



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Electoral Board

Robert R. Sparks, Jr.
Chairman

DATE: August 2007

Thomas A. Reed
Vice Chairman

TO: High School Social Studies Departments and Government Teachers

Margaret K. Luca
Secretary

FROM: Margaret K. Luca 
Electoral Board Secretary

General Registrar

SUBJECT: Election Participation Program for High School Students

Jackie C. Harris

The Office of Elections, in partnership with the Fairfax County Public Schools and the Fairfax County Disability Services Board, is encouraging high school government students who display a strong aptitude for government to become more involved in the electoral process. Eligible students may volunteer to take part in our Election Day Student Participation Program either as an election page or an election officer for the upcoming 2007 General and Special Election on November 6.

The accompanying packet contains information about this program including student applications and instructions. Please make sure that each student gets the General Information for High School Participants along with the appropriate information sheet and application.

Following the election, the Office of Elections will submit to the schools the names and hours served for each student participant. Participants will also be recognized at a Board of Supervisors meeting held early in December.

Last year this program filled very quickly to include 350 students from 21 high schools and we anticipate as great a response this year. Please distribute the enclosed information to interested students as soon as possible as positions will be assigned on a first come first served basis. We want your high school represented at the polls on Election Day. The future of our democracy depends upon the involvement of our youth in the election process.

For additional information, please e-mail us at elect@fairfaxcounty.gov . The applications will be available on-line at http://www.fairfaxcounty.gov/eb/HSstudent_program.htm .

We look forward to working with you and your students this November.

Calendar and Contact Information- 2007

- August 25 Registration Packet mailed electronically
- Sept. 4 Schools open
- Sept. (ASAP) Coordinators/Teachers distribute information and publicize program. **Teachers will be responsible for screening and selecting the best applicants.** Completed applications may be submitted at any time but not later than October 2. All forms are available on-line at http://www.fairfaxcounty.gov/eb/HSstudent_program.htm
- No later than Oct. 1** Coordinators/teachers submit applications of up to 30 students for Election Pages. No limit on election officers. Additional slots may be available; please keep a record of all interested students for follow-up. *[Note: If there are a large number of applicants from one school, they will be sent farther from home in order to serve.]*
- Coordinators submit applications of students who wish to serve as Election Officers [After receipt of the Election Officer application, the Electoral Board will certify the applicant and send out a Letter of Appointment and a separate letter with an Election Day assignment.]
- Oct. 12 Electoral Board mails letters to Election Pages confirming training class date and time
- October Training classes for Election Officers at various times and locations. Consult website
- Oct. 23 Training Class for Election Pages at the Government Center 7:00 – 8:30 pm
- Oct . 27 Training Class for Election Pages at the Government Center 10:00 – 11:30 am
[Election Day assignments for Election Pages will be distributed at the completion of training.]
- Nov. 6 ELECTION DAY**
- Dec. 1 Electoral Board provides list of student participants and service hours to Coordinators. [On election day, each student will receive an “Hours Served” certificate signed by the Chief Election Officer]
- Dec. 15 Electoral Board mails Certificates of Participation to Election Pages and Election Officers directly to schools, attention teacher contact.

Office of Elections
12000 Government Center Parkway, Suite 323
Fairfax, VA 22035-0081
(703) 324-4735

Student Election Page/Election Officer Information: (703) 324-4740

Fax: (703) 324-4706
E-mail: elect@fairfaxcounty.gov
Web Site: <http://www.fairfaxcounty.gov/eb>

General Information for High School Participants-2007

(Please give a copy of this information to each applicant)

All students. . .

- Must meet the stated qualifications for the position.
- Must complete the appropriate training class as required by the Electoral Board.
- Will serve in a polling place as assigned by the Electoral Board under the direct supervision of the Chief Election Officer in the designated precinct.
- Must arrive on time and may not leave the polling place during their shift.
- Must be strictly impartial at all times, not discussing politics, candidates or issues.
- Are expected to dress appropriately – no jeans, shorts, sweats, t-shirts, etc.
- Are expected to use appropriate language and behavior at all times.
- Are expected to work – not visit with friends and neighbors.
- May not use cell phones, pagers or other electronic devices in the polling place.

Assignments

Each student will receive a formal letter confirming his/her Election Day assignment after training is completed. Based on the demographics of the applications, no guarantees will be made that students will serve in their precinct.

Student Election Pages will be assigned to polling places to assist the Election Officers on Election Day and will serve a 5 a.m. to 1 p.m. or a 1 p.m. to 8 p.m. shift.

Student Election Officers will be used to supplement existing Election Officers as needed throughout the County, serving all day from 5 a.m. to 8 p.m.

Mandatory Training for Student Election Pages

Two one and a half hour Election Page training classes will be offered: Tuesday, October 23 from 7-8:30pm and Saturday, October 27 from 10-11:30 am at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Va. Please indicate which training session you prefer on the application. A training reminder letter will be mailed to each applicant, however, plan on attending one of the training classes even if the reminder letter is not received. The training will cover election procedures, voting machines and a brief explanation on how to assist persons with disabilities.

Mandatory Training for Election Officers

All Election Officers are required by state law to attend one training class prior to working an election. These classes are held in October in various locations. Each session lasts about 2 hours, focusing on polling place procedures and voting machine operation. Pre-registration is not necessary for Election Officer training sessions; officers attend the class that best suits their schedule. The schedule for these classes can be found on the Fairfax County website www.fairfaxcounty.gov/eb

Transportation and Meals

Participating students must make arrangements for their own transportation to and from both the training classes as well as on Election Day. Student Election Pages and Election Officers are responsible for their own food/snacks on Election Day.

Recognition

In recognition of the student participants' service, each will be presented with a "Certificate of Appreciation" at a Board of Supervisors meeting following the election. School coordinators will be provided with a list of participants and number of hours worked so that the teachers may give classroom or service credit as predetermined by the school.

Note: Boy Scouts and Girl Scouts, working toward their Eagle and Gold awards, may also be able to fulfill some of their merit badge or community service requirements by participating in this program.

Instructions for High School Social Studies Departments-2007

The Office of Elections encourages interested high school government students throughout Fairfax County to participate in this November's General Election. If qualified, they may serve as an Election Officer, or as an Election Page in one of the county's 225 polling places.

Within the school - the coordinators and/or teachers will ...

- **Publicize** the Election Day Participation Program for High School Students in the government classes as soon as possible. Details on the qualifications and requirements for each position are contained on the accompanying information sheets. **Please note: This program is NOT designed to simply obtain community service hours. It is, however, ideal for the government student who displays a strong work ethic and a desire to learn about the electoral process.**
- **Copy and distribute** Election Page and Election Officer application forms with the appropriate instructions to interested students as soon as possible.
- **Collect** all student Page and Election Officer applications. **Please limit the number of Election Page applications to thirty.** We will try to place students in or near their home precinct but cannot guarantee it. There is no limit on applications for student Election Officers as long as they are registered to vote by October 9, 2007 and are willing to attend a mandatory election officer training session. Consult website for dates and times www.fairfaxcounty.gov/eb/working .
- **Submit** student applications as soon as possible, but **no later than October 2nd** by mail to: Judy Flaig, Office of Elections, 12000 Government Center Parkway, Suite 323, Fairfax, VA 22035-0081, or by fax: 703-324-4706.

The Office of Elections will ...

- **Send** letters notifying all students selected to serve as an Election Page or an Election Officer. Election Page letters will confirm the schedule for their required training class, however, ***if for any reason the student does not receive a letter prior to their chosen training date, they must still plan to attend training!*** Polling place assignments will be distributed at the end of the training classes. Election Officers will receive an appointment letter and a polling place assignment as soon as their application is certified. A list of all participants will be sent back to each high school Coordinator certifying the number of hours served.
- Provide the required **training classes** for all student participants.
- Provide a **follow-up** questionnaire for the students to evaluate their training and experiences on Election Day.

The Board of Supervisors will ...

- **Recognize** and present certificates to the student Election Pages and Election Officers at their meeting in December. Parents and school coordinators will also be invited to attend.

Information for Election Pages – 2007

This program is designed for the highly motivated government student who is interested in learning more about the electoral process. Eligible students must be enrolled in a high school level US/VA Government class in order to volunteer to serve as Election Pages.

To participate, a student is required to complete the provided application, which includes a signed agreement by the student, a signed approval from a parent, and a signed recommendation from the student's government teacher. Participants must also provide their own transportation to the mandatory training class and to the precinct on Election Day.

Election Pages . . .

- Must be United States citizens and fluent in English. (*Mandatory*)
- Do not represent a political party, nor do they receive compensation for serving.
- Must complete and return the Election Page application, *with all required signatures*, to the program coordinator at your school by _____, 2007. **Although there is no guarantee, the earlier this application is turned in to the Electoral Board, the greater the likelihood the student will be placed in or near their home precinct.**
- Are required to attend one 1 ½ hour training class on either Tuesday, October 23 or Saturday, October 29, 2007.
The Tuesday session runs from 7:00 – 8:30 p.m. and the Saturday session from 10 – 11:30 a.m. The class will include disability awareness etiquette, as well as election instruction. Election Day assignments will be distributed at the conclusion of training.
- Are required to subscribe to the Election Page Oath administered following the training class and again on Election Day.
- Are required to work in their assigned precinct for the full duration of their shift, 5:00 a.m. to 1:00 p.m. **or** from 1:00 p.m. to closing of the polling place between 8:00 and 9:00 p.m. Pages should *not* leave the polling location during this time.
- Serve under the direct supervision of the Chief Election Officer of the precinct.
- Will assist Election Officers by setting up the polling place, directing voters, assisting elderly and disabled voters, and distributing information. Pages will be trained to look up voter precinct information on a electronic hand-held device.
- Pages may observe, but may *not* handle ballots, check names in the pollbooks, operate voting machines or tally results.
- Must be strictly impartial at all times. There is no discussion of candidates, parties, issues or political topics while in the polling place by any of the election workers.

Code of Virginia, Election Laws, § 24.2-604

H. A local electoral board, and its general registrar, may conduct a special Election Day program for high school students, selected by the electoral board in cooperation with high school authorities, in one or more polling places designated by the electoral board, other than a central absentee voter precinct. The program shall be designed to stimulate the students' interest in elections and registering to vote, provide assistance to the officers of election, and ensure the safe entry and exit of elderly and disabled voters from the polling place. Each student shall take and sign an oath as an election page, serve under the direct supervision of the chief officer of election of his assigned polling place, and observe strict impartiality at all times. Election pages may observe the electoral process and seek information from the chief officer of election, but shall not handle or touch ballots, voting machines, or any other official election materials, or enter any voting booth.

Information for Election Officers-2007

Any student who will be 18 years old on or before November 6, 2007, and has registered to vote by October 9, 2007, is eligible to serve as an Election Officer in one of Fairfax County's 225 polling places.

To participate, a student will need to complete the appropriate application, which includes a signed commitment from the student and a signed recommendation from the government teacher or counselor. Each participant is required by state law to attend an Election Officer training class conducted by the Office of Elections. Enclosed is a list of classes so you can select the one that best suits your schedule.

Election Officers . . .

- Must be registered voters in Virginia before applying to serve as an Election Officer.
- Choose to represent either the Democratic or Republican Party.
- Are paid \$100 for their service on Election Day.
- Are required to attend a training class prior to serving (class schedule available on Fairfax County's website: www.fairfaxcounty.gov/eb/working)
- Are required to subscribe to the Constitutional Oath prior to Election Day. Notaries are available at the training classes for this purpose.
- Are required to subscribe to the Election Officer Oath administered by the Chief Election Officer before the polls open on election morning.
- Work the entire day from 5:00 a.m. through closing of the polling place (about 9:00 p.m.) They may not leave the polling place during the day.
- Serve under the direct supervision of the Chief Election Officer of the assigned precinct.
- Are responsible for the conduct of the election, including checking names and identification, operating voting machines and ascertaining results as directed by the Chief Election Officer.
- Must be strictly impartial at all times; may not discuss candidates, parties, issues or political topics while in the polling place.
- Will be assigned to a polling place as close to home as possible. Election Officers who are not serving in their "home precinct" may vote by absentee ballot prior to Election Day. Absentee ballots, if mailed, must be received by the Office of Elections office by 7:00 p.m. on November 6. In-person absentee voting concludes on November 3 at 5:00 pm.

Please note that a student's parent(s) may also wish to serve as an Election Officer. They must also complete the proper application, subscribe to the Constitutional and Election Officer Oaths, and attend training if they have not already done so. We will assign students and parent(s) to the same precinct, if possible, upon their request.

Commonwealth of Virginia – County of Fairfax
Student Election Officer Application-2007
(Registered Voters Only-Registration Deadline is October 9, 2007)

Please print carefully and fill out completely.

High School _____ Government Teacher _____

Full (Legal) Name _____

SSN (required) _____ Birthdate _____

Address _____ **Confirmed Registration** _____
(Office Use Only)

_____ **Assigned Precinct** _____
(Office Use Only)

E-mail Address _____

Home Precinct (from Virginia Voter Identification Card) _____

Phone (____) _____

Student Agreement

I would like to represent* the Democratic Party Republican Party

*Virginia Election Law requires equal representation of the two major political parties in each polling place. Election Officers are assigned accordingly. (Section 24.2-115)

- I am or will be a registered to vote no later than October 9, 2007.
- I understand that I must attend a training class prior to serving as an Election Officer.
- I understand that I am obligated to serve from 5:00 a.m. to closing (approximately 9:00 p.m.) on Election Day, and that I may not leave the polling place during the day.
- I am willing to work in either my home precinct or a nearby precinct and can provide my own transportation.
- I do not hold elected office, paid or unpaid, under the government of the United States, Virginia, or any Virginia County, City or Town, and am not the deputy or employee of an elected official.

Date _____

Signature of Student Applicant

Teacher Recommendation:

I recommend _____ for the position of Election Officer.
Student Name

Date _____

Signature of Teacher or Counselor

Printed Name and E-mail of Teacher or Counselor