Student Election Clerk Information

What are Student Election Workers?

High school students who are 16 years of age or older have the opportunity to participate in the electoral process by serving as elections clerks at polling locations 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 schooled, and that 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 selected to work.

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 County Election Officers by filling positions at polling places on Election Day and working under the direction of the polling place's presiding judge.

Benefits of Serving as an Election Clerk:

- Dallas County Election workers are paid $8.00 or $10.00 hourly for their service, depending on the type of election.
- 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;
- Must be a U.S. citizen;
- Fluent in English (and Spanish to be a Bilingual Student Election Clerk);
- 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. Also, take the proper steps to ensure that your absence from school on Election Day will be excused.
- Mail or fax the application to:

  Attn: **Student Election Worker Program-Briana Brigham**
  214 819-6344. Office 214-819-6301.Fax
  studentelectionworker@dallascounty.org

The Dallas County Elections Department

Student Election Clerk Application and Parent/ Guardian Permission
Send the completed form back to – studentelectionworker@dallascounty.org or fax to (214)819-6301
Any questions regarding this program contact Briana Brigham (214)819-6344
Application Return Date: September 23, 2016

PLEASE PRINT ALL INFORMATION CLEARLY, and sign where noted

High School: _____ Grade: _____

Student Name: _____ Student ID#: _____

Student Home Address: _____ City: _____ Zip Code: _____ Apt # _____

Home Phone: _____ Student Cell Phone: _____ Date of Birth: ___/

_____/___ Student Email (PRINT): _____

Are you a US Citizen? ☐YES ☐ NO Are you fluent in Spanish? ☐**YES** ☐ **NO**

If you are 18 years old, or will be on this Election Day, are you registered to vote? ☐**YES** ☐ **NO**

YOU MUST HAVE TRANSPORTATION ON ELECTION DAY: ☐My parent will take me to and pick me up from the polling location.

☐You own a car

IF ASSISTED BY TEACHER PLEASE COMPLETE

Teacher's Name: _____

T-PH: _____ **T-Email:** _____

My signature below indicates that I meet the following criteria:

- ✓ I am interested in working the following election(s)
- ✓ I am/will be at least 16 years of age on Election Day.
- ✓ I am currently enrolled at
- ✓ I am a United States Citizen
- ✓ I agree to obtain an excused absence from my school office for Election Day. I will promptly notify the election office if I am unable to obtain an excused absence. It is my responsibility to collect and complete any and all school assignments for the day.
- ✓ I will complete and attend a 3 hour training session prior to Election Day
- ✓ I have reliable transportation on Election Day

(STUDENT'S SIGNATURE): _____ **Date:** _____

Parent/Guardian Permission- I have reviewed and understand the conditions of the voluntary off-site activity described and give my consent for my child to participate and serve as an election clerk for the **Tuesday, November 8, 2016 – Presidential Election**. I understand the location of this off-site activity will be at a polling place within Dallas County, **I UNDERSTAND THAT MY SON/DAUGHTER MAY PARTICIPATE ONLY IF ALL INFORMATION IS COMPLETED ON THIS FORM.**

Parent/Guardian PRINT Name: _____ Date: _____

Signature of Parent/Guardian: _____ **Date:** _____

Parent/Guardian Phone: _____ Parent/Guardian Email: _____

I would be interested in working the polls on Election Day_____Y____N

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: _____ Printed Name: _____

Phone: _____ Email: _____

Home School Students must have the Parent/Legal Guardian Permission section completed by the parent/legal guardian responsible for their education.