



# Venango County

## Pennsylvania

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 2018 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 2018 General Election.

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](http://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 Dottie Tawney (814) 432-9512, or [dtawney@co.venango.pa.us](mailto:dtawney@co.venango.pa.us).

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

Sincerely,

VENANGO COUNTY ELECTION BOARD

Timothy S. Brooks, Chairperson

Vincent L. Witherup

Albert Abramovic

# 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 are a team member, just as the other Poll Workers are. Students are expected to be part of the set up process, meal planning process and closing of the Voting Precinct.
- Students must get the Performance Form signed by the Judge of Elections for their precinct.

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

# ★ 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 \$110.00, 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!**

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

# 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.

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

Students who are accepted will receive information via your Student Coordinator. The information will include your assigned location, the contact information of the Judge of Elections at your assigned polling place and a Poll Worker training schedule.

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

Stipends are mailed out 2 weeks following Election Day. If you do not receive a stipend within this timeframe, please contact our office immediately at 814/432-9512 or via e-mail at [dtawney@co.venango.pa.us](mailto:dtawney@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 fellow poll workers 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 814-432-9512.

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

# 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.

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

# 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. (See dates included in this packet.)
- \_\_\_\_\_ 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.

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

# COMPENSATION/RECOGNITION

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

- ★ Students receive up to **\$110** for serving as a poll worker: \$10 for attending training and \$100 for serving on Election Day. They will **ONLY** receive the \$10 for training if they work the entire day 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 at 814/432-9512 or via e-mail at [dtawney@co.venango.pa.us](mailto:dtawney@co.venango.pa.us).

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.

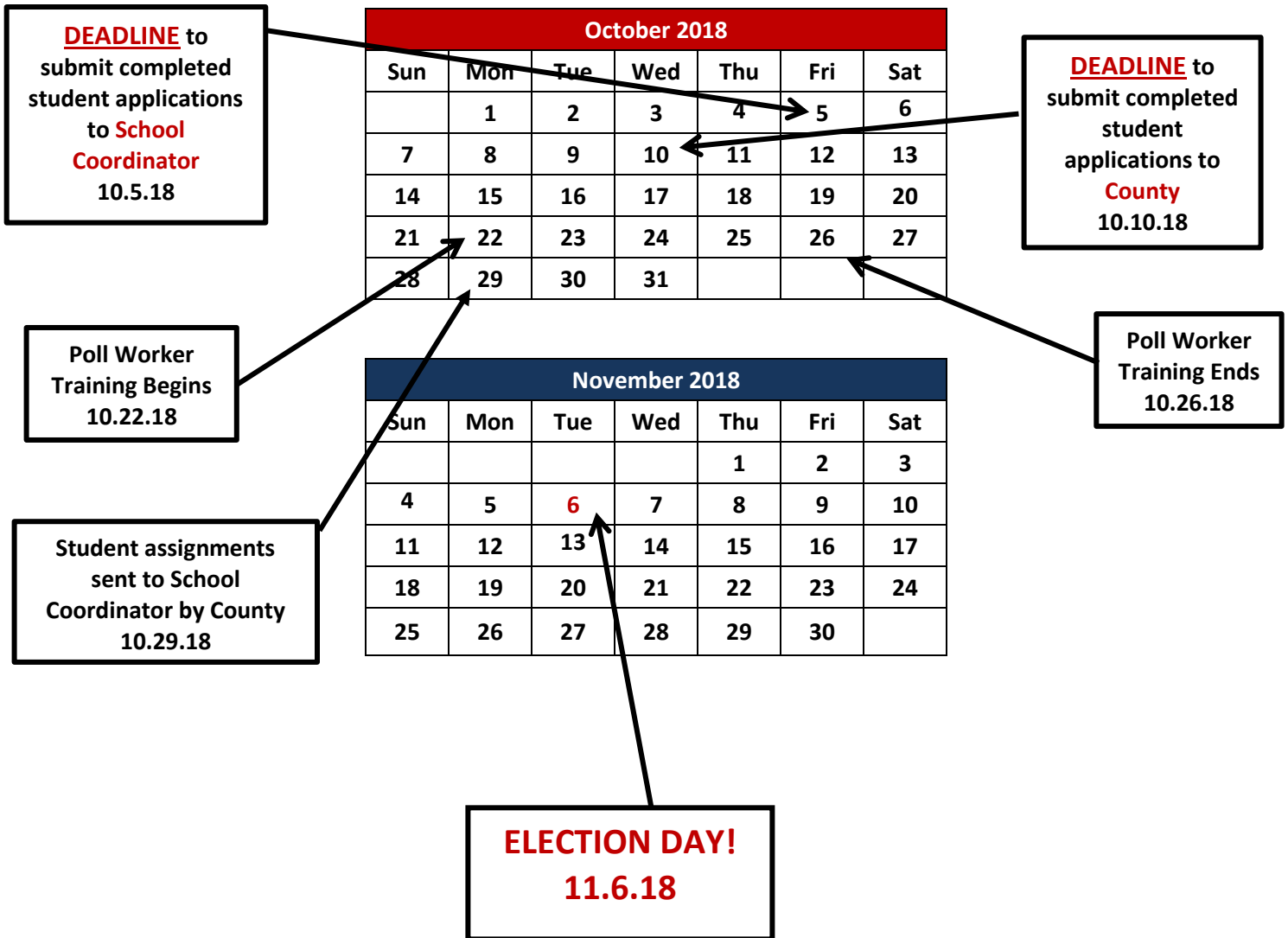
# STUDENT RESPONSIBILITIES

- ★ 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.
- ★ Contact your assigned Judge of Election prior to Election Day to coordinate what time to meet to assist in setup of precinct, food, what time to arrive on Election Day, etc.
- ★ 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.

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



# 2018 ELECTION SCHEDULE OF EVENTS



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

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:
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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:
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Printed Name:	E-mail:
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Student's GPA:

Signature of Principal:	Date:
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Printed Name:	E-mail:
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I give the student permission to work as a Clerk for the Election Day indicated.

Signature of Parent/Guardian:	Date:
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Printed Name:	E-mail:
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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, minimum **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 4 or 5 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, \$100.00 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 deadlines, 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)-432-9512

Sincerely,

VENANGO COUNTY ELECTION BOARD

Timothy S. Brooks, Chairperson

Vincent L. Witherup

Albert Abramovic

\*In order to receive the \$10.00 for attending the training session the student is required to work the entire day on Election Day.