



Philadelphia
City Commissioners



2024 Involved at 17 Program

vote.phila.gov



The City of Philadelphia's Office of the City Commissioners is now 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.

Who can participate?

- Schools must identify a staff member to be the program's point of contact.
- Students must meet the following requirements :
 - Be 17 years or older on Election Day (April 23, 2024)
 - Be a U.S. Citizen and a resident of Philadelphia County
 - Have an exemplary record as determined by their school
 - Have permission signatures from the school principal and their parent/guardian
- 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 form with their signature, their principal's signature, and their parent/guardian's signature.
 - Submit the application online , or give a paper copy to their teacher.
 - 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.
- We do our best to place students in their community, but a 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 and 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 (\$50.00 for the required, in-person standard training, \$30.00 for the optional poll pad 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 in November, they're eligible for the Governor's Civic Engagement Award. (This distinction is not awarded during the Primary Election in the spring).

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 here. The application must be signed by you, your school principal, and your guardian. Signatures are uploaded on the website.

- You must meet the following requirements:
- be 17 years or older on Election Day (April 23, 2024);
- 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.

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.

When is Election Day?

The Pennsylvania Primary Election is **Tuesday, April 23, 2024**. You must commit to working from 6:30 AM until at least 8:30 PM.

How will I find out where I'm working?

You will 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!

You will be working with a team of five or six people to make sure the polling place runs smoothly on Election Day and 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 (\$50.00 for the required, in-person standard training, \$30.00 for the optional poll pad training, and \$200.00 for Election Day). You will not be paid if you only attend training(s) and do not serve on Election Day.

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

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.



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 Primary Election. We are seeking high school students to join forces with other members of the community to serve at polling places around Philadelphia on Election Day, April 23, 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.

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

- Be 17 years or older on Election Day (April 23, 2024).
- Be a U.S. Citizen and a resident of Philadelphia County.
- Have an exemplary record as determined by their school.
- Have permission signatures from the school principal and their parent/guardian.
- 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 NAME)

Pronouns: _____ Date of Birth: _____
(MONTH / DAY / YEAR)

Address: _____ School: _____
(INCLUDE ZIP CODE)

Email Address: _____ Phone: _____

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 (**4/23/2024**)

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

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

Bilingual Interpreter (optional):

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

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