

High School Election Officials

Election Official Application for High School Students

Election Officials facilitate the right to vote on Election Day. Duties can include greeting voters, checking voters into the poll book, registering voters, and issuing ballots.

In order to serve as an Election Official, a student must:

- Be 16 years of age or older
- Speak and read English
- Have a GPA of 3.0 or above
- Pay strong attention to detail
- Learn and take direction from a chief inspector
- Communicate effectively with co-workers and voters
- Be free from the influence of drugs or alcohol
- Be willing to avoid texting or other use of their phone during their shift
- Have permission to be excused from school to work as an Election Official from their parent or guardian and their principal

Election Officials are paid a living wage of \$13.62 per hour, and are required to file a W-4 form with the Clerk's Office for payroll purposes.

The City of Madison requires all Election Officials to attend a **paid** hour-long training session before every election they work. Training can be completed by watching a webinar. We are willing to offer training at your school if your teacher makes arrangements with the Clerk's Office.

Our webinar and training schedule are available at <http://www.cityofmadison.com/clerk/elections-voting/election-officials/training>.



Last Name _____

First Name _____

Home Address _____

Phone _____

Email _____

High School _____

* Election(s) you can work:

- February 18, 2020
- April 7, 2020
- November 3, 2020
- February 16, 2021
- April 6, 2021

* Preferred shift: 6:00am to 1:30pm
 1:00 to 9:30pm Peak hours 4 to 9:30pm

* Do you need accommodation for a physical limitation? Yes No

* What accommodation do you require?

* Are you fluent in a language other than English?

Yes _____

Signature of Parent/Guardian:

X _____

Print

Date

Signature of Principal:

X _____

Print

Date

City Clerk's initials _____

Please scan and email this form to madisonvotes@cityofmadison.com or fax it to 608-266-4666 at least two weeks before Election Day.

We will send your assignment by email within a week of receiving your application.