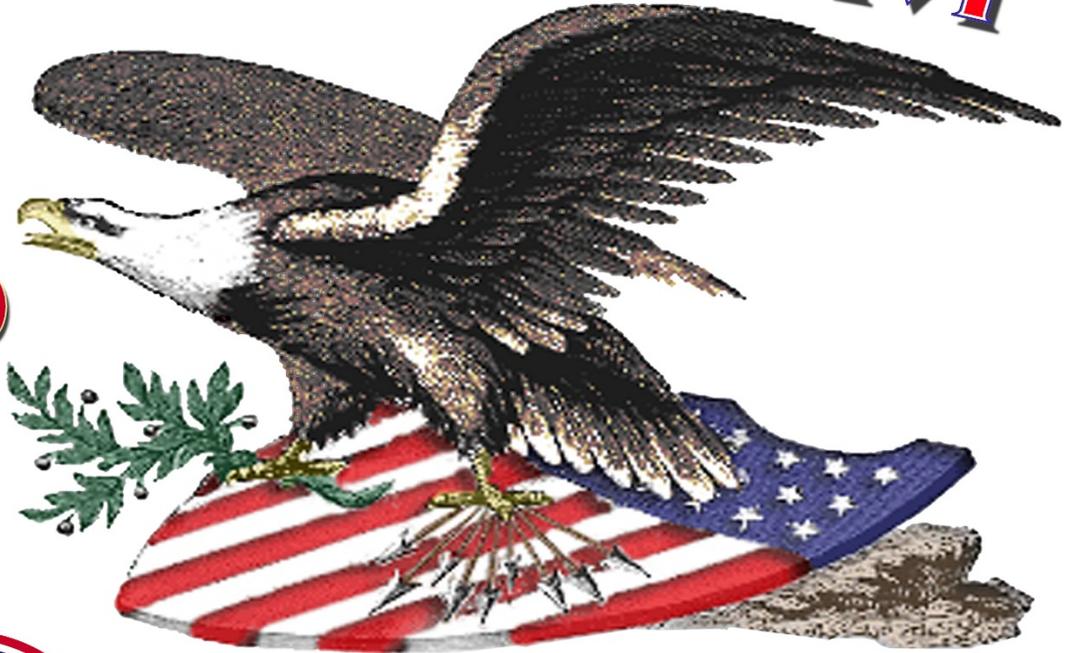


STUDENT ELECTION OFFICER PROGRAM

SHOW YOUR  
**PATRIOTISM**

AND  
GET



**PAID**

FOR MORE INFORMATION CALL  
THE SAN JOAQUIN COUNTY  
REGISTRAR OF VOTERS OFFICE



209 468-2892





August 13, 2018

Dear School Principal:

California state law allows high school students 16 years of age and older:

1. With a grade point average of at least 2.5,
2. In good standing, attending public or private schools,
3. And who are citizens or a Legal Permanent Resident of the U.S.,

To serve as Election Officers.

Students who are selected to participate in the program will be required to attend a two hour training class prior to Election Day. Students will serve alongside up to 5 other members of the Polling Place Election Board. Please be aware that hours are long, and students are expected to remain at their assigned polling location from 6:00 AM – 10:00 PM on Election Day. They **may not** be released early. All students are responsible for providing their own transportation to and from their assigned polling location, which will be fairly close to their school or home. Students will be compensated a stipend for their commitment and work on Election Day - \$130.00 for Election Day and \$35.00 for attending the mandatory training class. Your students will benefit from this program in several ways, including:

- Hands-on experience of learning how local elections are conducted
- Gain a lifelong appreciation for the democratic process
- Receive satisfaction of giving back to their community

For students to be considered for this program, they must meet the requirements, complete the attached application, and obtain signatures from their parent and teacher. If your student would like to be considered for the Student Election Officer Program for the upcoming November 6<sup>th</sup>, 2018 General Election, applications **must be returned to the teacher for transmittal to the San Joaquin County Registrar of Voters office**. Based on the previously established working relationships, we will be sending an informational packet to a contact at your campus.

If, for some reason your student is unable to participate after assignment at a polling location, please advise our office immediately, at the email address or phone number provided below. Thank you in advance for your consideration and we look forward to your students' participation!

Sincerely,

Angela Smith  
Precinct Operations Team, SEOP Coordinator  
San Joaquin County  
Registrar of Voters  
209-468-2892  
[asmith@sjgov.org](mailto:asmith@sjgov.org)



**Registrar of Voters**

Melinda Dubroff, Registrar of Voters

August 13, 2018

Dear Teacher:

We would like to invite you and your students to participate in the San Joaquin County Student Election Officer Program (SEOP)! With your help, we will continue to make the Student Election Officer Program a success and increase school and student participation. Therefore, we are again seeking your high school's participation for the upcoming Statewide General Election November 6, 2018.

The SEOP packet has been updated with changes and includes new contact numbers and materials. Please review the entire packet to ensure that all instructions are followed completely. Student Election Officer materials are also available on the Registrar of Voters website at <http://www.sjcrov.org>. Please click the "*Poll Workers Needed*" link then the "*Student Poll Worker*" link.

We believe that the SEOP is a great way to introduce your students to democracy in action! Once you have read the enclosed materials, we look forward to hearing from you. Please take a moment to return the SEOP Participation Form, so that we know you have received this information and will be willing to participate in this program. If you have any questions please contact Angela Smith, SEOP Coordinator at (209) 468-2892, or email [asmith@sjgov.org](mailto:asmith@sjgov.org).

Thank you for making the Student Election Officer Program work in San Joaquin County Schools!

Sincerely,

Angela Smith  
Precinct Operations Team, SEOP Coordinator  
San Joaquin County  
Registrar of Voters  
209-468-2892  
[asmith@sjgov.org](mailto:asmith@sjgov.org)



Registrar of Voters

Melinda Dubroff, Registrar of Voters

August 13, 2018

Dear Parents:

California state law allows high school students 16 years of age and older:

1. With a grade point average of at least 2.5,
2. In good standing, attending public or private schools,
3. And who are citizens or a Legal Permanent Resident of the U.S.,

To serve as Election Officers.

Students who are selected to participate in the program will be required to attend a two hour training class prior to Election Day. Students will serve alongside up to 5 other members of the Polling Place Election Board. Please be aware that hours are long, and students are expected to remain at their assigned polling location from 6:00 AM – 10:00 PM on Election Day. They **may not** be released early. All students are responsible for providing their own transportation to and from their assigned polling location, which will be fairly close to their school or home. Students will be compensated a stipend for their commitment and work on Election Day - \$130.00 for Election Day and \$35.00 for attending the mandatory training class. Your students will benefit from this program in several ways, including:

- Hands-on experience of learning how local elections are conducted
- Gain a lifelong appreciation for the democratic process
- Receive satisfaction of giving back to their community

For your child to be considered for this program, they must meet the requirements, complete the attached application, and obtain signatures from you and their teacher. If your child would like to be considered for the Student Election Officer Program for the upcoming November 6<sup>th</sup>, 2018 General Election, applications **must be returned to your child's teacher for transmittal to the San Joaquin County Registrar of Voters office.**

If, for some reason your child is unable to participate after assignment at a polling location, please advise our office immediately, at the email address or phone number provided below.

Thank you in advance for your consideration and we look forward to your students' participation!

Please do not hesitate to call should you have any questions.

Sincerely,

Angela Smith  
Precinct Operations Team, SEOP Coordinator  
San Joaquin County  
Registrar of Voters  
209-468-2892  
[asmith@sjgov.org](mailto:asmith@sjgov.org)

# San Joaquin County

## Student Election Officer Program

### Introduction

State law allows high school students to serve as Election Officers on Election Day. The Student Election Officer Program began under the name Student Poll Worker Program in San Joaquin County in 1988. It is a great way to introduce young people to democracy in action and at the same time provide a valuable community service. Students serve as regular members of a precinct board, receive the \$130 poll worker stipend and \$35 for attending a mandatory Election Officer training class.

### Who Can Participate?

- Any High School student in good standing with a grade point average of 2.5 on a 4.0 scale, a U.S. Citizen or a Legal Permanent Resident of the U.S. and at least 16 years of age at the time of the election.
- Any high school in San Joaquin County for which School District approval has been obtained.

### What Are The Benefits?

#### **For students**

- Students may earn community service points.
- Looks great on their job and college applications.
- Students are paid \$130 for serving on Election Day, with an additional \$35 for attending mandatory training class.

#### **For teachers**

- Complements the students' understanding of the voting process.
- Their students express their appreciation for the voting process and use their new knowledge in class.

#### **For veteran Election Officers**

- Students bring new energy and enthusiasm.
- Students can assist with carrying and setting up election supplies.
- Students are more likely to show up on Election Day because they have made their commitments to their teachers.
- Students are in "learning mode" so they easily pick up complex election procedures covered in training.
- Students are "tech savvy".

Students will be appointed to work on a board either in the same precinct in which they reside or a precinct in the same general area of their school. They are expected to work from 6:00 AM to 10:00 PM on Election Day.

Before applying to SEOP, students are responsible to carefully check their school-related activities so as to avoid conflicting schedules that may prevent them from serving on Election Day. **It is extremely important that they arrive at their assigned polling place promptly at 6:00 AM on Election Day.** Please notify the San Joaquin County Registrar of Voters office should a student not be able to work.

**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](mailto: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**

*Phone:* (209) 468-2892

*FAX:* (209) 468-9534

*E-Mail:* [asmith@sjgov.org](mailto: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



# SCHOOL PARTICIPATION FORM

**Teachers, please return this page to let us know that your school is participating.**

High School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teacher: Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address: Will your high school participate in this election? Yes  No

E-mail

\_\_\_\_\_

RETURN TO:	<p>San Joaquin County Registrar of Voters SEOP Coordinator, Angela Smith</p> <p>Email: <a href="mailto:asmith@sjgov.org">asmith@sjgov.org</a></p> <p>FAX: 209-468-9534</p>
DEADLINE:	<p><b>August 24<sup>th</sup>, 2018</b></p>

# TEACHER TRANSMITTAL FORM

Teachers, please include this form as a cover sheet every time you submit SEOP Applications.

High School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Teacher: Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

NUMBER OF STUDENT APPLICATIONS SUBMITTED: \_\_\_\_\_

PLEASE REVIEW THE INCLUDED APPLICATIONS TO ENSURE:

- 1) Parent, student and teacher signatures are included
- 2) The student meets requirements
- 3) The student has completed all fields
- 4) All applications are numbered on the upper right hand corner according to the order in which they were received

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

RETURN TO:	San Joaquin County Registrar of Voters SEOP Coordinator, Angela Smith  Email: <a href="mailto:asmith@sjgov.org">asmith@sjgov.org</a>  FAX: 209-468-9534
DEADLINE:	<b>August 31<sup>st</sup>, 2018</b>



# STUDENT ELECTION OFFICER PROGRAM APPLICATION

SAN JOAQUIN COUNTY REGISTRAR OF VOTERS OFFICE  
**PLEASE PRINT LEGIBLY & COMPLETE ENTIRE FORM**



Student	Name:	Email:
	Home Address:	Mailing Address:
	City:                      Zip Code:	City:                      Zip Code:
	Are you fluent in any other languages? Yes__ No __	If Yes, What language?
	Home Phone:	Cell Phone:
	Date of Birth:	Social Security #:
	<p>I understand that I must meet the following requirements to be eligible for this program:</p> <ul style="list-style-type: none"> <li>* A high school student with a grade point average of at least 2.5</li> <li>* United States citizen or a Legal Permanent Resident at the time of the election</li> <li>* At least 16 years of age at the time of the election</li> <li>* A student in good standing</li> </ul> <p>Student Signature: _____ Date: _____</p>	

Parent	Name:
	Emergency Phone Number(s) on Election Day:
	<p>This is to certify that I have read the parent letter and give permission for my son/daughter, named above, to serve as a Student Election Official.</p> <p>Parent Signature: _____ Date: _____</p>

School	Teacher/Administrator:
	High School:
	Contact Number:
	<p>As a teacher/administrator at the above mentioned high school, I verified that the above named student meets the eligibility requirements and would be an outstanding student Election Officer.</p> <p>Teacher/Administrator Signature: _____ Date: _____</p>

Return	To:	Registrar of Voters Office, Precinct Operations
	By Mail:	PO Box 810, Stockton, CA 95201
	By FAX:	(209) 468-9534
	By E-Mail:	polls@sjgov.org
	In Person:	44 N San Joaquin St., Suite 350, Stockton, CA 95202

<b>FOR ELECTION USE ONLY:</b>	HOME PCT: _____	INITIALS: _____	ID#: _____	SCANNED <input type="checkbox"/>
COMMENTS: _____				



# Election Officer Application

Please Print Legibly & Complete Entire Form

I am a U.S. Citizen:    Yes    No    If No, Are you a Legal Permanent Resident of the U.S.?    Yes    No	
I am registered to vote in San Joaquin County:    Yes    No	
Name:	
Address:	
City:	Zip Code:
Mailing Address: <i>If different than residence address</i>	
City:	Zip Code:
Multilingual:	If Yes – What language(s):
Email:	Home Phone:
Cell Phone:	Other Phone:
Date of Birth: <i>If under 18, use student application.</i>	SSN:
I am a County Employee:    Yes    No	If Yes – What Department:
I am willing to travel:	1-5 Miles    5-10 Miles    Anywhere I am Needed
I prefer to serve in the area near:	Stockton    Manteca    Lodi    Tracy    Lathrop    Ripon    Escalon    Lockeford
I am willing to use my home or business as a polling place:    Yes    No	
I volunteer to work at a polling place and if I am accepted and placed, I will do so on Election day. I understand that Election day hours are approximately from 6:00 am to 10:00 pm. I acknowledge that failure to provide some information may delay my receiving a work assignment and/or pay.	
Signature:	Date:

<i>Return Information:</i>	
	To: Registrar of Voters Office, Precinct Operations
By Mail:	PO Box 810, Stockton, CA 95201
By FAX:	(209) 468-9534
By Email:	polls@sjgov.org
In Person:	44 N. San Joaquin St, Suite 350, Stockton, CA 95202

<i>For Elections Use Only:</i>			
Voter ID:	Home Precinct:	Initials:	ML <input type="checkbox"/>
Position:	<i>Field Inspector / Inspector / Clerk / Student</i>	EO ID #	Scanned <input type="checkbox"/>