



Santa Fe County Clerk's Office
240 Grant Avenue, Santa Fe, NM 87501
505-986-6280 | clerk@santafecountynm.gov

Katharine E. Clark
County Clerk

Jennifer T. Wilson
Chief Deputy Clerk

Rosangela Ortiz
Chief Deputy, Bureau of Elections

DATE: October 1st, 2024

TO: Santa Fe County Democrat, Republican, and Libertarian Party Chairs

CC: Academic and Organizational Election Observers

FROM: Gabrielle Schultz, Amalia Merino, and James Madrid, Clerk's Office Training Team

SUBJECT: 2024 General Election Watchers, Challengers, and Observers

Dear Party Chairs,

All watchers, challengers, and observers must complete training provided by the Secretary of State's Office to receive a certificate. This may be done online, or in person by appointment. Printed materials may be provided at request without a formal appointment between the hours of 8:30 am and 4:30 pm after October 1st.

Appointments to take the in-person version of the training at the Clerk's Office may be set for the following dates and times. Please reach out to Gabrielle Schultz (gschultz@santafecountynm.gov), Amalia Merino (amerino@santafecountynm.gov), and James Madrid (jamadrid@santafecountynm.gov) for scheduling:

- Saturday, October 5th from 8 am – 9 am (Hosted by Gabrielle Schultz)
- Saturday, October 12th from 10 am – 11 am (Hosted by Gabrielle Schultz)
- Wednesday, October 16th from 10 am – 11 am (Hosted by Gabrielle Schultz)
- Wednesday, October 16th from 6 pm – 7 pm (Online, via WebEx Hosted by Gabrielle Schultz)
 - For our WebEx hosted meeting, please schedule with one of the three individuals above with an email address and phone number. This review will be posted on the Santa Fe County Clerk's Website.
- Friday, October 25th from 9 am – 10 am (Hosted by Gabrielle Schultz)
- Tuesday, October 29th from 4 pm – 5 pm (Hosted by Gabrielle Schultz)

Badges are required for entry to polling sites, training sites, and the Elections Warehouses. We will issue picture ID badges on Monday, October 7, from 9:00 a.m. to 12:00 p.m. and 2:00 p.m. to 7:00 p.m. at 240 Grant Avenue, Santa Fe, NM 87501. Your picture may also be taken, and a name badge provided after one of the trainings listed above with advanced notice. If you are opting to attend the online training, we will need an image for your badge.

You may submit a scanned driver's license photo or have one taken on-site at the Clerk's Office for your badge. Party affiliation and registration will be confirmed at that time.

Those interested in attending an election official course may call our office at 505-986-6277 to schedule a session on the Ballot-On-Demand Stations and Tabulators. Only one person per party or organization may attend each training and must sit in the designated area for Watchers, Challengers and Observers. The times listed start a half hour after the training to provide privacy for the election workers while they are completing hiring paperwork that may include Personally Identifying Information (PII). All questions

should be directed to the trainer at appropriate pauses in the training and materials may not be recorded or pictures be taken. Appointments MUST be made to attend one of the following training sessions as a Watcher, Challenger, or Observer.

The trainings that are available for Watchers, Challengers, and Observers to attend include:

- Early Voting (Rancho Viejo Fire Station – 37 Rancho Viejo Blvd, Santa Fe, NM 87508)
 - Thursday, October 3rd from 9:30 am – 1 pm
 - Wednesday, October 9th from 9:30 am – 1 pm
 - Thursday, October 10th from 9:30 am – 1 pm
 - Thursday, October 10th from 2:30 pm – 6 pm
 - Thursday, October 17th from 9:30 am – 1 pm
 - Thursday, October 17th from 2:30 pm – 6 pm
- Election Day (Rancho Viejo Fire Station – (37 Rancho Viejo Fire Blvd, Santa Fe, NM 87508)
 - Wednesday, October 23rd from 2:30 pm – 6 pm
 - Thursday, October 24th from 9:30 am – 1 pm
 - Thursday, October 24th from 2:30 pm – 6 pm
 - Saturday, October 26th from 10:30 am – 2 pm
 - Monday, October 28th from 9:30 am – 1 pm
 - Monday, October 28th from 4:30 pm – 8 pm
 - Wednesday, October 30th from 9:30 am – 1 pm
 - Wednesday, October 30th from 4:30 pm – 8 pm
 - Friday, November 1st from 9:30 am – 1 pm
 - Friday, November 1st from 4:30 pm – 8 pm
 - Saturday, November 2nd from 10:30 am – 2 pm

In your service,

The Office of the Santa Fe County Clerk