**Student Election Worker Criteria**

* An application has to be completed for each election
	+ **It is critical that the student print exceptionally well when filling out the application, especially if the application is going to be faxed.**
	+ If we are unable to read emails and phone numbers it will cause a delay in communicating with the student and could prevent placement.
	+ The application has to be filled out completely. Not doing so could prevent placement.
* Seniors will be considered students until July 30 after graduation (for logistical purposes)
	+ Anyone 18 or over does not need a parent/guardian signature
	+ Anyone 18 or older and still attending a high school has to have the principal signature
* Each election the student will be communicated with via email(s)....once an application has been received.
	+ All emails will need to be responded to in order for the student to be placed
		- Partial responses will be considered a “no response”
	+ Students will be prioritized for placement by the date and time of their email responses
	+ Students will be skipped only if the placement is out of their requested work area
	+ Prompt responses are needed – otherwise the next in line will be contacted (at least 24 hrs will be given for responses)
		- There will not be enough positions for every student. **It will be a first come, first serve basis.** The first in line for placement will be those students that followed all directions and responded promptly.
	+ A student who does not respond will be placed in an inactive file.
* Information change
	+ It is the responsibility of the student to call or email any changes to email, phone, or address
* Reasons for removal from program
	+ Failure to follow instructions given by the Elections Department
	+ Failure to contact Election Judge in a timely manner
	+ A no call / no show
	+ Not following a judges directive
	+ Canceling at the last minute
	+ Showing up late to the polling location
	+ Dressing inappropriately on election day
* Who is eligible to work
	+ 16 and older
	+ **18+ have to be registered to vote**
	+ Must be a resident of Dallas County

STUDENT CHECKLIST

1. Fill out the student election worker application
	1. <http://www.dallascountyvotes.org/training-and-education/student-elections/#StudentApplication>
	2. **Make sure you write legibly and that the entire application is completed**
	3. An application has to be completed each election
2. **Check email daily** for communication from the Elections Department
	1. If there is no upcoming election you will still receive an email letting you know that your application was received
	2. If you want to know when the next election is, go to [www.dallascountyvotes.org](http://www.dallascountyvotes.org).
		1. The next election will be listed on the front page of the web site.
3. When you receive an email from the Elections Department, please respond within 24 hours.
	1. A no response will put you at the bottom of the list to be placed or in an inactive file.
4. If placed, it is important to follow all of the directions given to you by the Elections Department.
	1. Failure to follow instructions could result in removal from the program.
5. Once you are in contact with your judge, follow all of the instructions given to you by the judge.
	1. Failure to follow a judge’s instructions could result in removal from the program.
6. You must complete training for every election that you work
	1. There are a couple of options to do this.
		1. In person training
		2. Hands on lab training
7. If an evaluation is sent to you after an assignment, please complete and return to the Elections Department as soon as possible.
8. Judges are sent evaluations after each election. A bad evaluation from a judge could cause you to be removed from the program.
	1. Evaluations ask the following;
		1. Did the student worker arrive on time
			1. The judge will set your time and you are expected to arrive on time. Everyone is needed to help get the polling location opened on time, so failure to be on time could cause a late opening at your polling location.
		2. Did the student worker follow directions

STUDENT CHECKLIST

* + - 1. Failure to follow any instruction given to you by your Judge could cause you to be sent home and/or removed from the program.
		1. Was the student worker dressed appropriately
			1. Attire is casual unless your judge specifies something different.
				1. No shorts or flip flops
				2. No holey or faded jeans
				3. Absolutely no sagging
				4. Ladies, no tight or revealing blouses
				5. No t-shirts with any political/party statements, insignia’s, or logos.
		2. Did the student worker conduct themselves in a professional manner?
			1. This includes your conduct with the other poll workers and the voters.
		3. Was the student worker courteous to voters
			1. Voters can sometimes get upset and/or aggravated for various reasons. It is important that you keep a calm demeanor and are always courteous to all voters.
		4. Could you tell the student worker attended and paid attention in the training class?
			1. It is important that you attend each training, stay for the duration, and pay attention. It will slow the judge and the process down if you do not know what the judge is talking about when they are giving you directions or asking you to perform a task.