

Gwen L. McFarlin, Chair  
Alex M. Triantafilou  
Charles H. Gerhardt III  
Joseph L. Mallory  
Sherry L. Poland, Director  
Alexander F. Linser, 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](http://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 November 2<sup>nd</sup>, 2021 General 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 **September 30th, 2021.**

**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), November 1<sup>st</sup>, 2021 for polling place set up
- Work 5:30 AM to about 8:45 PM on Election Day, Tuesday, November 2<sup>nd</sup>, 2021
- Students earn a total of \$181.50 for training, Monday & Tuesday
- Can vote in the General Election *if* student will be 18 by November 2<sup>nd</sup>, 2021.
- 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
- Make copies of the Student agreement/Parent permission available for each student (next page)

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:

[Jeremy.Jimmar@boe.hamiltoncountyohio.gov](mailto:Jeremy.Jimmar@boe.hamiltoncountyohio.gov), 513-632-7089.

Sincerely,



Jeremy Jimmar, 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 November General 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

Political Party Preference (Circle one): Democrat Republican Non-Affiliated

I am a student in good standing. I will have my own transportation to training & the polls. I will attend the 4-hour training session. I will assist in setting up the polling location on Monday November 1<sup>st</sup> from 7:00 to 9:00 PM. On Tuesday, November 2<sup>nd</sup> 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 activity off-site described and give my consent for my student to participate. I understand the location of this activity off-site 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

STUDENTS: RETURN THIS FORM TO YOUR TEACHER

\_\_\_\_\_  
I have verified that the student is at least  
17 years old & a high school senior in  
good standing.

TEACHER: PLEASE PROVIDE THE BOARD OF ELECTIONS  
WITH A COPY OF THIS FORM. KEEP YOUR COPY ON FILE  
AS REQUIRED BY YOUR SCHOOL DISTRICT

## **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 NEED TO SELECT A POLITICAL PARTY?**

The BOE has to make sure a balanced number of Democrats, Republicans & Non-Affiliated PEOs work at each polling location. Working as a Democrat, Republican, or Non-Affiliated does not register you as a member of the parties. If you do not have a preference, please select Non-Affiliated.

### **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.

## **N.B. - YOUR REGISTRATION FORM MUST BE SUBMITTED BY 9-30-21**

### **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 28 days before Election Day. See the BOE website: [www.votehamiltoncountyohio.gov](http://www.votehamiltoncountyohio.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:****Jeremy Jimmar**

Elections Administrator

Phone (513) 632-7089 or Email: [Jeremy.Jimmar@boe.hamiltoncountyohio.gov](mailto:Jeremy.Jimmar@boe.hamiltoncountyohio.gov)

**Raquel Burgos**

Democratic Precinct Election Official Coordinator

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

**Kyle Dallman**

Democratic Precinct Election Official Recruiter

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

**Stacey Moher**

Republican Precinct Election Official Coordinator

Phone (513) 632-7042 or Email: [Stacey.Moher@boe.hamiltoncountyohio.gov](mailto:Stacey.Moher@boe.hamiltoncountyohio.gov)

**Jay Hellebusch**

Republican Precinct Election Official Recruiter

Phone (513) 632-7004 or Email: [Jay.Hellebusch@boe.hamiltoncountyohio.gov](mailto:Jay.Hellebusch@boe.hamiltoncountyohio.gov)