Program Overview

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

Who can join Student Democracy Program?
In order to be a Student Vote Center Ambassador with Student Democracy Program, students must:
- 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

When does Student Democracy Program take place?
- Recruitment begins in January
- Applications are due by February 21, 2020
- Training (three hours) is in February
- Election Day is March 3, 2020

What are the benefits of joining 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 $140, including $25 for attending the mandatory training

What do Student Vote Center Ambassadors do?
- Set up voting machines, tables and other Vote Center supplies
- Set up and close the Vote Center (working 6:30 a.m.–9:00 p.m.)
- Assist voters with check-in process
- Assist voters in ballot drop-off process
- Assist with line management

How do I apply to join Student Democracy Program?
1. Pick up an application from your Student Democracy Program School Coordinator or download the application from www.smcacre.org/student-democracy-program
2. Fill out the Student Democracy Program 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. Give your signed application to your Student Democracy Program School Coordinator by the deadline
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 is 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 650.722.6543 or email StudentDemocracy@smcacre.org.

Do I have to attend a training class?
Yes. All Student Vote Center Ambassadors are required to attend a 3-hour training class conducted by the San Mateo County Registration & Elections Division, even if you have taken a training class for a previous election. Training classes will take place at your school.

What if I can’t go to the training class I’m scheduled to attend?
If you cannot attend your scheduled class, you must cancel at least 24 hours before the beginning of the class or you may be dismissed from the program. Special arrangements can be made to make up the class.

How long will I have to work on Election Day?
Election Day is long – you start at 6:30 a.m. and end at 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 us immediately. No-shows will be disqualified from the program and your school will be notified.

How much will I get paid?
All Student Vote Center Representatives receive $140 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 shift.

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

Where will I be assigned to work on Election Day?
The County of San Mateo strives to assign Student Vote Center Ambassadors to locations convenient to their home address.

How do I get more information about Student Democracy Program?
- Your Student Democracy Program School Coordinator
- Cathy Lavanchy, Student Democracy Program Coordinator
- Phone: 650.722.6543
- Email: StudentDemocracy@smcacre.org
- Visit us on www.smcacre.org/student-democracy-program
# Student Democracy Program Application Form

*(please print legibly)*

<table>
<thead>
<tr>
<th><strong>Student Information</strong></th>
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</thead>
<tbody>
<tr>
<td>Have you worked as a Student Poll Worker before?</td>
<td>□ Yes □ No</td>
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<tr>
<td>Name:</td>
<td>Date of Birth: / /</td>
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<tr>
<td>Name of High School:</td>
<td>Graduation Year:</td>
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<td>Residence Address:</td>
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<td>City:</td>
<td>Zip:</td>
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<tr>
<td>Mailing Address <em>(if different)</em>:</td>
<td>City: Zip:</td>
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<tr>
<td>Email:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Are you OK with texting?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Preferred Vote Center location <em>(city)</em>:</td>
<td></td>
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<tr>
<td>Check Preferred Contact Method: □ Email □ Cell Phone</td>
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<tr>
<td>How will you get to and from the Vote Center?</td>
<td>Walk Drive myself Someone will drive me</td>
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<tr>
<td>Are you willing to work in a nearby city if necessary?</td>
<td>□ Yes □ No</td>
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<tr>
<td>Languages spoken fluently in addition to English:</td>
<td>□ Spanish □ Chinese □ Other ____________________</td>
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## Student Signature

I understand that I must meet the following requirements to be eligible for 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 my Social Security number;
4. be a high school student with a 2.5 GPA or better;
5. attend a Student Vote Center Ambassador training class;
6. provide my own transportation to and from the Vote Center; and
7. on Election Day report to my assignment by 6:30 a.m., and remain until completion of my duties at 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:

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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
Student Name: 

School Permission (Signatures are mandatory. If you do not have a class, please write “No class this period.”)

I give permission for my student to work as a Student Vote Center Ambassador in the Student Democracy Program. He/she has a GPA of at least 2.5. I understand he/she will miss an entire day of school on Election Day.

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<tr>
<th>Print Teacher’s Name</th>
<th>Teacher’s Signature</th>
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<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
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<td>7&lt;sup&gt;th&lt;/sup&gt; Period</td>
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Parent’s/Guardian’s Permission (Signature is mandatory, regardless of student’s age)

I give permission for my son/daughter to work as a Student Vote Center Ambassador in the Student Democracy Program. I understand that he/she will miss an entire day of school on Election Day. I understand that he/she must work from 6:30 a.m. until all tasks are completed at approximately 9:00 p.m. on Election Day.

Printed Name: 
Date: 
Signature: 

Emergency Contact Phone:
W-4 Payroll Information Processing Form

Please print clearly and include correct information.
Incomplete and incorrect information will delay the application process.

Form W-4

Employee’s Withholding Certificate

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.

OMB No. 1545-0074
2020

Step 1: Enter Personal Information

(a) First name and middle initial
(b) Last name

Address

City or town, state, and zip code

(b) Social security number

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.

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.

Yes □ No □

(e) □ 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 online estimator, 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 2020 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 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

40 Tower Road, San Mateo, CA 94402
P 650.312.5222 F 650.312.5348 email registrar@smcacre.org web www.smcacre.org
**Optional: Human Resources Ethnicity Checklist**

<table>
<thead>
<tr>
<th>Last Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>Middle Initial:</td>
</tr>
<tr>
<td>Phone #:</td>
<td>Date of Birth: / /</td>
</tr>
</tbody>
</table>

**Gender:**
- [ ] Female
- [ ] Male
- [ ] Non-binary / third gender
- [ ] Prefer not to say
- [ ] Prefer to self-describe: ____________________________________________________

**Ethnicity (Optional):**

Please check one of the following:

- [ ] American Indian or Alaskan Indian
- [ ] Black or African American
- [ ] Caucasian
- [ ] Filipino
- [ ] Asian
- [ ] Native Hawaiian or Pacific Islander
- [ ] Hispanic or Latino
- [ ] Two or more Races, not Hispanic or Latino
- [ ] Unspecified