



OFFICE OF ELECTIONS - JIM McCAULEY

530-886-5650 • Toll Free 800-824-8683 • Fax 530-886-5688
www.placerelections.com • election@placer.ca.gov

Polls and Precincts

STUDENT POLL WORKER PROGRAM

INTRODUCTION

In August 1996, the State Legislature adopted a law (Assembly Bill No. 1856) permitting High School students to serve as Polling Place Workers, provided the student meets certain requirements. This Bill encourages students to have a greater awareness of the elections process and the rights and responsibilities of voters. It emphasizes the importance of participating in the electoral process. Also, it gives students an opportunity to give back to their community while earning a little money at the same time.

We would love for you to help us by participating in this program!

REQUIREMENTS

You must have the approval of your teachers and parent or guardian before participating in this program.

Students must be:

1. At least 16 years of age as of the date of the election at which you will work.
2. A United States citizen or will be a citizen as of the date of the election at which you will work.
3. A student in good standing, attending a public or private High School.
4. Have a grade point average of at least 2.5 on a 4.0 Scale.

You will be appointed to a polling place near to where you live. Polls are open from 7:00 a.m. to 8:00 p.m. Precinct workers arrive at the polling location at 6:00 a.m. the morning of the election. With the exception of breaks, lunch and dinner hour, you are expected to remain there until all paperwork is completed, approximately 9:00 p.m. It is necessary for you to provide your own transportation.

All students, before signing up for this program, must carefully check all school activities and after school activities to see if any conflicting schedules may prevent them from serving as a polling place worker.

Complete the application and return it to the Office of Elections, along with a copy of the completed and signed Parent Authorization form. A self-addressed stamped envelope is enclosed for your use or you may fax your forms to (530) 886-5688. See Instructor form.

Once your application and authorization forms are received, you will receive an appointment letter with further information.

DESCRIPTION OF DUTIES

YOUR ASSIGNMENT AS A STUDENT POLL WORKER WILL BE TO WORK WITH A TEAM TO:

- Arrive at the polling place by 6:00 a.m. on Election Day.
- Between 6:00 a.m. and 7:00 a.m., set-up the polling place.
- Set-up the tables, chairs, and voting booths (if necessary), post voting instructions and other materials.
- Hang the polling place signs and American Flag sign properly.
- Make sure that the polling place is open on Election Day by 7:00 a.m. (In emergency be prepared to start sidewalk voting if necessary).
- Establish voter's right to vote and demonstrate the voting procedure.
- Assist any individual who may have difficulty with voting, either with language or access.
- Pass out ballots, have voter place voted ballots into the ballot box (POLLS OFFICIALLY CLOSE AT 8:00 P.M.).

You will be paid \$85.00 for working on Election Day. A 3-hour training class is offered but is not mandatory for clerks to attend. A date and time for the assigned training class will be on the appointment letter. If you are able to attend the class, you will be paid an additional \$20.00 provided you work the election.

Please notify us as soon as possible if any emergency situations arise that prevent you from working. It is extremely important that you arrive at your polling place promptly at 6:00 a.m. on Election Day because the Office of Elections, the other polling place workers and the voters are depending on you to show up.

If you need any further information or have any questions, please call Lora Lashly at (530) 886-5667 or Randi Greco at (530) 886-5671.

Sincerely,

Jim McCauley
County Clerk-Recorder-Registrar of Voters

HOW WILL YOU GET TO YOUR POLLING PLACE?

CAR BIKE BUS WALK RIDE FROM FAMILY/FRIEND

OTHER: _____

ARE YOU WILLING TO WORK IN A PRECINCT OTHER THAN THE ONE IN WHICH YOU LIVE OR VOTE (OR WHERE YOUR PARENTS VOTE)?

YES

NO

IF "YES", I AM WILLING TO TRAVEL UP TO _____ MILES

HAVE YOU EVER SERVED AS A POLL WORKER IN ANY OTHER COUNTY?

YES

NO

IF YOU HAVE A PREFERENCE AS TO WHICH POLLING PLACE OR AREA YOU WOULD LIKE TO WORK, INDICATE HERE:

OTHER INFORMATION/COMMENTS: _____

JIM McCAULEY
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS
RYAN RONCO
ASSISTANT RECORDER-REGISTRAR



2956 RICHARDSON DRIVE
AUBURN, CA 95603

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Dear Parent or Guardian:

The Placer County Office of Elections is recruiting high school students to serve as polling place precinct workers for the upcoming election.

Your son/daughter has shown an interest and would like to volunteer. To do so, he/she must have your permission. The duties entail assisting voters at the polling place from 6:00 a.m. until approximately 9:00 p.m. on Election Day. Students will be assigned to polling places near their homes or schools. The students will be paid \$85.00 for the day. Students are responsible for their own transportation. The students will receive an assigned training class date, should they be able to attend.

Serving our community and our country as a poll worker is a great learning experience. I hope you will allow your son/daughter to participate by signing the Parent Authorization form attached. This form should be returned to this office with the student's application.

Thank you very much for your cooperation. If you need any further information or have any questions, please call Lora Lashly at (530) 886-5667 or Randi Greco at (530) 886-5671.

Sincerely,

Jim McCauley
County Clerk-Recorder-Registrar of Voters

JIM McCAULEY
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ELECTION: _____ **DATE:** _____

STUDENT POLL WORKER PROGRAM

PARENT/GUARDIAN AUTHORIZATION

Date: _____

Student's Full Name: _____

Address: _____ City: _____ Zip: _____

Mailing Address if Different: _____

Home phone: _____ Cell phone: _____

Birth date: _____ School Name: _____

Student Signature

Parent/Guardian Signature

Print Name

Print Name

I, _____, hereby affirm that I am the parent or legal guardian of _____, a minor (herein, "Child"), and hereby provide my consent for Placer County (County) to post a picture of the Child on the County's website in order to recognize the Child's achievements as a student poll worker. I hereby grant to the County unlimited and unconditional permission to use, publish, and republish for the purposes of promotion, and to indemnify and hold the County of Placer and its officers, agents, employees and affiliates harmless from any claim or demand, including reasonable attorney's fees, made by any third party arising out of the material submitted, or violation of any rights of another.

Parent/Guardian Signature

ATTENTION STUDENT:

Please return this signed form to the Office of Elections with your application and give a copy to your school attendance clerk if needed for their file.

JIM McCauley
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS
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ELECTION: _____ **DATE:** _____

STUDENT POLL WORKER PROGRAM

(Students: Please have your Instructors sign this page)

TO: Instructors
FROM: Placer County Office of Elections
RE: Placer County Student Poll Worker Program

Your student _____, has applied to be appointed as a poll worker for the above-entitled election. Your student will be assigned to a polling site for Election Day and will need to report there on Election Day at 6:00 a.m. and remain on site (except during breaks) until approximately 9:00 p.m. If the student has your approval to be released from class, please sign in the appropriate area below.

Date: _____

School: _____

Period 1 Signature: _____

Period 4 Signature: _____

Period 2 Signature: _____

Period 5 Signature: _____

Period 3 Signature: _____

Period 6 Signature: _____

Thank you for your approval. I hope you are as proud of this student and the commitment he/she has made to the community as I am!

If you have any questions, please contact Lora Lashly at (530) 886-5667 or Randi Greco at (530) 886-5671.

ATTENTION STUDENT:

Please return this signed form to the Office of Elections with your application and give a copy to your school attendance clerk if needed for their file.



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STUDENT POLL WORKER PROGRAM ELECTION DAY REMINDERS

1. Dress appropriately. Closed toed shoes. No tank tops or mid-drift tops. No shorts. (You are representing the Placer County Office of Elections.) No political slogans or buttons are allowed on you or your clothing.
2. Members of the board consist of Inspector, Judge and Clerks. The Inspector leads the election team including assigning duties and having board members sign the payroll portion of the roster.
3. Three members of the board must be present at all times. After 5:00 p.m., all members must be present until closing duties are completed. Food is not provided; make arrangements to bring you own snacks/meals. (Inspector should be contacted for suggestions prior to Election Day.)
4. All operations of the precinct board are public and anyone may watch, but may not interfere with the voting.
5. Be patient, helpful and courteous to the public.
6. No food or drinks are allowed on the official table.
7. No smoking is allowed in the polling place.
8. No children are allowed at the official table.
9. After the close of polls, students watch, but are not involved in tallying votes or balancing the ballot statement.
10. No Internet capable devices, cells phones, laptops or Blackberries

No electioneering (political campaigning) is allowed within 100 feet of the polling place entrance. No newspapers, radios, televisions or campaign literature is allowed in the polling place.

Your participation is appreciated Thank You! Tell your friends what a great job you did. Do it again! Participate in the electoral process in future elections by calling (530) 886-5667 or (530) 886-5671.