



High School Poll Worker Program APPLICATION November 8, 2016 Election



The San Francisco Department of Elections is preparing for the **November 8, 2016 Election** and is now accepting **applications** for the High School Student Poll Worker Program. The program promotes civic awareness and educates high school students about the election process by allowing them to serve as poll workers on Election Day.

BENEFITS

- **Earn \$142**
- Get job experience for resume and college application
- Volunteer hours may count toward your school's community service graduation requirements
- Learn about the election process first hand
- **\$10 Bonus** for students who are fluent in Chinese, Spanish, and Filipino (after completing an online bilingual training course)

QUALIFICATIONS

- Be **16 years of age or older** by Election Day
- Obtain **parent/guardian AND all teachers permission**
- Be a U.S. citizen **OR** a legal permanent resident. Bilingual students fluent in Spanish, Chinese Filipino, Korean, Vietnamese, or Japanese are encouraged to apply!
- Have a grade point average of at least 2.5 on a 4.0 scale

REQUIREMENTS

- Submit a completed application by **Friday, October 21, 2016. Space is limited, so apply early!**
- Attend a **MANDATORY 2-hour training class**
- On Election Day, report to your **ASSIGNED** polling place at 6am and serve until all duties are completed (no later than 9pm)
- Duties include: Opening and closing of polling place and assisting voters throughout the voting process

Frequently Asked Questions

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 serve 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 by mail of your assignment.

Can I choose where I serve 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.

Can I earn extra money if I speak another language?

YES! If you are fluent in both reading and writing Spanish, Cantonese, Mandarin, or Filipino, you can earn an extra \$10 for completing an **optional** Online Bilingual Training course, which will prepare you to assist voters of other languages on Election Day! Please note you will still be required to attend the standard in-person Poll Worker Training class.

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

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

When will I receive my stipend for serving on E-Day?

Poll worker stipend checks will be mailed approximately 3 weeks after Election Day.



High School Student Poll Worker Application **Tuesday, November 8, 2016 Election**

1. Contact Information: Please Print Clearly!

I have been a poll worker before (circle one): Yes No	Name of High School:
Title (circle one): Mr. Ms.	Home Address & Apt. #:
Legal First Name:	City, State and ZIP:
"American" or Middle 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)
Last Name:	
Home Phone:	
Cell Phone:	Muni/BART I will get a ride I will drive myself
Other (explain)	

You MUST 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. Check your e-mail frequently!

Email:																				
@																				
Date of Birth (Month/Day/Year):	____/____/____	Grade (circle one):	12 11 10 9	GPA : ____/ 4.0																

2. Language Assessment

Mark and translate the following phrase in the language(s) that you speak in English:

- | | |
|---|--|
| <input type="checkbox"/> Chinese: 請把您的名字和地址告訴我可以嗎? | <input type="checkbox"/> Korean: 이름과 주소를 말씀해 주시겠습니까? |
| <input type="checkbox"/> Spanish: ¿Me puede dar su nombre y dirección, por favor? | <input type="checkbox"/> Japanese: お名前と住所を教えてください。 |
| <input type="checkbox"/> Filipino: Maari ko bang makuha ang inyong pangalan at address? | <input type="checkbox"/> Vietnamese: Xin cho tôi biết tên và địa chỉ của quý vị. |
| <input type="checkbox"/> Other (specify): _____ | |

English Translation:

I use this language: ___ Daily ___ Frequently ___ Rarely	I learned this language: ___ Home ___ School ___ Native
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How long have you known this language?

3. Two-Hour Training Class: Please mark ALL DATES you are available. You will receive an EMAIL and a letter confirming the specific date and time of your class.

[Blacked out]	__ Sat Oct 15 2:00pm	__ Sun Oct 16 12:00pm	__ Sat Oct 22 1:30pm				
[Blacked out]	__ Sat Oct 15 8:30am	__ Sat Oct 15 2:30pm	__ Sun Oct 16 1:30pm				
[Blacked out]	__ Sat Oct 15 9:00am	__ Sun Oct 16 8:30am	__ Sun Oct 16 2:30pm				
[Blacked out]	__ Sat Oct 15 11:00am	__ Sun Oct 16 9:30am	__ Sat Oct 22 8:30am				
[Blacked out]	__ Sat Oct 15 11:30am	__ Sun Oct 16 11:00am	__ Sat Oct 22 11:00am				
[Blacked out]			__ Sat Oct 29 2:00pm				

Requirements

In order to participate you must:

- Be at least 16 years old by Election Day
- Have at least a 2.5 GPA on a 4.0 scale
- Be a U.S. citizen or legal permanent resident
- Attend a public or private San Francisco High School

Parent/Guardian Permission

The High School Student Poll Worker Program allows students to provide an invaluable service to our community and gain critical insight into the election process while earning a stipend. Hours served may count towards a student's graduation requirement for community service hours and the experience is a great addition to a resume or college application. Students must serve on **Election Day, Tuesday, November 8, 2016** from 6:00am-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 receive a stipend of \$142.00. 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

Teachers' Permission (Please obtain the signature of ALL of your teachers or we will not accept your application).

Dear Teacher: Your student would like to serve the community as a poll worker on **Tuesday, November 8, 2016**. Even though California State law requires that students be given excused absences for serving in 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 Poll Worker Program!

Period 1

Period 4

Period 7

Period 2

Period 5

Period 8

Period 3

Period 6

Period 9

Student Agreement and Signature

By submitting this application, I commit to serve on **Election Day, November 8, 2016** from 6:00am until all duties are complete at approximately 9:00pm at the precinct assigned by the Department of Elections. I must attend a 2-hour training class prior to Election Day. It is my responsibility to get permission from all of my teachers if I must miss class to serve on Election Day. I must also obtain permission from my parent/guardian. By signing this, I affirm that the facts set forth in it are true and complete. 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

How to Submit This Application:

SCAN/TAKE A PHOTO AND EMAIL:

HSPollworker.Communication@sfgov.org

IN-PERSON: City Hall Room 48 - Basement Level

MAIL: Department of Elections -

High School Student Poll Worker Program

1 Dr. Carlton B. Goodlett Place, Rm. 48

San Francisco, CA 94102-4634

DEADLINE: FRIDAY, OCTOBER 21, 2016