



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: <http://electionsncc.delaware.gov>

2014 Student Election Officer Program **Attention New Castle County High School Students!**

The Department is looking for 16 or 17 year old high school students to work as Student Election Officers. In this role you serve your community while earning \$190. The Department can appoint a limited number of Student Election Officers. The earlier you apply, the more likely the Department will appoint you to work an election.

Student Election Officers work on a team of 6-12 people. The team runs a Polling Place during an election. You may not leave the Polling Place until released by the Inspector - usually about 9:30 p.m. Your day includes:

- Arriving at your assigned Polling Place by 6 a.m.;
- Setting up the Polling Place;
- Opening the Polling Place at 7 a.m.;
- Processing and assisting voters;
- Operating a voting machine;
- Closing the Polling Place at 8 p.m.; and
- Completing documentation and packing up the machines and supplies.

The Department must train you before each election. The classes run between 2 ½ and 3 hours. Your pay includes \$50 for the training. If the Department selects you to work, it will notify you by email or mail of your Election Day assignment and the date, time and location of your class. Make sure to include your email and mailing address on your application. The Department will mail your pay check to you a few weeks after the election.

To work as a Student Election Officer you must:

- Live in New Castle County and be a U.S. citizen,
- Be at least 16 years old on or before November 1, 2014,
- Be available from 6 a.m. until about 9:30 p.m. on Election Day,
- Provide your own transportation and meals,
- Attend a mandatory training session before each election, and
- Submit a completed **Student Election Officer Application**.

Complete the attached **Student Election Officer Application** and return it to the Department by:

- FAX: (302) 577-6545
- Email: electionofficer@state.de.us, or
- Mail:

Attn: Elections Unit
Department of Elections for New Castle County
820 N FRENCH ST STE 400
WILMINGTON DE 19801-3531

Contact Cara Carter at 577-3464 or electionofficer@state.de.us if you have any questions.



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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 to work all elections.

_____ Primary Election, September 9, 2014

_____ General Election, November 4, 2014

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 by fax to 577-6545 or by mail to the Department of Elections for New Castle County, 820 N French St Suite 400, Wilmington DE 19801-3531.