

**JIM McCAULEY**  
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

**RYAN RONCO**  
ASSISTANT RECORDER-REGISTRAR



2956 RICHARDSON DRIVE  
AUBURN, CA 95603

**MAILING ADDRESS:**  
P.O. Box 5278  
AUBURN, CA 95604

## **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 poll workers, provided the student meets certain requirements. This bill encourages students to have a greater awareness of the election processes 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 your help 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:

- At least 16 years of age as of the date of the election at which you will work.
- A student in good standing, attending high school.
- Have a grade point average of at least 2.5 on a 4.0 scale.

You will be appointed to a polling place as close to your residence as possible. Polls are open to the public from 7:00 am to 8:00 pm. Poll workers must be at the polling place at 6:00 am 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, usually until 9:00 pm. You will need your own transportation to and from the polling place.

All students, before signing up for this program, must carefully check all their school activities and after school activities. If there are any conflicts with your schedule, it may prevent you from serving as a poll worker.

Please return the completed application, Parent/Guardian Authorization form and Instructor Authorization form to the Office of Elections, PO Box 5278, Auburn, CA 95604-5278. A postage paid envelope is attached for your use. You may also scan and email your completed forms to [placer\\_precincts@placer.ca.gov](mailto:placer_precincts@placer.ca.gov) or fax to (530) 886-5688.

Once your application and authorization forms are received, we will assign you to a polling place and you will receive an appointment letter with further information.

## **DESCRIPTION OF DUTIES**

- Arrive at the polling place promptly at or before 6:00 am on Election Day.
- Between 6:00 am and 7:00 am, assist with setting up the polling place to assure it will open to voters promptly at 7:00 am.
- Set-up the tables, chairs, and voting booths (if the booths have not been set up prior to Election Day).
- Post voting instructions, polling place signs, American Flag and other materials as instructed.
- Assist voters throughout the day and perform duties as required by the Precinct Board Inspector.
- Starting at 8:00 pm, assist with all aspects of closing the polls with the exception of handling any VOTED ballots.

You will receive a check for \$85.00 five to six weeks after the election for working on Election Day. Prior to the election, a 3-hour training class is offered but is not mandatory for clerks to attend. The dates and times for clerk training classes will be on your appointment letter. If you are able to attend training, you will be paid an additional \$20.00.

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 am on Election Day. The Office of Elections, the other poll workers and the voters are depending on you for a successful Election Day.

If you need any further information or have any questions, please call Suzanne Messina at (530) 886-5663.

Sincerely,

Jim McCauley  
County Clerk-Recorder-Registrar of Voters

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## APPLICATION TO SERVE AS A POLL WORKER

**PLEASE NOTE:** To qualify as a Student Poll Worker you must be a High School Student 16 years of age or older. Being a Student Poll Worker requires a solid commitment to be at the polling location before, during and after the polls are open (6:00 am to 9:00 pm) on Election Day. Breaks are provided throughout the day.

### STUDENT INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
                        LAST                        FIRST                        INITIAL

RESIDENCE ADDRESS: \_\_\_\_\_  
  NUMBER & STREET  CITY                        STATE                        ZIP

MAILING ADDRESS: \_\_\_\_\_  
(IF DIFFERENT)                        NUMBER & STREET  CITY                        STATE                        ZIP

TELEPHONE: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

### SCHOOL INFORMATION

NAME OF HIGH SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REFERRING INSTRUCTOR: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ CLASS: \_\_\_\_\_

DATE OF HIGH SCHOOL GRADUATION (MM/DD/YYYY): \_\_\_\_\_

I UNDERSTAND THAT I MUST MEET THE FOLLOWING REQUIREMENTS TO BE ELIGIBLE FOR THIS PROGRAM:

- At least 16 years of age as of the date of the election at which you will work.
- A student in good standing, attending high school.
- Have a grade point average of at least 2.5 on a 4.0 scale.

**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 ANOTHER COUNTY?**

YES  NO

**IF YOU HAVE A PREFERENCE AS TO WHICH POLLING PLACE OR AREA YOU WOULD LIKE TO WORK, INDICATE HERE (DEPENDING ON AVAILABILITY):**

\_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION/COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# **STUDENT POLL WORKER PROGRAM**

Dear Parent or Guardian:

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

Your son/daughter has shown an interest and would like to participate. To do so, he/she must have your permission. The duties entail assisting voters at the polling place from 6:00 am until 9:00 pm on Election Day. Depending on availability, students will be assigned to polling places as close to their residence as possible. Students will be responsible for their own transportation to and from the polling place. They will receive \$85.00 for the day with an extra \$20.00 if they are able to attend a clerk training class. The check will be issued five to six weeks after Election Day.

Serving our community and our county as a poll worker is a great learning experience. We hope you will allow your son/daughter to participate by signing the Parent/Guardian 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 Suzanne Messina at (530) 886-5663.

Sincerely,

Jim McCauley  
County Clerk-Recorder-Registrar of Voters

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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: \_\_\_\_\_

\_\_\_\_\_  
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.

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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 Student Poll Worker for the above-titled election. Your student will be assigned to a polling place and will report there by 6:00 am on Election Day. They will remain on site (except during breaks) until 9:00 pm. If the student has your permission to be released from class, please sign in the appropriate area below.

School: \_\_\_\_\_

Period 1 Signature: \_\_\_\_\_

Period 4 Signature: \_\_\_\_\_

Period 2 Signature: \_\_\_\_\_

Period 5 Signature: \_\_\_\_\_

Period 3 Signature: \_\_\_\_\_

Period 6 Signature: \_\_\_\_\_

Thank you for your support. We hope you are as proud of this student and their commitment they have made to the community as we are!

If you have any questions, please contact Suzanne Messina at (530) 886-5663.

### ATTENTION STUDENT:

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## **ELECTION DAY REMINDERS**

1. You are representing the Placer County Office of Elections. We recommend comfortable, appropriate clothing and shoes. No tank or halter tops, shorts, torn clothing, flip flops or open toe shoes. No political or offensive slogans or buttons are allowed on you or your clothing. If the Inspector feels you are not dressed appropriately, they will request you return home to change.
2. Members of the precinct board consist of the Inspector, Judge and Clerks. The Inspector leads, supervises and instructs the poll workers with duties for opening and closing of the polls and other tasks throughout the day.
3. You will be assigned to a polling place and will report there by 6:00 am on Election Day. You will remain on site (except during breaks) until 9:00 pm.
4. Food is not provided so please make arrangements to bring your own snacks/meals. The Inspector will contact you prior to Election Day.
5. The voting process may be observed, but observers may not interfere with the privacy of the voters or poll worker duties.
6. Be patient, helpful and courteous to the voters, observers and other poll workers.
7. No food or drinks are allowed on the precinct board table.
8. Unless otherwise posted, there is no smoking at any polling place.
9. Only poll workers are allowed at the precinct board table.
10. After the close of the polls, students and legal permanent residents are able to assist with all aspects of closing the polls with the exception of handling any VOTED ballots.
11. No internet capable devices, cells phones or laptops allowed at the precinct board table.

**No electioneering (political campaigning) is allowed within one hundred 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 Suzanne Messina at (530) 886-5663.