

Hinds County Election Commission

Student Poll Worker Program

Dear Educator,

On behalf of the Hinds County Election Commission, I am excited to introduce our Student Poll Worker Program. The Hinds County Election Commission Student Poll Worker Program is an opportunity to provide hands-on experience of the democratic process to students.

We are seeking your high school's participation in the upcoming General Election on November 6, 2018. Enclosed is a packet containing all information needed regarding the Student Poll Worker Program.

We encourage as many teachers as possible to participate from each school; however, to minimize confusion, we ask that only one coordinator designated from each school serves as the liaison to our office. We can only guarantee that a designated number of students will be placed based on the needs in our community.

The Student Poll Worker Program is an excellent opportunity to acquire skills in the elections process. Please contact us at 601-968-6555 or email us at elections@co.hinds.ms.us.

Sincerely,

/Zakiya Summers/

Zakiya Summers
Hinds County District 3 Election Commissioner
zsummers@co.hinds.ms.us

◆◆◆◆◆ PROGRAM DESCRIPTION ◆◆◆◆◆

WHO CAN PARTICIPATE?

- Each participating school must have an educator sponsor the program by taking on the role of a teacher coordinator.
 - Any high school student that meets the following requirements:
 - Must be a U.S. citizen or Legal Permanent Resident of the United States (Green Card Holder) and 16 years of age or older at the time of the election.
 - Must be attending a public or private secondary educational institution in Hinds County, MS.
 - Must be in good academic standing with a G.P.A of 2.5 or greater.
 - Must have teacher and parent consent
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WHAT DO STUDENTS DO ON ELECTION DAY?

- Students are assigned to serve as poll workers at a polling place on Election Day and are expected to perform the same duties as regular poll workers. Here is a list of students responsibilities:
 - Attend a two-hour training session prior to Election Day.
 - Arrange transportation to and from the polling place.
 - Serve the entire day from 6:30 a.m. until approximately 7:30 p.m. (If special accommodations are needed, prior arrangements must be made with the Election Commission.)
 - Assist in opening and closing the polling place.
 - Assist voters throughout the day.
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PLACEMENT LIMITATIONS:

- We encourage teachers to submit applications as early as possible to give our office more time to work with your students in finding a convenient location for them to serve on Election Day.
- Although we may not be able to place every student applicant, it is our guarantee to educators that we will try our best to place as many students as possible.

◆◆◆◆◆ FAQ's ◆◆◆◆◆

HOW DO I APPLY TO BE A STUDENT POLL WORKER?

All student poll workers must submit an application with both teacher and parent/guardian approval. The application can only be obtained through the teacher coordinator at their high school. Students must be 16 years old or older.

WHERE WILL I BE PLACED TO SERVE ON ELECTION DAY?

Student poll workers will be placed at a location near their home address. Due to the strict guidelines and strategic planning that goes into poll worker placement, students must show up to their assigned location. They may not show up to a different precinct without the consent of the Election Commissioner.

HOW WILL I FIND OUT IF I HAVE BEEN ACCEPTED?

Students who are accepted will receive an acceptance letter, which will be mailed directly to the teacher coordinator to distribute to students. The letter will include assigned location and poll worker training schedule.

WHEN WILL I RECEIVE MY STIPEND FOR SERVING ON ELECTION DAY?

Stipends are mailed 4-6 weeks following Election Day. If you do not receive a stipend within this timeframe, please contact our office immediately at (601) 968-6555.

*Please note that students who will turn 18 years old by Election Day (November 6) **and** are registered voters will receive a stipend. All other students will receive service credit ONLY.*

WHO DO I CONTACT IF I AM NO LONGER AVAILABLE TO SERVE ON ELECTION DAY AND NEED TO CANCEL?

If you are no longer available to serve, contact our office as soon possible by phone at (601) 968-6555.

2013 Mississippi Code Title 23

Chapter 15 - MISSISSIPPI ELECTION CODE

Article 7 - ELECTION OFFICIALS

§ 23-15-240 - Appointment of student interns to serve during elections

(1) The officials in charge of the election in a county or municipality may, in their discretion, appoint not more than two (2) students for each precinct to serve as student interns during elections. To be appointed a student intern a student must:

(a) Be recommended by a principal or other school official, or the person responsible for the student's legitimate home instruction program;

(b) Be at least sixteen (16) years of age at the time of the election for which the appointment is made;

(c) Be a resident of the county or municipality for which the appointment is made;

(d) Be enrolled in a public high school, an accredited private high school or a legitimate home instruction program and be classified as a junior or senior or its equivalent, or be enrolled in a junior college or a college or university; and

(e) Meet any additional qualifications considered necessary by the officials in charge of the election in the county or municipality.

(2) (a) The duties of the student interns appointed pursuant to this section shall be determined by the officials in charge of the election in the county or municipality; however, such duties shall not include:

(i) Determining the qualifications of a voter in case a voter is challenged;

(ii) The discharge of any duties related to affidavit ballots;

(iii) The operation and maintenance of any voting equipment;

(iv) Any duties normally assigned to a bailiff; or

(v) The tallying of votes.

(b) Student interns shall at all times be under the supervision of the managers and clerks of the election while performing their duties at precincts.

(3) Before performing any duties, student interns shall attend all required training for managers and clerks of the county or municipality and any additional training considered necessary by the officials in charge of the election in the county or municipality.

(4) As used in this section "officials in charge of the election" means the county or municipal executive committee, as appropriate, in primary elections and the county or municipal election commission, as appropriate, in all other elections.

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*Please note that students who will turn 18 years old by Election Day (November 6) **and** are registered voters will receive a stipend. All other students will receive service credit **ONLY**.*

◆◆◆◆◆ Teacher Coordinator Checklist ◆◆◆◆◆

Teacher coordinators are only responsible for recruiting student poll workers; they do not have to serve on Election Day.

- Promote the program and distribute the enclosed application and parental letter to interested students.

- Approve and sign applications. Please ensure that all forms are legible and filled out completely.

- E-mail or fax "Application Cover Sheet" and completed applications to the Election Commission as soon as possible, but no later than **September 7, 2018**.

- Distribute appointment notices to students. Appointment notice mailings begin on September 18, 2018 and continue daily.

- Make sure students attend a training class to better prepare them for Election Day. Attending a training class with your student(s) is optional.

IMPORTANT: Please advise students about the importance of their Election Day commitment. If they cannot serve on Election Day, they must contact our office as soon as possible by phone at (601) 968-6555.

◆◆◆◆◆ Compensation/Recognition ◆◆◆◆◆

As a way of showing our appreciation to you and your students, the Election Commission offers some rewards:

- ★ Students receive up to \$120 for serving as a poll worker: \$20 for attending training and \$100 for serving on Election Day. They will only receive the \$20 for training if they work on Election Day.
- ★ *Students who will turn 18 years old by Election Day (November 6) **and** are registered voters will receive a stipend. All other students will receive service credit ONLY.*

PLEASE NOTE: The stipend will be mailed to students 4-6 weeks after Election Day.

If they do not receive their stipend 6 weeks after the election, they should contact our office immediately.

Only students who are 18 years old by Election Day and are registered voters will receive a stipend.

- ★ Students and Teacher coordinators will receive a certificate of appreciation.

In order to help educators track student placement and service learning/community service hours, a pre-election and post-election summary report will be sent electronically to teacher coordinators. The summary indicates which students were placed in a polling place and which students served on Election Day.

◆◆◆◆ Student Responsibilities ◆◆◆◆

- ★ Legibly fill out the Student Poll Worker Application. Take “Dear Parent Letter” home and obtain parent/guardian signature.
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- ★ Obtain Election Day assignment from teacher. (Appointment notices will be mailed to teacher coordinators starting September 18, 2018.)
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- ★ Attend a two-hour training class. Students who do not attend training will not earn the \$20 training bonus and cannot serve on Election Day. Training schedules will be mailed to teacher coordinators with the student appointment notices.

- ★ *Please note that students who will turn 18 years old by Election Day (November 6) and are registered voters will receive a stipend. All other students will receive service credit ONLY.*
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- ★ Arrange transportation to and from your assigned polling place.
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- ★ Serve on Election Day from 6:30 a.m. until approximately 7:30 p.m. All students must serve the entire day; half day shifts are not available.
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- ★ Contact the Election Commission at (601) 968-6555 as soon as possible, if you will be unable to serve on Election Day.

◆◆◆◆◆ Schedule of Events ◆◆◆◆◆

Date	Event
September 7, 2018	Applications Deadline
September 11, 2018	Poll Worker Training Begins Jackson Police Training Academy
September 18, 2018	Begin Mailing Appointment Notices
October 1, 2018	Summary of Assigned and Non-Placed Students Emailed to Teacher
October 5, 2018	Poll Worker Training Ends
November 6, 2018	ELECTION DAY!

PLEASE NOTE: Students will receive stipend 4-6 weeks after Election Day.
*Students who will turn 18 years old by Election Day (November 6) **and** are registered voters will receive a stipend. All other students will receive service credit ONLY.*

Student Poll Worker Program Application Cover Sheet

**TEACHER
COORDINATOR
COMPLETE:**

High School:

Name:

Contact Number:

Fax Number:

Mailing Address, City, & Zip Code:

Email Address:

COMMENTS:

**TOTAL
NUMBER OF
APPLICATIONS
SUBMITTED:**

You will be notified of the students who have been placed prior to the election. Following the election, a list of student who served will be e-mailed to you to aid you in tracking community/service learning credit.

REMINDER:

Please review applications and check for the following items:

1. Student meets all requirements.
2. Parent and Student signature.
3. Teacher signature.
4. Application is complete - to avoid delays.

**DEADLINE:
September 7,
2018**

RETURN VIA FAX, E-MAIL, OR MAIL TO:

Hinds County Election Commission

Fax: (601)-948-2681 Email: elections@co.hinds.ms.us

P.O. Box 946, Jackson, MS 39205

PARENT LETTER

Student Poll Worker Program

Dear Parent,

On behalf of the Hinds County Election Commission, I am excited to introduce our Student Poll Worker Program. The Hinds County Election Commission Student Poll Worker Program is an opportunity to provide hands-on experience of the democratic process to students and earn service hours and/or \$120. We are seeking your high school student's participation in the upcoming **General Election on November 6, 2018**. Enclosed is the *application* needed to apply for the Student Poll Worker Program.

Any high school student that meets the following requirements can participate in this program:

- Must be a U.S. citizen or Legal Permanent Resident of the United States (Green Card Holder) and 16 years of age or older at the time of the election.
- Must be attending a public or private secondary educational institution in Hinds County, MS.
- Must be in good academic standing with a G.P.A of 2.5 or greater.
- Must have teacher and parent consent.

Students are assigned to serve as poll workers at a polling place on Election Day and are expected to perform the same duties as regular poll workers. Here is a list of student responsibilities:

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- Assist in opening and closing the polling place.
- Assist voters throughout the day.

*Please note that students who will turn 18 years old by Election Day (November 6) **and** are registered voters will receive a stipend of \$120. All other students will receive service credit ONLY.*

Students will be notified via their teacher coordinator. If they are selected, the notification will include polling location, which will be in close proximity to their home, and the training schedule. Your high school student's teacher coordinator has all of the details about this program. Should you have any additional questions, please contact us at 601-968-6555 or email us at elections@co.hinds.ms.us.

Sincerely,
/Zakiya Summers/
Zakiya Summers
Hinds County District 3 Election Commissioner
zsummers@co.hinds.ms.us

Student Poll Worker Program Application

**STUDENT
INFORMATION:**

High School:

Name:

Date of Birth:

Contact Number:

Mailing Address, City, Zip Code:

Email Address:

Name:

**PARENT/GUARDIAN
INFORMATION:**

Address (if different from above):

Contact Number:

Email Address:

SIGNATURES:

Student Signature:

Parent/Guardian Signature:

**DEADLINE:
September 7, 2018**

PLEASE RETURN TO YOUR TEACHER COORDINATOR.

BE A STUDENT POLLWORKER

SIGN UP NOW! CONTACT

Hinds County Election Commission
601-968-6555
elections@co.hinds.ms.us

PUMP UP YOUR RESUME

- Program participation looks great on college & scholarship applications
- Earn community service credit.



*EARN UP TO \$120

LEARN NEW THINGS & EARN MONEY*

- Receive hands-on experience to democratic process.
- *Earn up to \$120 for working (must be 18 years old and a registered voter by Election Day).

