



City of Hastings

Trainee Election Judge Program

The City of Hastings offers a Trainee Election Judge Program for students who live in or near the City and who will be 16 years old by Election Day. It is provided in accordance with MN Statute §204B.19, subd. 6.

Trainee Election Judge work in the polling places alongside other Election Judges. Trainees may work a shift between 6:00 a.m. – 10:00 p.m.

Requirements

- ❖ Minnesota High School Student, age 16 or 17
- ❖ Able to read, write, and speak English
- ❖ U.S. Citizen
- ❖ Have the written approval of their parent(s) or guardian(s)
- ❖ Acceptable academic performance (must provide a letter of recommendation from a teacher or principal)
- ❖ Able to complete online training and in-person training sessions
- ❖ Be willing to serve in a patient, honest, and impartial manner
- ❖ Cannot be closely related to a candidate on the ballot

Duties (working under the supervision of the polling place election judges)

- ❖ Determine whether a voter is in the correct precinct
- ❖ Register and/or check in voters using ePollbooks
- ❖ Distribute ballots
- ❖ Answer general questions about the voting process
- ❖ Help with the voting process as needed
- ❖ Operate election equipment (Tabulator & ePollbooks)

Benefits

- ❖ Earn \$12.00 per hour (training and Election Day)
- ❖ Obtain understanding and practical knowledge of voting laws in Minnesota
- ❖ Learn workplace etiquette skills

Eligibility

Selected trainee judges must complete and submit the following forms to the City Clerk's Office:

- ❖ Election Judge Trainee Application
- ❖ Parent/Guardian Permission Slip
- ❖ High School Letter of Recommendation



City of Hastings

Trainee Election Judge Application

For high school students, 16 or 17 years old. (Must be 16 years old by the date of the Election).

(PLEASE PRINT CLEARLY)

Student Name:	
Address:	
City/Zip Code:	
Email:	Phone Number:
I would be able to work: <input type="checkbox"/> All three Elections <input type="checkbox"/> March 5, 2024 - Presidential Nomination Primary Election <input type="checkbox"/> August 6, 2024 – Primary Election <input type="checkbox"/> November 5, 2024 – General Election <input type="checkbox"/> Only the March 5, 2024 Election <input type="checkbox"/> Only the August 6, 2024 and the November 5, 2024 Elections <input type="checkbox"/> Only the November 5, 2024 Election	
I prefer to work: <input type="checkbox"/> All Day – from 6:00 a.m. to closing of the polls (approximately 9:00 p.m.) <input type="checkbox"/> Half Day <input type="checkbox"/> Morning Shift: 6:00 a.m. to 2:00 p.m. OR <input type="checkbox"/> Afternoon Shift: 2:00 p.m. to closing of the polls	
If you have a polling place location preference, please list here: 	
Do you have relatives, sibling(s) or parent(s), who are also applying to be an Election Judge for the City of Hastings? (<i>Relatives may not work together in the same precinct</i>). <input type="checkbox"/> Yes – Please list name(s) _____ <input type="checkbox"/> No	

Certification of Eligibility and Acknowledgement

I certify that I meet the following requirements, as set forth by state law: *(Please initial)*

_____ I will be 16 years old or older on Election Day

_____ I am a U.S. Citizen

_____ I am able to read, write, and speak English

_____ I am not the child, stepchild, sibling, stepbrother, or stepsister of a candidate on the ballot.

To ensure fair and honest election results, if selected to serve as a trainee election judge, I will adhere to the following:

- ❖ I will arrive at my assigned polling place at the assigned time and remain until my assigned time or excused by the Co-Head Judge.
- ❖ I agree to be courteous, respectful and to assist all voters regardless of national origin, physical challenge, or efficiency in the English language.
- ❖ I agree to read and study the Election Judge Training Manual and any additional information. I will attend Election Judge Training so that I am prepared to fulfill my responsibility to conduct the election according to federal, state, and local election laws and policies.
- ❖ I understand that we are responsible for the security of election equipment and supplies, and I will handle and monitor all such equipment and supplies exactly as instructed.
- ❖ I agree to complete all documentation required by federal, state, and local election laws for my assigned position's responsibilities as accurately and completely as possible: including voter canvasses, Election Day logs and any other documentation designed to reconstruct the election or to document that the number of persons appearing to vote and the number of votes cast guarantee a fair and honest outcome.
- ❖ I agree to report immediately to the Co-Head Judge any malfunction or possible tampering of voting equipment, unusual or suspicious behavior occurring in the polling room, or any other event or occurrence that may threaten the accurate gathering or sanctity of the vote.
- ❖ I agree not to bring newspapers, magazines, or other public information materials into the polling room.
- ❖ I agree to refrain from making personal opinion comments while serving as an election judge.

Signature

Date

Permission From Parent(s) or Guardian(s)

I give my permission for _____ to participate as a Trainee Election Judge for the City of Hastings, MN. I understand that my child must attend a paid training class provided by the City Clerk's Office, work on Election Day, and have transportation to and from the polling place. I further understand that our names, addresses, and phone numbers are being requested in order to communicate training and work information related to this opportunity. The City of Hastings will secure this private data.

Parent/Guardian Printed Name _____

Contact Phone Number _____

Contact Email Address _____

Parent/Guardian Signature _____

Permission from the School

I have attached a Letter of Recommendation from a School Official to this application.

DATA PRACTICE ADVISORY: Information requested that is defined by law as public information may be released. Your contact information is classified as private data and will only be used by authorized City Staff.

Please return completed application to:

City Clerk
City of Hastings
101 4th Street East
Hastings, MN 55033

Or email to: elections@hastingsmn.gov