

Four Simple Steps for a *nonpartisan* NONPROFIT Voter Registration Process

1. **Get permission from staff** to set aside time for a Voter Registration Day at the next meeting.

We recommend that you schedule it in September, thus giving you time to get the completed registration forms to your County Clerk's office. They *MUST* be returned by Monday, Oct. 10.

Ask the Leader to announce the *Voter Registration* a week before so all are ready.

Those most likely to need to register are:

- a. The young: Anyone who will be 18 years old by Nov. 8 can register in September to vote. (And don't forget those who are 19-25 who have never registered or voted.)
- b. Women who have changed their name by marriage.
- c. Those who have changed their address.
- d. Those who have not voted in years and who may no longer be on the voter roster.

2. **Prepare.** Though it only takes one minute to register someone, things will go much easier if you are well-organized – especially when several people come to a table at one time.

Have a table and a volunteer at each exit so all can sign up easily and move on quickly to their other activities. It is best if the table is large enough to allow two or three individuals to fill out their cards at the same time. Because filling out the card is so quick and easy, people can just lean over the table to sign up – no chairs are necessary.

Have blue or black pens ready at each table – *the forms will not be honored if completed in pencil.*

Have plenty of blank registration forms. These are easily copied – use the blank form with instructions on the bottom so that each individual can read the instructions.

Copy and have several *SAMPLE REGISTRATION FORMS* on each table. And make sure the person manning the table is acquainted with the form and the instructions on how to fill it out.

Copy the patriotic handout and use it to help members focus on the registration task.

Ask the Leader to announce the registration at the beginning AND at the end of the meeting.

3. **Register your members on your “Voter Registration Day.”** It takes only one minute for an individual to fill out his card, yet that one minute will allow him to change the world with his vote and with his voice. [*Remember, do not direct registrants toward any Party – let them choose.*]

4. **Return completed registration forms** to your local County Clerk's office as soon as possible (located most often at the County Courthouse). This is critical – *DO NOT DELAY!* Everyone who has registered is counting on you to get the cards back to the County Clerk at least *by Monday, Oct. 10*. It is highly recommended that you take the cards to your County Clerk on the Monday *immediately after* your registration day.