



City of Mendota Heights

Student Election Judge Trainee Program

The City of Mendota Heights offers a Student Election Judge Trainee Program for students who live in or near the City and who will be 16 years old by Election Day. It is provided in accordance with MN Stat. §204B.19 subd. 6.

Student Election Judge trainees work in the polling places alongside other election judges. Trainees may work a shift between 6:00 a.m. and 10:00 p.m., although parents/guardians may prefer that students begin their shift after school hours.

Requirements

- High School Student, age 16 or older
- Able to read, write, and speak English
- U.S. citizen
- Have the written approval of their parent(s) or guardian
- Acceptable academic performance (must provide a letter of recommendation from a teacher or principal)
- Attend a 2 hour training class given by the City Clerk's Office
- Be willing to serve in a patient, honest, and impartial manner
- Cannot be a closely related to a candidate on the ballot

Duties (working under the supervision of the polling place election judges)

- Determine whether a voter is in the correct precinct
- Register and/or check in voters using ePollbooks
- Distribute ballots
- Answer general questions about the voting process
- Help with the voting process as needed
- Operate election equipment (ballot counter, ePollbooks)

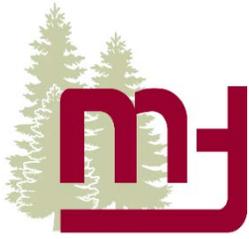
Rewards

- Obtain understanding and practical knowledge of voting laws in Minnesota
- Earn \$11.00 per hour (training and Election Day)
- Learn workplace etiquette skills

Eligibility

Selected student judges must complete and turn in the following forms to the City Clerk's Office:

- 1) Election Judge Trainee Application
- 2) Parent Permission Slip
- 3) High School Letter of Recommendation



CITY OF MENDOTA HEIGHTS

2020 STUDENT ELECTION JUDGE TRAINEE APPLICATION

For high school students, 16 or 17 years old. (Must be 16 yrs old by the date of the election.)

(PLEASE PRINT CLEARLY)

Student Name:	
Address:	
City/Zip:	
Email:	Cell #:
<u>I would be available to work:</u> <input type="checkbox"/> ALL 3 Elections: 3/3/2020 Presidential Primary, 8/11/2020 State Primary, 11/3/2020 General Election <input type="checkbox"/> Only the 3/3/2020 Presidential Primary <input type="checkbox"/> Only the 8/11/2020 State Primary and 11/3/2020 General Election <input type="checkbox"/> Only the 11/3/2020 General Election	
<u>I prefer to work:</u> <input type="checkbox"/> All Day – from 6:00 am to closing of the polls (Approximately 9:00 pm) <input type="checkbox"/> Half Day – morning shift from 6:00 am to 1:00 pm <u>OR</u> afternoon shift from 1:00 pm to closing of the polls	
<u>If you have a polling place location preference, please list it here:</u> 	
<u>Do you have a relative (sibling, parent) who is also applying to be an election judge for the City of Mendota Heights?</u> <i>(Relatives may not work together in the same precinct.)</i> <input type="checkbox"/> Yes – List Name _____ <input type="checkbox"/> No	
<u>Training</u> Preference Time for Training: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Anytime You will be paid for training. A 2-hour training session is required. Training information will be sent at a later date.	
Certification of Eligibility	
<u>I certify that I meet the following requirements, as set forth by state law:</u> <ol style="list-style-type: none">1. I will be 16 years old or older on Election Day.2. I am a U.S. citizen.3. I am able to read, write and speak English.4. I am not the child, stepchild, sibling, stepbrother or stepsister of a candidate on the ballot. Furthermore, I certify that I will endeavor to serve in a patient, honest, and impartial manner.	
Signature: _____	Date: _____

Permission From Parents or Guardians

I give my permission for _____ to participate as an Election Judge Trainee for the City of Mendota Heights, MN. I understand that my child must attend a paid training class provided by the City Clerk's Office, work on Election Day, and have transportation to and from the polling place. I further understand that our names, addresses and phone numbers are being requested in order to communicate training and work information related to this opportunity. The City of Mendota Heights will secure this private data.

Parent/Guardian's printed name _____

Contact Phone Number _____

Contact Email Address _____

Parent/Guardian's signature _____

Permission from the School

I have attached a Letter of Recommendation from a Teacher or School Principal to this application.

DATA PRIVACY ADVISORY: Information requested that is defined by law as public information may be released. Your contact information and party affiliation are classified as private data and will only be used by authorized city staff.

Please complete this application and return to:

City Clerk
City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118

Or email to: lorris@mendota-heights.com