

# ALLEGHENY COUNTY ELECTIONS

## SCHOOL COORDINATOR CHECKLIST

PLEASE NOTE: School coordinators are only responsible for recruiting student poll workers and facilitating paperwork. They do not have to serve on Election Day.

- Notify the Allegheny County Elections Division at (412) 350-4500 (Option 5) or via email at [studentpollworker@alleghenycounty.us](mailto:studentpollworker@alleghenycounty.us), that your high school will participate and that you will be the School Coordinator. Please include your name, school and contact information when e-mailing.
- Promote the program and distribute the enclosed application and parental letter to interested students.
- Ensure that all forms are legible and filled out completely.
- Submit all completed applications to the Allegheny County Elections Division, either in person, by mail, by fax, or scanned and e-mailed.  
Allegheny County Office Building  
542 Forbes Ave. Suite 312  
Pittsburgh, PA 15219  
FAX: (412) 350-5697 Email: [studentpollworker@alleghenycounty.us](mailto:studentpollworker@alleghenycounty.us)
- Have your students select a training session in-person or online. Online training can be taken at any time up to 8:00 p.m. the night prior to Election Day at [pollworkertraining.alleghenycounty.us](http://pollworkertraining.alleghenycounty.us). A list of in-person training dates, locations and times will be provided. To sign up for in-person training, please have the students call the Elections Division at (412) 350-4500 (Option 5). As School Coordinator, you also have the option to take the training class, though you do not have to serve on Election Day.
- Precinct assignments will be emailed to students. Please have them look for emails from [studentpollworker@alleghenycounty.us](mailto:studentpollworker@alleghenycounty.us) or any email ending in [alleghenycounty.us](http://alleghenycounty.us). We will also send a list of those assignments to the Student Coordinator via e-mail.
- Distribute appointment notices and poll worker packets to students.
- After students receive their appointment notices, have them confirm their participation with you. Notify the coordinator(s) of all student confirmations.
- IMPORTANT:** Advise students about the importance of their Election Day commitment. Please have the students confirm their participation with you. If a student cannot work on Election Day, please have them contact the Elections Division at (412) 350-4500 (Option 5) or via email at [studentpollworker@alleghenycounty.us](mailto:studentpollworker@alleghenycounty.us).

