

Gwen L. McFarlin, Chair
Alex M. Triantafilou
Caleb A. Faux
Charles H. Gerhardt III
Sherry L. Poland, Director
Sally J. Krisel, Deputy Director

Board of Elections

HAMILTON COUNTY OHIO



4700 Smith Road
Cincinnati, OH 45212

513 632-7000
Fax 513 579-0988 or 744-9038
VoteHamiltonCountyOhio.gov

TO: School Principals & Government Teachers
FR: Hamilton County Board of Elections (BOE)
RE: Youth at the Booth Program

We are inviting your school to participate in an important civic learning tool for high school seniors; an opportunity to get hands on experience working the polls in Hamilton County in the upcoming March 17, 2020 Primary Election. Hundreds of high school seniors, 17 years or older, have participated in our Youth at the Booth program. They provide a much needed “youth” component to our polling place teams and gain invaluable insight into our grassroots democratic process. A packet is enclosed for your use to be returned no later than **February 14th, 2020.**

Youth at the Booth Participants:

- Attend a 4-hour training class at the Hamilton County BOE
- Work 7:00-9:00 PM, Monday night (before Election Day), March 16, 2020 for polling place set up
- Work 5:30 AM to about 8:45 PM on Election Day, Tuesday, March 17, 2020
- Students earn a total of \$181.50 for training, Monday & Tuesday
- Can vote in the Primary Election *if* student will be 18 by November 3, 2020.
- Are encouraged to use #youthatthebooth across social media platforms (Twitter, IG, Facebook)

Student Requirements: (Teachers may add additional requirements.)

- Must be at least 17 years old **AND** a senior, a US Citizen & resident of Hamilton County
- Complete the necessary paperwork – a voter registration form (even if 17 years old) & Student Participation/Parent permission form
- Students must provide their own transportation to the assignments
- Communicate with the Hamilton County BOE Precinct Election official coordinators about their assigned training class and polling place assignment

Teacher Responsibilities:

- Make sure each student fills out a voter Registration Form & returns both the Form and the Student agreement/Parent permission slip to the BOE

Students that sign up are contacted directly about their assigned training class & polling place. This program is a win-win for high school seniors and our community. We have BOE staff that is available to make a short presentation to students at your school. If you have any questions, please contact me:

Mike.Tolbert@boe.hamiltoncountyohio.gov, 513-632-7089.

Sincerely,

Mike Tolbert, Elections Administrator
Hamilton County Board of Elections

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HAMILTON COUNTY YOUTH AT THE BOOTH STUDENT PARTICIPATION & PARENT/GUARDIAN PERMISSION FORM

Students & Parents: This form has a 2-fold purpose: 1) students complete the form to participate in the Hamilton County Youth at the Booth program to work the polls in the upcoming March Primary Election; and 2) Parent/Guardian acknowledge/authorize that participation involves an off-school activity.

School Name: _____ School District: _____

Student Name: _____

Address: _____

Student Cell Phone () _____ Home Telephone () _____

Student Email: _____

Date of Birth: ____/____/____ U.S. Citizen? Yes ____ No ____

Social Security # _____ (Required for payment/payroll from Hamilton County)

Evening class or weekend class? (Circle one): Evening Weekend

I am a student in good standing. I will have my own transportation to training & the polls. I understand that without a voting history, the Board of Elections will assign me to a work party, Democrat or Republican, based on the Board's needs. This does not register me as a member of a party. I will attend the 4-hour training session. I will assist in setting up the polling location on Monday March 16th from 7:00 to 9:00 PM. On Tuesday, March 17th Election Day, I will remain at the polling location from 5:30 AM to 8:45 PM or later. **I have informed my teachers, coaches, and employers of my commitment. I have entered it on my calendar.**

✓ Student Signature: _____ Date: _____

PARENT/GUARDIAN PERMISSION

I have reviewed and understand the conditions of the voluntary off-site activity described and give my consent for my child to participate. I understand the location of this off-site activity will be at the Hamilton County BOE and at a polling place within Hamilton County, within our city or nearby. I give my permission for my student to be photographed at this event. I UNDERSTAND THAT MY STUDENT MAY PARTICIPATE ONLY IF ALL INFORMATION IS COMPLETED ON THIS FORM.

✓ Parent/Guardian Signature: _____

✓ Parent/Guardian Phone Nos.: Daytime _____ Evening _____

✓ FACULTY MEMBER SIGNATURE _____ I have verified that the student is at least 17 years old & a high school senior in good standing.	STUDENTS: RETURN THIS FORM TO YOUR TEACHER TEACHER: PLEASE PROVIDE THE BOARD OF ELECTIONS WITH A COPY OF THIS FORM. KEEP YOUR COPY ON FILE AS REQUIRED BY YOUR SCHOOL DISTRICT
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Hamilton County Youth at the Booth – FACT SHEET

HOW DO I GET ASSIGNED TO A POLLING LOCATION?

Once you let your teacher know that you want to participate & hand in your paperwork; your teacher will give your name and contact info to the Board of Elections. Precinct Election Official (PEO) coordinators will call/email you about your Election Day polling place assignment & class assignment for training. Be sure to stay in contact with the PEO coordinators if you have to make any changes.

WHEN AND WHERE IS THE TRAINING?

A PEO Coordinator will call or email you about a date/time for training that fits with your schedule. All training classes will be held at the BOE, 4700 Smith Rd.

HOW DO I GET TO TRAINING CLASS & TO THE POLLING LOCATION MONDAY NIGHT AND TUESDAY?

You are required to have or provide your own transportation to and from training and the polls. Please locate your assigned polling place prior to the Monday Night polling place setup so that you will know where you are going to work.

WHAT IF I CANNOT WORK THE ENTIRE TIME ON ELECTION DAY?

You will not be able to participate in Youth at the Booth. You must be able to complete the training, attend Monday night polling place set-up and work all day on Election Day. You cannot work a partial day at the polls.

WHY DO I HAVE TO SELECT A POLITICAL PARTY?

The BOE has to make sure an even number of Democrats & Republicans work at each polling location. You can decide which party you wish to be affiliated with – Democratic or Republican. If you don't have a preference, the PEO coordinator can assign you to either party.

HOW CAN I REGISTER IF I AM ONLY 17?

Ohio State Law requires anyone assigned to work the polls to be registered to vote and a special provision allows 17 year olds who are high school seniors to do this. On the registration form, use your full name, address, birth date, last 4-digits of your social security number OR driver license 6-digit number & signature.

- You can **vote** at age **17** in this Presidential **primary** if you'll be 18 by the next general election on November 3rd, 2020. If you are already age 18, you can vote!

N.B. Your registration form must be submitted to the BOE by February 14, 2019.

I AM 18 AND REGISTERED TO VOTE. WHEN DO I GET TO VOTE?

There are several options: you can request an Absentee Ballot by mail or you can vote in person at the BOE office at 4700 Smith Road before Election Day. See the BOE website: www.votehamiltoncounty.gov for more information or ask your PEO coordinator.

WHAT SHOULD I WEAR?

The dress code for all Precinct Election Officials is business casual clothing – for men: a nice pair of jeans, dress pants & shirt; for women: jeans, dress slacks or skirt & shirt. No sweat pants. You **CANNOT** wear any political buttons, badges, or t-shirts. Please do not wear shorts or flip flops.

WHAT ABOUT BREAKS, LUNCH AND FOOD?

You will get 1 hour for lunch & you can leave the polling location. We also suggest that you bring lunch, snacks, and water to have throughout the day.

CAN I BRING THINGS TO DO?

You may bring your cell phone for emergency calls only. Remember, being a Precinct Election Official is the priority. **No LAPTOP OR IPAD AND DO NOT TEXT WHILE WORKING AS A PRECINCT ELECTION OFFICIAL!**

WILL I BE PAID? WHY DO YOU NEED MY SOCIAL SECURITY NUMBER?

You will be paid \$181.50 for your complete participation (training, Monday night set up and Election Day). The BOE requires your social security number for payroll purposes only. You will receive your check payment within 3-4 weeks after the election.

FOR MORE INFORMATION CONTACT:**Mike Tolbert**

Elections Administrator

Phone (513) 632-7089 or Email: Mike.Tolbert@boe.hamiltoncountyohio.gov

Raquel Burgos

Democratic Precinct Election Official Coordinator

Phone (513) 632-7041 or Email: Raquel.Burgos@boe.hamiltoncountyohio.gov

Kyle Dallman

Democratic Precinct Election Official Recruiter

Phone (513) 632-7005 or Email: Kyle.Dallman@boe.hamiltoncountyohio.gov

Angie Lawson

Republican Precinct Election Official Coordinator

Phone (513) 632-7042 or Email: Angie.Lawson@boe.hamiltoncountyohio.gov

Joe Ventre

Republican Precinct Election Official Recruiter

Phone (513) 632-7004 or Email: Joe.Ventre@boe.hamiltoncountyohio.gov