Contra Costa County
Elections Division
www.cocovote.us

555 Escobar St.
Martinez, CA 94553
Phone: (925) 335-7873 Fax: (925) 335-7839
Email: EO.Recruitment@vote.cccounty.us

Youth With A Vision
High School Student Poll Worker Program
You Can Make A Difference!

The Contra Costa County Election Division is preparing for the **Presidential General Election Tuesday, November 6, 2012** and is now accepting applications for the **"Youth With A Vision"** Program. This program promotes civic awareness and educates high school students about the election process by allowing students to serve as Poll workers on Election Day. Students will learn responsibility, teamwork, and leadership. They also have the opportunity to serve the community. The *YWAV* program gives students valuable lessons that can be carried on into the future.

(California Election Code section 12302)

QUALIFICATIONS

- **You must be at least 16 years of age at the time of the election.**
- **You must be a U.S. Citizen at the time of the election.**
- **You must have a grade point average of at least 2.5 on a 4.0 scale.**
- **You must provide your own transportation.**

REQUIREMENTS

- **You must obtain written permission from parents/guardians.**
- **You must be recommended by your high school teacher.**
- **You must submit a completed application with all required signatures by *September 21, 2012.***
- **You must complete Election Officer Procedure Class or on-line training.**
- **You must arrive on time to your assigned polling place on Election Day.**

BENEFITS

- **Potential to earn up to $125.00**
- **Get job experience for your resume or college application.**
- **Demonstrate that you have a record of responsibility, teamwork, and leadership.**
- **Learn about the election process first-hand.**

PLEASE RETURN THE APPLICATION BY SEPTEMBER 21, 2012

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Take this quick quiz!

I want to make a difference?	*Yes*	*No*	*Maybe*
I want to earn some extra money?	*Yes*	*No*	*Maybe*
I want to help serve my community?	*Yes*	*No*	*Maybe*
I want to gain valuable work experience?	*Yes*	*No*	*Maybe*
I want to prepare for my future?	*Yes*	*No*	*Maybe*
I want more information on the YWAV program?	*Yes*	*No*	*Maybe*

If you answered **YES** to any of these questions we invite you to participate in the **"Youth With A Vision"** program. Complete the attached application and return it to our office no later than **September 21, 2012**.

Please check your class schedule prior to applying for the Election Officer position and choose one of the shifts listed on the application that fits your schedule.

Be sure you are able to fulfill your commitment. The Election Division, your precinct Inspector and the voters will be counting on you!

***It is highly recommended that you attend an Election Officer Procedure Class* [EC19340].** On-line training is now recommended. Live classes are by appointment only, last approximately two hours, are held in Martinez and have limited availability.

YOU ONLY GET THE STIPEND FOR TRAINING CLASS IF YOU SERVE ON ELECTION DAY

We must have a valid telephone number where you can be reached. Your precinct inspector will contact you prior to Election Day to confirm your attendance and location of your assigned precinct.

***Cell phones and other devices are prohibited*.** Talking, text messaging and any activities that distract your attention from the task at hand are not allowed. You may use your cell phone on your breaks.

Dress comfortably, but appropriately for the task at hand. Dressing for the weather is recommended if your location is a residential garage.

***There will be breaks*.** Those working ALL DAY will have an hour off for lunch. It is recommended that you bring a bag lunch, snacks and refreshments. Your precinct inspector will designate time for breaks and lunches.

FEEL PROUD THAT YOU ARE MAKING A DIFFERENCE!

Office Use Only
QC Date ____By ____
ID# _____
PCT _____
Position _____

CONTRA COSTA COUNTY

STUDENT ELECTION OFFICER APPLICATION

PHONE: 925-335-7873
EMAIL: EO.Recruitment@vote.cccounty.us
www.cocovote.us

Contact Information (PLEASE PRINT CLEARLY):				
Name:				
Residence Address:				
City:			Zip Code:	
Date of Birth:				
Mailing Address:				
City:			Zip Code:	
Home Phone:	( )	Cellular Phone:	( )	

High School Information:				
High School Name:		Phone:	( )	
Address				
City:			Zip Code:	
Principal:		Phone:	( )	

I am interested in the following volunteer position for the November 6, 2012 General Election:

❒ I can serve All Day	Hours 6:00 am to 9:00 pm	Stipend: $80.00
❒ I can serve only the AM Shift	Hours 6:00 am to 1:30 pm	Stipend: $40.00
❒ I can serve only the PM Shift	Hours 1:30 pm to 9:00 pm	Stipend: $40.00
❒ I can serve only the After School Shift	Hours 4:00 pm to 9:00 pm	Stipend: $30.00
❒ I can serve any of the above shifts		

I understand that I must meet the following requirements to be eligible for this program:

- I must be at least 16 years of age at the time of the election.
- I must be a U.S. Citizen at the time of the election.
- I must have a grade point average of at least 2.5 on a 4.0 scale.
- I must be recommended by my high school teacher.
- I must obtain written permission from my teacher and parent/guardian.
- I must provide my own transportation.

Language Assessment:

Contra Costa County is a Bilingual County (English/Spanish). Federal law requires Contra Costa County Elections Division to provide Spanish language assistance at certain polling places [EC 12303(b)]. All Election Officers must be able to read and write English [EC 12303(a)].

Are you fluent in any other languages in addition to English? ❑ Yes ❑ No

Please Indicate which additional languages you are fluent in:

❑ Spanish	❑ Chinese/Mandarin	❑ Korean	❑ Japanese
❑ Vietnamese	❑ Chinese/Cantonese	❑ Filipino/Tagalog	❑ Other _____

Signatures below indicate requirements for the program are met:

Signature of Student: _____ **Date:** _____

I have discussed this program with my student. We assure the Elections Department that, if appointed, my student will be at his/her appointed voting site at the appointed time. If unable to serve, my student will give at least two weeks notice and will provide proof of the reason for cancellation.

Signature of Parent/Guardian: _____ **Date:** _____
Printed Name (Required): _____

Signature of Assistant Principal/Principal: _____ _____ **Date:** _____
Printed Name: _____ Email: _____

CONTRA COSTA COUNTY ELECTIONS DIVISION
555 ESCOBAR ST., MARTINEZ, CA 94553
Or fax to: 925-335-7839

Return completed applications by September 21, 2012 to receive priority placement.

CONTRA COSTA COUNTY ELECTIONS DIVISION

Student Election Officer Information Sheet

STUDENT CLERK	**Stipend:**	$80.00 for full day service; $40.00 for half day service; $30.00 for after school shift. $20.00 for training classes.
	Hours:	Full day shift from 6:00 am until the closing procedures are finished (approximately 9:00 pm). AM shift from 6:00 am to 1:30 pm; PM shift from 1:30 pm to 9:00 pm. After School Shift from 4:00 pm to 9:00 pm.
	Duties:	Assist the inspector in all aspects of the election process at the precinct level, including setting up of the polling place, distributing ballots, and accurately accounting for ballots issued.
	Training:	It is now required that all Clerks attend Election Officer procedure class [EC19340]. On-line training is now recommended. You must serve Election Day to receive the stipend for attending this class. Live classes are by appointment only, last approximately two hours, are held in Martinez and have limited availability.

ADDITIONAL DUTIES	**Depot Duties:**	Two Election Officers will be responsible for taking the ballots and materials to an assigned Depot after the close of the polls. The Inspector should be one of the two, but he or she may assign two Clerks to this duty. **The Driver will receive an additional $10.00, the Rider will receive $5.00.**
	Cell Phone Usage:	If an Election Officer provides the use of a personal cell phone for Election Day he/she **will receive an additional $10.00 added to their stipend**. If no one on the board has a cell phone available the Elections Division will supply one for use on Election Day for Election Office business.
	Bilingual Services:	If an you are selected to serve as a qualified bilingual Election Officer and serve on Election Day you **will receive an additional $10.00 to your stipend**.

NOTIFICATION & PAYROLL	**Appointment Letters:**	If you are selected to serve as an Election Officer you will receive an appointment letter by mail approximately one month prior to the election. If you are not selected in the initial appointments you may still be appointed as a replacement for an Election Officer that cancels. Cancellations can only be made by verbal contact with the Elections Division, Election Officer Recruitment Section at (925) 335-7873. Please make yourself available up to the day of the election.
	Election Payroll:	Board Members will receive their election stipend (including additional stipends for cell phones, depot duties, and training classes) between six to eight weeks after the election in which they served.

ELECTION OFFICER CODE OF CONDUCT

As an Election Officer you are expected to comply with the following:

1. Attending a training class each election is mandatory.
2. Election Officers must arrive on time to their Election Day assignments.
3. Election Officers must follow proper election procedures as instructed by the Elections Division during the training class.
4. Election Officers must perform Election Day duties with respect and courtesy, including interactions with voters and fellow volunteers.
5. Election Officers must complete all duties as instructed by the Elections Division before leaving their Election Day Assignment.
6. Election Officers are not allowed to work while under the influence of drugs or alcohol.
7. All information provided to the Elections Division must be true and accurate to the best of an Election Officer's knowledge.

Failure to comply with any of these guidelines is grounds for permanent ineligibility to serve as an Election Officer in Contra Costa County.

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