



Dear Educator:

The Student Poll Worker Program is one of the most successful poll worker recruitment programs in the nation. With your help, we would like to continue this program in Venango County. Only with your help will the program continue to be a success and increase student participation in the Democratic Process that is the foundation of the United States of America.

After starting this program with the 2013 General Municipal Election, we will be continuing during the 2015 Primary and General Elections. Participation from you and your students is vital to the election process; therefore, we are seeking your high school's participation in the upcoming 2015 Elections.

We encourage as many teachers as possible to participate from each school; however, to minimize confusion, we ask that there only be one School Coordinator designated from each school to serve as the liaison to our office. We are looking forward to increased enthusiasm regarding the program and appreciate your assistance in bolstering that enthusiasm and creating an eternal interest in the Democratic process in our youth.

Enclosed is a packet containing all information needed regarding the Student Poll Worker Program. For your convenience, program materials are also available on our website at www.co.venango.pa.us.

The Student Poll Worker Program is a great way to introduce your students to the democratic process. If you have any questions, please contact Denise Jones at (814)432-9508, or djones@co.venango.pa.us.

Thank you for making the Student Poll Worker Program a success!

Sincerely,

VENANGO COUNTY ELECTION BOARD

Bonnie S. Summers, Chairperson

Robert L. Murray

William D. Wilson

PROGRAM DESCRIPTION

The Venango County Election Board is preparing for the next election and is accepting applications for the Student Poll Worker Program. This program promotes civic awareness and educates high school students about the election process by allowing students to serve as Poll Workers on Election Day. Students will learn responsibility, teamwork, and leadership. They also have the opportunity to serve the community. The Student Poll Worker Program gives students valuable lessons that can be carried on into the future.

WHO CAN PARTICIPATE?

- Each participating school must have an educator sponsor the program by taking on the role of a school coordinator.
- Any student of a secondary educational institution that meets the following requirements:
 - 17 years or older
 - U.S. Citizen and a resident of Venango County
 - Must be in good academic standing attending a public or private secondary educational institution
 - G.P.A. of 2.5 or greater
 - Have teacher recommendation, Principal approval and parental consent

REQUIREMENTS TO PARTICIPATE?

- Students must obtain a signed recommendation from a teacher.
- Students must get the approval form signed by the school's Principal.
- Students must get the parental/guardian consent form signed.
- Students must submit the completed forms to the School Coordinator before the deadline.
- Students must attend a Poll Worker Training class.
- Students must arrive at their assigned polling place on time and work with the Judge of Elections as directed.
- Students must act in a professional manner and assist voters in the Election Process.
- Students must get the Performance Form signed by the Judge of Elections for their precinct.

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 1-1/2 to 2 hour training session prior to Election Day
- Arrange transportation to and from the polling place
- Serve the entire day from 6:00am until approximately 9:00pm
- Assist in opening the polling place
- Assist voters
- Assist in closing the polling place
- Count ballots at the end of the night

Cell phones and other devices are prohibited. Talking, text messaging and any activities that distract the students' attention from the task at hand are not allowed.

PLACEMENT LIMITATIONS:

- Although the county needs 240 poll workers for every countywide election, there are some areas that have a greater need than others. As a result, the county cannot guarantee that a student will be placed in the polling location where they live.
- We encourage teachers 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.

BENEFITS OF PARTICIPATION:

- Potential to earn up to \$80.00, or Community Service hours
- Get experience for resume or college application
- Demonstrate a record of responsibility, teamwork, and leadership
- Learn and participate in the election process first-hand

FEEL PROUD THAT YOU ARE MAKING A DIFFERENCE!

FAQ'S

★ How do I apply to be a Student Poll Worker?

All Student Poll Workers must submit an application to the school coordinator with the teacher recommendation, principal approval and parental/guardian consent. The application can be obtained from the Venango County website or from the school coordinator at your high school.

★ Where will I be placed to serve on Election Day?

Student Poll Workers will be placed at a location as near to their home address as possible.

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.

★ How will I find out if I have been accepted?

Students who are accepted will receive a Poll Worker packet. The Poll Worker packets will be mailed directly to the school coordinator to distribute to students. The packet will include your assigned location, the contact information of the Judge of Elections at your assigned polling place; a Poll Worker training schedule, and a Poll Worker procedure manual.

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

At the end of the Election Day, the Judge of Elections for the precinct you are assigned must sign the Student Poll Worker Performance Form. Stipends are mailed out 2 weeks following Election Day. If you do not receive a stipend within this timeframe, please contact our office immediately via e-mail at djones@co.venango.pa.us.

The stipend for training will be included with the Election Day stipend. Students will not receive the stipend for training if they do not work on Election Day.

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

Be sure you are able to fulfill your commitment. The Election Board, your precinct inspector and the voters will be counting on you!!

If you absolutely are no longer available to serve, contact our office as soon as possible by phone at 814/432-9508 or 814/432-9512.

PENNSYLVANIA ELECTION CODE P.S. 25 §2672

25 P.S. §2672 of the Pennsylvania Election Code provides that:

- (b) The county board may appoint students, notwithstanding their eligibility to vote, to serve as a clerk or machine inspector pursuant to the following:
- (1) The county board may appoint no more than two students per precinct.
 - (2) The Judge of Elections shall have direct supervision of the student.
 - (3) The county board may compensate the student.
 - (4) The county board shall comply with all applicable Federal and State laws.
 - (5) The student must at the time of the election for which the student shall serve:
 - (i) be at least seventeen (17) years of age;
 - (ii) be a United States citizen and a resident of the county in which he was appointed to serve;
 - (iii) be enrolled in a secondary educational institution with an exemplary academic record as determined by the educational institution;
 - (iv) be approved by the principal or director of the secondary educational institution; and
 - (v) have obtained the consent of their parent or guardian.
 - (6) The student may not serve as a judge of election or majority or minority inspector.

- 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 STUDENT ACTIVITY, your school's ADA calculations will not be altered.

SCHOOL COORDINATOR CHECKLIST



School coordinators are only responsible for recruiting Student Poll Workers, and facilitating paperwork, they do not have to serve on Election Day.

- _____ Promote the program and distribute the enclosed application and parental letter to interested students.
- _____ Ensure that all forms are legible and filled out completely.
- _____ Submit all completed applications to the Venango County Office, either in person, by mail, by fax, or scanned and e-mailed. Completed forms must be submitted by the deadline provided for each election cycle.
- _____ Distribute appointment notices and Poll Worker packets to students.
- _____ Make sure students attend a training class. Attend a training class with your students (optional). You do not have to serve on Election Day even if you attend the training class.
- _____ **IMPORTANT:** Advise students about the importance of their Election Day commitment. If they cannot serve on Election Day, they must contact our office as soon as possible by phone at 814/432-9512 or 814/432-9508.

COMPENSATION/RECOGNITION

As a way of showing our appreciation to the students the County offers some rewards:

- ★ Students receive up to \$80 for serving as a poll worker: \$10 for attending training and \$70 for serving on Election Day. They must obtain a signed performance approval form from the Judge of Elections in the Precinct they work. They will ONLY receive the \$10 for training if they work on Election Day.

Please note: The stipend will be mailed to students 2 weeks after Election Day. If they do not receive their stipend within that time frame, they should contact our office immediately via e-mail at djones@co.venango.pa.us.

- ★ Students will receive a certificate of appreciation denoting their service.

In order to help educators track student placements and service learning/community service hours, a pre-election and post-election summary will be e-mailed to the school coordinator. The summary indicates which students were placed on a precinct board and which students served on Election Day.

STUDENT RESPONSIBILITIES

- ★ Legibly fill out Student Poll Worker Application and have signed by teacher recommending and Principal.
- ★ Take “Dear Parent Letter” home and obtain guardian signature on application.
- ★ Submit completed paperwork to the School Coordinator to be turned into the County Clerk’s Office.
- ★ Obtain Election Day assignment from School Coordinator.
- ★ Attend a training class. Students who do not attend the training will not earn the \$10 training stipend. Training schedules will be mailed to the School Coordinator with the student appointment notices.
- ★ Arrange transportation to and from their assigned polling place.
- ★ Serve on Election Day from 6:00am until approximately 9:00pm. All students must serve the entire day; half-day shifts are not available.
- ★ Have the Judge of Elections sign the Performance Form and submit to the County Clerk on the night of the elections.

2015 ELECTION SCHEDULE OF EVENTS

| MARCH 2015 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

DEADLINE to submit student applications to School Coordinator
3.30.15

| APRIL 2015 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

DEADLINE to submit student applications to County Clerk
4.6.15

Student assignments sent to School Coordinator by county office
4.17.15

Poll Worker Training Ends
4.30.15

| MAY 2015 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Poll Worker Training Begins
4.24.15

ELECTION DAY!
5.19.15

DEADLINE to submit student applications to School Coordinator
9.14.15

| SEPTEMBER 2015 | | | | | | |
|----------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

DEADLINE to submit student applications to Chief Clerk
9.21.15

| OCTOBER 2015 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Student assignments sent to School Coordinator by county office
10.9.15

Poll Worker Training Begins
10.13.15

Poll Worker Training Ends
10.16.15

ELECTION DAY!
11.3.15

| NOVEMBER 2015 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Venango County, Pennsylvania
STUDENT POLL WORKER APPLICATION

APPLICANT INFORMATION

| | | | |
|--|--------------------------------|-------------------------------|---|
| Election Day that Student is Applying for: | Applying for: (check only one) | Pay: <input type="checkbox"/> | Community Service Hours: <input type="checkbox"/> |
| Name: | | | |
| Current address: | | | |
| City: | State: | ZIP Code: | |
| Date of birth: | E-mail: | | |
| Home Phone: | Cell phone: | | |

HIGH SCHOOL INFORMATION

| | | | |
|----------------------|---------|-----------|--|
| High School Name: | | | |
| High School address: | | | |
| City: | State: | ZIP Code: | |
| Phone: | E-mail: | | |
| Principal: | Phone: | E-mail: | |

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

- I must be at least 17 years of age at the time of the election.
- I must be a U.S. Citizen and a resident of Venango County at the time of the election.
- I must have a grade point average of at least 2.5 on a 4.0 scale.
- I must be recommended by a high school teacher.
- I must obtain written approval from my school principal.
- I must obtain the consent of my guardian.
- I must provide my own transportation.
- I must get the Performance Form signed by the Judge of Elections.

SIGNATURES BELOW INDICATE REQUIREMENTS FOR THE PROGRAM ARE MET:

| | |
|-----------------------|-------|
| Signature of Student: | Date: |
|-----------------------|-------|

I have discussed this program with my student. We assure the Election Board that, if appointed, my student will be at his/her appointed precinct at the appointed time. If unable to serve, my student will give at least two weeks notice and will provide proof of the reason for cancellation.

| | |
|-----------------------|-------|
| Signature of Teacher: | Date: |
|-----------------------|-------|

| | |
|---------------|---------|
| Printed Name: | E-mail: |
|---------------|---------|

| |
|----------------|
| Student's GPA: |
|----------------|

| | |
|-------------------------|-------|
| Signature of Principal: | Date: |
|-------------------------|-------|

| | |
|---------------|---------|
| Printed Name: | E-mail: |
|---------------|---------|

I give the student permission to work as a Clerk for the Election Day indicated.

| | |
|-------------------------------|-------|
| Signature of Parent/Guardian: | Date: |
|-------------------------------|-------|

| | |
|---------------|---------|
| Printed Name: | E-mail: |
|---------------|---------|

| |
|---|
| Emergency phone number on Election Day: |
|---|

Return completed application by deadline to the School Coordinator to receive assignment.



Dear Parents:

The Venango County Election Board has initiated the Student Poll Worker Program for this county. The Student Poll Worker Program provides students throughout the county with an opportunity to participate in the democratic process at its most fundamental level, the polling place. State law allows high school students age 17 years or older with a good academic standing, **2.5 GPA**, and are a citizen of the U.S. on or before Election Day, to serve as poll workers. These students work alongside their adult Election Officer counterparts on an equal footing, putting in the same hours, receiving the same stipend, attending the same training, and performing the same functions.

All students participating in the program are **required** to attend a 1.5 to 2 hour training session prior to Election Day at the County Court Annex Building. Students will serve with 3 or 4 other members of an election board. The student is expected to be at the polling place on Election Day at 6:00 am and may not be released until approximately 9:00 pm after the polls close. Students are responsible for providing their own transportation to training and to their assigned polling place. While we cannot promise that your student will work within close proximity to their school or home, we will try to place your student as nearby as possible. Students are given a stipend the same as other poll workers, \$70.00 for Election Day and \$10.00 for attending a training session.* Or, the student will earn Community Service hours. Stipend checks are issued 2 weeks after the election.

In order for your student to be considered for this program, students must complete the attached nomination form, meet the requirements and deadline, and obtain signatures from one of their teachers, the Principal of their high school and their parent's consent.

If your student would like to be considered for the Student Poll Worker Program for the upcoming Election, the nomination form must be completed and returned to the School Coordinator for transmittal to the County Office by the deadline.

Should you have any questions regarding participation in the Student Poll Worker Program, feel free to call (814)-432-9508

Sincerely,

VENANGO COUNTY ELECTION BOARD

Bonnie S. Summers, Chairperson

Robert L. Murray

William D. Wilson

*In order to receive the \$10.00 for attending the training session the student is required to work the election.

HOW SHOULD I PREPARE FOR ELECTION DAY?

- You are expected to serve the ENTIRE day from 6 am to 9 pm! Please do not schedule any events on Election Day.
- Arrange Transportation to and from the polling place ahead of time.
- Dress appropriately and comfortably (no attire with political affiliations).
- Bring snacks and beverages to last throughout the day.
Please note: Meals are not provided.
- You will receive your stipend 4 - 6 weeks after Election Day.



ELECTION DAYS 2015

| MAY 2015 | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

SPRING ELECTION DAY!

| NOVEMBER 2015 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

FALL ELECTION DAY!



Student Poll Workers Needed!

Venango County
Pennsylvania



Phone: 814-432-9512
Web site: www.co.venango.pa.us



WHAT IS THE STUDENT POLL WORKER

The Venango County Student Poll Worker Program provides high school students with an exciting opportunity to serve as poll workers on Election Day!

Responsibilities include:

- Setting up/opening polling place
- Assisting voters
- Closing the polling place
- Counting ballots

WHO CAN APPLY?

- Students 17 years or older
- U.S. Citizen and resident of Venango County
- Good academic standing
G.P.A. 2.5 or greater
- Must have teacher recommendation
- Must have principal approval
- Must have parental/guardian consent

WHAT ARE THE BENEFITS OF THE PROGRAM?

- Receive up to \$80.00, or Community Service hours
- Hands-on introduction to the democratic process
- Looks great on college/scholarship applications and resumes

IS TRAINING PROVIDED?

Training is provided at the County Annex Building and is mandatory.

Remember, attending poll worker training accounts for \$10 of your Election Day pay!

STUDENT POLL WORKERS NEEDED FOR UPCOMING ELECTIONS!

Elections are held twice a year, in the Spring and in the Fall. Additional Poll Workers are always needed to facilitate the Democratic process.

HOW CAN I GET INVOLVED?

- Contact the School Coordinator and ask for an application
- Contact the School Principal and ask for an application
- For additional information, visit our website:

www.co.venango.pa.us

CONTACT:
Denise Jones,
Chief Clerk/Election Director
Call: 814-432-9508, or



I WANT YOU