



City Clerk's Office

PERMISSION SLIP 2012 Trainee Election Judge

Students ages 16-17 who are enrolled in a Minnesota high school or who are home-schooled are eligible to be appointed as a trainee election judge without party affiliation in the county in which the student resides. The student may be excused from school during the hours that he/she is serving at the polls IF the student submits this Permission Slip, signed by the student's parent or guardian along with a certificate from the City Clerk's Office stating the hours during which the student will serve, to the principal of the school at least ten days prior to the election.

In order to work as a trainee election judge, the student must complete a 2-hour training session through the City Clerk's Office. This training will be held in the Crystal City Hall Council Chambers, 4141 Douglas Dr N. Students are paid \$20 to attend this training. Circle which training date you will attend:

Thu, 7/26/12 (6-9 p.m.)

Mon, 7/30/12 (1:30-4:30 p.m.)

Tue, 7/31/12 (9 a.m.-noon)

Trainee election judges cannot serve past 10:00 p.m. and are paid \$8/hour on election days. Circle which election(s) and shift(s) you are interested in serving:

Primary (August 14): 6 a.m.-2:15 p.m. 2 p.m.-approx. 9 p.m. 6 a.m.-approx. 9 p.m.

General Election (November 6): 6 a.m.-2:15 p.m. 2 p.m.-approx. 9 p.m. 6 a.m.-approx. 9 p.m.

Any student interested in serving as a trainee election judge must complete this Permission Slip. The Permission Slip must also be signed by the student's parent/guardian and high school principal. The Permission Slip is then turned in to the Crystal City Clerk's Office **by 4:30 p.m. on Friday, April 27, 2012**. The City Clerk will provide student with a Certification of Trainee Election Judge Assignment and a copy of this Permission Slip, which student then turns in to his/her high school principal **no later than August 3** (if working the Primary) **or October 26** (if only working the General Election).

Questions? Contact Crystal City Clerk Chrissy Serres at 763-531-1145 or chrissy.serres@crystalmn.gov.

PLEASE PRINT

Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

I wish to be appointed as a trainee election judge. I agree to attend the training session noted above and to arrive on time at my assigned polling location on the designated date(s).

X _____
Student's Signature *Date*

Parent Permission

I give my permission for _____ to be absent from his/her high school classes on _____, to work as a trainee election judge for the City of Crystal. I understand that I am responsible for the student's transportation to and from the polling place.

X _____
Signature of Parent/Guardian *Date*

High School Principal Statement (or Parent/Guardian Statement, if home-schooled)

Based on acceptable academic performance, I approve _____'s request to work as a trainee election judge for the City of Crystal on the date(s) and time(s) indicated above.

Name of high school: _____

X _____
Signature of Principal *Date*
(or Parent/Guardian if home-schooled)



2012 TRAINEE ELECTION JUDGE PROGRAM

ELECTION DATES

Primary: Tuesday, August 14, 2012

General: Tuesday, November 6, 2012

ELECTION DAY HOURS

6:00 a.m. – approximately 9:00 p.m.

(polls open 7:00 a.m. – 8:00 p.m.)

REQUIREMENTS

- High school students ages 16-17
- Acceptable academic performance
- U.S. Citizen and Hennepin County resident
- Attend 2-hour election judge training at Crystal City Hall

DUTIES

Under supervision of Head Election Judges:

- Determine whether a voter is in correct precinct
- Distribute registration application to voters waiting in line
- Instruct voters in the proper way to complete a voter registration application
- Distribute ballots
- Answer general questions on the voting process
- Assist with the election equipment (M100 ballot tabulator and AutoMARK assisted marking system)

REWARDS

- Paid \$20 for 2-hour judge training session
- Paid \$8/hour working on election days
- Community Service/Leadership Credit
- Gain insight into Minnesota's voting process
- Learn to work with a diverse population
- Acquire customer service and workplace etiquette skills

HOW TO SIGN UP

- Fill out and sign Permission Slip on reverse
- Have parent/guardian sign Permission Slip
- Have high school principal sign Permission Slip
- **Turn in Permission Slip to Crystal City Clerk's Office at City Hall (4141 Douglas Dr N) by 4:30 p.m. on Friday, April 27, 2012.**
- Crystal City Clerk will provide you with City Clerk's Certification of Trainee Election Judge Assignment and a copy of the Permission Slip. You must provide both of these documents to your high school principal in order to be excused from school to serve as a trainee election judge.