

SAN BENITO COUNTY ELECTIONS DEPARTMENT

—HIGH SCHOOL ELECTION OFFICER APPLICATION—

DEADLINE TO SUBMIT TO ELECTIONS DEPARTMENT
APRIL 1, 2026



Dear Parent(s)/Guardian(s):

The County of San Benito encourages all high school students to become involved in the election process. One of the most rewarding ways to do this, is by becoming an Election Officer. State law allows high school students who are in good academic standing, and at least 16 years of age, to serve as an Election Officers on Election Day. All students that are placed will be required to attend an 8 hour training prior to Election Day.

Students will serve with 5-7 additional Election Officers, including Elections Department Staff. Students are expected to be at their assigned Vote Center location from 7 am to approximately 6pm on Saturday, Sunday and Monday. On Tuesday, Election Day, students will be expected to be at their assigned Vote Center from 6am to approximately 9pm. Students are responsible for providing their own transportation to and from the Vote Center and bring their own lunch/snacks. The San Benito County Elections Department will to assign a Vote Center location that will be in close proximity to the student's home. Students are paid the same as other poll workers through stipends. **\$225 stipend checks are mailed 6-8 weeks following the election.**

Each High School Student will benefit from this program in several ways:

- Hands-on experience of learning how local elections are conducted
- Receive training on how to open a polling place, process voters, and close the polls
- Inspiration to vote when they reach 18 years of age
- Gain a lifelong appreciation for the democratic process

In order to be considered for this program, students must complete the following: High School Student Election Officer Volunteer form, Parent/Guardian Consent Form/ Liability Release, Teacher(s) Consent form, and Principal Consent form.

Once the High School Election Officer Application (Student's Information, Parent/Guardian Consent Form & Liability Release, and Teacher(s) Consent Form) is completed, the student must turn in the application to their High School's Clerk's Office. The principal will review the application prior to be approved. If approved, the High School's Clerk's Office will enter the student's name into the school's attendance system and notify the student of approval. After school approval, the student is responsible for turning in the completed application to the San Benito County Elections Department. **If the student is selected, parents will be required to call the School's Clerk's Office to call out their child and verify their participation.**

Please do not hesitate to call the San Benito County Elections Department at (831) 636-4016, should you have any questions.

Sincerely, -- San Benito County Elections Department

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1. STUDENT'S INFORMATION

First, Middle, Last Name

Date Of Birth
D D M M Y Y

Street Address City State Zip

Mailing Address City State Zip

Phone Number E-Mail

2. STUDENT REQUIREMENTS (PLEASE CHECK ALL THAT APPLY)

- Be 16 or 17 years old by Election Day
- Have a GPA of 2.5 or higher
- A Current High School Student
- Have permission from parents/guardians, teachers, and principal

3. LANGUAGE SKILLS (PLEASE CHECK ALL THAT APPLY)

- Spanish
- Vietnamese
- Chinese
- Hindi
- Japanese
- Tagalog
- Other: _____

4. AVAILABILITY (PLEASE CHECK ALL THAT APPLY)

Date: TBD Sat., May 30 8am-6pm Sun., May 31 8am-6pm Mon., June 1 8am-6pm Tues., June 2 6am-9pm

Note: The Vote Centers will be open for 4 days and Election Officers must have full availability for those days. Please note that the training is MANDATORY for everyone selected to serve. Additionally, there are a limited number of in-office positions available for students.

5. JOB DESCRIPTION, SCHEDULE & STIPEND INFORMATION

Election Officers assist with setting up and closing Vote Centers, supporting voters, and ensuring all election procedures are carried out securely and transparently. They are required to report to their assigned Vote Center daily from 8:00 AM to 6:00 PM, and from 6:00 AM to 9:00 PM on Election Day.

A limited number of student positions are available, these roles may involve assisting with office duties or other election-related tasks

\$225 Stipend includes compensation for 4 days (Saturday-Tuesday), including Election Day assignment and attending a mandatory training.

RETURN APPLICATION TO:

In-Person:
San Benito County Elections Department
1601 Lana Way
Hollister, CA 95023

Mailing Address:
San Benito County
Elections Department
1601 Lana Way
Hollister, CA 95023

Phone: 831-636-4016
Fax: 831-636-2939
Email: SBCVOTE@sanbenitocountyca.gov

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PARENT/ GUARDIAN CONSET FORM & LIABILITY RELEASE

Parent/ Guardian Contact Information

Parent/ Guardian 1
First, Middle, Last Name _____

Street Address _____ **City** _____ **State** _____ **Zip** _____

Phone Number _____ **E-Mail** _____

Parent/ Guardian 2
First, Middle, Last Name _____

Street Address _____ **City** _____ **State** _____ **Zip** _____

Phone Number _____ **E-Mail** _____

Emergency Contact Information

Emergency Contact
First, Middle, Last Name _____

Street Address _____ **City** _____ **State** _____ **Zip** _____

Phone Number _____ **E-Mail** _____

Parental/Guardian Consent:

As a parent/guardian of _____, I hereby give my permission for my child to attend and participate in the activities sponsored by the Elections Department for the County of San Benito. I do hereby hold harmless the County of San Benito, Elections Department, Program Coordinators, or Volunteers, for any bodily injury, illness or disease, or for loss or damage to any property or appliances of said child. I assume the risk and financial responsibility for any injury or liability resulting from his/her participation.

I further understand my child may miss assignments/exams and it is the responsibility of the student to communicate with their teacher on alternative deadlines/ options.

In case of a medical emergency, I understand every reasonable effort will be made to contact me. In the event I cannot be reached, I hereby give permission to the Elections Department to contact the Emergency Contact, to which the Elections Department does not assume any responsibility of actions or decisions made by the Emergency Contact.

The undersigned does also hereby assume responsibility for transportation to and from Vote Centers while attending or participating in activities sponsored by the Elections Department.

I will call _____ High School each day to inform the school that _____ will be absent due to participating in the San Benito County Election's Vote Center activities.

I consent to the use of any video images, photographs, audio recordings, or any other visual or audio reproduction that may be taken of said child while participating in activities sponsored.

Parent/ Guardian Signature: _____

Parent/ Guardian Signature: _____

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TEACHER(S) CONSET FORM

I, _____, hereby request to be **excused on June 1, 2026 and June 2, 2026** to serve as an
Student Print Name
Election Officer for the County of San Benito. I require a signature and permission from every teacher to be absent from
class on the days listed above. I understand it is my responsibility to obtain my assignments and submit assignments as my
teacher agrees.

x _____ Date _____
Student Signature

0 BLOCK/ PERIOD

Teacher's Name (First and Last Name)

Teacher's Signature

Course Name

Date

1ST BLOCK/ PERIOD

Teacher's Name (First and Last Name)

Teacher's Signature

Course Name

Date

2ND BLOCK/ PERIOD

Teacher's Name (First and Last Name)

Teacher's Signature

Course Name

Date

3RD BLOCK/ PERIOD

Teacher's Name (First and Last Name)

Teacher's Signature

Course Name

Date

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class on the days listed above. I understand it is my responsibility to obtain my assignments and submit assignments as my
teacher agrees.

x _____ Date _____
Student Signature

4TH BLOCK/ PERIOD

Teacher's Name (First and Last Name)

Course Name

Teacher's Signature

Date

5TH BLOCK/ PERIOD

Teacher's Name (First and Last Name)

Course Name

Teacher's Signature

Date

6TH BLOCK/ PERIOD

Teacher's Name (First and Last Name)

Course Name

Teacher's Signature

Date

HAYBALER SUPPORT TIME/ HOMEROOM

Teacher's Name (First and Last Name)

Course Name

Teacher's Signature

Date

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CLERK OFFICE AND PRINCIPAL APPROVAL FORM

San Benito County Elections Department suggests allowing a week for every step. Plan accordingly to ensure your application gets approved by the school and the Elections Office in a timely manner and by the deadline of April 1, 2026.

Clerk's Office Staff ONLY

School Clerk's
First, Last Name _____

Date Application
Received _____

Clerk's Signature: _____

PRINCIPAL APPROVAL

_____ is requesting dismissal to serve as a Election Officer for the
County of San Benito on June 1, 2026 and June 2, 2026.
Student Print Name

I, _____, approve _____ to be dismissed from
_____ High School on the following dates: _____
Principal Print Name Student Name

to serve as an Election Officer in San Benito County.

Principal's Signature: _____

Date: _____

STUDENT NOTIFIED OF APPROVAL

Clerk's Office ONLY

Student was notified of approval on ____/____/____ by _____
Clerk's Name

PICK UP APPROVED APPLICATION & SUBMIT TO THE ELECTIONS DEPARTMENT BY APRIL 1, 2026.

After being contacted by the School Clerk's Office, you will need to pick up your Election Officer Application and turn it into the Elections Department by **April 1, 2026**. The application can be turned in in-person, by mail or fax.

[Turn in the completed application to San Benito County Elections Department no later than April 1, 2026, 5pm](#)

In-Person: San Benito County Elections Department 1601 Lana Way Hollister, CA 95023

Mailing Address: San Benito County Elections Department 1601 Lana Way Hollister, CA 95023

Fax: 831-636-2939

Email: SBCVOTE@sanbenitocountyca.gov

Used by: Elections Department ONLY

Received By: _____ Date: _____

Submitted Student's Name to High School Staff: _____
Elections Staff Initials