outreach and language assistance prior to Election Day, you must complete the Certificate of Outreach and return it after the election. On the certificate, include the number of hours you worked and the number of voters you assisted. Each election the certificate will include the number of hours you are authorized to work.
   - For working at the polls on Election Day, you will put your hours on the election board timesheet that is filled out when the polls close.
Complete and return the Certificate of Outreach after each election

### CERTIFICATE OF OUTREACH

<table>
<thead>
<tr>
<th>2014GENR</th>
<th>38-810 Bethel #2</th>
</tr>
</thead>
</table>

**Sally Helper**

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I, **Sally Helper**, do hereby certify that as the bilingual election worker for Bethel #2, I performed the following duties (check those that apply):

- [ ] Posted notice informing voters that I am available to provide language assistance for voter registration and election information at the following location:
  
  **Tribal Office**

- [ ] Was available to provide language assistance and meet with voters during the following date(s), time(s) and location:
  
  Date(s): 10/02, 10/21
  
  Location: **Tribal Office**

  - [ ] # of voters who requested my assistance with voter registration: 2
  - [ ] # of voters who requested my assistance with election process: 4

- [ ] Made the election announcement(s) over the VHF radio system (if available), in the local Native language (check the announcements made):
  
  - [ ] Announced I was available to provide language assistance for registration and election process.
  - [ ] Voter Registration Deadline public service announcement
  - [ ] Absentee Voting public service announcement
  - [ ] Election Date and Polling Place Hours public service announcement

- [ ] For the above services, I request to be paid **15** hours.

  (Note: you can be paid up to 30 hours for services performed)

**Sally Helper**

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**Printed Name**

**Signature**

**Date**

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RETURN THIS COMPLETED CERTIFICATE AFTER THE NOVEMBER 4TH GENERAL ELECTION IN THE ENCLOSED PRE-PAID ENVELOPE.

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**Region IV Elections Office**

PO Box 577

Nome, AK 99762

Toll Free Phone: 1-855-953-9683

Toll Free Fax: 1-855-242-2973

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You must complete and return the Certificate of Outreach to be paid for helping voters before Election Day.
Materials Provided to You

All information and materials you need to perform your outreach duties will be included in your supply packet. They will include the following:

- Voter registration applications and self-addressed, postage-paid return envelopes.

- Posters notifying voters that you are available to provide language assistance with voting and election information. You can list the date(s) and time(s) you will be available to provide language assistance to voters with voting and election information.

- Text of the VHF radio announcements you should make and when the announcements should be made. You will be provided both the English and translated text.

- Election Information - translated sample ballot, including ballot measure text and translated election pamphlet information.

- Certificate of Outreach, to be completed at the end of each election. You must complete and sign the certificate in order to receive payment.

- Other information the regional election supervisor feels you will need for your area.
General Guidelines for Providing Assistance to Voters

When providing language assistance:

- Be courteous, sensitive and respectful.

- Don’t wait for the voter to ask for assistance. Provide “active” language assistance by greeting voters in your local Native language and asking them if they would like assistance.

- If you are providing assistance on Election Day, help the voter during each step of the voting process. **You may go into the voting booth to assist the voter.**

- When assisting voters use the translated materials sent to you. This will help provide complete, accurate and uniform translations to voters.

- When providing assistance with ballot information, you may not voice your own opinion about candidates or issues appearing on the ballot. Each voter must make their own decisions about who or what to vote for.

- Federal law allows a voter to have a person of his or her choice provide any needed language or other assistance during the electoral process, including going into the voting booth with the voter, as long as the person providing assistance is not 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.
Important Election Dates and Information

- **Primary Election**
  - 3rd Tuesday in August during even numbered years.
  - Polls open 7:00am – 8:00pm.
  - Winner of Primary election goes on to the General election in November.

- **REAA School Board Elections (REAA)**
  - 1st Tuesday in October every year.
  - Polls open 8:00am – 8:00pm.

- **General Election**
  - Tuesday after the 1st Monday in November, even numbered years.
  - Polls open 7:00am – 8:00pm.

- **Voter registration deadlines**
  - 30-days prior to each election.

- **Absentee voting dates**
  - Voting by mail, application must be received by Division of Elections 10 days prior to election.
  - Voting by electronic transmission (fax or online), begins 15 days before election. Application must be received by 5:00pm day before election.
  - In-person absentee voting begins 15 days prior to election at specific locations.
Voter Registration Information

- If a person needs to register or update their existing registration information, he/she must complete a voter registration application.

- Post the notice and make VHF announcement (if available) informing voters you will be available in your community to provide language assistance for voter registration and election information. Select a location that is familiar with voters such as the village council office or the post office. Be available at least 35 days prior to each election.

- Assist voters with completing voter registration application.
  - The voter registration deadline is 30 days prior to each election.
  - When the registration application is complete, return it to the Division of Elections.

- A person may register to vote if that person is:
  - A US citizen;
  - At least 18 years old or will be 18 within 90 days of signing registration application;
  - Is a resident of Alaska;
  - Is not a convicted felon, unless they have been unconditionally discharged; and
  - Is not registered to vote in another state or cancels that registration when completing the Alaska registration application.
Voter Registration Application Instructions

- Completing the Registration Application – Mandatory Voter Information:
  
  - **Certification questions on Line #1.**
  
  - **Name and Name previously registered** – if the applicant was registered before under a different name.
  
  - **Alaska Residence Address** – this is the address where the applicant lives. It must be a physical location such as a house number and street name. If the applicant lives in a rural Alaska village, a description such as “behind general store” or simply the village name can be used for the residence address.
  
  - **Mailing address** – if the same as residence, applicant can write “same”.
  
  - **Identifiers** – at least one of the identifiers requested on the application (social security #, last 4 digits of the social security # or Alaska driver’s license/state ID #) must be provided. If the applicant has never been issued one of the requested identifiers, there is a box on the application to indicate so.
  
  - **Birthdate** – the applicant must provide his/her birthdate.
  
  - **Out-of-State Cancellation** – if the applicant is currently registered to vote in another state, the applicant needs to provide at least the state name.
  
  - **Signature** – registration applications will not be processed if the application does not contain the voter’s signature.
Voter Registration Application Instructions, continued

After the applicant completes the registration application, as the bilingual outreach worker you must:

- **Review the application** - make sure the applicant provided the mandatory information.

- **Ask the applicant for a piece of identification** – verify the name on the application and the name on the ID matches. You are verifying that to the best of your ability, the person registering is the person he or she claims to be. *If an applicant does not show ID, write at the bottom of the application “no ID presented”*. 

- **Sign the bottom of the application in the Registrar/Agency section** – your signature verifies that the application was completed in your presence.

- **Provide your voter number or social security number** – when the Division of Elections processes the application, we need to verify your registrar status.

- **Return completed applications to the Division of Elections** - Completed forms MUST be sent to the Division of Elections within 5 days. Place them in a safe location until you return them.
Absentee Voting Information

Instead of voting at the polls on Election Day, voters may vote an absentee ballot. The following absentee voting options are available:

- **Absentee voting by mail**
  - To get a ballot in the mail, a voter must complete and submit an absentee ballot application to the Division of Elections at least 10 days prior to an election.
  - As the bilingual outreach worker, provide language assistance to the voter when he or she is completing the absentee ballot application. Absentee ballot applications are available at most tribal offices, city clerks offices, on the division’s website (www.elections.alaska.gov) or by contacting the Division of Elections.
  - Absentee ballots are mailed approximately three weeks prior to each election along with a return envelope. When completing the return ballot envelope, the voter must:
    - Place the voted ballot inside the return envelope.
    - Sign the return ballot envelope.
    - Provide one identifier, such as the voter’s date of birth, last 4 digits of their social security number or their driver’s license or state ID card number on the return ballot envelope.
    - Have one person over the age of 18 witness their signature. The witness will sign either in Option I or Option II on the return ballot envelope.
  - The return ballot envelope must be postmarked on or before Election Day.


Steps for returning a by mail ballot

Step 1 - Vote Ballot

Step 2 - Place voted ballot in secrecy sleeve then put in return ballot envelope

Step 3 - Complete ballot envelope:
1. Voter signs and provides one identifier
2. Witness signs and dates in Option I or Option II
3. Postmark ballot envelope on or before Election Day
Absentee Voting Information, continued

- **Absentee voting by electronic transmission (fax or online)**
  - Electronic voting begins 15 days prior to a Primary or General election. (Electronic voting is not available during REAA elections.)
  - Voters must submit an electronic ballot application to the Division of Elections. The deadline to apply for an electronic ballot is 5:00pm the day before Election Day. Voters have two options to receive an electronic ballot:
    - A voter can obtain a ballot by fax machine. The application must contain the fax number where the voter’s ballot is to be sent. The voter has the option to return the voted ballot by fax or mail. The division has toll free fax numbers for voters to use to submit their application and return their voted ballot.
    - A voter can obtain a ballot using the division’s online ballot delivery system. The voter must include an email address on the application. An email will be sent to the voter with instructions on how to obtain the ballot. The voter has the option of returning the voted ballot online or by mail.
  - When returning a voted ballot electronically, the ballot must be received no later than 8:00pm on Election Day. The voter waives his or her right to a secret ballot when returning the ballot electronically.
  - If returning an electronic ballot by mail, it must be postmarked on or before Election Day.
Absentee Voting Information, continued

- **Absentee voting in person**
  - Beginning 15 days prior to each election, ballots are available at absentee in-person voting locations throughout the state.
  - If your community has an absentee voting official, voters may obtain a ballot before Election Day. As the outreach worker, be available in the event a voter needs language assistance to vote absentee.

- **Special needs voting**
  - If a voter is unable to go to the polls due to their age, serious illness or a serious disability, the voter may ask a friend or relative to serve as his/her representative to pick up a ballot for the voter.
  - Special needs voting is available at absentee voting locations beginning 15 days prior to an election. If you are in a community that does not have an absentee voting official, special needs ballots are available on Election Day at the polling place.
  - The voter’s representative picks up the ballot and ballot envelope from the voting official.
    - The representative must provide his or her information in Step 1 of the ballot envelope.
    - The representative takes the ballot and ballot envelope to the voter. The voter provides the voter’s information in Step 2 of the ballot envelope.
    - The voter and the representative sign their names at the bottom of Step 2.
    - The voted ballot is placed inside the ballot envelope and the representative returns the voted ballot to the election official.
Special Needs Voting Ballot Envelope – sample completion

Representative’s information

Voter’s information

For Office Use ONLY

For Review Board Use

*Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law. AS 15.66.010.
Providing Assistance at the Polls

You may provide assistance to a voter during each step of the voting process, including going into the booth with the voter.

The election worker will ask the voter for a piece of identification. If the voter does not have ID and is not personally known by an election worker, the voter may vote a questioned ballot. Valid forms of ID are:

- Driver’s license or state ID
- Tribal ID card or voter ID card
- Hunting or fishing license or passport
- Other current and valid photo ID.
- Other forms of ID such as current utility bill, government check, pay check, bank statement or other government document can be used if it includes the voter's name and current address.

The election worker will look for the voter’s name on the precinct register and ask the voter to sign next to his or her name.

- If the voter’s name is not on the precinct register, the voter may vote a questioned ballot.
- If the voter is unable to sign, the voter may make a mark such as an X next to his or her name.

After signing the precinct register, the election worker will issue the voter a ballot.

- The voter can vote using a paper ballot or vote using the voting tablet while listening to an audio recording of the ballot.
Voting a Paper Ballot

- The election worker will issue a paper ballot unless the voter indicates he or she would like to vote using voting tablet.

- When voting a paper ballot:
  - The voter fills in the oval next to his or her selection. The voter only has to mark the races he or she wishes to vote for.
  - If necessary, you can assist the voter with marking the ballot. Remember, the voter must make the voting decision, you may not express your opinion on how the voter should vote.
  - If the voter makes a mistake in marking the ballot, do not try to erase or correct the mistake. Inform the election worker the voter needs a new ballot.

- After voting, the voter places the ballot in the ballot box.
Voting on the Voting Tablet

- Most voting tablets have an audio translation of the ballot in the local Native language.

- Voters have the option to listen to the audio while making their selections.
  - Depending on the length of ballot measures appearing on the ballot, the audio can be quite long. It is better for elders to vote using a paper ballot with a person providing language assistance.

- To vote, the voter will touch the box on the screen next to his or her selection.

- At the end of the ballot, a summary screen will appear showing the selections the voter made.

- After the voter views the summary, the voter will print the ballot and verify the paper copy of the ballot before casting the ballot.
Questioned Voting Procedures

- If a voter’s name does not appear on the precinct register, or the voter has changed their address, they will need to vote a questioned ballot. You may assist the voter with completing the questioned ballot envelope and provide assistance to the voter while voting the ballot.

- The information the voter provides on the questioned ballot envelope will be used to register or update the voter’s registration.

- Once the questioned ballot envelope has been completed, the election official will give the voter a ballot and secrecy sleeve. The voter’s voted ballot is sealed inside the questioned ballot envelope before being dropped in the ballot box.

Sample Questioned Ballot Envelope  
Voter completes line 1 - 12
Contact Information

**Region I Elections Office**
PO Box 110018
Juneau, AK  99811-0018
907-465-3021
Toll Free 1-866-948-8683

**Region II Elections Office**
Anchorage
2525 Gambell St., Suite 100
Anchorage, AK  99503-2838
907-522-8683
Toll Free 1-866-958-8683

**Matanuska-Susitna Office**
1700 E. Bogard Rd., Suite B102
Wasilla, AK 99654-6565
907-3738952

**Region III Elections Office**
675 7th Avenue, H3
Fairbanks, AK  99701-4542
907-451-2835
Toll Free 1-866-959-8683

**Region IV Elections Office**
PO Box 577
Nome, AK  99762-0577
907-443-5285
Toll Free 1-866-953-8683

**Alaska Native Language Assistance**
Toll Free 1-866-954-8683