

Student

Election Officer

Program

## Procedures

### Who Can Participate?

- Any high school in San Joaquin County that has received approval from 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:

Attachment A	Student Election Officer Poster
Attachment B	Program Descriptions and Procedures
Attachment C	School Participation Form
Attachment D	Teacher Transmittal Form (for sending in applications)
Attachment E	Student Election Officer Form
Attachment F	Voter Pre-Registration Flyer
- 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 24<sup>th</sup>, 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

## How Many Students Will Be Placed Per School?

- 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

## Compensation

- 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 Important Information

- 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

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