



Democratic County Central Committee and Chartered Democratic Organization Voter Registration Bounty Program Guidelines

Updated 5/1/18

Eligible Participants

Participation in the California Democratic Party (CDP) Democratic County Central Committee and Chartered Democratic Organization Voter Registration Bounty Program (Bounty Program) is limited to eligible groups, not individuals. To be eligible, an organization must:

- Be either a Democratic County Central Committee (DCC) or a chartered Democratic organization of a DCC,
- Complete the requisite online forms outlined in this document for the Program, and
- Complete and submit a signed Memorandum of Understanding for the Program.

The CDP Bounty Program documents are accessible on the CDP Bounty Program webpage at www.cadem.org/bounty.

All eligible participants must understand that the CDP Bounty Program allows individuals collecting registration cards to only be non-paid volunteers.

Bounty Payments

Only valid Democratic registration cards are eligible for CDP Bounty Program payments. Payments will be sent out by regular mail. It is important that the CDP is notified promptly of any mailing address changes for 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 webpage at www.cadem.org/bounty. The direct link to this document is www.cadem.org/our-party/our-county-committees/body/Small-County-Participation-Memo.pdf.

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 CDP Bounty Program, though additional funds may be made available at the discretion of the CDP Chair. Maximum payment to any one group in a calendar year is \$10,000, unless the CDP Chair determines there is sufficient funding to warrant additional payments.

The 2017-18 Bounty payment schedule is as follows:

- \$3.00 for each valid Democratic voter registration card
- \$0.25 for each valid email address
- \$0.25 for each valid phone number
- \$1.00 for each Democratic permanent vote-by-mail registration

Please note, the new payment levels for the CDP Bounty Program brings the maximum payment for a registration card to \$4.50.

Federal and Non-Federal Funds

The CDP Bounty Program will send two checks for each payment: one clearly marked “Federal” containing federally qualified funds, and one clearly marked “State/Levin” containing non-federal funds. This arrangement is to ensure that transfers of funds from the CDP to participating organizations is deposited into the correct account pursuant to federal regulations.

Federal Funds: Checks labeled “Federal” may be deposited into the federal committee account or the non-federal committee account of the participating organization. These funds cannot be used for Federal Election Activity, which includes voter registration and the support or opposition of federal candidates.

Non-Federal Funds: Checks labeled “Restricted Use Funds for State/LF2 for Levin” are either State or Levin funds and must be deposited into the non-federal committee account of the participating organization. These funds cannot be used for Federal Election Activity, which includes voter registration and the support or opposition of federal candidates. These funds also cannot be used to contribute to state candidates or for campaign activities supporting or opposing a state candidate which are coordinated with that state candidate. However, these funds may be used to support or oppose local candidates or in independent expenditures to support or oppose state candidates, but may not be used to contribute to state candidates or for coordinated activity with state candidates.

Use of Funds

As outlined above, both federal and non-federal funds generated through the CDP Bounty Program are restricted and cannot be used for any Federal Election Activity or for the benefit of any federal candidate. Additionally, the non-federal funds may not be used to contribute to state candidates or for campaign activity coordinated with state candidates.

Potential allowable uses for both the federal and non-federal funds include covering the applicable portions of operating expenses such as maintaining an office or meeting expenses. Additionally, the non-federal funds may be used for local (nonpartisan) election activities, for ballot measure activities, or for independent expenditures in support or opposition to state candidates. Please check with your organization’s legal

counsel and professional treasurer to ensure all campaign finance, reporting and disclaimer laws are followed.

Enrolling in the CDP Bounty Program and Requesting Payment

All required CDP Bounty Program documents and forms are accessible on the Program webpage at www.cadem.org/bounty.

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

1. **Acknowledgment of Federal and State Regulations on Voter Registration:** The organization and all individuals collecting voter registration 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. **Program Enrollment Form and Memorandum of Understanding:** The organization must complete the Enrollment Form online and submit a signed CDP Bounty Program 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.
3. **Program Affidavit Registration Form:** The participating organizations must pre-register voter registration card affidavit numbers using the Affidavit Registration Form on the CDP Bounty Program webpage in order to be eligible for Bounty payment. Please see “Registering Affidavit Number Ranges” section below for details.
4. **Disclosure Requirement (If Applicable):** Organizations that are receiving additional funding for voter registration from sources other than the CDP must disclose the following at the time of Bounty Program enrollment, or, if the condition arises after the organization has already enrolled in the Bounty Program, as soon as the condition occurs:
 - The additional source(s) of funding
 - Dollar amount (if any) paid per voter registration card
 - 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 email to the CDP Bounty Program Manager, an organization must submit an updated Enrollment Form as soon as possible reflecting the additional funding sources. Failure to notify the CDP of additional funding sources constitutes grounds for dismissal from the CDP Bounty Program.

Registering Affidavit Number Ranges

The organization must complete and submit the Program Affidavit Registration Form online 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 or the Secretary of State's Office.

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 CDP Bounty Program.

Requesting Payment through the CDP Bounty Program

Payment Request Form: To request a payment through the CDP Bounty Program, the participating organization 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 for the CDP Bounty Program 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 as required by state regulations;
- Personal data identifiers on the voter registration card must be redacted from all photocopies prior to submission to the CDP, including Social Security Number, Identification Card Number or Driver's License Number, and registration signature on each voter registration card;
- The organization must affirm that the CDP Bounty Program guidelines were followed;
- The voter registration cards may have been collected by the participating organization submitting the voter registration cards;
- No photocopies or scans may represent duplicate voter registration cards;
- No voter registration cards may be gathered during petition drives or similar activities;
- The original voter registration cards may have been submitted to the county election officials within three days after they were collected as required by state law;

- At a minimum, ten percent (10%) of the voter registration cards collected must be verified by the participating organization via telephone calls to the new voters. The affidavit numbers of the verified cards must be listed on the Payment Request Form.

The CDP verifies voter registration cards submitted by the participating organization for the CDP Bounty Program to determine the 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.

The Payment Request Form is available on the CDP Bounty Program webpage at www.cadem.org/bounty.

Common Reasons Cards are Invalid

Voter registration cards deemed invalid for payment through the CDP Bounty Program are often invalidated for the following reasons. Please note that the following list is not exhaustive:

- Absence of evidence of signature or registration date
- Voter registration is for a political party or preference other than the Democratic Party
- Duplicate registration card entered
- Affidavit number defects as described above
- Citizenship and Age check boxes are not checked
- Assisting Circulator Section is not filled out completely as required by law
- Discovery of fraudulent voter registration 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.

Bounty Program Fraud

The CDP reserves the right to reject the full submission of and, if necessary, prohibit organizations from participating in the CDP Bounty Program if, among other things, fraudulent voter registration cards are turned in or if the CDP discovers that voter registration cards submitted for the CDP Bounty Program were collected by petition circulators. The CDP Bounty Program does not accept voter registration cards that were collected through petition, initiative or ballot measure circulators, and considers the submission of registration cards collected 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 or for any other political party or preference, you must provide a voter registration card when asked. If the registrant returns a completed voter registration card, you must comply with all regulations related to handling said 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 (8683)) for any individual who wishes to have a voter registration card mailed to them;
- Consider using a “Democrats Register Here” sign to attract a higher number of Democrats. The CDP has such signs and other materials available to organizations. Please contact the CDP for details;
- Identify potential voter registration sites in loyal Democratic neighborhoods;
- Identify sites with potential new registrants, such as new citizen naturalization 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 – for example, 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 effective on other levels: simultaneously distribute local Party literature, ask for donations for 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. Please refer to applicable campaign finance regulations for this purpose.

In addition, the CDP Voter Services Committee has prepared an Activist Guide to Voter Registration, available on the CDP Bounty Program webpage: www.cadem.org/bounty.

Contact

If you have any questions regarding the CDP Bounty Program, please contact CDP Party Resources Manager Unique Wilson at unique@cadem.org or (916) 503-7318.