



STUDENT ELECTIONS GUIDELINES

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The Indian River County Supervisor of Elections Office helps conduct Student Council and Class Officer elections for local public and private high schools. This allows students to experience the election process firsthand.

- ✓ The Supervisor of Elections Office and the student government sponsor will agree on an election date.
- ✓ Student volunteers are needed to assist with the election. Students will help with the registration process, direct students to available voting machines and distribute “I Voted” stickers (if used). Normally 4 – 6 student volunteers should be available while voting is taking place.
- ✓ The Voter Outreach Coordinator will be available one to two months prior to the election to attend a student government meeting to recruit volunteers to work the Election. The volunteers will receive a short overview of their responsibilities and also a review of the Election rules and regulations.
- ✓ If additional student volunteers are needed, the Supervisor of Elections Office will also be available to speak to any classes specified by the school sponsor (ex. AP and Honors Civics government classes) to recruit Election volunteers.
- ✓ The school will provide the Supervisor of Elections Office a list of candidates *three (3) weeks* prior to the Election.
- ✓ The Supervisor of Election’s IT Department, will program the appropriate number of voting machines with the candidate’s names.

- ✓ **A sample ballot will be faxed or e-mailed to the school sponsor for proofing. The sample ballot should be returned as soon as possible to the Supervisor of Elections Office with any corrections. If the sample ballot is correct, please notify our office with your schools approval.**
- ✓ **The Voter Outreach Coordinator will coordinate with the school sponsor the location of the voting, the room set-up, and the delivery date of the equipment. If the equipment is delivered to the school the day prior to the election, the voting machines must be locked in a safe place overnight. A janitor or other school personnel must be readily available first thing on the morning of Election Day to unlock the storage facility.**
- ✓ **If possible, a teacher or staff representative should be present during voting hours to monitor the volunteers and students.**
- ✓ **On Election Day, representatives from the Supervisor of Elections Office will be at the school to conduct the election. The representatives will arrive prior to the time that voting begins to make sure the voting machines are up and running. We will stay at the school until all voting is finished and close the polls.**
- ✓ **Student volunteers are forbidden from campaigning for candidates or wearing campaign buttons, t-shirts, stickers, etc. while assisting with the election.**
- ✓ **Student volunteers will fill out the sign-in sheet with their name and address. The Supervisor of Elections Office will write thank you letters to all volunteers.**
- ✓ **The school will provide a register by grade (a list of all students eligible to vote). The register must be broken down in alphabetical order in 3 to 4 groups (ex. A – G, H – R, S – Z). Each group should be placed in a binder so the papers stay together.**
- ✓ **Each voter must sign the registration sheet and then they can proceed to the next available voting machine.**
- ✓ **At the conclusion of the Election, the school sponsor and the Supervisor of Elections personnel will manually total the paper ballot count summary. The school sponsor will sign off that the totals are correct.**
- ✓ **All winners will receive a congratulations letter with a certificate from the Supervisor of Elections Office. All non-winners will also receive a letter from the Supervisor of Elections Office thanking them for participating in the election.**