



# DALLAS COUNTY ELECTIONS DEPARTMENT

## What are Student Workers?

High school students who are 16 years of age or older have the opportunity to participate in the electoral process by serving as elections clerks at polling locations on Election Day. A student who is at least 16 years of age and who is enrolled in a Public or Private high school or home schooled, and that has the consent of the principal (or parent/legal guardian in charge of education in Home school) may serve as an election clerk. The Dallas County Elections Department must receive written authorization from the student's parent or guardian for the student to serve in the election for which he or she is selected to work.

## Benefits of Serving as a clerk:

- Dallas County Election workers are paid \$8.00 or \$10.00 hourly for their service, depending on the type of election.
- Students will gain practical experience by serving their community and state.
- Experience as an election clerk is an impressive addition to a résumé or college application.
- Students can take part in a rewarding activity while learning about the democratic process.

## What are the Responsibilities of an Election Clerk?

- Organizing the polling place before the polls open and close.
- Ensuring that qualified voters are permitted to vote.
- Checking in and processing voters and
- Distributing ballots to registered voters.
- Answering voters' questions.

## What are the Responsibilities of a Regional Site Clerk ?

- Checking-in incoming election materials.
- Ensuring all forms and election materials are delivered.
- Maintaining order and efficiency at the regional sites.
- Communicating with your regional site manager.

## What are the Qualifications?

- Be at least 16 years old on Election Day;
- Be enrolled in a public, private, or qualified home school;
- Must be a U.S. citizen;
- Fluent in English (and Spanish to be a Bilingual Student Election Clerk);
- Be register to vote, if 18 years of age by Election Day.

## **Checklist:**

- ✓ Fill out the **Student Election Clerk or Regional Clerk Application and Permission Slip**
- ✓ Have consent of his/her parent or legal guardian to work the election;
- ✓ \*Have consent of his/her school principal (or parent/legal guardian for home-schooled students);
- ✓ \*Complete any required election worker training program; and
- ✓ Have reliable transportation.
- ✓ Email, Fax, or Mail the application to:

Attn: **Student Election Worker Program-Laura Varela**  
2377 N Stemmons Frwy, Suite 820, Dallas, TX 75207  
214 819-6009. Office 214-819-6301.Fax  
[studentelectionworker@dallascounty.org](mailto:studentelectionworker@dallascounty.org)

**\*does not apply to regional site applicants**



# Dallas County Elections Department

**Please select which position you are applying to:**

**Regional Site Clerk**

**Student Clerk**

**Grade Level:** \_\_\_\_\_ **High School:** \_\_\_\_\_

### Student Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*Last First Middle Initial (mm/dd/yyyy)*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If 18 years of age by election day, are you registered to vote?

YES  NO

Are you a citizen of the United States?

YES  NO

Are you fluent in Spanish?

YES  NO

Transportation

PARENT  OWN

### Student Acknowledgement

- I am interested in working the following election **GENERAL ELECTION- TUESDAY, NOVEMBER 6, 2018**
- I am/will be at least 16 years old on Election Day
- I am/will be register to vote, if 18 years of age on Election Day
- I am a United States Citizen
- \*I agree to obtain an excused absence from my school office for Election Day. I will promptly notify the election office, if I am unable to obtain an excused absence. It is my responsibility to collect and complete any and all school assignments for the day.
- \*I will complete and attend a 3 hour training session prior to Election Day
- I have reliable transportation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/ Guardian Permission

*I have reviewed and understand the conditions of the voluntary off-site activity described and give my consent for my child to participate and serve as an election clerk on **General** Election. I understand the location of this off-site activity will be at a polling place within Dallas County.*

**I understand that my son/daughter may participate only if all information is completed on this form**

Parent/ Guardian Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/ Guardian Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

### \*Principal Permission (Not Applicable to Regional Site Applicants)

*This is to certify the student named above is currently enrolled at \_\_\_\_\_ and has my consent to serve as an election clerk on **Tuesday, November 6, 2018.***

Principal's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Deadline: Friday, October 5**