

APPLICATION

HIGH SCHOOL POLL WORKER PROGRAM

Parent/Guardian Permission

The High School Student Poll Worker Program allows students to provide an invaluable service to our community and gain critical insight into the election process while earning a stipend. Hours served may count towards a student's graduation requirement for community service hours and the experience is a great addition to a resume or college application. Students must serve on Election Day, Tuesday, June 5, 2018 from 6:00 a.m.- 9:00 p.m. at the Polling Place assigned by the Department of Elections. Students receive 2.5 hours of scheduled breaks. Students who complete Election Day duties will receive a stipend of up to \$152.00. Because the Department of Elections requires parental/guardian permission and does not assume responsibility for the minor, we ask you to sign below to authorize minor's participation. By signing this application, you, the parent/guardian, affirm that the facts set forth in it are true and complete. Please call the Department of Election at (415) 554-4395 if you have any questions.

Parent/Guardian Name (Printed):	Contact Number:
Signature:	Date:

Teachers' Permission (Please obtain the signature of ALL of your teachers)

Dear Teacher: Your student would like to serve the community as a Poll Worker on Election Day, Tuesday, June 5, 2018. Even though California State law requires that students are given excused absences for serving in the election, they are still required to receive written permission from their teachers to participate in this program. A signature is required from every teacher to ensure that the school understands that the student will be absent from class, exams, or other school activities on Election Day. Thank you for allowing your student to participate in the Department of Elections High School Student Poll Worker Program!

Period 1:	Period 5:
Period 2:	Period 6:
Period 3:	Period 7:
Period 4:	Period 8:

Student Agreement and Signature

By submitting this application, I commit to serve on Election Day, Tuesday, June 5, 2018, from 6:00 a.m. until all duties are completed by approximately 9:00 p.m. at the precinct assigned by the Department of Elections. I must attend a 2-hour training class prior to Election Day. It is my responsibility to get permission from all of my teachers if I miss class to serve on Election Day. I must also obtain permission from my parent/guardian. By signing this, I affirm that the facts set forth in it are true and complete. If I am accepted, any false statements, omissions, or misrepresentations made by me on this application may result in immediate dismissal.

Student Name (Printed):	
Signature:	Date:

HOW TO SUBMIT THIS APPLICATION:
SCAN/TAKE A PHOTO AND EMAIL:
HSPollworker.Communication@sfgov.org

IN-PERSON: City Hall Room 48 (Ground Floor)
MAIL: Department of Elections
 High School Poll Worker Program
 1 Dr. Carlton B. Goodlett Place, Room 48
 San Francisco, CA 94102-4634

DEADLINE: WEDNESDAY, MAY 16, 2018



The San Francisco Department of Elections is now accepting applications for the High School Student Poll Worker Program for the **June 5, 2018 Election**. The program promotes civic awareness and educates high school students about the election process. As a Poll Worker, you are serving San Francisco voters and joining the team that makes Election Day happen.



BENEFITS

- **Earn up to \$152**
- Get job experience for resume and college application
- Learn about the election process first-hand
- Obtain community service hours that may count toward your school's graduation requirements

QUALIFICATIONS

- Be **16 years of age or older** by Election Day
- Obtain permission from **parent/guardian AND all teachers**
- Be a U.S. citizen **OR** a legal permanent resident
- Have a grade point average of at least 2.5 on a 4.0 scale

REQUIREMENTS

- Submit a completed application by **Wednesday, May 18, 2018**
- Space is limited, so apply early!
- Attend a 2-hour training class
- On Election Day, report to your **assigned Polling Place** at 6 a.m. and serve until all duties are completed (no later than 9 p.m.)
- Duties include: Opening and closing of a Polling Place and assisting voters throughout the voting process

How will I find out if I'm accepted? **CHECK YOUR EMAIL!**

If you are accepted, you will receive a confirmation e-mail indicating the date and time of your scheduled training class. If you do not provide an email address, a letter will be sent to your home address.

Where will I serve on Election Day?

Depending on when you applied, we will place you at a conveniently located polling place, no more than 10-20 minutes away from your home. The sooner you apply, the closer to home we can place you. You will **receive your assignment by mail**. If you have special requests, call (415) 554-4395 after you've received confirmation of your acceptance.

Can I earn extra money if I speak another language? **YES!**

If you are fluent (*speak, read, and write*) in Spanish, Cantonese, Mandarin, or Filipino; you can earn an extra \$10 for completing an **optional Online Bilingual Training** course. These courses will prepare you to assist voters in other languages on Election Day! Please note you will still be required to attend the standard i n-person Poll Worker Training class.

What should I do if I am no longer able to serve on Election Day?

We understand that emergencies do arise. If you are no longer able to serve on Election Day, contact us **immediately** at (415) 554-4395.

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

Poll Worker stipend checks are mailed approximately three weeks after Election Day. Your stipend will be \$142 and you may receive an additional \$10 for completing a Bilingual Training course.



HIGH SCHOOL POLL WORKER APPLICATION

Contact Information: Please Print Clearly	
I have been a Poll Worker before: <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade: <input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 9
Name of High School:	GPA: ____ / 4.0
Legal First Name:	Middle Name/Nickname:
Last Name:	Date of Birth (MM/DD/YY): ____ / ____ / ____
Home Address & Apt # (if any):	City, State and ZIP:
Cell Phone:	Home Phone:
If you are assigned to a Polling Place that is far from your home, how will you get to your Polling Place by 6 a.m. on Election Day? (check all that apply) <input type="checkbox"/> Muni/BART <input type="checkbox"/> I will get a ride <input type="checkbox"/> I will drive myself <input type="checkbox"/> Other (explain): _____	
You MUST provide an email address below. Email will be used for all communication (acceptance to the program, Training Schedule, and Polling Place Assignment).	
Email: _____ @ _____ . _____	
Two-Hour Training Class: Please mark ALL DATES you are available. You will receive an email and a letter confirming the specific date and time of your class.	
<input type="checkbox"/> Sat, 5/12 @9:00 a.m.	<input type="checkbox"/> Sun, 5/13 @9:00 a.m.
<input type="checkbox"/> Sat, 5/12 @9:30 a.m.	<input type="checkbox"/> Sun, 5/13 @9:30 a.m.
<input type="checkbox"/> Sat, 5/12 @11:30 a.m.	<input type="checkbox"/> Sun, 5/13 @11:30 a.m.
<input type="checkbox"/> Sat, 5/12 @12:30 p.m.	<input type="checkbox"/> Sun, 5/13 @12:30 p.m.
<input type="checkbox"/> Sat, 5/12 @2:30 p.m.	<input type="checkbox"/> Sun, 5/13 @2:30 p.m.
<input type="checkbox"/> Sat, 5/12 @3:00 p.m.	<input type="checkbox"/> Sun, 5/13 @3:00 p.m.
<input type="checkbox"/> Sat, 5/19 @9:00 a.m.	<input type="checkbox"/> Sun, 5/20 @9:00 a.m.
<input type="checkbox"/> Sat, 5/19 @9:30 a.m.	<input type="checkbox"/> Sun, 5/20 @9:30 a.m.
<input type="checkbox"/> Sat, 5/19 @11:30 a.m.	<input type="checkbox"/> Sun, 5/20 @11:30 a.m.
<input type="checkbox"/> Sat, 5/19 @12:30 p.m.	<input type="checkbox"/> Sun, 5/20 @12:30 p.m.
<input type="checkbox"/> Sat, 5/19 @2:30 p.m.	<input type="checkbox"/> Sun, 5/20 @2:30 p.m.
<input type="checkbox"/> Sat, 5/19 @3:00 p.m.	<input type="checkbox"/> Sun, 5/20 @3:00 p.m.
Language Assessment (For Bilingual Applicants): Mark and translate the following phrase of the language(s) that you speak into English (use space provided below)	
<input type="checkbox"/> 請把您的名字和地址告訴我 <input type="checkbox"/> ¿Me puede dar su nombre y dirección, por favor? <input type="checkbox"/> Maaari ko bang makuha ang inyong pangalan at address? <input type="checkbox"/> 이름과 주소를 알려주십시오. <input type="checkbox"/> Xin cho tôi biết tên và địa chỉ của quý vị. <input type="checkbox"/> Other (specify language): _____. Translate: "Are you ready to vote?"	
Translation:	
How long have you known this language(s)?	
I use this language(s): <input type="checkbox"/> Daily <input type="checkbox"/> Frequently <input type="checkbox"/> Rarely	I learned this language(s): <input type="checkbox"/> Home <input type="checkbox"/> School <input type="checkbox"/> Native

CUT: Keep
CUT: Submit