



**2024** Special  
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!

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. We're scheduling student poll workers for the upcoming **Special Election (SE) on Tuesday, September 17, 2024**. The SE is in the 195th (North Philadelphia) and 201st (Germantown) legislative districts to replace two recently resigned Pennsylvania state representatives.

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.

### 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 (September 17, 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.
- Commit to working from 6:30 AM until at least 8:30 PM on 9/17/24. 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.

Voting for the Special Election is only in the 195th (Germantown) or 201st (North Philly) legislative districts. Students must arrange transportation to the polling place. **If they can't work in those neighborhoods, they should not apply.**

## How to participate

Students must:

- Complete an application form in full.
- Students who will be 18 on or before Election Day must be registered voters in Philadelphia.
- 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 520 N. Delaware Ave.
- 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.
- 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

We only need poll workers in Germantown and North Philadelphia for the Special Election on 9/17/24.

## Why participate?

- Students can make up to \$250.00 for serving (\$50.00 for the required, in-person standard 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.

## Looking for more information?

Visit [vote.phila.gov](https://vote.phila.gov), or email [Involved17@phila.gov](mailto:Involved17@phila.gov).

## Frequently Asked Questions:

### How do I apply to be a student poll worker for the Special Election?

If you're interested in being a student poll worker for the Special Election on 9/17/24, you must submit an application [bit.ly/3yZbE8L](https://bit.ly/3yZbE8L). 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 (9/17/24); 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 the Special Election?

The Special Election is Tuesday, September 17, 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 (9/17/24). How do I register to vote?

**You have three options:** (1) register online: [pavoterservices.pa.gov](https://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 9/3/24. The deadline to register to vote in the Special Election is midnight on 9/3/24.

### Where will I work on Election Day?

You will work in the 195th (Germantown) or 201st (North Philly) legislative districts. You must arrange your own transportation to the polling place. If you can't work in those neighborhoods, do not apply.

### How will I be trained for Election Day?

Training is required and will be in-person. You must attend on **Friday, September 6 at 4:30 PM** or **Friday, September 13 at 4:30 PM**. Training is held at our Voter Registration Office: 520 N. Delaware Ave, 6th floor, Philadelphia, PA 19123.

### How will I find out where I'm working?

You'll receive an email before Election Day from [involved17@phila.gov](mailto:involved17@phila.gov). The information will include where you're working and important reminders. Keep your eye on your spam just in case!



## Who will I be working with?

You'll be working with a team 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 \$250.00 for serving (\$50.00 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.

**Poll workers who earn \$600.00 or more from the Office of the City Commissioners in 2024 will receive a 1099 form.** 1099s are used to report non-employment income to the Internal Revenue Service (IRS). Businesses are typically required to issue a 1099 form to a taxpayer who has received at least \$600 or more in non-employment income during the tax year.

ELECTION	POSITION	REFRESHER TRAINING	STANDARD TRAINING and INTERPRETER TRAINING
<b>Primary, April 23, 2024</b>	<b>Judge - \$205; Maj, Min, Clerk, Machine - \$200; Interpreter - \$180;</b>	<b>\$30</b>	<b>\$50</b>
<b>Special, September 17, 2024</b>	<b>Judge - \$205; Maj, Min, Clerk, Machine - \$200; Interpreter - \$180;</b>	<b>N/A</b>	<b>\$50</b>
<b>General, November 5, 2024</b>	<b>Judge - \$205; Maj, Min, Clerk, Machine - \$200; Interpreter - \$180;</b>	<b>\$30</b>	<b>\$50</b>

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

## I also want to work in the General Election do I need a separate application for that?

Yes, you must apply separately for the General Election.

## 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](mailto:involved17@phila.gov). Also tell your teacher and/or school principal.

## 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?**

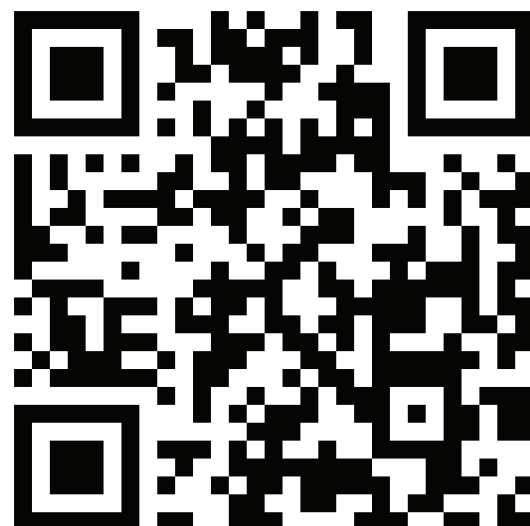
**Visit:** [vote.phila.gov](https://vote.phila.gov)

**Email:** [involved17@phila.gov](mailto:involved17@phila.gov)

**Complete the online application:**

Scan the QR code, or visit

<https://bit.ly/3yZbE8L>





## 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 Special Election (SE) on Tuesday, September 17, 2024. The SE is in the 195th and 201st legislative districts to replace two recently resigned Pennsylvania state representatives.

We're seeking high school students to join other members of the community to serve at polling places in the 195th (North Philadelphia) and 201st (Germantown) on 9/17/24. 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 \$250.00, and gain hands-on civic engagement experience.** Schools aren't closed on 9/17, so students need to work with their teachers to receive an excused absence.

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

- Be 17 years or older on Election Day (9/17/24)
- 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.
- Commit to working from 6:30 AM until at least 8:30 PM on 9/17. Students may not show up late or leave early.
- Acknowledge that they will likely need to travel to their assigned polling place.
- 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, with your signature and the signature of their principal. The completed form must then be uploaded online at [bit.ly/3yZbE8L](https://bit.ly/3yZbE8L).

Students who need to register to vote can do by visiting [pavoterservices.pa.gov](https://pavoterservices.pa.gov). The deadline is 9/3/24.

**Poll workers who earn \$600.00 or more from the Office of the City Commissioners in 2024 will receive a 1099 form.** 1099s are used to report non-employment income to the Internal Revenue Service (IRS). Businesses are typically required to issue a 1099 form to a taxpayer who has received at least \$600 or more in non-employment income during the tax year. Use the chart below to estimate pay.

ELECTION	POSITION	REFRESHER TRAINING	STANDARD TRAINING and INTERPRETER TRAINING
<b>Primary, April 23, 2024</b>	<b>Judge - \$205; Maj, Min, Clerk, Machine - \$200; Interpreter - \$180;</b>	<b>\$30</b>	<b>\$50</b>
<b>Special, September 17, 2024</b>	<b>Judge - \$205; Maj, Min, Clerk, Machine - \$200; Interpreter - \$180;</b>	<b>N/A</b>	<b>\$50</b>
<b>General, November 5, 2024</b>	<b>Judge - \$205; Maj, Min, Clerk, Machine - \$200; Interpreter - \$180;</b>	<b>\$30</b>	<b>\$50</b>

If you have any questions regarding the Involved at 17 program, please email [involved17@phila.gov](mailto:involved17@phila.gov) or visit [vote.phila.gov](https://vote.phila.gov).

Sincerely,



**Meghan Blickman**

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



**The Special Election is 9/17/24. Please 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](mailto:involved17@phila.gov)

## Student's Information:

Full Name: \_\_\_\_\_  
(FIRST AND LAST)

Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

DOB: \_\_\_\_\_ Age you'll be on Election Day (9/17/24): \_\_\_\_\_  
(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 (9/17/24), 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 (9/17/2024)
  - 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 - the 9/17/24 Special Election will only be in parts of Germantown and North Philadelphia
  - Have an exemplary record as determined by my school
  - Must attend in-person 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

## 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