

Board of Elections

HAMILTON COUNTY OHIO



YOUTH AT THE BOOTH PACKET

MAY PRIMARY/SPECIAL ELECTION 2025

Hamilton County Board of Elections

Contents:

- 18 year old Permission Slip
- 17 year old Permission Slip - **please use the appropriate Slip based on student's age!**
- Teacher Check List
- FAQ's
- Contact Info
- Registration Form(s)



**18
YEAR
OLD**

YOUTH AT THE BOOTH

The student will be 18 years old on or before May 6th, 2025. Paper Registration Form is also **REQUIRED TO BE SUBMITTED TO THE BOE ON OR BEFORE MARCH 17th, 2025!**

School Name: _____ U.S. Citizen? Yes _____ No _____
Student Name: _____
Student Address: _____
Student Cell Phone () _____
Student Email: _____
Date of Birth: ____/____/____
Social Security # _____ (Full 9 digits please. **Required for the student to be paid**)
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 will attend the **three-hour** training session at the Board of Elections in Norwood. I will assist in setting up the polling location on Monday May 5th from 6:30 PM to 8:30 PM. On Tuesday, May 6th Election Day, I will remain at my assigned polling location from 5:30 AM to 8:45 PM approximately. **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 community or nearby. I give my permission for my student to be photographed at this event.

Parent/Guardian Signature: _____
Parent/Guardian Phone #: _____

FACULTY MEMBER PERMISSION

I have verified that the student is 18 years old, and is a high school student in good standing. I will alert the attendance office and administrators to the excused absence(s) of my student(s).

FACULTY MEMBER SIGNATURE: _____

**ALL GREEN HIGHLIGHTED FIELDS MUST BE
COMPLETED. **REGISTRATION FORM ALSO
REQUIRED.****

Gwen L. McFarlin, Chair
Alex M. Triantafilou
Charles H. Gerhardt III
Joseph L. Mallory
Sherry L. Poland, Director
Raquel D. Burgos, 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

**17
YEAR
OLD**

YOUTH AT THE BOOTH

The student will be 17 years old through May 6th, 2025. 17 Year Old students who will be 18 on or before November 4th, 2025 may fill out a Voter Registration Form.

School Name: _____ U.S. Citizen? Yes _____ No _____
Student Name: _____
Student Address: _____
Student Cell Phone () _____
Student Email: _____
Date of Birth: ____/____/____
Social Security # _____ (Full 9 digits please. **Required for the student to be paid**)
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 will attend the **three-hour** training session at the Board of Elections in Norwood. I will assist in setting up the polling location on Monday May 5th from 6:30 PM to 8:30 PM. On Tuesday, May 6th Election Day, I will remain at my assigned polling location from 5:30 AM to 8:45 PM approximately. **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 community or nearby. I give my permission for my student to be photographed at this event.

Parent/Guardian Signature: _____
Parent/Guardian Phone #: _____

FACULTY MEMBER PERMISSION

I have verified that the student is 17 years old, and is a high school student in good standing. I will alert the attendance office and administrators to the excused absence(s) of my student(s).

FACULTY MEMBER SIGNATURE: _____

ALL GREEN HIGHLIGHTED FIELDS MUST BE
COMPLETED

Hamilton County Youth at the Booth – FACT SHEET

I AM 18 YEARS OLD. SHOULD I FILL OUT THE REGISTRATION FORM, TO REGISTER TO VOTE? **You are required to do so.** In terms of voting, you have 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. You should not wait until Election Day, as you will be working at a polling location. See the BOE website: www.votehamiltoncountyohio.gov for more information or ask your PEO Supervisor, at the bottom of the FAQ section.

I AM 17 YEARS OLD. SHOULD I FILL OUT THE REGISTRATION FORM? - No. Do not fill out the Registration Form. Complete the 17 year old Permission Slip ONLY.

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 turn in your paperwork to the Board of Elections. A Precinct Election Official (PEO) Supervisor will call/text you about your Election Day polling place assignment & class assignment for training. **You must respond to these texts or calls that assign you into a class and polling place.**

WHEN AND WHERE IS THE TRAINING?

A PEO Supervisor will call or text 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.

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 \$225.00 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

Deputy Director

Phone (513) 946-8511 or Email:

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Jason Weaver

Precinct Election Official Supervisor

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Hayley Dressler

Precinct Election Official Supervisor

Phone (513) 946-8542 or Email:

Hayley.Dressler@boe.hamiltoncountyohio.gov