Program Overview

What is democracyLIVE!?
democracyLIVE! is the San Mateo County Student Poll Worker Program aimed at giving high school students an inside look at American democracy in action. Student Poll Workers are critical members of the Election Day team, assisting voters and participating in polling place operations.

Who can join democracyLIVE!?
In order to be a Student Poll Worker with democracyLIVE!, students must:
- Be at least 16 years old
- Have a minimum 2.5 GPA
- Be a U.S. citizen or a permanent resident of the United States
- Get written permission from parent/guardian and school

When does democracyLIVE! take place?
- Recruitment begins in August
- Applications are due by September 15, 2017
- Training (three hours) is in October
- Election Day is November 7, 2017

What are the benefits of joining democracyLIVE!?
- It looks great on a college application or resume
- Earn community service credits, depending on school policy
- Represent your school
- See democracy in action from a local perspective
- Earn $140, including $25 for attending the mandatory training

What do Student Poll Workers do?
- Set up voting machines, tables and other precinct supplies
- Set up and close the polling place (working 6 a.m.–9:00 p.m.)
- Locate voter names on the roster
- Issue ballots
- Assist voters in any phase of the election process

How do I apply to join democracyLIVE!?
1. Pick up an application from your democracyLIVE! School Coordinator or download the application from www.shapethefuture.org/electionofficers/democracylive
2. Fill out the democracyLIVE! application
3. Get your parent/guardian’s signature for permission on your application
4. Get all your teachers’ signatures for permission on your application
5. Fill out the W-4 IRS Information Sheet which can be returned with your application or separately
6. Give your signed application to your democracyLIVE! School Coordinator by the deadline
How do I know if my application was accepted?
If your application is accepted, you will receive a letter from the Registration & Elections Division with your polling location assignment. If you do not receive an assignment letter by two weeks before the election, please call (650) 312-5292 or email democracylive@smcare.org.

Do I have to attend a training class?
Yes. All Student Poll Workers are required to attend a 3 hour training class conducted by the San Mateo County Registration & Elections Division, *even if you have taken a training class for a previous election*. Most training classes will take place at your school.

What if I can’t go to the training class I’m scheduled to attend?
If you cannot attend your scheduled class, you must cancel at least 24 hours before the beginning of the class or you may be dismissed from the program. Special arrangements can be made to make-up the class.

How long will I have to work on Election Day?
Election Day is long – you start at 6 a.m. and end at 9:00 p.m. You are given two 1-hour breaks during the day. You must finish the entire shift. Half-shifts are not available.

What if I can’t work on Election Day?
If you have to cancel, you must contact us immediately. No shows will be disqualified from the program and your school will be notified.

How much will I get paid?
All Poll Workers receive $140 for attending the training class and working on Election Day. In order to receive a paycheck, you *must complete the required training class, return the W-4 form and work the entire Election Day shift*.

When do I get paid?
- Checks take up to 30 days to process
- If you haven’t received your paycheck by the middle of December, give us a call
- You cannot get paid until we have your signed W-4 IRS Information Sheet
- Please provide your correct mailing address

Where will I be assigned to work on Election Day?
The County of San Mateo strives to assign Poll Workers to locations convenient to their home address. Every effort will be made to assign you to a polling location within your home town.

How do I get more information about democracyLIVE!?
- Your democracyLIVE! School Coordinator
- Karla Gallegos, democracyLIVE! Coordinator
  Phone: (650) 312-5292
  Email: democracylive@smcare.org
- Log on to www.shapethefuture.org/electionofficers/democracylive
democracyLIVE! Application Form
(please print legibly)

<table>
<thead>
<tr>
<th><strong>Student Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you worked as a Student Poll Worker before?</td>
</tr>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Name of High School:</td>
</tr>
<tr>
<td>Residence Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Mailing Address (if different):</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Home Phone:</td>
</tr>
<tr>
<td>Preferred polling place location (city):</td>
</tr>
</tbody>
</table>

- How will you get to and from the polling place? □ Walk □ Drive myself □ Someone will drive me

- The Registration & Elections Division will try to place you close to your home. Are you willing to work in a nearby city if necessary? □ Yes □ No

- Languages spoken fluently in addition to English: □ Spanish □ Chinese □ Other__________

**Student Signature**

I understand that I must meet the following requirements to be eligible for democracyLIVE! I must
1. be at least 16 years old on Election Day;
2. be a U.S. Citizen or a permanent resident of the United States;
3. provide my Social Security number;
4. be a high school student with a 2.5 GPA or better;
5. attend a Poll Worker training class;
6. provide my own transportation to and from the polling place; and
7. on Election Day report to my assignment by 6 a.m., and remain until completion of my duties at approximately 9:00 p.m., except for meal breaks.

This is an application only. If you are appointed to serve, you will receive an appointment letter.

| Signature: | Date: |

Back of form must be completed
**School Permission (Signatures are mandatory. If you do not have a class, please write “No class this period.”)**

I give permission for my student to work as a Student Poll Worker in the democracyLIVE! program. He/she has a G.P.A. of at least 2.5. I understand he/she will miss an entire day of school on Election Day.

<table>
<thead>
<tr>
<th>Print Teacher’s Name</th>
<th>Teacher’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Period</td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td></td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td></td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td></td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td></td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td></td>
</tr>
</tbody>
</table>

**Parent / Guardian Permission (Signature is mandatory, regardless of student’s age)**

I give permission for my son/daughter to work as a Student Poll Worker in the democracyLIVE! program. I understand that he/she will miss an entire day of school on Election Day. I understand that he/she must work from 6:00 a.m. until all tasks are completed at approximately 9:00 p.m. on Election Day.

<table>
<thead>
<tr>
<th>Printed Name:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Emergency Contact Phone:</td>
<td></td>
</tr>
</tbody>
</table>
W-4 Payroll Information Processing Form

Employee’s Withholding Allowance Certificate

Your first name and middle initial: __________________________
Last name: __________________________

Your social security number: __________________________

Home address (number and street or rural route):
City or town, state, and ZIP code:

3 □ Single □ Married □ Married, but withhold at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the “Single” box.

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee’s signature: __________________________
Date: __________________________

Optional: Human Resources Ethnicity Checklist

Last Name: __________________________ First Name: __________________________ Middle Initial: _________

Phone #: __________________________ Date of Birth: ________ / ________ / _______ Gender: Female □ Male □

Ethnicity (Optional)
Please check one of the following:

□ American Indian or Alaskan Indian □ Black or African American
□ Caucasian □ Filipino
□ Asian □ Native Hawaiian or Pacific Islander
□ Hispanic or Latino □ Two or more Races, not Hispanic or Latino
□ Unspecified