

Department of Elections for New Castle County
820 N. French Street, Suite 400
Wilmington, Delaware 19801
Phone: (302) 577-3464
FAX: (302) 577-6545
Web Site: electionsncc.delaware.gov

STUDENT ELECTION OFFICERS

Attention New Castle County High School Students!!

If you are a 16 or 17 year old high school student residing in New Castle County, consider participating in the ***Student Election Officer Program!*** This program provides you the opportunity to participate in government, serve your community, learn about the electoral process and earn some extra money by working at the Polls on Election Day. Hopefully, this opportunity will encourage you to become an active voter when you reach 18 years of age and to continue to serve as an Election Officer.

This is a great way to serve your community, and, as an added bonus, you will be paid \$190 for your efforts. You will work on a team of 6-12 people headed by an Inspector who is responsible for the operation of the polling place. You must report to your assigned polling place by 6:00 a.m. Throughout the day, you will assist the Inspector and other Election Officers with all duties necessary to conduct the election. These include: opening the polls by 7 a.m., checking names on the *Poll List*, filing *Signature Cards*, conducting name and address change transactions and operating the voting machines. Following the 8:00 p.m. close of the polls, you will assist the Inspector and other Elections Officers in closing down the site. When all tasks are completed, you will be dismissed by the Inspector, normally between 9:30-10:00 p.m. You may not leave the polling place for any reason on Election Day!

All Election Officers are required to attend a training session for each election, which is between 2 to 3 hours in length. Compensation for this class is included in the \$190 pay. Our office will mail you notification of the time, date, and location of the training class and where you are appointed to work on Election Day shortly before each election. Your paycheck for working Election Day will be mailed to you a few weeks after the election.

In order to qualify to be a Student Election Officer, you must:

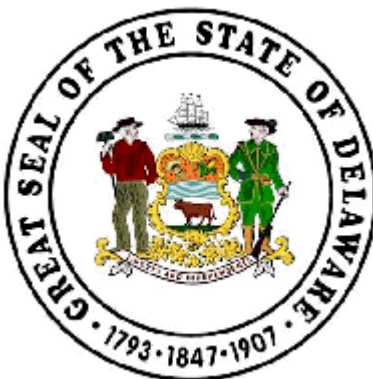
- Be a resident of New Castle County
- Be a U.S. Citizen
- Be at least 16 years of age on or before November 1 of election year.
- Be available for entire day – from 6:00 a.m. until approximately 9:30-10:00 p.m.
- Submit a signed and completed **Student Election Officer Application**, including:
 - Social Security Number
 - Parent/guardian and school approval

- Provide own transportation and meals
- Attend a mandatory training session before each election. Failure to attend will eliminate you from the program.

Please complete the attached **Student Election Officer Application** and return it to us via fax at (302) 577-6545 or by mail to Department of Elections for New Castle County, 820 N FRENCH ST STE 400, WILMINGTON DE 19801-3531. A limited number of Student Election Officer positions are available, so please submit your application as soon as possible. In the event that a large number of applications are submitted, the first applicants will be the first assigned.

We hope that you will choose to participate in the ***Student Election Officer Program***. Working together, we can take a positive step in reducing the decline in voter participation – now and in the future.

If you have any questions about this program, please feel free to contact Cara Carter at the Department of Elections for New Castle County by phone at 577-3464 or via e-mail at Cara.Carter@state.de.us.



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STUDENT ELECTION OFFICER APPLICATION

Full Name _____

Street Address _____

City _____ State DE Zip Code _____

Mailing Address (if different from above) _____

Telephone Number _____ Birthdate _____ SSN _____ - _____ - _____

Name of School Attending _____

E-Mail Address _____

Please indicate the elections you would like to work. You can choose all three.

_____ Presidential Primary Election, February 5, 2008

_____ Primary Election, September 9, 2008 _____ General Election, November 4, 2008

In order to legally qualify as a participant in the Student Election Officer Program, you must be:

- At least 16 years of age on or before November 1 in the year of the General Election
- A United States Citizen

Please submit your application promptly by fax or by mail.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian _____ Date: _____

Signature of Principal _____ Date: _____

NOTE: This application must be returned to the Department of Elections for New Castle County, 820 N FRENCH ST STE 400, WILMINGTON DE 19801-3531. – FAX No. 577-6545.