STUDENT ✓ DEMOCRACY

PROGRAM

Program Overview

What is Student Democracy Program?
The San Mateo County Registration & Elections Division's Student Democracy Program is aimed at giving high school students an inside look at American democracy in action. Student Democracy Ambassadors are essential members of the Election Day team, assisting voters and participating in Vote Center operations.

Who can participate?
In order to be a Student Democracy Ambassador, students must:
- Read, write and speak fluent English
- Be at least 16 years old
- Have a minimum 2.5 GPA
- Be a U.S. citizen or a permanent resident of the United States
- Get written permission from parent/guardian and school (Elections Code §12303)

When does Student Democracy Program take place?
- Recruitment begins in April
- Applications are due by 5 p.m. April 29, 2022
- Training (two hours) will be in Mid-May
- Election Day is Tuesday, June 7, 2022

What are the benefits of participating Student Democracy Program?
- It looks great on a college application or resume
- Earn community service credits, depending on school policy
- Represent your school
- See democracy in action from a local perspective
- Earn $280.00, including $85.00 for attending the **mandatory** training

What do Student Democracy Ambassadors do?
Assist Vote Center Representatives with:
- Set up and close the Vote Center (6:30 a.m.–9:00 p.m.) on Election Day!
- Help voters with check-in process
- Ballot drop-off process
- Line management (Manage voter lines)
- Disinfect voting materials and equipment

How do I apply?
1. Pick up an application from your Student Democracy Program School Coordinator or download it at www.smcacre.org/student-democracy-program
2. Fill out the application.
3. Get your parent/guardian's signature for permission on your application.
4. Get all your teachers' signatures for permission on your application.
5. Fill out the W-4 IRS Information Sheet which must be returned with your application.

6. Scan a copy of your Social Security card or Permanent Residency card.
7. Give your signed application to your Student Democracy Program School Coordinator or to the Registration & Elections Division by the deadline (via mail or in person)

How do I know if my application was accepted?

If your application is accepted you will receive a letter via email from the Registration & Elections Division with your Vote Center assignment. A limited number of students per school are allowed and are accepted on a first-come, first-served basis. If you do not receive an assignment letter by two weeks before the election, please call 650.655.6205 or email StudentDemocracy@smcacre.org.

Do I have to attend a training class?

Yes. All Student Democracy Ambassadors are required to attend a 2-hour training class conducted by the San Mateo County Registration & Elections Division, *held at 40 Tower Road, or a satellite location*.

What if I can't make my training class?

If you cannot attend your scheduled class, you must cancel at least 24 hours before the beginning of the class to reschedule or you may be dismissed from the program.

How long will I have to work on Election Day?

Election Day is Tuesday June 7, 2022. It is a long day, and students are expected to work from 6:30 a.m. to 9:00 p.m. You are given two 1-hour breaks during the day. You must finish the entire shift. Half-shifts are not available.

What if I can't work on Election Day?

If you have to cancel, you must contact the Registration & Elections Division immediately. No-shows will be disqualified from the program, and your school will be notified.

How much will I get paid?

All Student Democracy Ambassadors receive $280.00 for attending the training class and working on Election Day. In order to receive a paycheck, *you must complete the required training class, return the W-4 form and work the entire Election Day*.

When do I get paid?

- Checks take up to 30 days to process.
- If you haven't received your paycheck by the middle of July, give us a call.
- You cannot get paid until we have your signed W-4 IRS Information Form.
- Please ensure you provide your correct name, mailing address and Social Security number. Incorrect information will delay payment.

Where will I be assigned to work?

The County of San Mateo will strive to assign students to locations close to their home address.

How do I get more information?

- Your Student Democracy Program School Coordinator
- Chantal Gonzalez, Student Democracy Program Coordinator
- Phone: 650.655.6205
- Email: StudentDemocracy@smcacre.org
- Visit: www.smcacre.org/student-democracy-program

OFFICE OF
ASSESSOR-COUNTY CLERK-RECORDER & ELECTIONS
COUNTY OF SAN MATEO

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

Student Democracy Program Application Form
(PLEASE PRINT LEGIBLY AND PRINT CAPTIALS ONLY.)

Student Information
Have you worked as a Student Poll Worker before? ☐ Yes ☐ No
Name: Date of Birth: /   /
Name of High School: Graduation Year:
Residence Address:
City: Zip:
Mailing Address (*if different*):   City: Zip:
Email: Cell Phone:
Are you OK with texting? ☐ Yes ☐ No
Preferred Vote Center location (city):   Check Preferred Contact Method: ☐ Email ☐ Cell Phone
How will you get to and from the Vote Center? ☐ Walk ☐ Drive myself ☐ Other: _____
Are you willing to work in a nearby city if necessary? ☐ Yes ☐ No
Languages spoken fluently in addition to English: ☐ Spanish ☐ Chinese ☐ Filipino ☐ Other _____

Student Signature
I understand that the following requirements must be met to be eligible for the Student Democracy Program. I must:

1. Be at least 16 years old on Election Day.
2. Be a U.S. Citizen or a permanent resident of the United States.
3. Provide a scanned copy of my Social Security card or Residency card.
4. Be a high school student with a 2.5 GPA or better.
5. Attend a Student Democracy Ambassador training class.
6. Arrange my own transportation to and from the Vote Center.
7. Report to my assigned Vote Center by 6:30 a.m. on Election Day, and remain until approximately 9:00 p.m., except for meal breaks.

This is an application only. If you are appointed to serve, you will receive an appointment letter.

Signature:	Date:

Back of form must be completed

40 Tower Road, San Mateo, CA 94402
P 650.312.5222   **F** 650.312.5348   **email** registrar@smcacre.org   **web** www.smcacre.org

San Mateo County Student Democracy Program

Student Name: _____

<table>
<tr><td colspan="2">School's Permission (Signatures are mandatory. If you do not have a class, please write "No class this period". If school is on summer break, please write "School out for summer").</td></tr>
<tr><td colspan="2">I give permission for my student to work as a Student Democracy Ambassador in the June 7, 2022 Election. They have a GPA of at least 2.5. I understand that they will miss an entire day of school on Election Day.</td></tr>
<tr><td>Print Teacher's Name</td><td>Teacher's Signature</td></tr>
<tr><td>0   Period</td><td></td></tr>
<tr><td>1st Period</td><td></td></tr>
<tr><td>2nd Period</td><td></td></tr>
<tr><td>3rd Period</td><td></td></tr>
<tr><td>4th Period</td><td></td></tr>
<tr><td>5th Period</td><td></td></tr>
<tr><td>6th Period</td><td></td></tr>
<tr><td>7th Period</td><td></td></tr>
</table>

<table>
<tr><td colspan="2">Parent's/Guardian's Permission (mandatory regardless of student's age)</td></tr>
<tr><td colspan="2">I give permission for my child to work as a Student Democracy Ambassador for the June 7, 2022 Election. I understand that they will miss an entire day of school on Election Day. I understand that they must work from 6:30 a.m. until 9:00 p.m. on Election Day.</td></tr>
<tr><td>Printed Name:</td><td>Date:</td></tr>
<tr><td colspan="2">Signature:</td></tr>
<tr><td colspan="2">Emergency Contact Phone:</td></tr>
</table>

San Mateo County Student Democracy Program

OFFICE OF
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COUNTY OF SAN MATEO

MARK CHURCH
CHIEF ELECTIONS OFFICER &
ASSESSOR-COUNTY CLERK-RECORDER

W-4 Payroll Information Processing Form

Please print clearly and include correct information.
Provide a scanned copy of your Social Security card or Residency card.
Incomplete and incorrect information will delay the application process.

Form **W-4**	**Employee's Withholding Certificate**	OMB No. 1545-0074
Department of the Treasury Internal Revenue Service	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.	20**22**

Step 1:
Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ **Does your name match the name on your social security card?** If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to *www.ssa.gov*.
City or town, state, and ZIP code		

(c) ☐ **Single** or **Married filing separately**

☐ **Married filing jointly** or **Qualifying widow(er)**

☐ **Head of household** (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at *www.irs.gov/W4App*, and privacy.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . ▶ ☐

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $ _____

Multiply the number of other dependents by $500 . . . . ▶ $ _____

Add the amounts above and enter the total here . . . . | 3 | $ _____

Step 4 (optional):
Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . | 4(a) | $ _____

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . | 4(b) | $ _____

(c) Extra withholding. Enter any additional tax you want withheld each **pay period** . . | 4(c) | $ _____

Step 5:
Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ _____ ▶ _____
Employee's signature (This form is not valid unless you sign it.) | **Date**

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40 Tower Road, San Mateo, CA 94402
P 650.312.5222 **F** 650.312.5348 **email** registrar@smcacre.org **web** www.smcacre.org