

Dear Republicans,

21 February 2024

Thank you for your interest in defending free and fair elections in El Paso County by stepping up to serve as a Poll Watcher for the upcoming Presidential Primary Election. **This message is to instruct new volunteers of the several steps required to get scheduled at a polling location** where your vigilance can make a difference for election integrity. Returning volunteers need to complete training as well, as certification is good for each calendar year.

El Paso GOP Party Chairman Vickie Tonkins certifies appointment of all Poll Watchers representing the party. Party Vice Chair Todd Watkins will administer the program, and Volunteer Director Candice Stutzriem schedules and supports volunteer activity. All volunteer work is performed under the authority of the Secretary of State and El Paso County Director of Elections, Angie Leath. All are involved in your certification process which follows.

1. **Complete the Colorado Secretary of State Watcher Training Course online.** Use this link: <https://soclearns.csod.com/selfreg/register.aspx?c=%255e%255e%255eQh1CIXZUXSNwVN6BmYFa%252fxmq7lp9hTaa6cgVGlaV5Gw%253d>

Training takes about 20 minutes to complete. Pay attention to the instructions on how to print out the Certificate of Completion, that's the hardest part. See sample attachment of the certificate. A two-page form 700, Certificate of Appointment and Oath of Watcher will print also. Todd does not need the form 700, only the Completion Certificate.

Note, **there are also training opportunities to watch ballot drop box locations.** We are interested in forming a sub group of volunteers dedicated to that challenge. I encourage you to go ahead and complete both certifications while you are on the SOS website. Please contact me, Candice, personally if you want to be part of that effort at 703-434-0888.

2. **Then email the certificate and the forms back to Elections@gopelpaso.com.** Along with your voter ID number, name, address and zip code. You can find your ID number at www.GOVOTECOLORADO.gov. Then go to "Find my registration."

3. Todd and Vickie will sign the forms and forward them to EPC Director of Elections Angie Leath at the Clerk and Records Office. **Angie will return another form 700 Certificate of Appointment, signed and certified, back to the GOP office, who will then forward it back to you.** Sample of the second certificate/form is also attached.

4. **This is your pass into the polling locations where you will volunteer.** You may need multiple copies. **Don't lose it.** Don't forget it when you arrive for your shift. You will likely be asked to surrender it each shift. Please expect delays in the certification processing. We appreciate your patience. Full disclosure: if you do lose it, Sheryl might have a copy on file.

5. **Once you have received the second Certificate of Appointment, you are eligible for scheduling.** Newcomers may contact Candice Stutzriem at candice.stutzriem@gmail.com or 703-434-0888 for questions. **Please confirm that you have both certifications completed.** We are monitoring 42

polling locations have many shifts to fill. We admire flexibility, patience with last minute schedule changes and willingness to work multiple shifts. It's a big job, but we are up to the challenge!

Volunteers double-certified since January 2024 may **now go to the self-scheduling website** at <https://gopelpaso.com/watcher/> which was developed specifically for the Presidential Primary Election. We ask returning volunteers or those with valuable IT experience to contact Candice directly for positions in the Peterson Counting Room and the Ft Carson Processing Room. Look over the entire schedule to get a feel for all the county wide locations. Start by filling the March 5, Election Day shifts, then March 4, then March 2nd and 1st...work backwards from Election Day to those furthest out. Typically, half of all voting occurs on Election Day.

Once scheduled, **you will receive additional instructions** on how to be prepared for your shift by email.

It is easy to get overwhelmed by the effort just to qualify to perform Watcher Duties. However, we must not lose sight of our intention to be the eyes and ears of election integrity. Be curious, be friendly and ask good questions. Take mental notes and be prepared to write affidavits of what you might observe. We have a mission. Take the training seriously. Come prepared to make a difference. **Thank you for your service!**

Todd Watkins

Vice Chairman, El Paso GOP