

# High School Facilitator Checklist and Important Dates

- Week of November 6th - Review information from the ROV and reach out to Daniela Vitobaldi with any questions**
- November 7th through December 15th - Student selection and application process**
  - Select 1 - 4 students to serve as poll workers, explain requirements and share FAQs with those students
  - Provide High School Poll Worker application to students to complete Boxes 1 - 3 (parent/guardian signature must be included)
  - Collect applications, review and confirm all necessary information and complete Box 4 (High School Authorization)
  - Submit completed applications via email or fax to the ROV by December 15th
- December 18th and 19th - Email sent to facilitators acknowledging student applications received**
- January 8th through 12th - Students contacted by the ROV with training and assignment details**
- January 16th through 19th - ROV emails student training and assignment details to facilitators**
- February 5th - Official appointment notices emailed to students**
- March 5th - Election Day**
- 4 - 6 weeks after Election Day - Stipend payments and community service certificates mailed to students**