

When will I find out if I'm accepted?

CHECK YOUR EMAIL!

Students who are accepted will receive a confirmation email indicating the date and time of their scheduled training class.

Where will I work on Election Day?

Depending on the order in which we receive your application, we will place you at a conveniently located polling place near your home. The sooner you apply, the closer to home we can place you. We will inform you by mail of your assignment.

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** the email below for your home borough.

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

Poll worker checks will be mailed approximately six (6) weeks after Election Day.



BOARD OF ELECTIONS

IN THE CITY OF NEW YORK

High School Poll Worker Program Application

1. Contact information : Please Print Clearly

Name of School:

Title (Mr. Ms.)

Social Security # (required by law for payroll):

Legal First Name:

Home Address & Apt #:

Middle Name:

Last Name:

City:

Home Phone:

State:

Cell Phone:

Zip:

You **MUST** provide an email address below. Email will be used to inform you of acceptance to the program, and to confirm your Training Schedule and Polling Place assignment. **Check your email frequently!**

Email:

Date of Birth (Month/Day/Year):

Grade (check one): 11 12 College G.P.A:

2. Language Skills

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

English Mandarin Cantonese Spanish Korean Bengali Hindi Other (specify)

3. Mandatory online training class. You will be notified by email with instructions and the link to take the class.

*You are required to complete an online training class in order to be certified to work for the General Election.

Requirements

In order to participate you must:

- Be at least 17 years old by Election Day
- Attend a public or private high school or college in NYC
- Obtain permission from parent/guardian and school official
- Be a U.S. Citizen
- Have at least a 2.5 (B or 80) GPA
- Register as a “future voter”
- Working Papers are required

Student Agreement and Signature

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

I select the full day shift which is from 5:00AM until the polls close

It is my responsibility to get permission from my Dean of Students, Guidance Counselor 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 Board of Elections in the City of 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 the Board of Elections in The City of New York 17 Year old Student Poll Worker Program!

School Official Signature:

Title:

Dept:

Email (required):

Parent/Guardian Permission

The 17 Year Old 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 a student's graduation requirement for 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 5:00AM – closing (poll site closing times vary). Students who complete Election Day duties will be paid \$250.00 per Election Day worked, in addition to a paid training class. Because the Board of Elections in the City of New York 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:

This is a first-come-first-served program, space is limited!

Apply as early as possible to be sure you get assigned to the work location of your choice.

**EMAIL TO YOUR HOME BOROUGH STUDENT POLL WORKER TEAM
AT THE EMAIL ADDRESS ON THIS WEBPAGE**

APPLICATION CHECKLIST

- Did you complete all entries on the High School Poll Worker Application?
- Did you select the shift you want to work?
- 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?

BRING THE FOLLOWING FORMS TO TRAINING CLASS:

- Did you fill out the W-4 Form?
- Did you fill out the IT-2104-E form if you are tax exempt?
- Did you have the Certification Affirmation signed by your parent or guardian and notarized?
- Did you apply for Working Papers?