



STUDENT POLL WORKER PROGRAM



Sign up now for the April 28, 2020 Primary Election

The Allegheny County Division of Elections is now 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 while serving the community.

Who Can Participate?

- ✓ Each participating school must designate a School Coordinator.
- ✓ Students must meet the following requirements:
 - ✓ Be 17 years or older on election day;
 - ✓ Be a U.S. Citizen and a resident of Allegheny County;
 - ✓ Be enrolled in a secondary educational institution and meet academic requirements as determined by that educational institution;
 - ✓ Have a teacher recommendation, principal approval and parent or guardian consent.

How to Participate

- ✓ Students must complete an application form and also secure signatures from:
 - ✓ a recommending teacher;
 - ✓ the school principal; and
 - ✓ parent or guardian.
- ✓ Students must submit the completed application to the School Coordinator before the March 14, 2020 deadline.
- ✓ Students must register for and attend a two-hour Poll Worker Training class.
- ✓ After receiving their assigned work location, students must confirm their participation with their School Coordinator.
- ✓ 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 along with the other poll workers. Students are expected to be part of the set-up process, voting process throughout the day, and closing of the voting precinct. Students should also obtain a signed Student Poll Worker Form from the Judge of Elections for their precinct at the end of their service.

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, including:

- ✓ Arrange for their own transportation to and from their assigned polling place
- ✓ Serve during the hours that they commit to serve, either:
 - entire day, from 6:00am until approximately 9:00pm; OR
 - morning shift, from 6:00am until 2:00pm; OR
 - evening shift, from 2:00pm until approximately 9:00pm.
- ✓ Assist in opening the polling place (if serving entire day or morning shift)
- ✓ Assist voters
- ✓ Assist in closing the polling place (if serving entire day or evening shift)

Student use of cell phones and other electronic devices is prohibited throughout the day, except in case of an emergency.

Placement Limitations

Although the county needs poll workers countywide for every 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 for the voting precinct where they live. County Elections staff will match students to polling locations in close proximity to their homes. 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 \$135* OR up to 17 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

*Students receive up to \$135 for serving as a poll worker. Students who attend training and work the entire day on Election Day will receive the full \$135. Students who attend training and work only the morning shift or only the evening shift will receive \$60. Please note that students cannot be paid if they only attend training and do not work on Election Day. Stipends will be mailed to students 4-6 weeks after Election Day.

In order to help educators track student placements and 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.