



2024 General Election

Involved at 17 Program



The City of Philadelphia's Office of the City Commissioners is accepting applications for Involved at 17, a program for students age 17+ to be poll workers!

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 while serving the community.

Students who serve as poll workers will also be eligible to receive the Governor's Civic Engagement Award.

Who can participate?

Schools must identify a staff member to be the point of contact for Involved at 17

Students must meet the following requirements:

- Be 17 years or older on Election Day (November 5, 2024)
- Be a U.S. Citizen and a resident of Philadelphia County
- Students who will be 18 on or before Election Day must be registered voters in Philadelphia. If they aren't registered to vote, they can't be poll workers.
- Have an exemplary record as determined by their school
- Have permission signatures from the school principal and their parent/guardian. Students who are 18 don't need a parent/guardian signature, only their principal's
- Complete their application in full. Incomplete applications won't be assigned a polling place or be eligible for the Governor's Civic Engagement Award.
- Commit to working from 6:30 AM until at least 8:30 PM on Election Day. Students may not show up late or leave early.
- Acknowledge that they may need to travel to any part of Philadelphia to work, even if it's not near their residence.
- Attend required, in-person training.
- Responsible for providing accurate and full information on the Election Day payroll sheet. Failure to fill out the payroll sheet will result in non-payment.

Positions are assigned on a first come, first served basis and we encourage students to apply ASAP.

How to participate

Students must:

- Complete an application in full.
- Submit the application online here or give a paper copy to their teacher for submission.
- Register for and complete the two-hour in-person training at their school.
- Arrive at their assigned polling places by 6:30 AM on Election Day and work with the Election Board team.
- Act in a professional manner and assist voters as needed.
- Make sure they complete the Poll Worker Pay Module on the electronic poll book to ensure they get paid accurately.

What do students do on Election Day?

- Most students will serve as Machine Operators or Clerks. If a student is fluent in a second language, they may also apply to be Bilingual Interpreters.
- Arrange for their own transportation on Election Day.
- Student may be asked to work somewhere further from their residence.
- Serve from 6:30 AM until at least 8:30 PM on Election Day.
- 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 Philadelphia needs poll workers countywide for every election, there are some areas that have a greater need than others. As a result, we can't guarantee that a student will be placed in the polling location where they live. Elections staff will do our best to match students to polling locations in close proximity to their homes. We encourage students/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.

Why participate?

- Students can make up to \$280.00 for serving (\$80.00 for the required, in-person standard training, and \$200.00 for Election Day).
- Students will not be paid if they only attend training(s) and do not serve on Election Day.
- If a student is fluent in another language, they have the opportunity to also serve as a Bilingual Interpreter at the polling place they're assigned to.
- Learn and participate in an election firsthand.
- Get experience for their resume and whatever future plans they're considering.
- Demonstrate a record of responsibility, teamwork, and leadership ability.
- If a student works on the General Election, they're eligible for the Governor's Civic Engagement Award. Individual award recipients will receive recognition at a regional event. Additionally, their name and (optional) photo will be on the Department of State website.

Looking for more information?

Visit vote.phila.gov, or email Involved17@phila.gov.

Frequently Asked Questions:

How do I apply to be a student poll worker?

If you're interested in being a student poll worker, you must submit an application online at bit.ly/involvedat17app. The application must be signed by you, your school principal, and your guardian. Students who are 18 don't need a signature from their guardian, only their school principal. Signatures are uploaded on the website.

You must meet the following requirements: be 17 years or older on Election Day (**Nov. 5, 2024**); students who will be 18 on or before Election day must be registered voters in Philadelphia; be a U.S. Citizen and a resident of Philadelphia County; have an exemplary record as determined by your school; and have permission signatures from your school principal and guardian.

When is Election Day?

The General Election is **Tuesday, November 5, 2024**. You must commit to working from 6:30 AM until at least 8:30 PM.

I'm 18 or will be 18 on Election Day. How do I register to vote?

You have three options: (1) register online: pavoterservices.pa.gov; (2) deliver your paper application to the Philadelphia County Voter Registration Office, or one of our Satellite Election Offices; (3) mail your paper application to the Philadelphia County Voter Registration Office. Mailed applications must be received by 10/21/24.

The deadline to register to vote is 10/21/24. We encourage poll workers to vote by mail in case they don't work near their polling place. The deadline to request a mail ballot is 10/29/24.

Where will I work on Election Day?

Although Philadelphia needs poll workers countywide for every election, there are some areas that have a greater need than others. As a result, we can't guarantee that you will be placed in the polling location where you live. Elections staff do our best to match students to polling locations in close proximity to their homes. We encourage students/teachers to submit applications as early as possible to give our office more time to work with you in finding a convenient location for you to serve on Election Day.

How will I find out where I'm working?

You'll receive an email before Election Day from involved17@phila.gov. The information will include where you're working and reminders about what to expect. Don't forget to keep your eye on your spam just in case!

Who will I be working with?

You'll be working with a team of five or six people who make the polling place run smoothly on Election Day so that voters can successfully cast their votes. Your team will be counting on you to show up and do your job!

Will I be paid?

You can make up to \$280.00 for serving (\$80.00 for the required, in-person standard training, and \$200.00 for Election Day). You won't be paid if you only attend training(s) and don't serve on Election Day.

You might be able to earn community service hours, please talk to your teacher about that!

What is the Governor's Civic Engagement Award? How do I receive it?

The award is presented by the Pennsylvania Departments of State and Education. It celebrates the efforts of PA high school students to educate, engage and inform their fellow students about how to get involved in the voting process.

Students must participate as poll workers in the General Election to be eligible. Individual award recipients will receive special recognition at a regional recognition event.

Additionally, their name and (optional) photo will be on the Department of State website. Please upload your photo to the online poll worker application. Uploading the photo authorizes DOS to use the photo on the award list. More information:

pa.gov/en/agencies/vote/programs/civic-engagement-award.

Who do I contact if I am no longer able to serve on Election Day and need to cancel?

If you're no longer able to serve, please contact our office as soon as possible **215-685-4811** or involved17@phila.gov. Also tell your teacher and/or school principal.

How will I be trained for Election Day?

Training is required and will be in-person.

What should I wear on Election Day?

Tidy and comfy works for us! You'll be on your feet, so sneakers are best.

No headphones or earbuds unless you're on your break. No clothing, buttons, stickers, accessories, etc. supporting a political candidate, political party, or issue. Space is tight, so please don't bring a laptop.



Looking for more information?

Visit: vote.phila.gov

Email: involved17@phila.gov

Complete the online application:

Scan the QR code, or visit

<https://bit.ly/involvedat17app>



Dear Parent or Guardian,

The City of Philadelphia Office of the City Commissioners is proud to share the Involved at 17 program for the upcoming General Election. We're seeking high school students to join other members of the community to serve at polling places around Philadelphia on Election Day, November 5, 2024. This is an exciting way for your child to participate in the democratic process, the foundation of our government in the United States of America. Participants will demonstrate a record of leadership and responsibility, add skills to their resume, earn up to \$280.00, and gain hands-on civic engagement experience. Students who work as poll workers will also be eligible for the Governor's Civic Engagement Award.

In addition to being interested in serving their community, students must meet the following requirements:

- Be 17 years or older on Election Day (November 5, 2024)
- Be a U.S. Citizen and a resident of Philadelphia County
- Students who will be 18 on or before Election Day must be registered voters in Philadelphia. If they aren't registered to vote, they can't be poll workers.
- Have an exemplary record as determined by their school
- Have permission signatures from the school principal and their parent/guardian. Students who are 18 don't need a parent/guardian signature, only their principal's
- Complete their application in full. Incomplete applications won't be assigned a polling place or be eligible for the Governor's Civic Engagement Award.
- Commit to working from 6:30 AM until at least 8:30 PM on Election Day. Students may not show up late or leave early.
- Acknowledge that they may need to travel to any part of Philadelphia to work, even if it's not near their residence.
- Attend required, in-person training.
- Responsible for providing accurate and full information on the Election Day payroll sheet. Failure to fill out the payroll sheet will result in non-payment.

Students are required to complete a Student Poll Worker Application [here](#), with your signature and the signature of their principal. The completed form must then be submitted to their teacher or uploaded online [here](#).

If you have any questions regarding the Involved at 17 program, please contact your student's teacher who told them about the program. You can also visit vote.phila.gov.

Sincerely,



Meghan Blickman

Deputy Executive Director of Polling Places and Election Boards
Office of the City Commissioners

Applications accepted on a rolling basis; apply ASAP.

THREE (3) SIGNATURES REQUIRED: Student, Principal, and Parent or Guardian. Typed signatures will result in a rejected application. Return completed forms via email to: involved17@phila.gov

Student's Information:

Full Name: _____
(FIRST AND LAST)

Preferred Name: _____ Pronouns: _____

DOB: _____ Age you'll be on Election Day (11/5/24): _____
(MONTH / DAY / YEAR)

Address: _____ School: _____

Email address: _____ Phone number: _____

- By checking this box I understand that if I will be 18 on or before Election Day (11/5/24), I must be registered to vote in Philadelphia.
- By checking this box I certify that I am a resident of Philadelphia
- By checking this box I certify that I am a US citizen
- As a student poll worker, I understand and agree that I am:**
 - Becoming a member of the Precinct Election Board
 - Committing to work from 6:30 AM to at least 8:30 PM on Election Day (11/5/2024)
 - Acknowledging that I cannot show up late nor leave early
 - May need to travel to any part of the city, even if it is not close to my residence
 - Have an exemplary record as determined by my school
 - Must attend virtual training, which is required
 - Responsible for providing accurate and full information on the Election Day payroll sheet. I understand that failure to fill out the payroll sheet will result in non-payment
 - Completing this application in full to ensure my eligibility for the Governor's Civic Engagement Award.
 - I have the option to upload a photo to the online application to be featured on the Department of State (DOS) website if I am recognized with Governor's Civic Engagement Award. Uploading the photo authorizes DOS to use the photo.

Returning poll worker (optional):

I have worked at a polling place before and if it's possible would like to return to the same one.

Name of polling place: _____

Bilingual Interpreter (optional):

I speak _____ (language) fluently, and would like to serve as an interpreter.

I understand that by choosing to be an interpreter, I may be asked to work in an area that has a need or vacancy, and may require travel.

BY SIGNING, YOU ARE ENSURING YOU HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS.

_____ SIGNATURE OF STUDENT	_____ SIGNATURE OF GUARDIAN	_____ SIGNATURE OF PRINCIPAL
_____ DATE	_____ DATE	_____ DATE