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## Board of Elections

HAMILTON COUNTY OHIO

4700 Smith Road  
Cincinnati, OH 45212

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

### 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 as well as a Registration 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 3-hour training session. I will assist in setting up the polling location on Monday November 6th from 6:30 PM to 8:30 PM. On Tuesday, November 7th Election Day, I will remain at my assigned 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 off-site activity described and give my consent for my student to participate. I understand the locations 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 #:** Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

✓ **FACULTY MEMBER SIGNATURE** **STUDENTS: RETURN THIS FORM TO YOUR TEACHER**

\_\_\_\_\_  
I have verified that the student is at least  
17 years old and is a high school student 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**

\*If your teacher does not provide you with a Registration Form, contact the BOE at (513) 632-7004.

# **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. A Precinct Election Official (PEO) Supervisor will call/email you about your Election Day polling place assignment & class assignment for training. Be sure to stay in contact with the PEO Supervisors if you have to make any changes.

## **WHEN AND WHERE IS THE TRAINING?**

A PEO Supervisor 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. Cincinnati, OH 45212

## **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 set-up 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 students to do this. You are required to fill out a registration form. If your teacher does not provide one, contact the BOE. 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.

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

There are several options: you can request a Vote by mail ballot from the BOE, or you can vote in-person at the BOE office at 4700 Smith Road Cincinnati, OH 45212 beginning 28 days before Election Day.

See the BOE website: [www.votehamiltoncountyohio.gov](http://www.votehamiltoncountyohio.gov) for more information or ask your PEO Supervisor.

## **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 during which 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:****Raquel Burgos**

Elections Administrator

Phone (513) 632-7066 or Email:

[Raquel.Burgos@boe.hamiltoncountyohio.gov](mailto:Raquel.Burgos@boe.hamiltoncountyohio.gov)

**Kyle Dallman**

PEO Recruitment and Training Supervisor

Phone (513) 632-7005 or Email:

[Kyle.Dallman@boe.hamiltoncountyohio.gov](mailto:Kyle.Dallman@boe.hamiltoncountyohio.gov)

**Jessica Robinson**

PEO Recruitment and Training Supervisor

Phone (513) 632-7004 or Email:

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**Crystal Wright**

Precinct Election Official Supervisor

Phone (513) 632-7041 or Email:

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**Hayley Dressler**

Precinct Election Official Supervisor

Phone (513) 632-7042 or Email:

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