

NATIONAL VOTER REGISTRATION
WEEK OF ACTION

RESOURCE PACKET *for* **HIGH SCHOOL
DEMOCRATS *of* AMERICA CHAPTERS**

SEPTEMBER 2016



HIGH SCHOOL DEMOCRATS *of* AMERICA
— FOR OFFICIAL USE ONLY —

GETTING STARTED

This historic election year, our work to ensure that all Americans are able to exercise their right to vote could not be more crucial. If you are interested in holding a voter registration drive on our fourth annual national week of action (September 26th-30th), here's how to get started.

GETTING STARTED

- 1. Start early.** It's never too soon to start planning.
- 2. Set a date.** HSDA will be holding a week of action from September 26th - September 30th. Pick a time that works best for your school or if possible use the whole week.
- 3. Decide what kind of Voter Registration Drive you think will work best** (see the next section).
- 4. Convene your planning crew.** Meet somewhere fun. Go over the basic plan for the event, answer people's questions, and get your team excited.
- 5. Talk to your school administration.** Make sure that they are okay with your plans for the drive and see if they would be willing to help in anyway.
- 6. Set your goals.** Check out our Goals and Objectives in the following pages, and then think about your own goals. How many voters do you want to register?
- 7. Set your schedule.** Who will be running the table at what times? Make a schedule for your drive so that someone is always covering the table or registering people to vote.
- 8. Ask for help.** Contact us if you need something and we'll do our best to make your organizing life easier. That's what we're here for! You can contact us at eturner@hsdem.org as well as your state chapter's leaders.
- 9. Participate in any trainings you need and ask others to participate.** We will be holding trainings on the phone, Monday, September 12th at 8 pm ET and Wednesday, September 14th at 8 pm ET.
- 10. Get to work.** This is where it gets fun! The best advice we can give is to do lots of planning and make sure you are prepared. Remember to take photos during your voter registration drive and send them to us at apeng@hsdem.org!

TYPES OF VOTER REGISTRATION DRIVES

- 1. Table in the Hallway:** This option is useful if your school is not as willing to work with you. For this option you should set up a table in a high traffic area of your school and have student volunteers that man the table before school, during lunch, and after school.
- 2. Assembly Meeting:** This option is probably the most effective. In this kind of Voter Registration Drive you should talk to your administration about setting up an assembly time when everyone who will be 18 by election day comes in, you explain the process, handout voter registration forms and everyone registers in the meeting, and returns their forms back at the end of the meeting.
- 3. Community Drive:** This option is for students who cannot hold a drive at their school. This would best be done one day after school. Take your group to a safe public place, such as a park, community center, or outside a grocery store. These require a little more work because you must prepare transportation, more volunteers, and consult with the place you plan to hold the drive (unless it is a public place).

WHAT TO DO

MATERIALS YOU'LL NEED (Check with your local and state Democratic parties for more information)

- Plenty of registration forms (both state and national forms in case you find someone who needs to register out of state)
- A clipboard and multiple pens for every volunteer
- A training script for all of your trainers
- A sign up to volunteer sheet
- Voter Registration Day posters
- Stickers to identify volunteers and give away to guests
- Copies of state laws and regulations
- Envelopes or boxes for completed voter registration forms
- A table
- A way to play music
- Handmade posters/banners
- A digital camera or phone
- Water and snacks for volunteers
- Chairs
- Posters and stickers

THE DAY OF THE VOTER REGISTRATION DRIVE

1. Decorate venue with “Register to Vote here” signs. It’s always helpful to make some of your own signs!
2. Pick a spot that is likely high-traffic for people who live in the area.
3. If you are having a community drive: Local college campuses, transit stations, grocery stores, farmers markets, gas stations, sporting events, and places of worship are great places to host your drive.
4. Have volunteers show up early before you actually plan on having the event take place so that they can be trained. Factor in enough time in case volunteers show up a little late.
5. Have volunteers sign in so you can keep track of who is helping you out.
6. **Remember, we’re not telling people who or what to vote for, just helping them register so that they can vote!** This is a very important rule for voter registration!
7. Make Sure that the ENTIRE form is filled out before the person walks away.

AFTER THE EVENT

1. **Turn in your completed voter registration forms.**
2. All states have rules on when completed forms need to be turned in. Check out those rules, and then make sure you comply with them. It’s always best to turn in forms as soon as possible to avoid any issues. If you are working with a partner organization or your state party, see if a representative can pick up the forms for you.
3. Report your numbers
4. We’ll send you an email a few days after your voter registration drive to find out how many people you register and get feedback about your drive.
5. Thank your volunteers
6. This is a big one: people love to be appreciated. If you want to email them, that’s great; make sure that it’s personal to them, and try to follow it up with a phone call. Actively appreciating the people who help you accomplish your goals is the easiest way to make sure they keep helping you.

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4th ANNUAL RESOURCE PACKET

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