

STUDENT POLL OFFICER PROGRAM DESCRIPTION



WHO CAN PARTICIPATE?

Any high school student that meets the following requirements:

- ✓ 16 years or older
- ✓ Must be in good academic standing attending a public or private secondary educational institution.
- ✓ G.P.A. of 2.5 or greater
- ✓ Have both teacher and parental consent



WHAT DO STUDENTS DO ON ELECTION DAY?

Students are assigned to serve as clerks at a polling place on Election Day and are expected to perform the same duties as regular poll workers. Here is a list of students' responsibilities:

- ~ Attend a two-hour training session prior to Election Day
- ~ Arrange transportation to and from the polling place
- ~ Serve the entire day from 6:00am until approximately 9:30pm
- ~ Assist in opening the polling place
- ~ Assist voters
- ~ Assist in closing the polling place
- ~ Count ballots at the end of the night



PLACEMENT LIMITATIONS:

- We recruit approximately 175 poll workers for every countywide election; there are some areas that have a greater need for poll workers than others. As a result, the number of students placed is dependent on the needs of the surrounding community.
- We encourage students to submit applications as early as possible to give our office more time to work with your students in finding a convenient location for them to serve on Election Day.
- Although we may not be able to place every student applicant, it is our guarantee to educators that we will try our best to place as many students as possible.

FAQ'S

How do I apply to be a Student Poll worker?

All Student Poll Workers must submit an application with both teacher and parent/guardian approval. The application can be obtained through the Election Department or a teacher coordinator.

Where will I be placed to serve on Election Day?

Student Poll Workers will be placed at a location near their home address or within a ten mile radius from their school.

Due to the strict guidelines and strategic planning that goes into poll worker placement, students must show up to their assigned location; they may not show up to a different precinct without the consent of the County Clerk-Recorder/Registrar of Voters. Due to the large volume of applications, we may not be able to honor location requests. If you have extenuating circumstances surrounding your request, please contact our office via e-mail at electionspublic@calaverasgov.com, and we will attempt to make accommodations.

How will I find out if I've been accepted?

Students who are accepted will receive a poll worker packet. The poll worker packets will be mailed directly to the students. The packet will include your assigned location, and a poll worker training schedule.

When will I receive my stipend for serving on Election Day?

Stipends are mailed out 4-6 weeks following Election Day. If you do not receive a stipend within this timeframe, please contact our office immediately via e-mail at electionspublic@calaverasgov.com.

Who do I contact if I am no longer available to serve on Election Day and need to cancel?

If you are no longer available to serve, contact the Elections Department as soon as possible by phone at (209) 754-6376.

California Election Code 12302

Election Code: 12302. Student precinct board members: Requirements for precinct board members



(b) In order to provide for a greater awareness of the elections process, the rights and responsibilities of voters, and the importance of participating in the electoral process, as well as to provide additional members of precinct boards, an elections official may appoint not more than five pupils per precinct to serve under the direct supervision of precinct board members designated by the elections official. A pupil may be appointed, notwithstanding his or her lack of eligibility to vote, subject to the approval of the governing board of the educational institution in which the pupil is enrolled, if the pupil possesses the following qualifications:

- 1) Is at least 16 years of age at the time of the election to which he or she serving as a member of a precinct board.
 - 2) Is a pupil in good standing attending a public or private secondary educational institution.
 - 3) Is a pupil who has a grade point average of at least 2.5 on a 4.0 scale.
- Participating in the Student Poll Worker Program will not affect your high school's Average Daily Attendance (ADA)! By documenting your students' absences as a DAY FIELD TRIP, your school's ADA calculations will not be altered.

STUDENT RESPONSIBILITIES

- ★ Legibly fill out Student Poll Worker Application and take “Dear Parent Letter” home and obtain guardian signature on their application.
- ★ Obtain Election Day assignment from the Election Department. (Appointment notices will be mailed before **May 6, 2014**)
- ★ Attend a two-hour training class, located at the San Andreas Library in San Andreas. Students who do not attend the training will not earn the \$5 training bonus. Training schedules will be mailed to the students along with the student appointment notices.
- ★ Arrange transportation to and from their assigned polling place.
- ★ Serve on Election Day from 6:00am until approximately 9:30pm. All students must serve the entire day; half-day shifts are not available.
- ★ Contact our office by phone at (209) 754-6376 as soon as possible, if they will not be able to serve on Election Day.
- ★ Dress appropriately. Closed toed shoes. No shorts. Your school’s dress code applies. (Please remember you are representing the Calaveras County Elections Department) No political slogans or buttons are allowed on you or your clothing.
- ★ Cell phone usage must not conflict with your duties as a Clerk on Election Day.

COMPENSATION

- ★ Students receive up to \$90 for serving as a poll worker: \$5 for attending training and \$85 for serving on Election Day. They will ONLY receive the \$5 for training if they work on Election Day.

Please note: The stipend will be mailed to students 4-6 weeks after Election Day. If they do not receive their stipend 6 weeks after the election, they should contact our office immediately via e-mail at electionspublic@calaverasgov.com.

CALAVERAS COUNTY

STUDENT POLL WORKER PROGRAM

APPLICATION TO SERVE AS AN ELECTIONS OFFICER

PLEASE NOTE: To qualify as an Elections Officer you must be either a registered voter OR a High School Student 16 years of age or older. Being an Elections Officer requires a solid commitment to be at the polling location before, during and after the polls are open (6:00a.m. to approximately 9:30 p.m.) on Election Day. Breaks are provided throughout the day.

STUDENT INFORMATION

NAME: _____ DATE: _____
 LAST FIRST INITIAL

RESIDENCE ADDRESS: _____
 NUMBER & STREET CITY STATE ZIP

MAILING ADDRESS: _____
(IF DIFFERENT) NUMBER & STREET CITY STATE ZIP

TELEPHONE: Home: _____ Cell: _____

SCHOOL INFORMATION

NAME OF HIGH SCHOOL: _____

ADDRESS: _____

REFERRING INSTRUCTOR: _____

TELEPHONE NO.: _____ CLASS: _____

HOW WILL YOU GET TO YOUR POLLING PLACE?

CAR ☐ BIKE ☐ BUS ☐ WALK ☐ RIDE FROM FAMILY/FRIEND ☐

OTHER: _____

IF YOU HAVE A PREFERENCE AS TO WHICH POLLING PLACE OR AREA YOU WOULD LIKE TO WORK, INDICATE HERE: _____

OTHER INFORMATION/COMMENTS: _____

I UNDERSTAND THAT I MUST MEET THE FOLLOWING REQUIREMENTS TO BE ELIGIBLE FOR THIS PROGRAM:

- ☐ Must be a High School student at least 16 years old at the time of the election
- ☐ Must be a U.S. Citizen at the time of the election
- ☐ Must have a grade point average of at least 2.5



COUNTY CLERK - RECORDER

MADALINE KRSKA

CALAVERAS COUNTY GOVERNMENT CENTER
891 MOUNTAIN RANCH ROAD
SAN ANDREAS, CALIFORNIA 95249-9709
(209) 754-6375 or (209) 754-6376
ELECTIONS DIVISION

STUDENT POLL WORKER PROGRAM

Dear Parent or Guardian:

The Calaveras County Office of Elections is recruiting high school students to serve as polling place precinct workers for the upcoming June 3, 2014 Primary Election.

Your son/daughter has shown an interest and would like to volunteer. To do so, he/she must have your permission. The duties entail assisting voters at the polling place from 6:00 a.m. until approximately 9:30 p.m. on Election Day. Students will be assigned to polling places near their homes or schools. The students will be paid \$85.00 for the day. Students are responsible for their own transportation. The students will receive an assigned training class date, should they be able to attend.

Serving our community and our country as a poll worker is a great learning experience. I hope you will allow your son/daughter to participate by signing the Parent Authorization form attached. This form should be returned to the Elections Department with the student's application.

If you need any further information or have any questions, please call the Election Department (209) 754-6376.

Thank you for your support!

Sincerely,

Rebecca Turner
Election Coordinator

CALAVERAS COUNTY

STUDENT POLL WORKER PROGRAM

PARENT/GUARDIAN AUTHORIZATION

Student's Full Name: _____

Address: _____ City: _____ Zip: _____

Mailing Address if Different: _____

Home Phone: _____ Cell Phone: _____

Birthdate: _____ School Name: _____

Date: _____

Student Signature

Parent/Guardian Signature

Print Name

Print Name

ATTENTION STUDENT:

Please return this signed form to the Office of Elections with your application and give a copy to your school attendance clerk if needed for their file.

CALAVERAS COUNTY

STUDENT POLL WORKER PROGRAM

(Students: Please have your Instructors sign this page)

TO: Instructors

FROM: Calaveras County Office of Elections

RE: Calaveras County Student Poll Worker Program

Your student _____ has applied to be appointed as a poll worker for the _____ election. Your student will be assigned to a polling site for Election Day and will need to report there on Election Day at 6:00 a.m. and remain on site (except during breaks) until approximately 9:30 p.m. If the student has your approval to be released from class, please sign the appropriate area below.

Date: _____

School: _____

Period 1: _____ Period 4: _____

Period 2: _____ Period 5: _____

Period 3: _____ Period 6: _____

Period 7: _____

Thank you for your approval. I hope you are as proud of this student and the commitment he/she has made to the community as we are!

If you have any questions, please contact the Election Department (209) 754-6376.

ATTENTION STUDENT:

Please return this signed form to the Office of Elections with your application and give a copy to your school attendance clerk if needed for their file.

Elections Department
891 Mountain Ranch Road
San Andreas, CA 95249