



# Student Election Clerk

## Application & Information



Not including training, election clerks can make a minimum of \$120 for serving all day on Election Day.

Apply now!

Election Day Polls are open from 7 A.M to 7 P.M.

Election Clerks must arrive before the polls open and stay after the polls close.

[www.harrisvotes.com](http://www.harrisvotes.com)  
[students@cco.hctx.net](mailto:students@cco.hctx.net)  
713-274-9559

### Requirements for a Student to serve as an Election Clerk:

- Must be 16 years old or older on Election Day;
- Must be enrolled in a public, private, or qualified home school; and
- Must be a U.S. citizen.
- The student must also have consent of their parent or Legal guardian and their school principal (or parent/legal guardian for home-schooled students) to work in an election. The application form contains the necessary consent forms to be signed by the parents and principal.
- The student must also attend an election worker training program for poll workers prior to Election Day.

## Student Election Clerk Application and Permission Form

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Home Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 School Attending \_\_\_\_\_ Election Date \_\_\_\_\_  
 Email Address \_\_\_\_\_ Speak any other languages? \_\_\_\_\_

**Student Affidavit:** By signing this application, I acknowledge the following:

- I am interested in working the following election(s) \_\_\_\_\_ (election date).
- I am/will be at least 16 years of age on Election Day.
- I am currently enrolled at \_\_\_\_\_ (name of school).
- I am a United States citizen.
- I will complete the required training course prior to Election Day.
- I agree to obtain an excused absence from my school office for Election Day. I will promptly notify the election office if I am unable to obtain an excused absence. It is my responsibility to collect and complete any and all school assignments for the day.

\_\_\_\_\_  
 (signature of student)

\_\_\_\_\_  
 (date)

**Parent/Legal Guardian Permission:** This is to certify that I give permission for my son/daughter, named above, to serve as a student election clerk for \_\_\_\_\_ (election).

\_\_\_\_\_  
 (signature of parent/legal guardian)

\_\_\_\_\_  
 (date)

\_\_\_\_\_  
 (print name)

\_\_\_\_\_  
 (telephone number)

**School Principal Permission:** This is to certify that the student named above is currently enrolled at \_\_\_\_\_ (name of school) and has my consent to serve as an election clerk on \_\_\_\_\_ (date).

\_\_\_\_\_  
 (signature of principal)

\_\_\_\_\_  
 (date)

\_\_\_\_\_  
 (print name)

(Home-schooled students must have the Parent/Legal Guardian Permission section completed by the parent/legal guardian responsible for their education.)

Send the completed form to your local elections office conducting the election for which you wish to serve (county clerk/elections administrator, city secretary, school superintendent, etc.). For more information about elections, go to the Secretary of State's website at [www.sos.state.tx.us](http://www.sos.state.tx.us).

# Frequently Asked Questions

**What are the hours of service?** Election Day Polls are open from 7 a.m. to 7 p.m. Election clerks must arrive before the polls open and stay after the polls close. Election clerks generally work a minimum of 12 hours. Please note the Supervisor at each poll will determine the Election Day work schedule for election clerks.

**Do the school authorities send the election officials student names, addresses, and phone numbers directly? Can the school give out this information without a written approval notice from a parent/legal guardian of the students?** The student will provide all required information directly to the election officials. The Student Election Worker Application and Permission Slip (included to the left) for students to complete and send to their local elections officials includes a consent section for both parent/guardian and the appropriate school official. The student will be responsible for obtaining the principal's consent to serve as an election clerk. The student (not the school) provides the information directly to the election officials. The school will not need to contact the election officials.

In addition, the student must obtain parental or legal guardian consent on the same application before the student can serve as an election clerk.

**How will the election officials inform the school that the student actually worked on Election Day?** Serving as an election clerk is now included in the Texas Education Code's definition of "excused absence." Student election clerks are entitled to compensation in the same manner as other election clerks. The election official should give each student worker documentation in the form of a time sheet, pay stub, or other letter or form showing that the student served as an election worker and the hours worked. Ultimately, however, it is up to the student to ensure that the school is given the proper documentation in order to have an excused absence.

**What do we do with multiple student requests from a single precinct? Can they work outside of their home precinct?** Students can work outside of their home precinct because election clerks are not limited to working only in their own precincts. The positions in each precinct should be filled in the order in which the students apply, assuming they meet all the requirements. Any extra student applicants for a given precinct may work in another precinct that does not already have its authorized number of student election clerk positions filled.

**What are the benefits of working being a Student Election Clerk?** In addition to playing a key role in the conduct of an election, students will be paid a minimum of \$120 and receive a recommendation letter from the Harris County Clerk.

### Submission methods for completed form:

Email: [students@cco.hctx.net](mailto:students@cco.hctx.net)

Fax: 713.755.9311

Mail: Harris County Clerk, Voter Outreach

1001 Preston #426, Houston TX 77002