

## Election Judge Trainee Application

\_\_\_\_\_  
Name of High School

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

(\_\_\_\_\_)\_\_\_\_\_  
Home Phone Number

(\_\_\_\_\_)\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Email Address

Are you a U.S. Citizen? Yes \_\_\_ No \_\_\_

Are you age 16 or older? Yes \_\_\_ No \_\_\_

Are you related to a candidate? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

# Serve as an Election Judge Trainee

## Minnesota Needs You!

Election judge trainees are students that serve our communities by staffing local polling places. This guide outlines tips and information for citizens interested in serving as an election judge trainee.

**Apply today!**



Office of the Secretary of State  
State of Minnesota

180 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

Phone: 651-215-1440  
Toll Free: 1-877-600-8683  
Minnesota Relay Service: 1-800-627-3529

Web site: [www.sos.state.mn.us](http://www.sos.state.mn.us)  
E-mail: [elections.dept@state.mn.us](mailto:elections.dept@state.mn.us)

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Office of the  
Secretary of State  
State of Minnesota

[www.sos.state.mn.us](http://www.sos.state.mn.us)

## Serving as an Election Judge Trainee

Election Judge Trainees are some of the people who work in the polling place on Election Day. Students aged 16 to 18 may be a trainee. Upon turning 18, you may serve as a regular election judge.

### Benefits

- You will be paid, unless you choose to serve without pay.
- Many schools give extra credit in government courses to students who serve as election judge trainees.
- You will gain practical experience serving your community and state.

### Qualifications

To be an election judge trainee, you must meet all of the following:

- be age 16 or older
- be enrolled in a high school or be home schooled in Minnesota
- have the approval of a parent
- be a U.S. citizen
- be able to read, write, and speak English

## Responsibilities of an Election Judge Trainee

As an election judge trainee, you will serve as an actual election official in one of Minnesota's polling places.

Election judge trainees may work from 6:00 a.m. to no later than 10:00 p.m. (in some places half-day shifts are available).

Some of the duties of election judge trainees include helping election judges to:

- Set up the polling place
- Operate voting equipment
- Direct voters to the correct line
- Register individuals to vote
- Ensure that all qualified voters are permitted to vote
- Demonstrate how to vote
- Distribute ballots to voters
- Assist voters
- Close the polling place
- Determine the results after the polls close
- Certify the polling place results

## How to Become an Election Judge Trainee

Apply early! If hired as an election judge trainee, you will have training prior to Election Day — possibly two months beforehand — so it is important that you contact your county auditor, county election division or municipal clerk as soon as possible to apply. You may contact the Office of the Minnesota Secretary of State at 1-877-600-8685 to locate your county auditor.

Step 1) Fill out the application on the back of this brochure and send it to your county auditor, county election division, or municipal clerk.

Step 2) After approving your application, the auditor or clerk will send you to training and give you a certificate stating the date and hours you will serve.

Step 3) You may be excused from school to serve at the polls as an election judge trainee if, at least 10 days before the election, you submit a written request to your principal signed by your parent or guardian along with the document from your county auditor or clerk stating the date and the hours that you will be serving. To be excused from school your principal may require that you be a student in good academic standing.

Step 4) Serve on Primary Day, September 9, 2008, and General Election Day, November 4, 2008. You also may be asked to serve at other elections. You may work until 10:00 p.m. on election days.

Remember: upon turning 18-years-old, you may apply to serve as a regular election judge.