

ARE YOU READY TO SERVE?



LAKE COUNTY BOARD OF
ELECTIONS AND REGISTRATION

STUDENT POLL WORKER PROGRAM APPLICATION PACKET

Dear Lake County Students,

We're delighted that you are interested in this exciting program that offers paid, hands-on experience in civic engagement. To stand out in this competitive program:

- Be sure you fill out every form in full. Accuracy and attention to detail are **crucial** for elections work!
- Get your forms in early! Positions are processed on a rolling basis and most fill quickly.
- Make sure you've cleared the required dates. You will be serving a vital role in an actual election, and we will be depending on you to be here.

Good luck and thank you for being ready to serve!

Michelle Fajman
Director

Jessica Messler
Assistant Director

JOB REQUIREMENTS

- U.S. Citizen
- Lake County Resident
- Age 16-17*
- GPA 3.0+
- Attend training session
- Signed permission

* *Are you 18+? Contact the office at the number below to learn how to apply*

NEED HELP?



LAKE COUNTY BOARD OF
ELECTIONS AND REGISTRATION

2293 N Main St
Crown Point, IN 46307

219.755.3795
lakecountyin.gov/departments/voters
elections@lakecountyin.org

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AFFIDAVIT OF AUTHENTICITY

Name: _____

Address: _____

Email: _____

Phone #: _____

Birthdate: _____ My current GPA is _____

I attend _____ High School

Check here if homeschooled.

I'm interested in:

(check all that apply):

- Election Judge
- Election Clerk
- Ballot Counter
- Office Assistant

Not sure which role is right for you? See page 3 for job descriptions.

The Lake County Board of Elections and Registration has approved the use of individuals 16 or 17 years of age to serve as any precinct election officer, other than the inspector, or assist any precinct election officer. **The individual must meet the following requirements:**

- Is a citizen of the United States.
- Is a resident of Lake County.
- Is sixteen (16) or seventeen (17) years of age.
- Has a cumulative grade-point average equivalent to not less than 3.0 on a 4.0 scale.
- Has written approval of the principal of the school or, if homeschooled, the person responsible for the education of the student.
- Has written approval of the parent or guardian.
- Will attend online poll worker training, as required by the Lake County Board of Elections and Registration.
- Is otherwise eligible to serve as a precinct officer under IC 3-6-6-7.
- The individual shall be in attendance at the polling location for the entirety of Election Day. Therefore, the student shall notify all parties of his or her absence from school.
- The individual must be able to provide their own transportation for the day.

AFFIDAVIT OF AUTHENTICITY

I certify that the applicant, _____, has met all of the above requirements and shall serve their duties as a poll worker to the best of their ability.

Signature of Student

Date

Signature of Principal

Date

Signature of Parent or Guardian

Date

REV. LCBER 1 (3-03) R1-01-04

AFTER ALL SIGNATURES ARE CAPTURED

Return this form by mail or email to:
Lake County Board of Elections
2293 N. Main St
Crown Point, IN 46307
elections@lakecountyin.org

APPLICATIONS DUE

Primary Election: Fri, 04/24/26 General Election: Fri, 10/23/26

Office Use

Position Assigned

Precinct Assigned

JOB DESCRIPTIONS

The Lake County Board of Elections and Registration is a vibrant, diverse office. Whatever your skills, you can use them here to support the democratic process in Lake County!

Like problem solving? Are you the one who helps your grandparents figure out their computers? This might be the right fit for you!



ELECTION JUDGE

Required hours: 5am to 7pm CT on 5/5/26 and/or 11/3/26

As an election judge, you will be assigned to one specific voting location. Your tasks will include:

- Assisting the inspector in making decisions
- Setting up and providing instructions to all voters on how to use the voting machines
- If a Republican Judge, you are required to return the supplies to the Board of Elections with the Inspector (you can take separate cars).



ELECTION CLERK

Required hours: 5am to 7pm CT on 5/5/26 and/or 11/3/26

As an election clerk, you will be assigned to one specific voting location. Your tasks will include:

- Asking voters to provide photo ID.
- Processing voters on the Poll Pad.

If you've worked in retail or customer service and you love your tablet, this might be perfect!

Looking for something behind-the-scenes? Have a strong attention to detail and good with a spreadsheet? Check this role out.



BALLOT COUNTER

Required hours: At least 8 hours between 5:30am and 10pm CT on 5/5/26 and/or 11/3/26

As a ballot counter, you will be working at the Lake County Board of Elections office helping to process absentee ballots. Your tasks will include:

- Opening and processing absentee ballots.
- Tabulating voter data.
- Preparing opened ballots for secure storage.



OFFICE ASSISTANT

Required hours: At least two 4-hour shifts during business hours on or around 5/5/26 and/or 11/3/26.

Elections are busy and we need help all over the office. As an office assistant, you will be doing an assortment of tasks, including:

- Answering phones.
- Assisting voters and candidates at the counter.
- Researching voter information.
- Filing and making copies

Are you the person everyone turns to when they have a question? Want to see every aspect of an election in action? Look no further!

PROGRAM FAQ

HOW MUCH WILL I GET PAID?

Ballot Counters and Office Assistants earn \$15/hour.

Pollworkers earn:

Judges: \$145 + \$30 (Training)

Clerks: \$145 + \$30 (Training)

(Meal Allowance is included in totals above)

Republican Judges earn an additional \$25 for returning the equipment at the close of the polling location with the Inspector. This is mandatory to get paid for the day!

Everyone can expect to get paid approximately 5-6 weeks after Election Day.

WILL YOU CALL MY SCHOOL TO EXCUSE ME?

All students are responsible for alerting their schools if they will be absent during school hours.

CAN YOU GIVE ME A RIDE?

All student workers are responsible for arranging their own transportation.

I'M 18. CAN I PARTICIPATE?

Sure! But **Indiana state law requires that you become a registered voter first**. Need help registering? Visit IndianaVoters.com to register online or come on in to the LCBER.

HOW DO I GET SCHOOL CREDIT?

Check with your principal or guidance counselor to see what options are available at your school.

HOW LONG AFTER I APPLY WILL I HEAR BACK?

Applications are processed on a rolling basis. We will follow up with you with our final decision within 1-2 weeks of receiving your application.

CAN I BRING MY PHONE OR HOMEWORK TO THE POLLS?

Yes! **Once you are at the polls for your workday, you need to remain there until they close**. Here are some things we recommend you bring with you:

- Personal devices (do not use these devices when voters are present)
- Snacks
- Medications you might need
- A sweater or light jacket (polling locations set their own heat and that can vary widely)

CAN I LIST THIS ON MY RESUME OR ON COLLEGE APPLICATIONS?

Absolutely! We can help you craft the description once your service is complete.

WILL YOU WRITE ME A LETTER OF RECOMMENDATION?

We'd be honored on a case by case basis. Talk to us after you complete your service!

CAN I BE A POLL INSPECTOR

Indiana law limits underage poll workers to Judges and Clerks. But check with us once you're 18 and registered to vote.

I ENJOYED MY TIME! CAN I DO MORE?

Yes, please! We are always looking for motivated student interns. Talk to your LCBER supervisor once your initial service is complete.

WHAT IF I NEED HELP WITH MY APPLICATION OR HAVE QUESTIONS?

Call our office at 219.755.3795. We'd be happy to help and answer any questions you may have.