

# Outdoor Ballot Drop Box Clerk

Welcome to the Outdoor Ballot Drop Box Station: ballot return on wheels!

Yours is the first face the public will see at the voting locations.

**DO NOT leave the Outdoor Ballot Box unattended!** You are safeguarding the ballots returned by voters for counting.

1. Ask every voter if they are returning their own ballot.
  - a. If yes, ask the voter if they have signed the envelope.
    - i. If yes, allow the voter to deposit the ballot into the box.
    - ii. If no, the voter can sign the envelope before depositing it into the box. If it is already sealed, they can peel the tab to access the place on the envelope where they need to sign.

**The following items can be deposited into the Outdoor Ballot Drop Box:**

1. Santa Cruz County Mail Ballots in the Green Ballot Return Envelope
2. ANY Mail Ballot in an envelope issued by ANY county in California
3. Military/Overseas Ballot in an envelope
4. Remote Accessible Vote-By-Mail Ballots in any envelope.
5. Voter Registration Card
6. Signature Cure Form

**Common Questions/Concerns:**

- *“Can I drop my ballot if I’m not registered in Santa Cruz?”*  
Yes! Any voter in California can drop off their ballot at any California drop box or voting location.
- *“I don’t remember if I signed my ballot envelope before it was sealed.”*  
Have the voter pull the tab at the bottom of the ballot envelope to see if it was signed. If not, ask them to sign it.
- *“Can I drop off someone else’s ballot?”*  
Yes.
- *“I don’t have the ballot return envelope mailed with my ballot!”*  
No problem, just have the voter go inside to the check in table and they will print them a new envelope.

*Thank you for taking the time to support our community in exercising their right to vote. Elections would not be possible without election workers like you!*