

# **STUDENT** **POLLWORKER** **PROGRAM**

SAN JOAQUIN COUNTY REGISTRAR OF VOTERS



STUDENT POLLWORKER PROGRAM

## **PROCEDURES**

### **WHO CAN PARTICIPATE?**

- Any high school in San Joaquin County that has received approval from the School District
- Any high school senior with a grade point average of at least a 2.5 and a U.S. citizen.

### **WHAT DOES THE REGISTRAR OF VOTERS DO?**

- Provide the following handouts to assist you in implementing the program in your school:

Attachment A	Student PollWorker Poster
Attachment B	Program Descriptions and Procedures
Attachment C	School Participation Form
Attachment D	Teacher Transmittal Form (for sending in nomination forms)
Attachment E	Student PollWorker Nomination Form (Parental Letter on reverse side)
Attachment F	Student PollWorker Brochure

- Notify students of the polling place assignments
- Publicize and recognize your school's involvement
- Pay students - checks are normally received 3-5 weeks following the election

Provide Principals with the a list of students that served on election day

## WHAT DO TEACHERS DO?

- Fax the “School Participation Form” to the Registrar of Voters Office as soon as you receive this information packet to (209) 468-9534
- Promote the program and distribute nomination forms to interested high school seniors
- Review all nomination forms to ensure that they are legible and filled out completely
- Number the nomination forms on the upper right hand corner in the order in which you received the nomination forms
- Approve and sign nomination forms
- FAX and Mail completed nomination forms 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  
Mailing Address: Registrar of Voters  
Student PollWorker Program  
PO Box 810  
Stockton CA 95201

- Make sure that your students attend a training class whether it is on-site or off-site

## 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 6am until approximately 9pm
- Arrange own transportation to and from the polls
- Advise teachers and ROV in the event they need to cancel

## HOW MANY STUDENTS WILL BE PLACED PER SCHOOL?

- The ROV guarantees the placement of 25 students per school for major elections and 10 students per school for smaller elections
- We encourage teachers to submit nomination forms 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
- The earlier the forms are received the better the chance the student will be placed at a polling place
- Depending on the number of schools participating and the areas covered, we may need extra students so teachers are more than welcome to nominate more students
- Please number all nomination forms on the upper right hand corner of the nomination form
- Any students who are not placed will be put on a “Waiting List.” As vacancies occur, those students will be notified by telephone
- Students are ***NOT notified*** if they are not placed. If they do not receive an appointment notice or phone call they are still on the waiting list

## COMPENSATION / RECOGNITION

- Students will be paid \$130 for working on Election Day
- Students who attend a training class will be paid \$35, which they must attend in order to work on the Election Board
- The Student will be recognized by a Certificate of Appreciation

## STUDENTS IMPORTANT INFORMATION

- Students will be mailed an appointment notice when they are assigned to a polling place.
- Appointment notices will be mailed as soon as they are selected.
- Any student who is placed 3 – 5 days before the election will receive ONLY a telephone call.
- Students must attend a training class to serve on Election Day. Students will be paid a \$35 training bonus.
- Students need to print clearly on the nomination form 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 FOR THE SAN JOAQUIN COUNTY REGISTRAR OF VOTERS

*Phone:* (209) 468-2892

*FAX:* (209) 468-9534

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

*Mailing Address:* Registrar of Voters Office  
Precinct Operations  
Student PollWorker Program  
PO Box 810  
Stockton CA 95201

*Located at:* 212 N San Joaquin St  
Stockton CA 95202