



DALLAS COUNTY ELECTIONS DEPARTMENT

What are Student Election 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.

This program is designed to provide students with a great awareness of the electoral process and the rights and responsibilities of voters. The students will assist County Election Officers by filling positions at polling places on Election Day and working under the direction of the polling place's presiding judge.

Benefits of Serving as an Election 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?

- Working under the supervision of the judge, student election clerks may assist with the following duties:
 - Organizing the polling place before the polls open.
 - Ensuring that qualified voters are permitted to vote.
 - Checking in and processing voters and
 - Distributing ballots to registered voters.
 - Answering voters' questions.
 - Explaining the use of the voting equipment.
 - Maintaining order in the polling place on Election Day.
 - Obtaining results after the polls are closed and closing the polling place.

What are the Qualifications of a Student Election Clerk?

- 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 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



DALLAS COUNTY ELECTIONS DEPARTMENT

Student Election Clerk Application

Grade/ 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

IF ASSISTED BY TEACHER PLEASE COMPLETE

Teacher's Name: _____ Phone #: _____

Teacher's Email: _____

Student Acknowledgement

- I am interested in working the following election **Constitutional Amendment & Joint on Tuesday, November 7, 2017**
- 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 **Constitutional Amendment & Joint** 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

*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 7, 2017***

Principal's Signature: _____ Phone: _____

Principal's Print Name _____ Email: _____

Deadline: Friday, October 20, 2017