

# 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. As soon as all polling locations and Judges of Election are confirmed, 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](mailto: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. 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](mailto: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.

# 2014 ELECTION SCHEDULE OF EVENTS

MARCH 2013						
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 it**  
Distribute packets to Students

**St DEADLINE**  
Return applications to the school coordinator

APRIL 2013						
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**  
Student Pollworker Nominations forms due to County

MAY 2013						
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

**ELECTION DAY!**

**Training Dates:**  
 May 5<sup>th</sup> – 2:00 pm – 4:00 pm  
 May 6<sup>th</sup> – 1:00 pm – 3:00 pm  
 May 6<sup>th</sup> – 4:30 pm – 6:30 pm  
 May 7<sup>th</sup> – 11:00 am – 1:00 pm  
 May 8<sup>th</sup> – 11:00 am – 1:00 pm  
 May 8<sup>th</sup> – 4:30 pm – 6:30 pm  
 May 9<sup>th</sup> – 10:00 am-12:00 pm  
 Courthouse Annex – Room 100

**DEADLINE** to submit student applications to School Coordinator

SEPTEMBER 2013						
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				

Student assignments sent to School Coordinator by county office

**DEADLINE** to submit student applications to Chief Clerk

OCTOBER 2013						
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	

Appointment notices and poll worker packets sent to School Coordinator by county office

Poll Worker Training Begins

Poll Worker Training Ends

**ELECTION DAY!**

NOVEMBER 2013						
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						