



Department of Elections  
905 S Governors Ave Suite 170  
Dover, Delaware 19904  
**Phone:** (302) 739-4277

## **2020 Student Election Officer Program**

### **Attention Delaware High School Students!**

The Department is looking for 16 or 17-year-old high school students to work as Student Election Officers. In this role you serve your community while earning \$190. The Department can appoint a limited number of Student Election Officers. The earlier you apply, the more likely the Department will appoint you to work an election.

Student Election Officers work on a team of 6-12 people. The team runs the Polling Place during an election. You may not leave the Polling Place until released by the Inspector - usually about 9:30 p.m. Your day includes:

- Arriving at your assigned Polling Place by 6 a.m.;
- Setting up the Polling Place;
- Opening the Polling Place at 7 a.m.;
- Check-in voters using pollbook (tablet computer with ID scanner);
- Processing and assisting voters;
- Operating a voting machine;
- Closing the Polling Place at 8 p.m.; and
- Completing documentation and packing up the machines and supplies.

The Department must train you before each election. The classes run between 2 ½ and 3 hours. Your pay includes \$50 for the training. If the Department selects you to work, it will notify you by email or U.S. mail of your Election Day assignment and the date, time and location of your class. Make sure to include your email and mailing address on your application. The Department will mail your pay check to you a few weeks after the election.

To work as a Student Election Officer, you must:

- Submit a completed ***Student Election Officer Application***,
- Live in Delaware and be a U.S. citizen,
- Be at least 16 years old on or before November 1, 2020,
- Be available from 6 a.m. until about 9:30 p.m. on Election Day – NO SHIFTS
- Provide your own transportation and meals, and
- Attend a mandatory training session before each election.

Complete the attached **Student Election Officer Application** and return it to the Department office for your County indicated on the bottom of the form.

**If you have questions about the program, contact:**

- In Kent County, Doris Young at 739-4498 or [votekc@delaware.gov](mailto:votekc@delaware.gov)
- In New Castle County, Tracey Dixon at 577-3464 or [electionofficer@delaware.gov](mailto:electionofficer@delaware.gov)
- In Sussex County, Kenneth McDowell or Jean Turner at 856-5367 or [votesc@delaware.gov](mailto:votesc@delaware.gov)

# State of Delaware

## Student Election Officer Application

Use this form to apply to work at the polls as an election officer for the Department of Elections in the county in which you live.

Print clearly in blue or black ink.

### 1. Who are you?

Last name		Suffix (Jr., II)	
First name		Middle name	
Social Security Number (required for payment)		Birth date (MM/DD/YYYY)	

### 2. What is your CURRENT address?

Street address			
Apt/Lot/Unit #	Development		
City/Town	State	DE	Zip Code
County where you live	<input type="checkbox"/> New Castle County	<input type="checkbox"/> Kent County	<input type="checkbox"/> Sussex County
Mailing Address if different than above			

School student attends	
Remarks/Comments	

### 3. What is your contact information? This is so election officials can reach you about your application.

Telephone number		Email address	
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### 4. Please indicate the elections you would like to work. You can request to work all elections.

In order to participate in the 2020 Student Election Officer program, you must be: a United States Citizen and at least 16 years of age on or before November 1, 2020.

- Primary Election (September 15, 2020)       General Election (November 3, 2020)

### 5. You must read and sign this statement. You may type your full name in the box if submitting electronically.

I hereby swear or affirm that:

- I live in Delaware and am a citizen of the United States,
- I am at least 16 years of age on or before November 1, 2020

**Sign here** X

**Today's date**  
(MM/DD/YYYY)

This information is for official use only. Any unauthorized release may be punishable by law.

Previous editions are obsolete.

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### 6. You must have your parent/guardian sign off on your application.

**Parent/Guardian** X

**Today's date**  
(MM/DD/YYYY)

### 7. Submit your application.

- Please submit your application promptly by email, fax or mail.
- Return the completed form to the Department of Elections Office in the county in which you live.
- You will receive notification of your assigned position and work location from your County Office prior to each election.

**NEW CASTLE COUNTY OFFICE**  
820 N FRENCH ST SUITE 400  
WILMINGTON DE 19801-3531  
Phone: (302) 577-3464  
FAX: (302) 577-6545  
[electionofficer@delaware.gov](mailto:electionofficer@delaware.gov)

**KENT COUNTY OFFICE**  
100 ENTERPRISE PL SUITE 5  
DOVER DE 19904-8202  
Phone: (302) 739-4498  
FAX: (302) 739-4515  
[pollworkerkc@delaware.gov](mailto:pollworkerkc@delaware.gov)

**SUSSEX COUNTY OFFICE**  
119 N RACE ST  
PO BOX 457  
GEORGETOWN DE 19947-0457  
Phone: (302) 856-5367  
FAX: (302) 856-5082  
[votesc@delaware.gov](mailto:votesc@delaware.gov)

### FOR OFFICE USE ONLY

Assigned ED-RD		Position		Remarks		Processed By	
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