# SAN BENITO COUNTY ELECTIONS DEPARTMENT
## —HIGH SCHOOL ELECTION OFFICER APPLICATION—

Dear Parent(s)/Guardian(s):

The County of San Benito encourages all high school students to become involved in the election process. One of the most rewarding ways to do this, is by becoming an Election Officer. State law allows high school students who are in good academic standing, and at least 16 years of age, to serve as an Election Officers on Election Day. All students that are placed will be required to attend an 8 hour training prior to Election Day.

Students will serve with 5-7 additional Election Officers, including Elections Department Staff. Students are expected to be at their assigned Vote Center location from 7 am to approximately 6pm on Saturday, Sunday and Monday. On Tuesday, Election Day, students will be expected to be at their assigned Vote Center from 6am to approximately 9pm. Students are responsible for providing their own transportation to and from the Vote Center and bring their own lunch/snacks. The San Benito County Elections Department will to assign a Vote Center location that will be in close proximity to the student's home. Students are paid the same as other poll workers through stipends. Stipends are mailed 6-8 weeks following the election.

Each High School Student will benefit from this program in several ways:
•Hands-on experience of learning how local elections are conducted
•Receive training on how to open a polling place, process voters, and close the polls
•Inspiration to vote when they reach 18 years of age
•Gain a lifelong appreciation for the democratic process

In order to be considered for this program, students must complete the following: High School Student Election Officer Volunteer form, Parent/Guardian Consent Form/ Liability Release, Teacher(s) Consent form, and Principal Consent form.

Once the High School Election Officer Application (Student's Information, Parent/Guardian Consent Form & Liability Release, and Teacher(s) Consent Form) is completed, the student must turn in the application to their High School's Clerk's Office. The principal will review the application prior to be approved. If approved, the High School's Clerk's Office will enter the student's name into the school's attendance system and notify the student of approval. After school approval, the student is responsible for turning in the completed application to the San Benito County Elections Department. If student is selected, parents will be required to call the School's Clerk's Office to call out their child and verify their participation.

Please do not hesitate to call the San Benito County Elections Department at (831) 636-4016, should you have any questions.

Sincerely, -- San Benito County Elections Department

# SAN BENITO COUNTY ELECTIONS DEPARTMENT
## —HIGH SCHOOL ELECTION OFFICER APPLICATION—

**DEADLINE TO SUBMIT TO ELECTIONS DEPARMTENT**
## OCTOBER 4, 2024

## 1. STUDENT'S INFORMATION

**First, Middle, Last Name**

**Date Of Birth**
D   D   M   M   Y   Y

**Street Address**                    **City**              **State**      **Zip**

**Mailing Address**                   **City**              **State**      **Zip**

**Phone Number**                      **E-Mail**

## 2. STUDENT REQUIREMENTS
### (PLEASE CHECK ALL THAT APPLY)

**Be 16 or 17 years old by Election Day** ☐

**Have a GPA of 2.5 or higher** ☐

**A Current High School Student** ☐

**Have permission from parents/guardians, teachers, and principal** ☐

## 3. LANGUAGE SKILLS
### (PLEASE CHECK ALL THAT APPLY)

**Spanish** ☐        **Vietnamese** ☐

**Chinese** ☐        **Hindi** ☐

**Japanese** ☐       **Tagalog** ☐

**Other:** _____

## 4. AVAILABILITY (PLEASE CHECK ALL THAT APPLY)

**Saturday, Oct 12 Training 9am-4pm** ☐

**Saturday, Nov 2 7am-6pm** ☐

**Sunday, Nov 3 7am-6pm** ☐

**Monday, Nov 4 7am-6pm** ☐

**Tuesday, Nov 5 6am-9pm** ☐

**NOTE:** The Vote Centers are open for 4 days, if you are not available for all days then you will likely not be chosen to work. Additionally, the training on October 12th is MANDATORY for all Election Officers.

## 5. JOB DESCRIPTION, SCHEDULE & STIPEND INFORMATION

Election Officers are responsible for setting up and closing Vote Centers, assist voters with the different methods of casting their vote, ensure transparency and security with all election processes and procedures.

Election Officers are required to report to their assigned Vote Center daily from 7:00am to 6:00pm, and on Election Day from 6:00am to 9:00pm.

Stipend includes compensation for 4 days (Saturday-Tuesday), including Election Day assignment and attending a mandatory training.

## APPLICATION MUST BE RECEIVED BY OCTOBER 4, 2024

**In-Person:**
**San Benito County Elections Department**
**1601 Lana Way**
**Hollister, CA 95023**

**Mailing Address:**
**San Benito County Elections Department**
**1601 Lana Way**
**Hollister, CA 95023**

**Phone: 831-636-4016**

**Fax: 831-636-2939**

**Email: SBCVOTE@sanbenitocountyca.gov**

## PARENT/ GUARDIAN CONSET FORM & LIABILITY RELEASE

### Parent/ Guardian Contact Information

**Parent/ Guardian 1**
**First, Middle, Last Name**

**Street Address** | **City** | **State** | **Zip**

**Phone Number** | **E-Mail**

**Parent/ Guardian 2**
**First, Middle, Last Name**

**Street Address** | **City** | **State** | **Zip**

**Phone Number** | **E-Mail**

### Emergency Contact Information

**Emergency Contact**
**First, Middle, Last Name**

**Street Address** | **City** | **State** | **Zip**

**Phone Number** | **E-Mail**

### Parental/Guardian Consent:

As a parent/guardian of _____, I hereby give my permission for my child to attend and participate in the activities sponsored by the Elections Department for the County of San Benito. I do hereby hold harmless the County of San Benito, Elections Department, Program Coordinators, or Volunteers, for any bodily injury, illness or disease, or for loss or damage to any property or appliances of said child. I assume the risk and financial responsibility for any injury or liability resulting from his/her participation.

I further understand my child may miss assignments/exams and it is the responsibility of the student to communicate with their teacher on alternative deadlines/ options.

In case of a medical emergency, I understand every reasonable effort will be made to contact me. In the event I cannot be reached, I hereby give permission to the Elections Department to contact the Emergency Contact, to which the Elections Department does not assume any responsibility of actions or decisions made by the Emergency Contact.

The undersigned does also hereby assume responsibility for transportation to and from Vote Centers while attending or participating in activities sponsored by the Elections Department.
I will call _____ High School each day to inform the school that _____ will be absent due to participating in the San Benito County Election's Vote Center activities.

I consent to the use of any video images, photographs, audio recordings, or any other visual or audio reproduction that may be taken of said child while participating in activities sponsored.

**Parent/ Guardian Signature:** _____  **Parent/ Guardian Signature:** _____

# SAN BENITO COUNTY ELECTIONS DEPARTMENT
## —HIGH SCHOOL ELECTION OFFICER APPLICATION —

## TEACHER(S) CONSET FORM

I, _____, hereby request to be **excused on November 4, 2024 and November 5, 2024**
      Student Print Name

to serve as an Election Officer for the County of San Benito. I require a signature and permission from every teacher to be absent from class on the days listed above. I understand it is my responsibility to obtain my assignments and submit assignments as my teacher agrees.

x _____ Date _____
               Student Signature

## 0 BLOCK/ PERIOD

_____
Teacher's Name (First and Last Name)

_____
Teacher's  Signature

_____
Course Name

_____
Date

## 1ST BLOCK/ PERIOD

_____
Teacher's Name (First and Last Name)

_____
Teacher's  Signature

_____
Course Name

_____
Date

## 2ND BLOCK/ PERIOD

_____
Teacher's Name (First and Last Name)

_____
Teacher's  Signature

_____
Course Name

_____
Date

## 3RD BLOCK/ PERIOD

_____
Teacher's Name (First and Last Name)

_____
Teacher's  Signature

_____
Course Name

_____
Date

# SAN BENITO COUNTY ELECTIONS DEPARTMENT
## —HIGH SCHOOL ELECTION OFFICER APPLICATION —
### DEADLINE TO SUBMIT TO ELECTIONS DEPARMTENT
## OCTOBER 4, 2024

## TEACHER(S) CONSET FORM

I, _____, hereby request to be **excused on November 4, 2024 and November 5, 2024**
Student Print Name

to serve as an Election Officer for the County of San Benito. I require a signature and permission from every teacher to be

absent from class on the days listed above. I understand it is my responsibility to obtain my assignments and submit

assignments as my teacher agrees.

x _____ Date _____
Student Signature

## 4TH BLOCK/ PERIOD

_____
Teacher's Name (First and Last Name)

_____
Course Name

_____
Teacher's  Signature

_____
Date

## 5TH BLOCK/ PERIOD

_____
Teacher's Name (First and Last Name)

_____
Course Name

_____
Teacher's  Signature

_____
Date

## 6TH BLOCK/ PERIOD

_____
Teacher's Name (First and Last Name)

_____
Course Name

_____
Teacher's  Signature

_____
Date

## HAYBALER SUPPORT TIME/ HOMEROOM

_____
Teacher's Name (First and Last Name)

_____
Course Name

_____
Teacher's  Signature

_____
Date

# SAN BENITO COUNTY ELECTIONS DEPARTMENT
## —HIGH SCHOOL ELECTION OFFICER APPLICATION—
### DEADLINE TO SUBMIT TO ELECTIONS DEPARMTENT
### OCTOBER 4, 2024

## CLERK OFFICE AND PRINCIPAL APPROVAL FORM

San Benito County Elections Department suggests allowing a week for every step. Plan accordingly to ensure your application gets approved by the school and the Elections Office in a timely manner and by the deadline of October 4, 2024.

**Clerk's Office Staff ONLY**

**School Clerk's First, Last Name**

**Date Application Received**

Clerk's Signature: _____

## PRINCIPAL APPROVAL

_____is requesting dismissal to serve as a Election Officer for the
    Student Print Name
County of San Benito on November 4, 2024 and November 5, 2024.

I, _____, approve _____ to be dismissed from
        Principal  Print Name                                        Student  Name
_____ High School on the following dates: _____

to serve as an Election Officer in San Benito County.

Principal's  Signature:_____          Date:_____

## STUDENT NOTIFIED OF APPROVAL

**Clerk's Office ONLY**

**Student was notified of approval on _____/_____/_____ by _____**
                                                                Clerk's  Name

## PICK UP APPROVED APPLICATION &
## SUBMIT TO THE ELECTIONS DEPARTMENT BY OCTOBER 4, 2024

After being contacted by the School Clerk's Office, you will need to pick up your Election Officer Application and turn it into the Elections Department by **October 4, 2024.** The application can be turned in in-person, by mail or fax.

**Turn in the completed application to San Benito County Elections Department by October 4, 2024 at 5pm**

**In-Person:** San Benito County Elections Department 1601 Lana Way Hollister, CA 95023

**Mailing Address:** San Benito County Elections Department 1601 Lana Way Hollister, CA 95023

**Fax:** 831-636-2939

**Email:** SBCVOTE@sanbenitocountyca.gov

**Used by: Elections Department ONLY**

**Received By: _____          Date: _____**

**Submitted Student's Name to High School Staff: _____**
                                                                Elections Staff Initials