

**JOE PAUL GONZALEZ
CLERK, AUDITOR & RECORDER
REGISTRAR OF VOTERS**

Telephone:
Co. Clerk: (831) 636-4029
Elections: (831) 636-4016
Recorder: (831) 636-4046
Facsimile: (831) 636-2939



**OFFICE OF THE COUNTY CLERK, RECORDER &
REGISTRAR OF VOTERS**
440 Fifth Street, Room 206
Hollister, California 95023
www.sbcvote.us

Elections Department

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 to become 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 poll workers on Election Day. All students that are placed will be required to attend four hour training class prior to Election Day.

Students will serve with 3 or 4 members of the election team. The hours are long. The student is expected to be at the polling place at 6 am and may not be release until 9 pm. Students are responsible for providing their own transportation to and from the polling place. Assigned polling places are in close proximity to the student's home. Students are paid the same as other poll workers. Stipends are mailed 3-5 weeks following the election.

Your child 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, your child must complete the enclosed election officer volunteer form, parent/guardian release form, and teacher(s) release form.

Please do not hesitate to call us at (831) 636-4016 should you have any questions.

Sincerely,

--

Sheyla Gonzalez
Bilingual Senior Deputy County Clerk
Recorder and Elections

Phone: 831-636-4016
Fax: 831-636-2939
Email: sbcvote@cosb.us



San Benito County Elections Department

High School Student Election Officer Volunteer Form

1. Applicant Information (Please print clearly)

First Name _____	Last Name _____	Birthday (mm/dd/yy) _____		
Street Address _____	Unit/Apt# _____	City _____	State _____	Zip Code _____
Mailing Address _____	Unit/Apt# _____	City _____	State _____	Zip Code _____
Phone Number _____	Cell Phone Number _____	Email Address _____		
Are you registered to vote in the state of California? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Are you a United States Citizen or resident? Yes <input type="checkbox"/> No <input type="checkbox"/>				

2. Requirements (Please check all that apply)

Qualifications to Participate

Be 16 years old by Election Day	<input type="checkbox"/>
Be a current high school student	<input type="checkbox"/>
Have a GPA of at least 2.5	<input type="checkbox"/>
Have permission of parents/guardians	<input type="checkbox"/>

3. Language skills (Please check all that apply)

Language Skills

Chinese	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
Hindi	<input type="checkbox"/>	Tagalog	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	Thai	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	Other: _____	

4. Availability (Please check all that apply)

Are you available Election Day from 6:00 am to 9:00 pm? Yes No or half-day (*limited positions*)

Position(s) preferred? Clerk Clerk/Technical Assistant Surveyor Ballot collector Office Help

5. Compensation and Work Hours

Clerk: \$180	Stipend includes compensation for completing Election Day assignment and attending a mandatory training. Half-day clerks receive \$105.
Clerk/Technical Assistant: \$195	Stipend includes compensation for completing Election Day assignment and attending a mandatory training
Other positions: \$75 per day	Stipend includes compensation for completing election specific assignment(s).

Election Officers are required to report to their assigned polling place at 6:00 a.m. and work the entire Election Day (approximately 9:00 p.m.) – except half-day clerks, delivery-crew or office help.

6. Submission Instructions and Information

Mail, fax, or email volunteer form to:

San Benito County
Elections Department
440 5th Street, Room 206
Hollister, CA 95023

Phone: (831) 636-4016

Fax: (831) 636-2939

Email: sbcvote@cosb.us



San Benito County Elections Department

Parental Consent Form/Liability Release

Students Information

Students Name (First, Middle, Last Name) _____

Birthday (mm/dd/yy) _____

Age _____

Street Address _____

Unit/Apt# _____

City _____

State _____

Zip Code _____

Phone Number _____

Cell Phone Number _____

Email Address _____

Parent and Emergency Contact Information

Parent Name (First, Middle, Last Name) _____

Phone Number _____

Work Phone _____

Parent Name (First, Middle, Last Name) _____

Phone Number _____

Work Phone _____

Emergency Contact (First, Middle, Last Name) _____

Phone Number _____

Work Phone _____

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.

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 polling locations while attending or participating in activities sponsored by the Elections Department.

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 by the Elections Department, to be used, distributed, or shown as the Elections Department sees fit.

Student Signature: _____

Date: _____

Print Name: _____

Parent Signature: _____

Date: _____

Print Name: _____

Parent Signature: _____

Date: _____

Print Name: _____



San Benito County Elections Department

Teacher(s) Consent Form

Teacher(s) Consent:

I, _____ hereby request to be excused on _____, 20__ and _____, 20__ 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 day of the training and/or Election Day.

Teacher #1

Teacher Name (First, Middle, Last Name)

Course Name

Signature

Date

Teacher #2

Teacher Name (First, Middle, Last Name)

Course Name

Signature

Date

Teacher #3

Teacher Name (First, Middle, Last Name)

Course Name

Signature

Date

Teacher #4

Teacher Name (First, Middle, Last Name)

Course Name

Signature

Date

Teacher #5

Teacher Name (First, Middle, Last Name)

Course Name

Signature

Date

Teacher #6

Teacher Name (First, Middle, Last Name)

Course Name

Signature

Date

Student Responsibilities

- ★ Legibly fill out the High School Student Election Officer Volunteer Form
- ★ Obtain signature(s) on Parental Consent Form/Liability Release
- ★ Obtain signature(s) on Teacher(s) Consent Form
- ★ Arrange transportation to and from assigned polling location
- ★ Attend a mandatory four hour training class
- ★ Contact our office by phone at 831-636-4016 as soon as possible, if you will not be able to serve on Election Day

FAQ'S

- ★ How do I apply to be a High School Student Election Officer?

All students election officers must submit a volunteer form with both parent and teacher approval.

- ★ Where will I be placed to serve on Election Day?

Student election officers will be placed at a location near their home address or within a 10-mile radius from their school.

- ★ How will I find out if I have been accepted?

Students who are accepted will receive an election officer packet. The packet will include your assigned location, a poll worker training schedule, inspector and teammate contact information, and other relevant material.

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

Stipends are mailed out 3-5 weeks following Election Day.

- ★ Who is the High School Student Election Officer Program contact person?

The contact person for all high school students is Sheyla Gonzalez, Program Coordinator, please contact Sheyla at 831-636-4016 or sbcvote@cosb.us