Department of Elections
905 S Governors Ave Suite 170
Dover, Delaware 19904
Phone: (302) 739-4277

2016 Student Election Officer Program

Attention Delaware 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 the Polling Place during an election. You may not leave the Polling Place until released by the Inspector - usually about 9:00 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 U.S. 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:

- Submit a completed ***Student Election Officer Application*,**
- Live in Delaware and be a U.S. citizen,
- Be at least 16 years old on or before November 1, 2016,
- Be available from 6 a.m. until about 9:00 p.m. on Election Day – NO SHIFTS
- Provide your own transportation and meals, and
- Attend a mandatory training session before each election.

Complete the attached **Student Election Officer Application** and return it to the Department office for your County indicated on the bottom of the form.

If you have questions about the program, contact:

- In Kent County, Doris Young at 739-4498 or votekc@state.de.us
- In New Castle County, Cara Carter at 577-3464 or electionofficer@state.de.us
- In Sussex County, Kenneth.l.mcdowell@state.de.us or jean.m.turner@state.de.us at 856-5367

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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 _____-_____-_____

School student attends _____

E-Mail Address _____

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

_____ Presidential Primary Election, **April 26, 2016**

_____ Primary Election, **September 13, 2016**

_____ General Election, **November 8, 2016**

In order to participate in the 2016 Student Election Officer Program, you must be:

- A **United States Citizen**, and
- At least 16 years of age on or before November 1, 2016

Please submit your application promptly by email, fax or mail.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Principal: _____ Date: _____

Return the completed form to the Department of Elections office for your County:

NEW CASTLE COUNTY OFFICE
820 N FRENCH ST SUITE 400
WILMINGTON DE 19801-3531
FAX: (302) 577-6545
electionofficer@state.de.us

KENT COUNTY OFFICE
100 ENTERPRISE PL SUITE 5
DOVER DE 19904
FAX: (302) 739-4515
votekc@state.de.us

SUSSEX COUNTY OFFICE
119 N RACE ST
PO BOX 457
GEORGETOWN DE 19947
FAX: (302) 856-5082
wayne.osborn@state.de.us

Revised September 29, 2015