



STUDENT ELECTION CLERK INFORMATION

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 an election clerk 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 the parent/legal guardian in charge of education in home school) may serve as an election clerk. The Ellis 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 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:

- Ellis County Election workers are paid \$8.00 or \$9.00 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.
 - 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 registered to vote, if 18 years of age by Election Day.

Check List:

- ✓ 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 the parent/legal guardian for home schooled students);
- ✓ Complete any required election worker training program;
- ✓ Able to take direction well and not easily distracted and enjoy interaction with people;
- ✓ Must have dependable transportation to and from the election site;
- ✓ Be prepared to lift at least 30 lbs. and stand for long periods of time;
- ✓ Must work the entire duration of the voting day without leaving the polling site;
- ✓ Mail, email or fax the application to the Elections Office

More information found at <http://www.votetexas.gov/voting/index.html#student-election-clerks>

Disclosure: I understand that nothing in this advertisement, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a guaranteed assignment. These positions are not permanent, full-time, or temporary; they are only during an election cycle. I understand that, if I am contacted by the Elections Department for an assignment, my employment will be only for an as-needed basis, and a position will not be guaranteed, unless I am given the complete details of an assignment, including where and when I will report, by an Elections Department recruiter or representative.



Ellis County Elections Department

Send completed form by mail, fax or email:
Mail: 204 E Jefferson Street Waxahachie, Texas 75165
Email: elections@co.ellis.tx.us or fax to 972-923-5194

Application Returned: 45-90 days before an election

Student Election Clerk Application

PLEASE PRINT ALL INFORMATION CLEARLY AND SIGN WHERE NOTED

High School: _____ Grade: _____

Student Name: _____ Student ID#: _____

Home Address: _____ City, State, Zip Code: _____

Student Email: _____ Date of Birth: ____/____/____

Student Cell Phone #: _____ Home Phone: _____

Are you a US Citizen? YES NO

Are you fluent in Spanish? YES NO

If you are 18 years old, or will be on this Election Day, are you registered to vote? YES NO

YOU MUST HAVE TRANSPORTATION ON ELECTION DAY: My parent will take me to and pick me up from the polling location You own a car

My signature below indicates that I meet the following criteria:

- ✓ I am interested in working the following election(s) _____
- ✓ I am/will be at least 16 years of age on Election Day.
- ✓ I am currently enrolled at a public, private, or qualified home school;
- ✓ 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 an approximately 2-hour training session prior to Election Day (Date/Time TBD);
- ✓ I have reliable transportation on Election Day

STUDENT'S 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 for the _____ Election. I understand the location of this off-site activity will be at a polling place within Ellis County, **I UNDERSTAND THAT MY SON/DAUGHTER MAY PARTICIPATE ONLY IF ALL INFORMATION IS COMPLETED ON THIS FORM.**

Parent/Guardian **PRINT** Name: _____ Parents Email: _____

Signature of Parent/Guardian: _____ Parent/Guardian Phone: _____

School Principal Permission - This is to certify that the student named above is currently enrolled at _____ (Name of school) and has my consent to serve as an election clerk on _____ (date)

Signature of Principal: _____ Printed Name: _____

Phone: _____ Email: _____

Home School Students must have the Parent/Legal Guardian Permission section completed by the parent/legal guardian responsible for their education.