

## VOLUNTEER AND COMMUNITY SERVICE OPPORTUNITIES

To volunteer or seek volunteer opportunities in Warren County contact:

Karen Preston, Director  
Warren County United Way  
Voluntary Action Center  
20 North Mechanic Street  
Lebanon, Ohio 45036  
513-932-3987

- Quaker Heights Health Center 513-897-6050  
Opportunities available: photocopying, laundry services, friendly visitors, craft and hobby and visiting. Contact Bonnie Daniel.
- American Red Cross 513-932-0162  
1-800-225-7070
- Christ Hospital 513-369-2244  
Variety of positions. Call volunteer services.
- Warren County Board of MRDD 513-695-1658
- Otterbein Lebanon Retirement Comm 513-932-2020  
Needs volunteers for time, friendly visitors, and crafts and hobbies.  
Call Carol O'Connor.
- Mason Public Library 513-398-2711
- Salem Township Library 513-899-2588

## VOTING

Registering to vote is a privilege to which you are entitled. Choosing to use that privilege is a responsibility that when executed, gives you a voice in issues affecting your future.

In Ohio you are qualified to vote if:

- You are a citizen of the United States.
- You are a resident of Ohio for at least 30 days prior to the election.
- You are at least 18 years old on or before the day of the November General Election. If you are 17 on the day of the May Primary Election, and will be 18 on or before the November General Election, you may vote on candidates but not on issues.
- You register to vote at least 30 days before the election.

You may register to vote at the following locations:

- Any County Board of Elections or the Secretary of State's office.
- Any public High School or Vocational School.
- Any Bureau of Motor Vehicles.
- Public Libraries.
- Departments of Human Services, Health, Mental Health, Rehabilitation Services and MRDD.
- County Treasurer's office.
- Armed Forces Recruitment offices.
- If you are unable to appear at any of these locations, you may call your local Board of Elections office or the Secretary of State's office and request a registration form to be mailed to you.

In Warren County, additional voter information including a list of your elected officials, absentee voting procedures, election calendar and much more is available to you by visiting our website at : [www.co.warren.oh.us](http://www.co.warren.oh.us). A phone call is always welcome.

Warren County Board of Elections:

513-695-1358

## WORK PERMITS

What do I do to get a work permit?

- Pick up a blank work permit from from your high school or junior high school office.
- Have your prospective employer complete the “**Pledge of Employer**” section then return the form to you.
- Make arrangements with your doctor for a physical and to have him/her complete the “**Physician’s Certificate**” section of the work permit. You must be sure the doctor returns this form to you before you leave his office.
- Take the form(s) that has been completed and a copy of your birth certificate to your school office for processing. **One of your parents or your guardian must accompany you when you return this form to the school office.**
- Take the processed form back to your prospective employer and ask them to place it in your employment file.

Who needs a work permit?

Children under the age of 18 who are performing work during the period of time when school is in session (usually August through June) are required to present their employer with a valid work permit prior to starting their job.

Children who have reached the age of 16 or 17 and will work for an employer **only during summer vacation months** do not need a work permit.

Children 14 or 15 years of age are required to obtain a work permit for any and all employment.

A new work permit is required for each new employer that you work for.

**No child may be employed until they have reached 14 years of age.**

Documents that employers will need a copy of before you can start to work:  
(These are needed to complete the Immigration and Naturalization Service Form I-9)

- Birth Certificate
- Social Security Card
- Most recent report card or school record containing your student ID number

Requirements for obtaining a work permit:

Any person between 14 and 18 years of age must have a permit to work. Work permit employer/physical cards are available at the board of education or high school in your district of residence. Minors must also show their birth certificate at the time of completing the permit and sign the form that is filed with the Sate of Ohio.

Restrictions for Minors Under 16 Years of Age:

**No person under 16 shall be employed:**

- During school hours except where specifically permitted;
- Before 7 a.m. or after 9 p.m. from June 1<sup>st</sup> to September 1<sup>st</sup> or during any school holiday of 5 school days or more; or after 7 p.m. at any other time;
- For more than 3 hours a day in any school day;
- For more than 18 hours in any school week;
- For more than 8 hours in any day when school is not in session;
- For more than 40 hours in any week that school is not in session or during school hours unless employment is incidental to bona fide programs of vocational cooperative training; work-study, or other work-oriented programs.

Prohibited Occupations for Minors Under 16 Years of Age:

- Manufacturing, mining, processing, public messenger service;
- Work in freezers, meat coolers and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking);
- Transportation, storage, communications, public utilities, construction, repair;
- Work in boiler or engine rooms, maintenance or repair of machinery;
- Outside window washing from window sills or scaffolding and/or ladders;
- Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power driven food slicers, grinders, food choppers, cutters, bakery type mixers.
- Loading or unloading goods to and from trucks;
- Warehouse work except office and clerical;
- Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring;
- Door-to-door sales unless the for-profit employer is registered with the Ohio Department of Industrial Relations.

Minors quitting school must:

- Have completed the 7<sup>th</sup> grade and be at least 16 years of age;
- Have a full-time work permit stating that they will be working at least 30 hours per week.

Warren County Board of Education  
Warren County Employment and Training

513-695-2900  
513-695-2980



## PLACES TO GO AND THINGS TO DO

- Youth Development Specialist – OSU Extension  
Lori Keller.....513-932-1891
- 4 H Youth Development Agent  
John Crites.....513-932-1891
- Red Cross Training  
Mary Kay Donohue.....513-932-0162
- Ohio State Highway Patrol.....[www.odn.ohio.gov/ohp/](http://www.odn.ohio.gov/ohp/)  
(You can get www sites for most state agencies and much more  
through this site.)
- Caesar’s Creek Information Center.....513-897-3055
- Countryside YMCA.....513-932-1424