

HENRICO COUNTY ELECTORAL BOARD **ELECTION PAGE PROGRAM**

Election Day – November 2, 2010

The Henrico County Electoral Board is pleased to announce the 9th **annual Election Page Program**. The enclosed information has been compiled by the Electoral Board to introduce the program to all high school students age 16 to 18 and to provide information about the election process in Henrico County. The program has received a NACO award, “I books to the Voter Rescue”. **The information can be copied and distributed.**

PACKET CONTENTS:

- **Instructions for Social Studies Departments**
- **Election Page Power Point Presentation**
- **Information for Election Pages**
- **Code of Virginia, Election Laws**
- **Election Page Application**
- **Election Page Program Poster**

Voting in Henrico County

- **Henrico County Precincts & Election Districts**
- **Henrico County’s “Guide to Voting” Pamphlet**

Instructions for Social Studies Departments

The Electoral Board encourages **all interested high school students who are U. S. citizens ages 16 to 18 years old** throughout Henrico County to participate in this November's General Election. They may serve as an Election Page in one of the county's (93) polling places.

Social Studies Department is asked to...

- **Select** one teacher or advisor to serve as Coordinator/Point-of-Contact for your school.
- **Send** the Coordinator's name, school, telephone number and e-mail address to the Henrico County Voter Registration **Outreach Coordinator, Meredith Beadles by September 14th via fax 501-5081, phone 501-4115 or e-mail, bea50@co.henrico.va.us.**

Within the school- the coordinators and/or teachers will...

- **Publicize** general information regarding the Election Day Participation program for high school students in the government classes as quickly as possible.
- **Copy and distribute** Election Page application packets to interested students. Copy as many as you need.
- **Collect** all student Election Page applications and screen for completeness.
- **Submit** student applications as soon as possible, **but no later than September 27th**, to Henrico Voter Registration and Elections Office, c/o Meredith Beadles, P.O. Box 90775, Henrico, VA, 23273-7032 or via Pony Mail

The Outreach Coordinator will...

- **Send** letters to all students selected to serve as an Election Page by October 5th. The Election Page letters will contain the date of a scheduled training class and the polling place assignment for Election Day.
- **Mail** the "Certificate of Appreciation" for all students who participated in the program. Signed by the Henrico Electoral Board and the General Registrar.
- **Provide on Election Day** a document to certify the number of community service hours for each Election Page.

Information for Election Pages

To participate, a student is required to complete the enclosed application, which includes: a signed agreement by the student, a signed approval from a parent and a signed recommendation from the social studies teacher or counselor. Each participant must attend the Election Page training class conducted by the Electoral Board.

An Election Page

- Must be a United States citizen.
- Does not represent a political party.
- Does not receive compensation for serving.
- Is required to attend an Election Page training class.
- Is required to subscribe to the Election Page Oath administered by the Chief Election Official on Election Day.
- **On Election Day, November 2, 2010** a page is required to work the shift hours assigned. A Page may not leave the polling location during their shift, except in an emergency with parental permission.
- Will assist Election Officers with various tasks, including setting up the polling place, directing voters, assisting the elderly and disabled voters and distributing information. Pages may observe, but may not handle ballots, check names in the pollbook, operate voting machines or tally results.
- **Serves under the direct supervision of the Chief Election Officer of the precinct.**
- Must provide his or her own transportation for the training date and on Election Day.
- Must bring food and drink on Election Day as one is not allowed to leave the polling place until ones shift is completed
- Must be strictly impartial at all times. A Page may not discuss candidates, parties or issues while in the polling place.
- Must be NEAT and adhere to a dress code- No Jeans and No Baggy Clothes

CODE OF VIRGINIA

Election Laws, § 24.2-604

H. A local electoral board and its general registrar, may conduct a special election day program for high school students, selected by the electoral board in cooperation with high school authorities, in one or more polling places designated to stimulate the students' interest in elections and registering to vote, provide assistance to the officers of election, and ensure the safe entry and exit of elderly and disabled voters from the polling place. Each student shall take and sign an oath as an election page, serve under the direct supervision of the chief officer of election of his/her assigned polling place, and observe strict impartiality at all times. **Election pages may observe the electoral process and seek information from the chief officer of election, but shall not handle or touch ballots, voting machines, or any other official election materials, or enter any voting booth**



ELECTION PAGE APPLICATION

-Election Day, November 2, 2010-

Are you a U. S. Citizen? (circle one): Yes or No
(If No, you will be unable to participate in the program)

Print Name _____ Date of Birth _____

Home Address _____

City and Zip code _____

Home Phone Number _____ Cell Phone Number _____

E-Mail Address _____

High School _____

We provide each page with a polo shirt on Election Day.
Please *circle* your shirt size: XS S M L XL 2X

Election Day –Check Shift Preference

[] 5:15 a.m. – 12:00 p.m. [] All Day [] 12:00 p.m.- 7:00 p.m

Training Class

You are required to attend ONE training class. Please CIRCLE the class you will attend:

Wednesday, October 20, 2010
Highland Springs High School
Auditorium
15 S. Oak Ave, 23075
4:30pm

Saturday, October 23, 2010
Henrico Co. Government Center
Board of Supervisors Room
4301 E. Parham Rd
10 am

Technology – Voter Look-up program will be explained at training

I will bring my school issued Laptop with me on Election Day: _____ Yes _____ No

Student Agreement

I understand that I must attend an assigned training class prior to serving as an Election Page. I may not voluntarily leave the polling place during my assigned shift on Election Day.

Date _____ Student Signature _____

Parental/Guardian Approval

My son/daughter _____ may participate in the program.

Printed Parent Name _____ Parent Signature _____

Phone number where you can be reached on Election Day _____

Social Studies Teacher/Guidance Counselor Recommendation

I recommend _____ for participation in the program.

Teacher Signature _____ Printed Name _____