



Bureau of Elections
COUNTY OF ARMSTRONG

Dear Educator:

The Armstrong County Bureau of Elections is always in need of poll workers to staff the election precincts within the County. The Board of Elections is looking to create a poll worker recruitment program utilizing high school students. With your help, we can get the program started and create a successful joint participation between County Government and the High School. The program will give students a first-hand glimpse into the Democratic Process, which is the foundation of our great country!

We are seeking your high school's participation in the Student Poll Worker Program. We encourage participation from as many teachers as possible, but to minimize confusion, we ask that there only be one School Coordinator designated from each school to serve as the liaison to our office. If your school is interested in participating in this program, please feel free to call or email the Bureau of Elections with the contact information of the School Coordinator.

The Student Poll Worker Program could also be paired with the Pennsylvania Departments of State and Education newly created Governor's Civic Engagement Award Program. The program is a joint collaboration with Inspire US. More information on the program can be found at: <http://www.dos.pa.gov/VotingElections/Pages/Governor's-Civic-Engagement-Award.aspx>

Enclosed is a pamphlet, the program description, a parent letter, and an application for the Student Poll Worker Program. For your convenience, we have also placed this information on the county's website at www.co.armstrong.pa.us. After reviewing the information, should you have any questions, please contact Jennifer Bellas, Director of Elections at 724.548.3222 or jbellas@co.armstrong.pa.us.

Thank you in advance for making this program a success!

Sincerely,

ARMSTRONG COUNTY BOARD OF ELECTIONS

Pat Fabian
Jason Renshaw
George Skamai

ARMSTRONG COUNTY STUDENT POLL WORKER PROGRAM

DESCRIPTION

The Armstrong County Board of Elections is preparing for the next election to ensure that there are enough poll workers to fill our 68 precincts. In order to meet those needs, the Board of Elections is accepting applications for a Student Poll Worker Program. This program promotes civic awareness and educates high school students about the election process by allowing students to serve as poll workers on Election Day. Students will learn the Election Process from start to finish and will learn valuable lessons for the future including but not limited to responsibility, teamwork, and leadership. They also have the opportunity to serve the community and to be a part of the democratic process.

★ WHO CAN PARTICIPATE IN THE STUDENT POLL WORKER PROGRAM?

- Each participating school must have a teacher play the role of coordinator
- Any high school student that meets the following requirements:
 - Must be 17 years of age or older
 - Must be a US Citizen
 - Must be a resident of Armstrong County
 - Must be in good academic standing as determined by the school
 - Must have a teacher recommendation
 - Must have Principal approval
 - Must have parental/legal guardian consent

★ REQUIREMENTS TO PARTICIPATE?

- Students must obtain a signed recommendation from a teacher
- Students must get the approval form signed by the school's Principal
- Students must get the parental/legal guardian consent form signed
- Students must submit the completed forms to the School Coordinator before the deadline
- Students must attend a Poll Worker Training Class held by the Bureau of Elections
- Students must have transportation to and from the polling place
- Students must arrive at their assigned polling place on time and work with the Judge of Election as directed
- Students must act in a professional manner and assist voters in the Election Process

★ WHAT DO STUDENTS DO ON ELECTION DAY?

- Students are assigned to serve at a polling place on Election Day and have the same responsibilities as their adult counterparts, and they are expected to:
 - Attend a training session prior to the Primary/Election
 - Arrange transportation to and from the polling place
 - Serve the entire day from 6:00 am – 9:00 pm, a Morning Shift from 6:00 am to 2:00 pm, or an Afternoon Shift from 2:00 pm to 9:00 pm.
 - Assist in the opening and closing of the polling place

- Process Voters
- It is our desire to have students assist during the entire day for continuity in the process at the polls. As you know, Pennsylvania Law limits the number of hours minors under the age of eighteen may work in any one day to eight hours. It is our suggestion that students be present to perform services at the poll the entire day – initially as credit for school day attendance and thereafter as a worker.

★ PLACEMENT LIMITATIONS

- Although the County needs 340 poll workers for every election, there are some areas of the County that have a greater need for poll workers than others. As a result, the number of students placed and the location of the placements is dependent on the needs of the surrounding community. We will do our best to keep the students within their respective municipality and/or school district.
- We encourage teachers to submit applications as early as possible to give our office more time to work with the students on finding a convenient location for them. We might not be able to place every student, but we will do our best to place as many as possible.

★ BENEFITS OF PARTICIPATION

- Potential to earn \$90.00 - \$105.00 for working the entire day (depending on the number of votes cast at the precinct)
- Potential to earn \$45.00 - \$52.50 for work a half day shift (depending on the number of votes cast at the precinct)
- Gain experience for a resume or college application
- Demonstrate a record of responsibility, teamwork and leadership
- Learn and participate in the election process first-hand
- FEEL PROUD THAT YOU ARE MAKING A DIFFERENCE!

ARMSTRONG COUNTY STUDENT POLL WORKER PROGRAM

FAQ'S

★ HOW DO I APPLY TO BE A STUDENT POLL WORKER?

- All student poll workers must submit an application to the school coordinator with the teacher recommendation, Principal approval and parent/legal guardian consent. The application can be obtained from the Armstrong County Board of Elections website at www.co.armstrong.pa.us or from the school coordinator at your high school.

★ WHERE WILL I BE PLACED TO SERVE ON ELECTION DAY?

- Student poll workers will be placed at a location as near their home address as possible.
- Due to the strict guidelines and strategic planning that goes into poll worker placement, students must show up to their assigned location; they may not show up to a different precinct without the approval of the Director of Elections.

★ WILL I BE ABLE TO VOTE IF I AM ASSIGNED TO A PRECINCT OTHER THAN WHERE I AM REGISTERED?

- Yes. For those student poll workers, who are 18 years of age and are registered to vote, should you be assigned to a precinct other than where you are registered you will be provided with an absentee ballot application and ballot.

★ HOW WILL I FIND OUT IF I HAVE BEEN ACCEPTED?

- Students who are accepted will receive a poll worker packet. The poll worker packet will be sent directly to the school coordinator to distribute to students. The packet will include your assigned location, and the contact information of the Judge of Elections at your assigned polling place and the dates and times of training classes and a poll worker training manual.

★ WHEN DO I RECEIVE MY STIPEND FOR SERVING ON ELECTION DAY?

- Poll Workers complete and turn in on Election Day, the "Order to Pay Election Officers", the Director of Elections processes the pay sheet, and checks are mailed to each poll worker approximately 2 weeks following the Election.
- Students who serve the entire day will be compensated \$90-\$105 depending on the number of votes cast at that precinct.
- Students who serve either the morning or afternoon shift will be compensated \$45-\$52.50 depending on the number of votes cast at the precinct.

★ WHO DO I CONTACT IF I AM NO LONGER AVAILABLE TO SERVE ON ELECTION DAY AND NEED TO CANCEL?

- Be sure you are able to fulfill your commitment. The local Election Boards and the voters are counting on you!
- If you absolutely are no longer available to serve, contact the Bureau of Elections as soon as possible by phone at 724.548.3222 so that a replacement can be found.

STUDENT RESPONSIBILITIES

- Legibly fill out Student Poll Worker Application and have signed by the recommending teacher and Principal**
- Take “Dear Parent” letter home and obtain parent or legal guardian’s signature on the application**
- Submit completed application to the School Coordinator to be turned into the Bureau of Election’s Office**
- Obtain Election Day assignment from Bureau of Election and Poll Worker Packet from School Coordinator.**
- Attend a training class.**
- Arrange transportation to and from their assigned polling place.**
- Serve on Election Day from 6:00 am until approximately 9:00 pm (FULL DAY)**
- Serve on Election Day from 6:00 am until 2:00 pm (HALF DAY – Morning Shift)**
- Serve on Election Day from 2:00 pm until approximately 9:00 pm (HALF DAY – Afternoon Shift)**

SCHOOL COORDINATOR CHECKLIST

- Promote the program and distribute the enclosed application and parental letter to interested students.**
- Ensure that all forms are legible and filled out completely.**
- Submit all completed applications to the Armstrong County Bureau of Elections. Applications can be submitted in person, by mail, by fax or scanned and e-mailed. Completed applications must be submitted by the deadline provided for each election cycle.**
- Distribute Election Day assignments and Poll Worker Packet received from the Bureau of Election.**
- Make sure students attend a training class.**
- IMPORTANT: Advise the students about the importance of their Election Day commitment. The other election board members and the voters are counting on them. If they cannot serve on Election Day, they must contact our office as soon as possible by phone at 724.548.3222 so that a replacement can be found.**

2018 ELECTION SCHEDULE OF EVENTS

★ SEPTEMBER 2018

- September 28, 2018 - DEADLINE to submit student applications to School Coordinator

★ OCTOBER 2018

- October 5, 2018 – DEADLINE to submit student applications to Armstrong County Bureau of Elections
- October 12, 2018 – Student assignments sent to School Coordinator from Armstrong County Bureau of Elections
- October 16-18, 2018 – Poll Worker Training held at the Belmont Complex

★ NOVEMBER 2018

- November 6, 2018 – **ELECTION DAY**