



## HIGH SCHOOL STUDENT POLLWORKER PROGRAM



The San Francisco Department of Elections is preparing for the **Tuesday, November 8th, 2011 Municipal Election** and is now accepting applications for the High School Student Pollworker Program. This program promotes civic awareness and educates high school students about the election process by allowing them to serve as pollworkers on Election Day. The program is supported by the California Elections Code, Section 12302, which states:



*“In order to provide for a greater awareness of the elections process, the rights and responsibilities of voters and the importance of participating in the electoral process, as well as to provide additional members of precinct boards, an election official may appoint not more than five students per precinct to serve under the direct supervision of precinct board members designated by the elections official.”*



### QUALIFICATIONS

- Be **16 years old by Election Day** and **get permission from all teachers and parents/guardians.**
- Be a U.S. citizen, or a bilingual non-U.S. citizen. Bilingual students fluent in Cantonese, Mandarin, or Spanish are encouraged to apply.
- Attend a San Francisco public or private high school. Students do not have to live in San Francisco.
- Have a grade point average of at least 2.5 on a 4.0 scale.



### REQUIREMENTS

- Submit a completed application with all required signatures before **Friday, October 14th, 2011. Space is limited, so apply early!**
- Attend a mandatory 1.5-hour training class. Classes are offered at various times on Saturdays and Sundays throughout October.
- On Election Day, report to your assigned polling place at 6am and work until all duties are completed (no later than 9pm).
- Duties include: opening and closing the polling place and assisting voters throughout the voting process.



### BENEFITS

- Earn \$122!
- Get job experience for your resume: it shows both college admissions and potential employers that you have a record of responsibility, teamwork and leadership.
- Fulfill school requirements: hours worked may count toward your school's community service graduation requirements.
- Learn about the election process first-hand.



**Students: keep this page for your reference! For more information call (415) 554-4395**



### *When will I find out if I'm accepted?*

**CHECK YOUR E-MAIL!** Students who are accepted will receive a confirmation e-mail indicating the date and time of their scheduled training class. If you do not provide an e-mail address, a letter will be sent to your home address.



### *Where will I work on Election Day?*

Depending on the order in which we receive your application, we will place you at a conveniently located polling place near your home. The sooner you apply, the closer to home we can place you. We will inform you of your assignment with directions by mail.



### *Can I choose where I work on Election Day?*

**We do our best to assign every student to a precinct no more than 10-20 minutes away from home**, however, if there are extenuating circumstances that require a special request, we may be able to accommodate it. If you have a special request, call (415) 554-4395 after you've received confirmation of your acceptance to make your request.



### *Can I change my polling place after I've been assigned?*

**Last-minute requests to change polling places are next to impossible to accommodate.** Only in emergency situations can we change your polling place after you've been assigned. For more information call (415) 554-4395.



### *What should I do if I find out after submitting my application that I can no longer work on Election Day?*

We understand that on rare occasions, emergencies do arise. If you are no longer able to work on Election Day, please contact us **immediately** at (415) 554-4395.



### *When will I receive my paycheck for working on E-Day?*

Pollworker stipend checks are mailed approximately three weeks after Election Day.

**SAN FRANCISCO DEPARTMENT OF ELECTIONS HIGH SCHOOL STUDENT POLLWORKER APPLICATION**  
**Municipal Election, Tuesday, November 8, 2011**

**1. CONTACT INFORMATION: *Please print clearly!***

I have been a pollworker before (circle one):    Yes            No		Name of High School:
Title (circle one):    Mr.    Ms.		Home Address & Apt. #:
Legal First Name:		
"American" or Middle Name:		City, State and ZIP:
Last Name:		If you are assigned to a polling place that is far from your home, how will you commute to it in order to arrive at 6:00am on Election Day? (circle all that apply)  <b>Muni/BART            I will get a ride            I will drive myself</b>  <b>Other (explain)</b>
Home Phone:		
Cell Phone:		
<b>You <u>MUST</u> provide an e-mail address below. E-mail will be used to inform you of acceptance to the program, and to confirm your Training Schedule and Polling Place Assignment. <u>Check your e-mail frequently!</u></b>		
Email:		
@		
Date of Birth (Month/Day/Year):    ____/____/____		Grade (circle one):    12    11    10    9            GPA : ____/ 4.0

**2. LANGUAGE ASSESSMENT:**

**Please circle the language(s) you are fluent in:**  
*English    Mandarin    Cantonese    Spanish    Russian    Tagalog    Korean    Other (specify) \_\_\_\_\_*

**Translate the following phrase into the language(s) that you speak:**  
*"Good morning miss, may I have your name and address, please?"*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

<b>Please identify how you acquired and use this language:</b>	I use this language:                    ____ Daily            ____ Frequently            ____ Rarely
	I learned this language:                    ____ At home            ____ At school            ____ Native Language
	How long have you known this language: _____

**3. 1.5 HOUR TRAINING CLASS: Please mark ALL DATES you are available to attend training. An E-mail confirming the specific date and time of your class will be sent to you by October 3.**

___ Sat, 10/8 9:00am	___ Sun, 10/9 11:30am	___ Sat, 10/15 1:30pm	___ Sun, 10/16 2:00pm	___ Sun, 5/22 9:00am
___ Sat, 10/8 9:30am	___ Sun, 10/9 1:30pm	___ Sat, 10/15 2:00pm	___ Sat, 10/22 9:00am	___ Sun, 5/22 9:30am
___ Sat, 10/8 11:00am	___ Sun, 10/9 2:00pm	___ Sun, 10/16 9:00am	___ Sat, 10/22 9:30am	___ Sun, 5/22 11:00am
___ Sat, 10/8 11:30am	___ Sat, 10/15 9:00am	___ Sun, 10/16 9:30am	___ Sat, 10/22 11:00am	___ Sun, 5/22 11:30am
___ Sun, 10/9 9:00am	___ Sat, 10/15 9:30am	___ Sun, 10/16 11:00am	___ Sat, 10/22 11:30am	___ Sun, 5/22 1:30pm
___ Sun, 10/9 9:30am	___ Sat, 10/15 11:00am	___ Sun, 10/16 11:30am	___ Sat, 10/22 1:30pm	___ Sun, 5/22 2:00pm
___ Sun, 10/9 11:00am	___ Sat, 10/15 11:30am	___ Sun, 10/16 1:30pm	___ Sat, 10/22 2:00pm	

## REQUIREMENTS

In order to participate you must:

- Be at least 16 years old by Election Day
- Attend a public or private San Francisco high school
- Be a U.S. Citizen or bilingual non-U.S. citizen
- Have at least a 2.5-4.0 GPA

## STUDENT AGREEMENT AND SIGNATURE

By submitting this application, I understand that I must commit to work on **Election Day, November 8, 2011** from 6:00am until all duties are complete at approximately 9:00pm at the precinct assigned by the Department of Elections. I understand that I must attend a 1.5-hour training class prior to Election Day. Furthermore, I understand that it is my responsibility to get permission from all of my teachers if I must miss class to work on Election Day. I understand that I must also obtain permission from my parent/guardian to work as a pollworker on Election Day. By signing this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted, any false statements, omissions, or misrepresentations made by me on this application may result in immediate dismissal.

Student Name (printed)

Signature

Date

## TEACHERS' PERMISSION (Please obtain the signature of ALL of your teachers or we will not accept your application. (If you do not have class please write: "No Class This Period").

Dear Teacher: Your student would like to serve the community as a pollworker on **Tuesday, November 8, 2011**. Even though California State law requires that students be given excused absences for working the election, they are still required to receive written permission from their teachers to participate in this program. A signature is required from **every** teacher to ensure that the school understands that the student will be absent from class, exams or other school activities on Election Day. Thank you for allowing your student to participate in the Department of Elections High School Student Pollworker Program!

Period 1

Period 4

Period 7

Period 2

Period 5

Period 8

Period 3

Period 6

Period 9

## PARENT/GUARDIAN PERMISSION

San Francisco Department of Elections High School Student Pollworker Program allows students to provide an invaluable service to our community and gain critical insight into the election process while earning a stipend. Hours worked may count towards a student's graduation requirement for community service hours and the leadership experience is a great addition to a resume or college application. Students must work on **Election Day, Tuesday, November 8, 2011** from 6:00am until all duties are complete at approximately 9:00pm at the precinct assigned by the Department of Elections. Students receive three hours of scheduled breaks. Students who complete Election Day duties will be paid \$122.00. Because the Department of Elections requires parental/guardian permission and does not assume responsibility for the minor, we ask you to sign below to authorize participation. By signing this application, you, the parent/guardian, affirm that the facts set forth in it are true and complete. Please call the Department of Election at (415) 554-4395 if you have any questions.

Parent/Guardian Name (Printed)

Street Address

City, State, Zip

Work Phone & Cell Phone

Parent/Guardian Signature

Date

## HOW TO SUBMIT THIS APPLICATION:

**DEADLINE: FRIDAY, OCTOBER 14, 2011**

**FAX:** (415) 554-7829 (Please be sure to fax both sides of the application. Do not fax the application cover sheet)

We recommend you make a copy of this completed application before you send it in.

**IN-PERSON:** City Hall Room 48- Basement Level

**MAIL:** Department of Elections-  
High School Student Pollworker Program  
1 Dr. Carlton B. Goodlett Place, Rm. 48  
San Francisco, CA 94102-4634

**This is a first-come-first-served program and space is very limited! Please apply as early as possible or risk being waitlisted.**

**DEADLINE: Friday, October 14, 2011**