

Dear U.S. Government Teacher,

On behalf of the Polk County Election Office, I am sending information about the **Youth at the Booth** Precinct Election Official Program. **Youth at the Booth** gives high school seniors - who are at least 17 years old - the opportunity to work at the polls during an upcoming Election.

Youth at the Booth allows high school seniors to work at the polls, giving students a real life civics lesson in the voting process while at the same time providing them with a meaningful community service activity.

STUDENT REQUIREMENTS:

- Attend a paid 2-hour training class. (Classes are held at Polk County River Place)
- Work on Election Day
- Students will be paid \$10 / hr, plus mileage

THE FOLLOWING ARE REQUIRED FOR PARTICIPATION:

(Your school or government class may add additional requirements)

- Provide each student with Affidavit of High School Precinct Election Official Form, Voter Registration Form, and a Student Question & Answer Sheet.
 - Each student must be at least 17 years old and a high school senior.
 - Each student must be a US Citizen and a resident of Iowa / Polk County.
 - Each student must attend a 2-hour training course.
 - Each student is responsible for their own transportation to the polls on Election Day.
- Use the High School Student Precinct Election Official Form to complete the Student Precinct Election Official Commitments List. We need complete information on each student (everything should be on the Permission Form).
- Return the Student Precinct Election Official Commitments Master List, Parent/Guardian Permission and Notification Form to the Board of Elections.

Once we receive your school's packet, we will contact the students directly to offer Precinct Election Official assignments and schedule training classes. I look forward to working with you. If you have any questions, please do not hesitate to contact me directly at Phone: (515)286-3253, Fax: (515)286-2099 or Email: election@polkcountyiowa.gov

Sincerely,

Jamie Fitzgerald,
Polk County Auditor and Commissioner of Elections



Help Wanted

Sign-up to be a Poll Worker

Precinct Election Officials

Every election day, hundreds of Precinct Election Officials are needed to staff polling places located throughout Polk County. As a **PEO**, you will be a key factor in how our citizens regard elections and it will be your job to ensure anyone who is eligible and wants to vote is given the opportunity.

Get paid to help voters in your community

Precinct Election Officials are paid **\$10.00 per hour**, plus mileage

Precinct Captains are paid **\$14.00 per hour**, plus mileage

Requirements for Precinct Election Officials

Must provide your **own transportation** to and from the polls

Must be willing to work **long hours** (typically 6 AM -10 PM)

Must be willing to attend a paid **school of instruction** prior to working

iPad experience required

Must have a email address - all communication is now via email

What does a Precinct Election Official Do?

Assist in setting up the polling place before the polls open

Check-in / register / update voter information using our Poll Pad system

Distribute ballot to voter after check-in verification

Help maintain an orderly process and ensures compliance of voting laws

Assist in tearing down the polling place after the polls close.

Interested in Applying?

Apply on-line at

<https://www.polkcountyia.gov/hr/job-opportunities/>

Polk County Election Office

120 2nd Ave., Suite A, Des Moines, IA 50309

(515) 286-3247

Like us on Facebook: <https://www.facebook.com/polkcountyelection>

High School Students as PEOs - §49.13

High school students who are not yet qualified to be registered voters can serve as PEOs per Iowa code §49.13(6) by meeting the following qualifications:

- Be U.S. citizens
- Be at least 17 years of age
- Be a student in “good standing” at a Iowa public or private secondary school
- Be receiving credit in at least four subjects and be passing all coursework. In-depth requirements and exceptions are outlined in §49.13(6)(a)(3).
- Have the written approval of the school’s principal
- Have the written approval of the student’s parent or guardian
- Have satisfactorily completed the training course for PEOs
- Meet all the other qualifications for being a member of the election board except the requirement to be a registered voter

The auditor must certify to the school no later than 14 days after the election the following:

- The name of each student who served as a PEO
- The number of hours the student served
- The precinct number and polling place location where the student served
- Any other information the auditor deems appropriate
- Any other information requested by the school

Important Notes:

- Only one student may serve on each precinct election board
- A student shall not serve as chairperson of a precinct election board
- Before serving as a partisan election, a student must certify to the commissioner in writing the political party with which he or she is affiliated
- Students who serve as PEOs are not eligible to receive class credit for their service unless it qualifies as meeting the requirements of a class assignment imposed on all students in the class.

