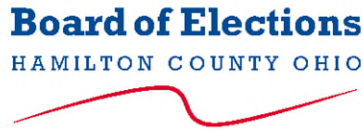


Alexander F. Linser, Chair  
Alex M. Triantafilou  
Charles H. Gerhardt III  
Joseph L. Mallory  
Sherry L. Poland, Director  
Raquel D. Burgos, Deputy Director



4700 Smith Road  
Cincinnati, OH 45212  
Main Office Number 513 946-8500  
Fax 513 946-8560 or 513-946-8565  
[VoteHamiltonCountyOhio.gov](http://VoteHamiltonCountyOhio.gov)

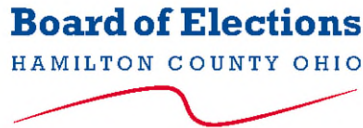
# YOUTH AT THE BOOTH \_\_\_\_\_ ELECTION, (Year)

Hamilton County Board of Elections

## Contents:

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

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## YOUTH AT THE BOOTH

The student will be **18 years old** on or before (Election Date). Paper Registration Form is also **REQUIRED TO BE SUBMITTED TO THE BOE ON OR BEFORE (1 month before Registration Deadline)!**

School Name: \_\_\_\_\_ U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Cell Phone: (    ) \_\_\_\_\_

Student Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Social Security Number (9 digits please. **Required for 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 my training session at the Board of Elections in Norwood. I will assist in setting up the polling location the Monday before the Election. On Tuesday, 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, parents/guardians, and employers of my commitment. I have entered it on my calendar.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Permission:** I have reviewed 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. I give my permission for my student to potentially be photographed at this event.

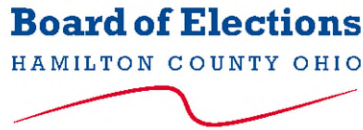
Parent Guardian Signature: \_\_\_\_\_ Parent/Guardian Phone #: \_\_\_\_\_

**Faculty Member Permission:** I have verified that the student is 18 years old, or will be on or before (Election Date), 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: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETE ALL HIGHLIGHTED FIELDS. REGISTRATION FORM MUST BE SUBMITTED AS WELL.**

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## YOUTH AT THE BOOTH

The student will be **17 years old** through (**Election Date**). 17 year old students who will be 18 on or before (**Election Date**) 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 Number (9 digits please. **Required for 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 my training session at the Board of Elections in Norwood. I will assist in setting up the polling location the Monday before the Election. On Tuesday, 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, parents/guardians, and employers of my commitment. I have entered it on my calendar.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Permission:** I have reviewed 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. I give my permission for my student to potentially 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 will be through (Election Date), 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: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLETE ALL HIGHLIGHTED FIELDS. **REGISTRATION FORM** MAY BE SUBMITTED AS WELL.**

## Hamilton County Youth at the Booth – Teacher Duties

Thank you for your interest in the Hamilton County Youth at the Booth program. We need your help in ensuring that the requirements of the program are met. Below is a checklist table for your use – please refer to this and use it before submitting paperwork to the Board of Elections.

Student's Last Name	Student's First Name	17 or 18 years old?	Registration Forms for 18 year olds?	Permission Slip for each student?

## Hamilton County Youth at the Booth – Fact Sheet

**I am 18 years old. Should I fill out a 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](http://www.votehamiltoncountyohio.gov) for more information.

**I am 17 years old. Should I fill out the Registration Form?** It is your choice whether or not to fill out a Registration Form. Filling out a form will allow you to vote for candidates in a Spring Primary, if you will be 18 on or before the General Election date in the Fall.

**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 are where is the Training?** A PEO Supervisor will call or text you about a date/time for training that fits your schedule. All training classes will be held at the BOE, 4700 Smith Rd., Cincinnati OH, 45212.

**How do I get to Training class and to the polling location Monday Night and Tuesday? You are required to have or to 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 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 **\$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:**

**Shaun Dixon**, Administrator

513-946-8566; [shaun.dixon@boe.hamiltoncountyohio.gov](mailto:shaun.dixon@boe.hamiltoncountyohio.gov)

**Kyle Dallman**, PEO Recruitment and Training Supervisor

513-946-8505, [kyle.dallman@boe.hamiltoncountyohio.gov](mailto:kyle.dallman@boe.hamiltoncountyohio.gov)

**Olivia Jacob**, PEO Recruitment and Training Supervisor

513-946-8504, [olivia.jacob@boe.hamiltoncountyohio.gov](mailto:olivia.jacob@boe.hamiltoncountyohio.gov)

**Jason Weaver**, Precinct Election Official Supervisor

513-946-8541, [jason.weaver@boe.hamiltoncountyohio.gov](mailto:jason.weaver@boe.hamiltoncountyohio.gov)

**Hayley Dressler**, Precinct Election Official Supervisor

513-946-8542, [hayley.dressler@boe.hamiltoncountyohio.gov](mailto:hayley.dressler@boe.hamiltoncountyohio.gov)