

Memorandum

To: Eligible Groups

From: Bill Vratto

Date: March 9, 2009

RE: **UPDATE:** Bounty Program Enrollment Procedure

In 2007, a total of 17 clubs and central committees turned in a total of 13,180 registered Democrats. In 2008, that total jumped to 64 clubs and central committees registering 74,748 Democrats. Because so many clubs were new to the program, we were lenient on procedural errors. **For 2009 and beyond, the following procedures must be adhered to. Failure to properly comply may result in non-payment.**

- 1) A ***Chartered Organization Voter Registration Program Enrollment Form*** must be received and approved **prior** to gathering any voter registration cards. VR cards dated before your enrollment form is approved by the CDP, **will not be paid**.
- 2) Once your organization has been approved for participation, VR cards can be checked out from your county registrars office, and registered with the CDP using the ***Chartered Organization Voter Registration Program Affidavit Registration Form***.
- 3) When preparing your completed voter registration cards for submission to the CDP, please do the following. Separate your cards into three categories, (1) permanent absentees, (2) Democrats who provided either phone number or email address, and (3) Democrats who are not permanent absentee and did not provide a phone number or email address. **One card per category only**. Do not count a permanent absentee card with a phone number in **both** the permanent absentee and the phone or email category. Make certain the number of cards being sent matches the total claimed on your ***Payment Request Form***. Submissions are paid on a "first come, first served basis." A poorly prepared submission will be returned, and you will have to re-submit after correcting the errors. Do not send cards registered for another party. Only cards registered as Democrats will be paid.
- 4) When your organization has completed a minimum of 100 valid registered democrats (50 if your organization qualifies for the ***Small County Exception***.), make a photo copy of each card, and send them along with a completed ***Payment Request Form*** to the **California Democratic Party Headquarters C/O Bill Vratto, Research Dept. 1401 21st Street, Sacramento, CA 95811.**