



Lake County Board of Elections and Registration

2293 North Main Street, Room 205
Crown Point, IN 46307
Phone: (219) 755-3795 Fax: (219) 755-3801
website: www.lakecountyin.org



3/12/2024

Dear _____,

On behalf of the Lake County Board of Elections and Registration, we write to you regarding an exciting program enabling 16 and 17-year-old students to experience democracy first hand. ***Election Day Student Poll Worker Program (EDSPWP)*** recruits interested students to assist in the Election Day process as poll workers.

This program provides the perfect opportunity for younger citizens to become active in local government and politics, while also serving their community and a possible jump-start to those considering political or governmental studies in college.

Students with at least 3.0 on a 4.0 GPA scale, parental permission and principal approval are eligible to participate in this program. I ask that you recommend only students you feel would contribute to and benefit from a day of helping Hoosiers exercise their right to vote. Once chosen, the high school poll workers will be required to attend a training class and will be assigned to one of their local precincts. The students will work in a non-partisan role with experienced poll workers.

By promoting ***EDSPWP*** to your students, you are not only advancing the civic involvement of our youth, but also preserving our citizens' rights to play an active role in democracy.

We are interested in working with you or an interested faculty member to implement the program at your institution. Please take a moment to review the enclosed program information and advise me of your interest. Please feel free to contact me with any questions at 219-755-3795.

I look forward to working with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle R. Fajman".

Michelle R. Fajman
Director

A handwritten signature in black ink, appearing to read "LeAnn Angerman".

LeAnn Angerman
Assistant Director



Lake County Board of Elections and Registration

2293 North Main Street, Room 205
Crown Point, IN 46307
Phone: (219) 755-3795 Fax: (219) 755-3801
website: www.lakecountyin.org



Faculty Overview

Introduction

The *Election Day Student Poll Worker Program (EDSPWP)* poll worker recruitment program enables 16 and 17-year-old students a “live” experience of democracy in action on Election Day. This program provides an opportunity for students to learn about democracy, to actively participate in their community and work to support free and fair elections in Indiana.

The implementation of this program requires a faculty liaison, which helps share information and recruits students for this invaluable and interactive experience to learn about democracy and elections. Furthermore, this program encourages civic engagement and promotes an interest in local, state and federal government.

The primary responsibilities for the faculty liaison are introducing and promoting the program in the school, recommending students to the application process, to disburse and check all applications are completed, verify that students are approved to miss a day of class, and finally send the completed applications to the election official.

Statute, Qualifications, and Policy

Current Indiana law allows 16 and 17-year-old high school students to work as poll workers on Election Day, under the following provisions: The individual:

- Is sixteen (16) or seventeen (17) years of age.
- Is a citizen of the United States and a resident of the county in which they wish to work on Election Day.
- Has a cumulative grade point average of at least a 3.0 on a 4.0 scale.
- Has the written approval of their principal or, if the student is educated at home, the approval of the individual responsible for the education of the student.
- Has the approval of their parent or guardian.
- Must satisfactorily complete any training required by the county election board.
- Is otherwise eligible to serve as a precinct officer under IC 3-6-6-7.

(These requirements are detailed in IC 3-6-6-39 for your reference.)

Let's Get Started

There are two main parties who will work together to coordinate efforts for *EDSPWP*, the county contact—a representative from the county clerk's office, county political parties, or county election board who oversees the program from a county level, and the faculty liaison—a faculty member from the high school who oversees the program at their respective school. After being selected as a school's faculty liaison, the faculty liaison should meet with the county

contact to set time lines for implementation. This packet includes documents to assist with this process, including:

- Program description to be handed to selected students with application
- Student application/permission form

Procedures:

The role of the faculty liaison is simple, but vital to ensuring quality students are recommended from each school. This program allows the selection process to be at the discretion of the teacher, and requires students to have a grade point average of at least a 3.0 on a 4.0 scale. We hope that the faculty liaison recommends only students who would contribute to and benefit from a day of helping Hoosiers exercise their right to vote. There is no limit to the number of students that can be recommended, as long as they all fit the qualifications listed above.

The faculty liaison will explain the program, ask other members of the faculty to present the program to their students and make announcements to students about the program. The faculty liaison will ensure that selected students complete **EDSPWP** applications and receive permission from a parent/guardian and make sure applications are signed by the school's principal.

When completed, the faculty liaison will then forward the applications to the county contact.

Faculty liaisons should remind students of the importance of their responsibility. Additionally, clarify with the students that they are required to be present during the entire duration of Election Day, should arrange their own transportation and should inform all necessary parties of his or her absence on Election Day.

Follow-up:

After Election Day, the county contact will notify the faculty liaison with the names of students who participated in case the school wishes to honor these students by whatever means deemed fit. After working the polls, we suggest that students might deliver a presentation to their peers about their experience to encourage the successful continuation of the program.

The county contact will provide feedback forms for the students and faculty liaison to give comment on the experience. Finally, return the feedback forms to the county contact.



Lake County Board of Elections and Registration

2293 North Main Street, Room 205
Crown Point, IN 46307
Phone: (219) 755-3795 Fax: (219) 755-3801
website: www.lakecountyin.org



APPLICATION

Lake County Board of Elections and Registration has approved the use of individuals 16 or 17 years of age to serve as any precinct election officer, other than the inspector, or assist any precinct election officer.

The individual must meet the following requirements and obtain the necessary approvals:

- (1) Is a citizen of the United States
- (2) Is a resident of Lake County
- (3) Is sixteen (16) or seventeen (17) years of age
- (4) Has a cumulative grade-point average equivalent to not less than 3.0 on a 4.0 scale
- (5) Has written approval of the principal of the school or if home schooled, the person responsible for the education of the student
- (6) Has written approval of the parent or guardian
- (7) Has or will attend poll worker training, if required as provided by the Lake County Board of Elections and Registration
- (8) Is otherwise eligible to serve as a precinct officer under IC 3-6-6-7

The individual must also meet the following requirements:

- (1) The individual shall be in attendance at the polling location for the entirety of Election Day. Therefore, the student shall notify all appropriate parties of his or her absence from school.
- (2) The individual must be able to provide their own transportation for the day.

Name of Student: _____

Date of Birth: _____ Phone Number: _____

Address: _____

School: _____

E-mail: _____

Affidavit of Authenticity

I certify that the applicant _____ has met all the above requirements and shall serve their duties as a poll worker to the best of their ability.

Signature of Student _____

Date _____

Signature of Principal _____

Date _____

Signature of Parent or Guardian _____

Date _____

NOTE: RETURN THIS FORM TO THE LAKE COUNTY BOARD OF ELECTIONS & REGISTRATION AFTER ALL SIGNATURES ARE CAPTURED

Office Use - Precinct Assigned: _____

Position Assigned: _____



Lake County Board of Elections and Registration

2293 North Main Street, Room 205
Crown Point, IN 46307
Phone: (219) 755-3795 Fax: (219) 755-3801
website: www.lakecountyin.org



Student Feedback Form

Student's Name: _____

High School's Name: _____

Dear Student Poll Worker,

We are interested in your experience with *Election Day Student Poll Worker Program*. Please answer the following questions briefly, and feel free to add comments (Use the back of this form if necessary.)

Overall, how was your experience as a poll worker through Election Day Student Poll Worker Program?

What did you enjoy **MOST** about your experience?

What changes could be made to improve *Election Day Student Poll Worker Program*

If given the opportunity, would you serve as an Election Day poll worker again?

OTHER:



Lake County Board of Elections and Registration

2293 North Main Street, Room 205
Crown Point, IN 46307
Phone: (219) 755-3795 Fax: (219) 755-3801
website: www.lakecountyin.org



School Feedback Form

Teacher / Principal Name: _____

High School's Name: _____

Dear [Name of school]

We are interested in your experience with *Election Day Student Poll Worker Program*. Please answer the following questions briefly, and feel free to add comments (Use back of document if necessary.)

Overall, how was your experience with administering *Election Day Student Poll Worker Program*?

What aspect of the program **WORKED BEST**?

What changes could be made to improve *Election Day Student Poll Worker Program*?

Do you plan to promote *Election Day Student Poll Worker Program* to your students for future elections?

Suggestions for future *Election Day Student Poll Worker Program* implementation?

OTHER:
