Student Election Officer Program

Procedures

Who Can Participate?

- Any high school in San Joaquin County that has received approval form the School District, and
- Any high school student with a grade point average of at least a 2.5 and a U.S. citizen or a Legal Permanent Resident of the U.S.

What Does the Registrar of Voters Do?

- Provide the following handouts to assist you in implementing the program in your school:
  
<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Student Election Officer Poster</td>
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<tr>
<td>B</td>
<td>Program Descriptions and Procedures</td>
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<td>C</td>
<td>School Participation Form</td>
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<tr>
<td>D</td>
<td>Teacher Transmittal Form (for sending in applications)</td>
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<tr>
<td>E</td>
<td>Student Election Officer Form</td>
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<tr>
<td>F</td>
<td>Voter Pre-Registration Flyer</td>
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</table>

- Notify students of their polling place assignments
- Pay students who participated
- Provide principals with a list of students that will serve on Election Day
What Do Teachers Do?

- **EMAIL OR FAX** the “School Participation Form” to the Registrar of Voters, at (209) 468-9534, by August 24th, 2018
- Promote the program and distribute applications to interested high school students
- Review all applications to ensure that they are legible and filled out completely
- Number the applications on the upper right hand corner in the order in which you received the applications
- Approve and sign all applications
- Make sure that your student attends training class
- **EMAIL OR FAX** the completed applications to the Registrar of Voters Office

Faxing expedites the placement process but you also need to mail the originals back

FAX Number: (209) 468-9534  
EMAIL Address: asmith@sjgov.org

What Do Students Do?

- Take Parental Letter home for parent(s) to read and sign
- Complete application, have it signed by parent, and approved by teacher
- Attend a training class
- Work at the polls on Election Day, from 6:00 AM – 10:00 PM
- Arrange transportation to and from the polls. Students are required to bring a lunch, drink and snacks.
- Expect, at least, a 15 minute break and two 30 minute breaks. Additional breaks may be given during polling place downtime.
- Advise their teacher and the SEOP Coordinator in the event they need to cancel
The ROV guarantees the placement of all students that submit completed applications.

Teachers are encouraged 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.

Teachers are encouraged to nominate more students to increase participation and the areas covered.

Please number all applications on the upper right hand corner of the form.

Students will be paid $130 for working on Election Day.

Students must attend a training class and will be paid an additional $35. Attendance in a training class is mandatory in order to work on Election Day.

Students will be mailed an appointment notice when they are assigned to a polling place.

Students must complete all fields and print clearly to prevent delays in processing their pay.

Students are responsible to let their teachers and the ROV know immediately if they cannot serve on Election Day.
Contact Information  
San Joaquin County Registrar of Voters

Phone: (209) 468-2892  
FAX: (209) 468-9534  
E-Mail: asmith@sjgov.org

Mailing Address: San Joaquin County Registrar of Voters  
Precinct Operations, Student Election Officer Program  
PO Box 810  
Stockton, CA 95201

Physical Location: 44 N San Joaquin Street, Suite 350  
Stockton, CA 95202