Student Election Clerk Information

What are Student Election Workers?

High school students who are 16 years of age or older now have the opportunity to participate in the electoral process by serving as elections clerks at the polling place on Election Day. A student who is at least 16 years of age and who is enrolled in a public or private high school or home school and has the consent of the principal (or parent/legal guardian in charge of education in home school) may serve as an election clerk. The Dallas County Elections Department must receive written authorization from the student's parent or guardian for the student to serve in the election for which he or she is appointed.

This program is designed to provide students with a greater awareness of the electoral process and the rights and responsibilities of voters. The students will assist their local election officials by filling positions at polling places on Election Day and working under the direction of the polling place presiding judge.

Benefits of Serving as an Election Clerk:

- Dallas County Election workers are paid $8.00 hourly for their service.
- Students will gain practical experience by serving their community and state.
- Experience as an election clerk is an impressive addition to a résumé or college application.
- Students can take part in a rewarding activity while learning about the democratic process.

What are the Responsibilities of an Election Clerk?

Working under the supervision of the judge, student election clerks may assist with the following duties:

- Organizing the polling place before the polls open.
- Ensuring that qualified voters are permitted to vote.
- Checking in and processing voters and
- Distributing ballots to registered voters.
- Answering voters' questions.
- Explaining the use of the voting equipment.
- Maintaining order in the polling place on Election Day.
- Obtaining results after the polls are closed and closing the polling place.

What are the Required Qualifications of a Student Election Clerk?

- Be at least 16 years old on Election Day;
- Be enrolled in a public, private, or qualified home school;
- **Be a U.S. citizen**;
- Fluent in Spanish and English (**for Bilingual Student Election Clerks**);
- Have consent of his/her parent or legal guardian to work the election;
- Have consent of his/her school principal (or parent/legal guardian for home-schooled students); and
- **Complete any required election worker training program.**

How to Apply:

- Fill out the **Student Election Clerk Application and Permission Slip**
- Have your Parent or guardian sign the Parent/Legal Guardian Permission portion.
- Have your principal sign the School Principal Authorization portion.
- Mail or fax the application to:
  Dallas County Elections Department
  Attn: Suzanne Hickman
  2377 N. Stemmons Frwy., Suite 820 Dallas, Texas 75207
  214 819-6343. Office 214-819-6368.Fax
  suzanne.hickman@dallascounty.org

Student Election Clerk Application and Permission Form

Name of Student_____ Date of Birth: _____

Home Address: _____City and Zip: _____

Email Address: _____Telephone Number: _____

School Attending: _____Election Date: _____

Do you speak Spanish? _____ GRADE: _____

Student Affidavit: By signing this application, I acknowledge the following:

- I am interested in working the following election(s) _____(election date).
- I am/will be at least 16 years of age on Election Day.
- I am a United States citizen.
- **I will complete the required training course prior to Election Day.**
- It is my responsibility to collect and complete any and all school assignments for the day.

_____ _____
(Signature of student) (Date)

Parent/Legal Guardian Permission: This is certifying that I give permission for my son/daughter, named above, to serve as a student election clerk for _____ (election).

_____ _____
(Signature of parent/legal guardian) (Date)

_____ _____
(Print name) (Telephone number)

School Principal Permission: This is to certify that the student named above is currently enrolled at_____ (name of school) and has my consent to serve as an election clerk on _____ (date)

_____ _____
(Signature of principal) (Date)

_____
(Print name)

(Home-schooled students must have the Parent/Legal Guardian Permission section completed by the parent/legal guardian responsible for their education.) R3.14

Send the completed form to: **Dallas County Elections Department**, Attn: Suzanne Hickman **2377 N. Stemmons Frwy., Dallas Tx.75207.** Or **fax to 214-819-6368**, phone 214-819-6343.