

RYAN RONCO
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

LISA CRAMER
ASSISTANT COUNTY CLERK

STEPHEN AYE
ASSISTANT RECORDER-REGISTRAR



2956 RICHARDSON DRIVE
AUBURN, CA 95603

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

ELECTIONS OFFICE

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 Clerks on poll worker precinct boards, provided the student meets certain requirements. This bill encourages students to gain a greater awareness of the election process and the rights and responsibilities of voters. It emphasizes the importance of participating in the electoral process, and also gives students an opportunity to give back to their community while earning a little money.

We would love to have you participate in this program!

REQUIREMENTS

You must have the approval of your teachers and a parent or guardian before participating in this program. Students must be:

- At least 16 years of age as of the date of the election for which you will work
- A high school student in good standing
- Maintaining a grade point average of at least 2.5 on a 4.0 scale
- **Able to work the entire Election Day from 6:00 am - 9:00 pm**

You will be assigned to a polling place as close to your home 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 on Election Day. With the exception of breaks and lunch/dinner hours, you are expected to remain at the polling place 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 and after-school activity schedules. If there are any conflicts, they may prevent you from serving as a poll worker.

Please return the completed application, Parent/Guardian Authorization form, and Instructor Authorization form to the Placer County Elections Office, PO Box 5278, Auburn, CA 95604-5278. A postage-paid envelope is provided. You may also scan and email your completed forms to placer_precincts@placer.ca.gov, or fax to 530-886-5688.

If you are assigned to a polling place, 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 assigned 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. The dates and times for Clerk training classes will be on your appointment letter. If you 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 Elections Office, the other poll workers, and the voters are depending on you for a successful Election Day.

If you need further information or have any questions, please call Tammy Wilson at 530-886-5671.

Sincerely,

Ryan Ronco
County Clerk-Recorder-Registrar of Voters

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 (ASSIGNMENT DEPENDS ON AVAILABILITY):

OTHER INFORMATION/COMMENTS: _____

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Dear Parent or Guardian:

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

Your son/daughter has shown an interest in participating. 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, plus an extra \$20.00 if they 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 attached Parent/Guardian Authorization form. 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 Tammy Wilson at 530-886-5671.

Sincerely,

Ryan Ronco
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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 ("the 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 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 Elections Office 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 Instructor(s) sign this page.)

TO: Instructors
FROM: Placer County Elections Office
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 may be assigned to a polling place and, if so, will report there by 6:00 am on Election Day. They will remain on-site (except for 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 to the community as we are!

Please call Tammy Wilson at 530-886-5671 if you have any questions.

ATTENTION STUDENT:

Please return this signed form to the Elections Office with your application and give a copy to your school attendance clerk if needed for their file.

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ELECTION DAY REMINDERS

1. You are representing the Placer County Elections Office. 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 that 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 in opening and closing the polls and other tasks throughout the day.
3. **If assigned to a polling place, you must report there by 6:00 am on Election Day. You will remain on-site (except for breaks) until 9:00 pm.**
4. Food is not provided, so please make arrangements to bring your own snacks/meals.
5. No food or drinks are allowed on the precinct board table.
6. The voting process may be observed, but observers may not interfere with voter privacy or poll worker duties.
7. Be patient, helpful, and courteous to the voters, observers, and other poll workers.
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 are 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 are allowed in the polling place.

Thank you - your participation is appreciated! Tell your friends what a great job you did, and do it again! Participate in the electoral process in future elections by calling Tammy Wilson at 530-886-5671.