



# Teacher Implementation Steps/2019:

**Step 1: Print and distribute Student Application/Permission Forms for ALL applicants and a hard copy Voter Registration Form or instructions for completing the form online **ONLY** for those students who will be 18 on or before NOVEMBER 5, 2019.**

- ★ Students **MUST** understand and agree to the duty of being an official poll worker.
- ★ All students must complete an Application/Permission form.
- ★ **NEW PROCESS!** Only those students who will be 18 on or before the fall general election (November 5, 2019) need to complete a Voter Registration form and return it along with their signed permission form.
- ★ **Teacher signature is required on each application.**
- ★ **Forms must be completed in ink** to qualify. The information will remain only with the Board of Elections and will not be shared with other parties.
- ★ Please mail or deliver original forms to YOUTH AT THE BOOTH, Franklin County Board of Elections, 1700 Morse Road, Columbus, OH 43229.

## Step 2: Poll Worker Training Sessions

- ★ Kids Voting will schedule training at your school if you have 20 or more students participating. If there are fewer students, we will notify you of other trainings in the area, as well as the date and time and location for Saturday training session (if necessary).
- ★ If a student is not able to attend the training scheduled at your school, Kids Voting **MUST be notified in advance** in order to schedule the student for an alternate training (if one is available.)
- ★ Training is mandatory. Students must attend and complete an entire 2½ hour training session.
- ★ Students may be given a form for obtaining a signature from the Voting Location Manager, indicating that the student fulfilled their duties. (Available on our Website).
- ★ Encourage students eligible to vote absentee, since they will be at the polls all day on Election Day and may not work at the precinct where they vote.

## Step 3: Remind Students that, on Election Day, May 7, they must:

- ★ Work all day from 5:30 a.m. until excused on Election Day, which is usually 8:30 p.m. but could be later.
- ★ Bring the Franklin County Board of Elections Work Assignment Card with them to work!
- ★ Act in a nonpartisan manner (no political buttons, badges, or t-shirts).
- ★ Dress in an appropriate manner, no low riders, ultra short skirts, no blue jeans, no sweats, no sandals or flip flops. A *Youth at the Booth* T-Shirt will be provided.
- ★ Fully participate as precinct officials. Students will have the same duties as adult workers.
- ★ Bring lunch, dinner, snacks and beverage *and* homework or reading materials.

***IF YOU HAVE ANY QUESTIONS, call the Franklin County Board of Elections 614.525.3100 or email [DeborahSKoch@gmail.com](mailto:DeborahSKoch@gmail.com). Forms are available at: [www.KidsVotingOH.org](http://www.KidsVotingOH.org).***