



# KAUFMAN COUNTY ELECTIONS DEPARTMENT

## What are Student Workers?

High school students who are 16 years of age or older have the opportunity to participate in the electoral process by serving as elections clerks at polling locations on Election Day. A student who is at least 16 years of age and who is enrolled in a Public or Private high school or home schooled and has the consent of the principal (or parent/legal guardian in charge of education in home school) may serve as an election clerk. Kaufman County Elections Department must receive written authorization from the student's parent or guardian to serve in the election for which the student is selected to work.

## Benefits of Serving as a clerk:

- Kaufman County Election workers are paid up to \$13.00 hourly for their service, **for the Constitutional Amendment / Election.**
- Students will gain practical experience by serving their community and state;
- Experience as an election clerk is an impressive addition to a resume or college application;
- Students can take part in a rewarding activity while learning about the democratic process;
- Earn up to 19 hours of community service.

## What are the Responsibilities of an Election Clerk?

- Organizing the polling place before the polls open and close.
- Ensuring that qualified voters are permitted to vote.
- Qualifying voters and Distributing ballots to registered voters.
- Answering voters' questions

## What are the Qualifications?

- Be at least 16 years old on Election Day
- Be enrolled in a public, private, or qualified home school;
- Must be a U.S. citizen;
- Fluent in English (and Spanish to be a Bilingual Student Election Clerk);
- Be registered to vote, if 18 years of age by Election Day.

## **Checklist:**

- ✓ Fill out the **High School Student Election Clerk Application and Permission Slip**
- ✓ Have consent of his/her parent or legal guardian to work the election.
- ✓ Have consent of his/her school principal (or parent/legal guardian for home-schooled students).
- ✓ Complete any required election worker training program; and
- ✓ Have reliable transportation.
- ✓ Email, take a clear picture of the application and submit via email, or mail the application to

Attn: **Mindy Putman-Neely, Election Coordinator**

3001 S. Washington,  
Kaufman, Texas 75142  
469-376-4595 Office

[mindy.neely@kaufmancounty.net](mailto:mindy.neely@kaufmancounty.net)

**DEADLINE: WEDNESDAY, February 14, 2024**



# Kaufman County Elections Department

## High School Student Clerk Application

Grade Level: \_\_\_\_\_ High School: \_\_\_\_\_

### Student Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_  
Last First Middle Initial (mm/dd/yyyy)

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

<u>If 18 years of age by election day, are you registered to vote?</u>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<u>Are you a citizen of the United States?</u>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<u>Are you fluent in Spanish?</u>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<u>Transportation</u>	PARENT <input type="checkbox"/>	OWN <input type="checkbox"/>

### Student Acknowledgement

- I am interested in working the following election: **March 5, 2024 Join Primary Election**
- I am/will be at least 16 years old on Election Day
- I am/will be registered to vote, if 18 years of age on Election Day
- I am a United States Citizen
- I agree to obtain an excused absence from my school office for Election Day. I will promptly notify the election office, if I am unable to obtain an excused absence. It is my responsibility to collect and complete all school assignments for the day.
- I will complete and attend a 3-hour training session prior to Election Day
- I have reliable transportation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/ Guardian Permission

I have reviewed and understand the conditions of the voluntary off-site activity described and give my consent for my child to participate and serve as an election clerk on **Tuesday, March 5, 2024**. I understand the location of this off-site activity will be at a polling place within Kaufman County.

**I understand that my son/daughter may participate only if all information is completed on this form**

Parent/ Guardian Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/ Guardian Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

### Principal Permission

This is to certify the student named above is currently enrolled at \_\_\_\_\_ and has my consent to serve as an election clerk on **Tuesday, March 5, 2024**.

Principal's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal's Print Name \_\_\_\_\_ Email: \_\_\_\_\_

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