

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.

- ❑ Notify the Allegheny County Elections Division Student Poll Worker Coordinator, Caitlin Calhoun, at Caitlin.Calhoun@alleghenycounty.us or at (412) 350-4507, that your high school will participate and that you will be the School Coordinator. Please include your name, school and contact information when e-mailing.
- ❑ 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 by **March 14, 2020** to the Allegheny County Elections Division, either in person, by mail, by fax, or scanned and e-mailed.
County Office Building, Room 604
542 Forbes Avenue
Pittsburgh, PA 15219
Fax: (412) 350-5697
Email: caitlin.calhoun@alleghenycounty.us
- ❑ Have students select a training session. As School Coordinator, you have the option of attending a training class with your students. You do not have to serve on Election Day if you attend the training class.
- ❑ Email training registration spreadsheet (which will be provided to you) to Caitlin. Have students notify you that they have attended training.
- ❑ Distribute appointment notices and Poll Worker packets to students.
- ❑ After students receive their appointment notices, have them confirm their participation with you. Notify Caitlin Calhoun of all student confirmations.
- ❑ **IMPORTANT:** Advise students about the importance of their Election Day commitment. If they cannot serve on Election Day, they must notify you, AND contact our office as soon as possible by phone at (412) 350-4548.