

Courthouse Annex
1174 Elk St
PO Box 831
Franklin, PA 16323

County of Venango



Board of Elections
Samuel H. Breene
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Elections

Dear Educator:

Venango County is proud to launch the Student Poll Worker Program for the upcoming election season. We are seeking high school students to join forces with other members of the community to serve at polling places around Venango County on Election Day.

This is an exciting way for your students to participate in the democratic process, the foundation of our government in the United States of America. We would like to take this opportunity to ask for your consideration in adding the student poll working program to your course syllabus in some capacity. Working Election Day as a student poll worker can be applied towards community service hours.

We ask each school interested in participating to designate one School Coordinator to serve as the liaison to our office. As the School Coordinator, you have the opportunity to submit your students for consideration for the Governor's Civic Engagement Award. Additional details related to the responsibility of that coordinator, as well as all information needed regarding the Student Poll Worker Program is enclosed.

For your convenience, program materials are also available on our website at www.venangocountypa.gov. Please contact Laura Anna at 814.432.9512 or email laura.anna@venangocountypa.gov for more information.

Thank you in advance for helping to make the Venango County Student Poll Worker Program a success! We look forward to your anticipated participation with the program and appreciate your assistance in fostering an enduring interest in the democratic process in our youth.

Sincerely,

The Venango County Board of Elections

STUDENT POLL WORKER PROGRAM

The Venango County Election Board is preparing for the next election and is accepting applications for the Student Poll Worker Program. This program promotes civic awareness and educates high school students about the election process by allowing students to serve as Poll Workers on Election Day. Students will learn responsibility, teamwork, and leadership. They also have the opportunity to serve the community. The Student Poll Worker Program gives students valuable lessons that can be carried on into the future.

★ WHO CAN PARTICIPATE?

- Each participating school must designate a School Coordinator.
- Students must meet the following requirements:
 - o Be 17 years or older on Election Day
 - o Be a U.S. Citizen and a resident of Venango County
 - o Must be in good academic standing at a public or private secondary educational institution
 - o Have a GPA of 2.5 or greater
 - o Have teacher recommendation, principal approval and parent or guardian consent

★ REQUIREMENTS TO PARTICIPATE ?

- Students must complete an application form and secure signatures from:
 - o a recommending teacher
 - o the school principal
 - o parent or guardian
- Students must submit the completed application to the School Coordinator
- Students must register for a Poll Worker Training Class
- After receiving their assigned work location, students must confirm their participation with their School Coordinator
- Students must arrive at their assigned Polling Location on time and work with the Judge of Elections as directed.
- Students must act in a professional manner and assist voters in the Election process



★ WHAT DO STUDENTS DO ON ELECTION DAY?

Students are assigned to serve as clerks at a polling location on Election Day and are expected to perform the same duties as regular poll workers, including:

- Arrange for their own transportation to and from their assigned polling location
- Serve during the hours that they commit to serve – 6:00am – 9:00pm (approximately)
- Assist in opening the polling location
- Assist voters
- Assist in closing the polling location

Student use of cell phones and other electronic devices is prohibited when voters are in the polling location, except in an emergency.

★ PLACEMENT LIMITATIONS:

Although the County needs poll workers countywide for every election, there are some areas that have a greater need than others. As a result, the County cannot guarantee that a student will be placed in the polling location for the voting precinct where they live. County Elections staff will match students to polling locations in close proximity to their homes. We encourage teachers to submit applications as early as possible to give our office more time to work with your students in finding a convenient location for them to serve on Election Day.

★ BENEFITS OF PARTICIPATION

- Students receive up to \$110 for serving as a poll worker (\$10 for training and \$100 for working Election Day)
- Please note: Students cannot be paid if they only attend training and do not work Election Day. Stipends will be sent approximately 2 weeks following Election Day.
- Get experience for resume or college application
- Demonstrate a record of responsibility, teamwork, and leadership
- Learn and participate in the election process first-hand

In order to help educators track student placements and community service hours, a pre-election and post-election summary will be e-mailed to the School Coordinator. The summary indicates where students were placed on a precinct board and which students served on Election Day.

Students will be contacted with information from the Elections Office. The information will include their assigned location, the contact information of the Judge of Elections at their assigned polling place and a Poll Worker training schedule.

ELECTION DAY - TUESDAY NOVEMBER 4TH, 2025

SCHOOL COORDINATOR CHECKLIST



School coordinators are only responsible for recruiting Student Poll Workers and facilitating paperwork. They do not have to serve on Election Day.

- o Promote the program and distribute the enclosed application and parental letter to interested students.
- o Ensure that all forms are legible and filled out completely.
- o Submit all completed applications to the Venango County Elections Office, **no later than October 13th, 2025**, in person, by mail, by fax or scanned and e-mailed.

Venango County Elections Office

Attn: Laura Anna

1174 Elk St, PO Box 831

Franklin, PA 16323

Fax: 814.432.4741

Email: laura.anna@venangocountypa.gov

- o Have your students select a training class. There will be 2 classes, **Friday October 24th, 2025** and **Monday October 27th, 2025** 3:00pm – 4:00pm. Please have your students contact the Elections Office to sign up for training class or you may let us know what day they will be joining us.
- o IMPORTANT: Advise students about the importance of their Election Day commitment. Please have the students confirm their participation with you. If a student cannot work on Election Day, please have them contact the Elections Office at 814.432.9512 or via email laura.anna@venangocountypa.gov