

# BOARD OF ELECTIONS

SULLIVAN COUNTY NEW YORK

## Student Poll Worker Program

### APPLICATION

The Sullivan County Board of Elections is preparing for the November 5, 2024 General Election, and is accepting applications for the Student Poll Worker Program. The program promotes civic awareness and educates high school students about the election process by allowing them to serve as poll workers on Election Day. The program is supported by Education Law § 3207-a, which states:

*“A school district may permit an enrolled student, with the consent of such student’s parent, guardian or other person in parental relation, to serve as an election inspector or poll clerk pursuant to section 3-400 of the election law (and other applicable provisions of this chapter and the labor law). For the purposes of attendance, any student so serving while school is in session shall be recorded as in attendance.”*

- Be 17 years old or older by Election Day and get permission from school official and parent/guardian.
- Be a U.S. Citizen
- Register to be a voter or “future voter” in Sullivan County.
- Able to speak, read and write the English language.
- Attend a mandatory training session with the Sullivan County Board of Elections in Monticello.
- Working papers are required.

You must attend a mandatory 2 ½ hour class for inspectors. Student inspectors will be paid \$40.00 for training and \$400 for working a full day on November 5, 2024 (\$300 plus an additional \$100 for this year’s Presidential Election). Hours on election day are 5:15 a.m. until approximately 9:30 p.m.

On Election Day, duties include: opening and closing the polling place and assisting voters throughout the voting process.

Submit a completed application as soon as possible.

- Get job experience for your resume: shows both colleges and potential employers you have a record of responsibility, teamwork and leadership.
- Learn about the election process first-hand.
- Fulfill school requirements: hours worked may count toward your school’s community service requirements.
- Earn up to \$440 to work this year’s election and take the training class.

### **When will I find out if I'm accepted?**

Students who are accepted will receive an email indicating the date and time of the training class.

### **Where will I work on Election Day?**

We will inform you by mail of your assignment. We attempt to place you at a conveniently located poll site in or near your Town, but location cannot be guaranteed. The sooner you apply, the closer to home we can place you.

### **Can I choose where I work on Election Day?**

We do our best to assign every student to a poll site close to home.

### **What should I do if I find out after submitting my application that I can no longer work on Election Day?**

We understand that emergencies do arise. If you are no longer able to work on Election Day, please contact us **immediately** at (845)807-0400.

### **When will I receive my paycheck for working on Election Day?**

Poll worker checks will be mailed approximately four (4) weeks after Election Day.

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## High School Poll Worker Program Application

### 1. Contact information : Please Print Clearly

Name of School:	
Title (pick one): Mr. Ms. Neither	Home Address & Apt #:
Legal First Name:	Social Security # (required by law for payroll):
Middle Name:	City, State, and Zip:
Last Name:	
Home Phone:	
Cell Phone:	
You <b>MUST</b> provide an email address below. Email will be used to inform you of acceptance to the program, and to confirm your Training Schedule. <b><u>Check your email frequently!</u></b>	
Email:	
Date of Birth (Month/Day/Year): ___/___/___	
Grade (pick one) 11 12	

### 2. Language Skills

Please indicate the language(s) you are fluent in:

English

Spanish

Other (please specify)

Training for the Poll Worker year begins in early fall. You must attend a training class to be certified to work the General Election.

## Student Agreement and Signature

By submitting this application, I commit to serve on Election Day.

\_\_\_\_\_ I select the full day shift which is from 5:15AM until the polls close (at approximately 9:30pm)

(Please initial the line above)

I must attend a 2 ½ hour training class prior to Election Day. It is my responsibility to get permission from my Dean of Students, Guidance Counselor, Principal or equivalent position so that I may serve at the polls on Election Day. I must also obtain permission from my parent/guardian. By signing this, I affirm that the facts set forth in it are true and complete. If I am accepted, any false statements, omissions, or misrepresentations made by me on this application may result in immediate dismissal.

Student Name (printed): \_\_\_\_\_

Signature:

Date:

## School Official Permission

Your student would like to serve the community as a poll worker for the Sullivan County Board of Elections in New York. Even though New York State law requires that students be given excused absences for serving in the election, they are still required to receive written permission from school administration to participate in this program. Your signature is required to ensure that the school understands that the student will be absent from classes, exams or other school activities on Election Day and in accordance with Section 3-400 of New York State Election Law and other applicable provisions of this chapter and the labor law, "for the purposes of attendance any student serving while school is in session shall be recorded as in attendance." Thank you for allowing your student to participate in this year's Presidential Election with the Sullivan County Board of Elections' Student Poll Worker Program!

School Official Signature and Title:

Dept:

Email (required)

Date:

## Parent/Guardian Permission

The Student Poll Worker Program allows students to provide an invaluable service to our community and gain critical insight into the election process while earning a stipend. Hours served may count toward community service hours, and the leadership experience is a great addition to a resume or college application. Students assigned to the full day serve on Election Day, from 5:15AM – closing (approximately 9:30pm, however, poll site closing times may vary). Students who complete Election Day duties will be paid \$300 per Election Day worked (plus an additional \$100 for this year's Presidential Election), in addition to a paid training class. Because the Sullivan County Board of Elections requires parental/guardian permission and does not assume responsibility for the minor, we ask you the parent/guardian to sign below to authorize participation. By signing this application, you, the parent/guardian, affirm that the facts set forth in it are true and complete.

Parent/Guardian Name (Printed):

Street Address:

City, State, Zip:

Work Phone & Cell Phone

Parent/Guardian Signature

Date

## How to Submit This Application:

### MAIL:

Sullivan County Board of Elections  
100 North Street  
Monticello, NY 12701

### IN PERSON:

During regular business hours  
(M-F 9am-5pm)

We are located on the 1<sup>st</sup> floor  
of the Government Center

**APPLY EARLY TO ENSURE A PLACE IN THE PROGRAM AND A LOCATION CLOSE  
TO HOME!**

## Application Checklist

- \_\_\_ Did you complete all entries on the High School Poll Worker Application?
- \_\_\_ Did you sign the Student Agreement section?
- \_\_\_ Did you have your school official fill out and sign the School Official Permission section?
- \_\_\_ Did your parent or guardian completely fill in the Parent/Guardian Permission section?
- \_\_\_ Did you obtain working Papers?

## Employment Form Checklist

- \_\_\_ Did you complete the 2024 Election Worker Paperwork Checklist for the Payroll Department?
- \_\_\_ Did you complete the Election Inspector Information sheet?
- \_\_\_ Did you fill out the W-4 Form?
- \_\_\_ Did you fill out the IT-2104-E form if you are tax exempt?
- \_\_\_ Did you fill out the NYS Retirement Enrollment form **OR** Declination?
- \_\_\_ Did you provide us with a copy of your NYS Driver's License (or Non-Driver ID or Permit) **AND** a copy of your social security card?

**Please submit all completed forms and documents above to:**

Sullivan County Board of Elections  
100 North Street  
Monticello, NY 12701