
Category: High School Poll Workers**DOES THE STUDENT GET PAID?**

Yes. A high school student serving as an election inspector may be paid or may volunteer their time. A recent change in state law permits any individual serving as an election inspector to choose to work without compensation. A high school student may want to work without pay as part of a community service requirement. The amount of compensation is determined by the municipality. The City of Sheboygan pays their poll workers \$100 for the full day – \$50 for ½ of the day. The student will need to indicate whether they are volunteering or wish to get paid.

DOES THE STUDENT HAVE TO WORK ALL DAY?

No. A municipality may authorize election inspectors to work at different times on election day. If the municipality permits selection of inspectors to work in shifts, a high school student could work the entire day or one of the shifts authorized by the municipal clerk.

DOES THE STUDENT HAVE TO WORK AT THE POLLING PLACE WHERE HIS PARENT OR GUARDIAN VOTES?

No. All election inspectors are not required to work at their home polling place. A municipal clerk may reassign inspectors to another polling place within their municipality to assure adequate staffing. In practice, this is commonly done.

DOES THE STUDENT HAVE TO BE A UNITED STATES CITIZEN?

Yes. An election inspector is required to be an eligible elector. Age, residency and citizenship are requirements to be an elector. The provision permitting 16 and 17 year old high school students to serve as an election inspector is an exception to the age requirement.

ARE THERE OTHER OPPORTUNITIES TO WORK ON ELECTION DAY?

Yes. There are many other activities associated with conducting an election in addition to working at the polling place. This may be an opportunity for a high school student who is not a citizen to assist the municipal clerk on election day.

WHO DETERMINES IF THE STUDENT IS ELIGIBLE TO SERVE AS AN ELECTION INSPECTOR?

A student who is 16 or 17 years of age and who is enrolled in grades 9-12 in a public or private high school and has at least a 3.0 GPA may serve as an election inspector with the approval of the student's parent or guardian. The municipal clerk must receive written authorization from the student's parent or guardian for the student to serve for the election for which he or she is appointed.

The school board (or governing body of a private school) may establish criteria for service by a student that does not have a 3.0 GPA. If a pupil does not have at least a 3.0 GPA or equivalent, the municipal clerk shall obtain written certification from the principal of the student's school that the student meets any criteria established by the school board (or governing body of a private school) for service as an inspector.

HOW LONG IS THE TERM OF OFFICE?

A high school student serving as an election inspector is appointed for a specific election, not a two-year term. The student may be appointed for more than one election.

WHAT HAPPENS IF THE STUDENT DOES NOT SHOW UP AT THE POLLING PLACE?

The municipal clerk has been instructed by the State Elections Board to contact the parent or guardian and the school if the student does not show up at the polling place. This is a safety consideration. The parents and the school should be informed if the student is not at the assigned polling place.

WHO IS RESPONSIBLE FOR TRAINING THE STUDENT?

The municipal clerk is responsible for training the student. The municipal clerk may conduct a special training session just for high school students or may invite students to attend the training sessions for other election inspectors. The student may also receive instructions and training from the chief inspector on election day at the polling place.

WHAT WILL THE STUDENT BE DOING AT THE POLLING PLACE?

The student will have the opportunity to perform a number of tasks at the polling place. These may include: registering voters, recording voters' names on the voter list, issuing ballots, assisting voters with special needs and counting votes.

WHAT ARRANGEMENTS ARE THERE FOR LUNCH AND DINNER?

The practice varies by municipality. Some municipalities provide meals. Most require the election inspector to make arrangements. This should be discussed with the municipal clerk before election day.

WHO IS RESPONSIBLE FOR TRANSPORTATION TO AND FROM THE POLLING PLACE?

The student is responsible for making his or her own arrangements for transportation to and from the polling place.

CAN MORE THAN ONE STUDENT WORK AT THE SAME POLLING PLACE?

Yes. The State Elections Board encourages municipal clerks to have at least two working together at a polling place. However, high school students may only serve as inspectors if at least one election official at the polling place other than the chief inspector is a qualified elector of this state.

MUST THE STUDENTS OBTAIN A WORK PERMIT?

No. High school poll workers are exempt from the laws that govern minors.

IS THERE A LIMIT ON HOW MANY HOURS A STUDENT CAN WORK?

No. High school poll workers are exempt from the laws that govern minors.

QUICK SUMMARY

1. Can be paid/can volunteer
2. Can work part day or full day
3. Must be a resident of the City of Sheboygan
4. Must be a US Citizen
5. Can be 16, 17, 18 years of age with a 3.0 GPA
6. Training session to be provided by the City Clerk
7. You must be able to get to and from the polling place
8. You do not need a work permit
9. Will be working at one of the 16 polling places in the City of Sheboygan
10. Must complete all the forms provided:
 - a. Authorization to Serve as an Election Inspector
 - b. Application to be a High School Student Poll Worker
 - c. Volunteer Worker Waiver (if volunteering time and not being paid)

Any questions, please contact:

Susan Richards

City Clerk – Sheboygan

828 Center Ave.

Sheboygan, WI 53081

920-459-3364

srichards@ci.sheboygan.wi.us

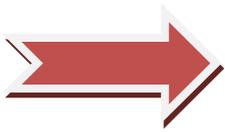
APPLICATION FOR HIGH SCHOOL STUDENT
AS POLL WORKER

Name: _____

Address: _____

Telephone No. _____

Willing to Work: Check preference.



Full Day 6:30 a.m. – 8:30 p.m. _____



Part Day 6:30 a.m. – 1:30 p.m. _____



Part Day 1:30 p.m. – 8:30 p.m. _____

Please Note: You will be working at one of the 16 polling places across the City. We will notify you of where you are scheduled to work during your training session prior to the November 4th Presidential Election.

Any question, please contact the City Clerk of Sheboygan

Susan Richards

459-3364 or srichards@ci.sheboygan.wi.us

Date: _____ Signature of Student: _____

CITY OF SHEBOYGAN
VOLUNTEER WORKER WAIVER OF LIABILITY

For and in consideration of _____(name of volunteer) being given the opportunity to achieve his/her individual goals by obtaining _____hours of voluntary service between the dates of _____ and _____;

The undersigned has been informed by the City of Sheboygan that he/she can perform services and that said services will be performed without compensation from the City of Sheboygan.

The undersigned, in order to avail himself/herself of said opportunity, recognizes and assumes any and all risks pertaining thereto, and hereby releases and indemnifies the City of Sheboygan, its officials, officers, and all other personnel of the City of Sheboygan, from any and all liability whatsoever for any injuries, damages and claims the undersigned, his/her heirs, dependents and assigns may sustain in and about the work place or in any other way during the course of the undersigned's voluntary service;

The undersigned is fully aware that he/she is not under contract or hire, either express or implied, with the City of Sheboygan and that the undersigned would not be considered an "employee" as defined in Wis. Stats 102.07 so as to entitle him/her to Worker's Compensation benefits in the event he/she is injured performing said services for the City of Sheboygan.

Dated _____ day of _____, 20_____.

Signature of Volunteer

Volunteer Information:

Name: _____

Address: _____

Phone: _____

In case of emergency contact:

Name: _____

Address: _____

Phone: _____

Authorization to Serve as an Election Inspector

We authorize the student named below to serve as an election inspector in the municipality serving the student's residence:

(name of student)

(street address)

(city, state, zip code)

(telephone number)

The student is enrolled at: _____ High School

(name of high school)

(address of high school)

(city, state, zip code)

(signature of parent or guardian)

(print name)

(signature of parent or guardian)

(signature of principal)

(print name)

(signature of principal)

Notification of Date of Expiration of Term as Election Inspector

I, _____, clerk of the
(name of municipal clerk)

- Town
- Village of _____, in _____
- City (name of municipality) (name of county)

Hereby notify the principal of the high school named above that the student authorized on this form has been appointed an election inspector with term ending December 31, _____.
(even-numbered year)

(signature of municipal clerk)

(print name)

date(month, day, year)

In order to serve as an election inspector, the student must be 16 or 17 years of age enrolled in grades 9 to 12 in a public or private school, and have at least a 3.0 grade point average or equivalent. The municipal clerk may not require the student to serve at all elections. S.7.30(2), (am), Stats.