

# STUDENT ELECTION JUDGE APPLICATION & ASSIGNMENT CHECKLIST

Qualifying to serve as a Student Election Judge involves several steps.

**Applicants must complete all of the items noted below.**

<b>1. Complete Online Application:</b> <a href="http://vote.minneapolismn.gov/judges/student-judge">vote.minneapolismn.gov/judges/student-judge</a>	<b>ALL HIGH SCHOOL STUDENTS</b> use this site, <b>even if 18+</b>
<b>2. Create Password &amp; Update Personal Profile</b> <ul style="list-style-type: none"> <li>- Enter Social Security Number</li> <li>- Enter Birthdate</li> <li>- Volunteer? - Yes or No (Please pay me)</li> <li>- Interested? - Yes or No</li> <li>- Work Location - Any Precinct or Voting Precinct</li> <li>- Work Shift - Full Day (6am-10pm); 6am-2pm; 2pm-10pm</li> <li>- School / Teacher</li> <li>- Grade</li> </ul>	<b>Access is granted via email after application is reviewed and accepted.</b>  Call or email Student Election Judge staff with questions or if experiencing difficulties accessing the portal.
<b>3. Return Signed Certification Form</b> (i.e. Permission Slip) with signatures from Student, Parent/Guardian, School Official. <ul style="list-style-type: none"> <li>- Must be signed in <b>blue or black ink</b></li> <li>- Digital copies should be printed out and signed manually.</li> <li>- The original signature copy should be submitted to the Elections Office via US Mail or personal delivery.</li> </ul>	"Fillable pdf" available on website
<b>4. Confirm Polling Place Assignment</b>	Via portal access or phone
<b>5. Signup for a 3-hour Basic Election Judge Training Class</b> <ul style="list-style-type: none"> <li>- Multiple locations</li> <li>- Several dates and times available</li> </ul>	Schedule posted in portal
<b>6. Attend Basic Election Judge Training</b> <ul style="list-style-type: none"> <li>- Sign Attendance Sheet</li> <li>- Receive a Minneapolis Election Judge Manual</li> </ul>	Training Certificate Received via email
<b>7. After Training</b> <ul style="list-style-type: none"> <li>- Review the Minneapolis Election Judge Manual</li> <li>- Check out online videos and resource information             <ol style="list-style-type: none"> <li>1. City - <a href="http://vote.minneapolismn.gov">vote.minneapolismn.gov</a></li> <li>2. State - <a href="http://mnvotes.org">mnvotes.org</a></li> </ol> </li> <li>- The Elections Office emails assignment reminders</li> </ul>	<p style="text-align: center;"><b>CONTACT the ELECTIONS OFFICE as soon as possible regarding schedule conflicts or cancellations</b></p>
<b>8. On Election Day</b> <ul style="list-style-type: none"> <li>- Take the Election Judge Oath</li> <li>- Wear an election judge nametag</li> <li>- At end of shift, sign Election Judge Time Report</li> <li>- Sign Student Election Judge Attendance Report</li> </ul>	<p style="text-align: center;"><b>MUST BE TRAINED</b></p>
<b>9. After the Election</b> <ul style="list-style-type: none"> <li>- Attendance Reports are sent to schools</li> <li>- Paychecks are mailed approx. a month after working</li> </ul>	

## STUDENT ELECTION JUDGE TEAM

**Mary Davis, SEJ Coordinator**  
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