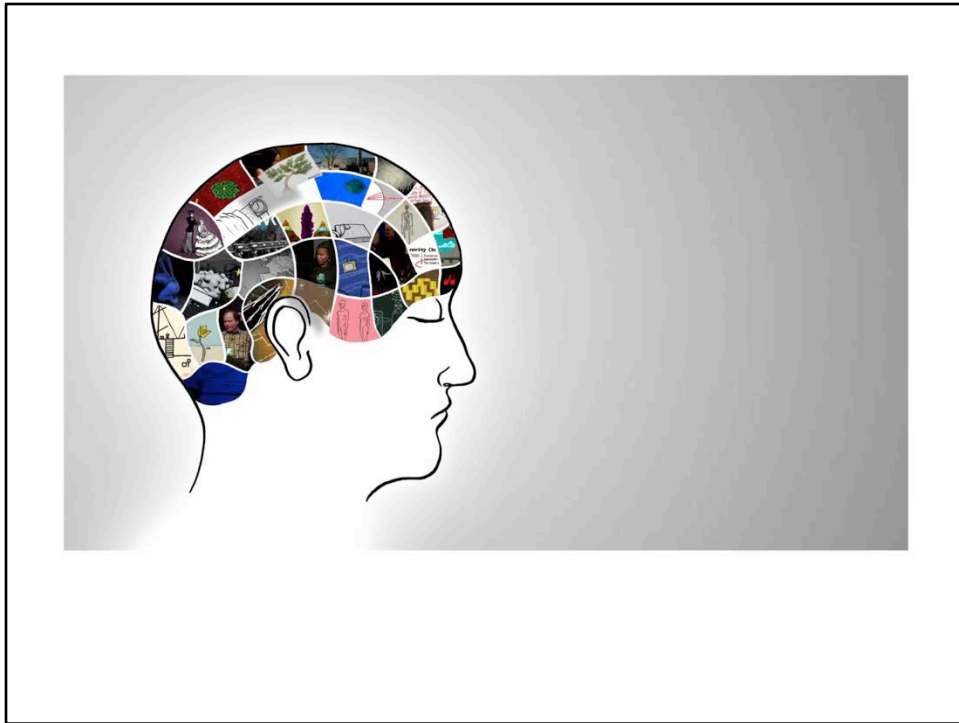




Welcome to the voter registration training! *This is a great opportunity to let your staff know why you've decided to do this training and the agenda for the training. We've left the agenda up to you, so you can decide which parts of the presentation you'll focus on. We recommend making an agenda on a piece of butcher paper to complement the Power Point.*

Why is voter registration important?

I want to start by talking a little about the context of voting rights and vote registration in the United States and in [*your state*]. To get started, we're going to watch a short video on the history of voting rights—looking back at some of the many changes we've seen.



Play the video by clicking the screen. Once the video is finished, we recommend asking: Was there anything surprising about the video? What really stood out?

Nationwide Voter Registration Rates



Skipping forward from that historical view of voter registration, we want to look at statistics today too. Unfortunately, there is a large gap in the rates of voter registration for people making higher and lower incomes. In the USA, as of 2012, for people making \$60k or more per year, 68% were registered to vote. However, for people making \$12.5k (just under the Federal Poverty Level), the percent registered to vote was just 40%. That's an enormous difference in votes when you look at the size of the United States.

Why Offer Voter Registration?

Voter Registration Statistics

| Arizona 2012 | |
|---------------------|----------------------|
| \$20,000 or Less | \$100,000 or More |
| 30% | 56% |

Here in Arizona, there is a similar gap in registration rates. *You can read out the numbers if you like—sometimes it's more engaging and helpful for people who are more auditory learners.*



Ok, so the good news is...us! We're in a great place to change these statistics and make an impact on our community's access to voter registration. 1) We work with the folks that most need help getting registered. Very few other groups are really able to access communities like ours. 2) Not only do they come through our doors, they trust us. Trust is very important to voter registration. 3) This fits into the heart of our work and mission. 4) This can make our organization stronger—the more people that vote, the stronger our voice becomes and the stronger the voice of our community. *For health-focused groups:* 5) Voter registration can also improve health outcomes! WebMD has even written about voter registration as a "Healthy Habit" because of the positive effects it can have on individual health outcomes!

Our Organization



Ok, we want to come up with a way of talking about this that is specific to our community as a team. It's important to make discussions of voter registration as personal and local as possible. So we want to think about how this makes sense for our community. 1) Let's brainstorm: what are services that are important to our clients that their voting could help keep funded? Why is voter registration important to our clients?

Ok, now that we've brainstormed, let's come up with 1-2 sentences to communicate that information to our clients. Try to use the structure: "Voter registration is important to our organization (or to our mission) because..."

One example, from North Carolina, states "Voter registration is important to my goal of fighting poverty because it is the 1st step to electing leaders who will advocate for fair and socially just policies."

Try to make sure everyone participates in the brainstorm and come up with a sentence that everyone can remember going forward.

Why is voter registration important?

Ok, next we're going to talk about something that is very important to our organization in general, but becomes even more important when it comes to voter registration. That is what it means to be non-partisan! Does anybody know? What does non-partisan mean?

NON-PARTISAN MEANS...

Not advocating, encouraging
suggesting, or implying the
preference of one political candidate
or party over another.

Ok—so the dictionary definition is...*read the definition from slide.*

NON-PARTISAN MEANS...

YOU **CANNOT** :



Advise clients about which party to join or
which candidate to support

Make comments, or sounds

Dissuade clients with a different political party from your own
from registering

Only ask people who seem like they are part of your party to
register

Wear or display partisan clothing, buttons,
or stickers



So, while being non-partisan, there are a few things we can't do. *Read the examples from the slide.*

NON-PARTISAN MEANS...

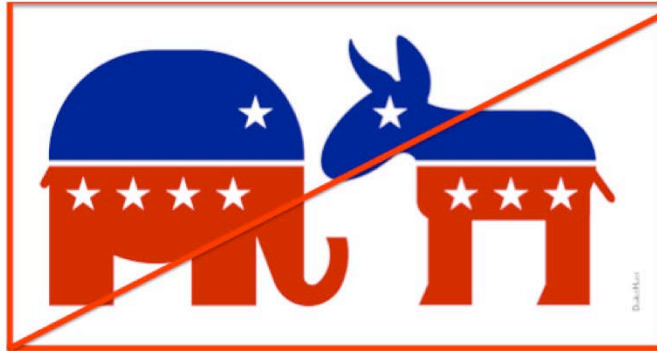
YOU CAN :

- ✓ Talk about how important voting is
- ✓ Highlight important issues in a non-partisan way

However, there are still many things we CAN do!

- 1) We can absolutely talk about how important voting is! Voting is a non-partisan issue. You can certainly stress the kind of impact that voting can have for a community and why it's important to your organization (in a non-partisan way: no parties or candidates!).
- 2) You can also highlight important issues in a non-partisan way. For example, if you know that education is important to your clients, you can talk about how voting can help them have an impact on the education of their children. However, you can't say, vote for the Democratic party! They're going to make your kids' education great! Does everyone see the difference?

Why does this matter??



Ok, so quickly: why does this matter? What's at risk if we were to be 'partisan' or to endorse a specific candidate or party with our clients?

- 1) We could lose their trust.
- 2) We could lose our 501(c)(3) tax status, and our funding, as an organization.

QUIZ!

Ok, we hope everybody feels confident about what it means to be non-partisan! We have a quick quiz to test our knowledge.

Non-Partisan Voter Registration

Activity: Non-Partisan or Not Allowed

1. A staff member is wearing a Joe Biden t-shirt in the office while performing their work duties.

☐

Non-Partisan

or

☒

Not Allowed

2. It becomes apparent the client cares about education. The staffer explains that registering to vote can help the client contribute to this issue.

☒

Non-Partisan

or

☐

Not Allowed

Title pop up first

Non-Partisan Voter Registration

Activity: Non-Partisan or Not Allowed

3. There is a poster in the organization's office lobby endorsing Jon Bon Jovi, who is running for governor.

☐

Non-Partisan

or

☒

Not Allowed

4. A community member indicates that they belong to the Republican Party, the staff do NOT offer her the opportunity to register to vote.

☐

Non-Partisan

or

☒

Not Allowed

Title pop up first

Non-Partisan Voter Registration

Activity: Non-Partisan or Not Allowed

5. A staff member says, "I know you really care about raising the minimum wage. Make sure to register and vote Democrat—they're going to make it happen this year!"

☐ Non-Partisan or ☒ Not Allowed

Title pop up first

Additional considerations regarding Voter Registration

Providing false information
on a voter registration
application is **voter
registration fraud.**

Ok, we also want to talk briefly about how to avoid voter registration fraud. Providing false information on a voter registration application is voter registration fraud.

Examples of Voter Registration Fraud

1. Asking someone to fill in information that is not true and accurate OR on behalf of another person.
2. Knowingly asking a person to complete an application who is not eligible to register to vote.
3. Leading a person to believe what they are filling out is not a VR application.
4. Putting fake or made-up information on the applications.
5. Filling in *any* information on an incomplete application, including checking any unchecked boxes, without that persons consent.

That means, we need to avoid these activities. *Read the information on the slide.*

Additional considerations regarding Voter Registration

REMEMBER!!!

- Voter registration cannot affect a client's access to services
- No incentives
- Ask everybody
- U.S. Citizens
- And...you are ONLY Assisting

Read the information on the slide.

QUIZ!

Ok, just like the other quiz, we just want to do a quick review of the information we've just covered.

Additional considerations regarding voter registration

Activity:

1. You have a plate of cookies in your office and you only give cookies to the people who register to vote.

☐

Allowed

OR

☒

Not Allowed

2. An client has an accent and the nonprofit staffer decides to skip the voter registration question.

☐

Allowed

OR

☒

Not Allowed

Additional

Additional considerations regarding voter registration

Activity:

3. Your client wants to fill out a form for her bingo partner (who isn't in the office).

☐

Allowed

OR

☒

Not Allowed

4. A client forgets to write the date on the voter registration form so a staff member writes it for them after they've left.

☐

Allowed

OR

☒

Not Allowed

Additional

Arizona Voter Registration Rules

Ok, next up, we're going to talk through the important information to providing voter registration in Arizona.

AZ VOTER REGISTRATION RULES:

Eligibility

WHO SHOULD UPDATE THEIR VOTER REGISTRATION OR RISK
NOT BEING ABLE TO VOTE?

WHO IS ELIGIBLE TO VOTE IN ARIZONA?

HOW CAN A HOMELESS PERSON REGISTER TO VOTE?

IN ARIZONA, WHEN CAN YOU VOTE IF YOU HAVE BEEN
CONVICTED OF A FELONY?

Refer to your State's Summary for this information. Read the information that answers these questions with your team.

1: Registering to vote online

<http://servicearizona.com/voterregistration>

ServiceArizona | **ADOT**
Motor Vehicle Division | Authorized Service Website for
Arizona Department of Transportation

☒ **Voter Registration**

Before beginning, please choose a language from the list below:
Antes de comenzar, elija por favor un lenguaje de la lista debajo:

☒ English
☐ Español

Continue

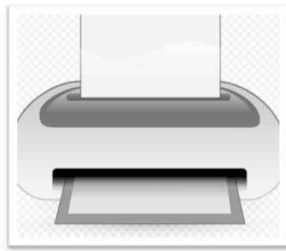
Now we're going to talk about the ways to register to vote in Arizona. First, you can register to vote online. This is a screen shot and the URL of where you can register.

2: Registering to using the Arizona voter registration form

WHAT IS THE DEADLINE TO TURN IN COMPLETED FORMS?

Next, you can register to vote or help people register using the Arizona paper voter registration form.

The deadline to turn in paper registration forms is *CONSULT YOUR SUMMARY DOCUMENT.* _____



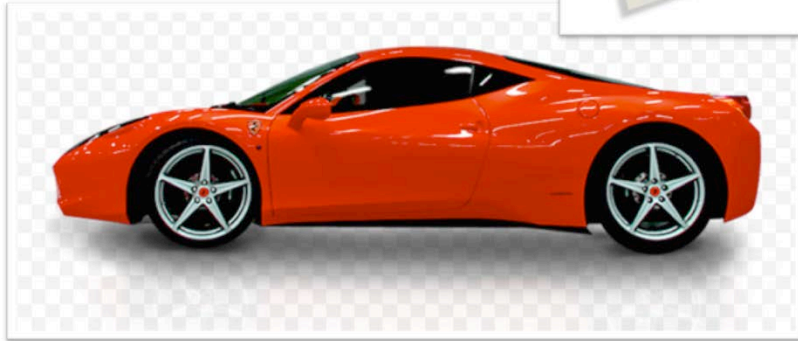
OBTAINING AZ VOTER REGISTRATION FORMS



In order to obtain Arizona paper voter registration forms, you can print them in your offices or drive to pick them up from your nearest election officials office.

TURNING IN COMPLETED FORMS

LOOK IN YOUR BINDER FOR
MORE INFO!



In order to turn in paper voter registration forms, you can mail them or you can drop them off in-person at your nearest election officials office.

3: Registering to using the Federal voter registration form

HOW TO GET A FEDERAL VOTER REGISTRATION FORM?

The third way to register in Arizona is to use the Federal Form. You can get a Federal Form by going online and printing off the PDF of the form. You will then need to mail it in to the appropriate elections office—the address is provided in the instructions for the form.

To Complete an Arizona Voter Registration Application

Part 1 : A Complete Voter Registration Form

Completing a voter registration form in Arizona should be a two-step process. Part I is to make sure all the required information is completed.

<Fold Line> **USE BLACK PEN - COMPLETELY FILL OUT FORM. USE PLUMA DE TINTA NEGRA - LLENE EL FORMULARIO COMPLETAMENTE** <Fold Line>

1] Permanent Early Voting List - Early Ballot (see instructions above)
☐ YES, I want to automatically receive an early ballot for each election for which I am eligible.
☐ NO, I **DO NOT** want to automatically receive an early ballot. I understand CHECKING THIS BOX will remove my name from the list if it was previously included.

2] Last Name **First Name** **Middle Name** **Jr./Sr./III**

3] Address where you live - If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area. **4] Apt./Unit/Space**

5] City **6] Zip** **7] Address where you get your mail, if mail is not delivered to your home**

8] Last four digits of Social Security Number **9] AZ Driver License Number or AZ Nonoperating License Number** **10] Optional Tribal Identification Number** **11] Alien Registration Number**

12] Birth Date (MM/DD/YYYY) **13] State or Country of Birth** **14] Party Preference**
☐ Republican
☐ Democratic
☐ Other

5] Telephone Number **16] Occupation**

17] If you were registered to vote in another state, list former address including county and state **18] List former name (if applicable)** **19] Father's name or mother's maiden name**

20] Are you willing to work at a polling place on election day? ☐ Yes ☐ No **21] E-mail address**

22] ● Are you a citizen of the United States of America? ☐ Yes ☐ No *If you checked "No" to either one of these questions, do not submit this form.*
● Will you be 18 years of age on or before election day? ☐ Yes ☐ No

VOTER DECLARATION - By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT.

X SIGN HERE **DATE**

24] If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.
SIGNATURE OF PERSON ASSISTING **DATE**

<Remove tape and fold to mail> <Remove tape and fold to mail>

Yellow Highlights = Required

Red Box = Spaces to Provide Proof of Citizenship

Purple Boxes = Suggested

Go through the required information, suggested information, etc. line by line with your team.

To Complete an Arizona Voter Registration Application

Part 2 : Proof of Citizenship Requirements

The second part of completing the Arizona voter registration form is making sure you have satisfied the Proof of Citizenship Requirements.

<Fold Line> **USE BLACK PEN - COMPLETELY FILL OUT FORM - USE PLUMA DE TINTA NEGRA - LLENE EL FORMULARIO COMPLETAMENTE** <Fold Line>

1] Permanent Early Voting List - Early Ballot (see instructions above)
☐ YES, I want to automatically receive an early ballot for each election for which I am eligible.
☐ NO, I **DO NOT** want to automatically receive an early ballot. I understand CHECKING THIS BOX will remove my name from the list if it was previously included.

2] Last Name First Name Middle Name Jr./Sr./III

3] Address **where you live** - If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area. 4] Apt./Unit/Space

5] City 6] Zip 7] Address **where you get your mail**, if mail is not delivered to your home

8] Last four digits of Social Security Number 9] AZ Driver License Number or AZ Nonoperating License Number 10] Optional Tribal Identification Number 11] Alien Registration Number

12] Birth Date (MM/DD/YYYY) 13] Date of Birth 14] Date of Birth 15] Date of Birth 16] Date of Birth

17] If you were registered to vote in another state, list former address including county and state 18] List former name (if applicable) 19] Father's name or mother's maiden name

20] Are you willing to work at a polling place on election day? ☐ Yes ☐ No 21] E-mail address

22] ● Are you a citizen of the United States of America? ☐ Yes ☐ No If you checked "No" to either one of these questions, do not submit this form.
 ● Will you be 18 years of age on or before election day? ☐ Yes ☐ No

VOTER DECLARATION - By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT.

SIGN HERE **DATE**

24] If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.

SIGNATURE OF PERSON ASSISTING **DATE**

<Remove tape and fold to mail> <Remove tape and fold to mail>

Yellow Highlights = Required

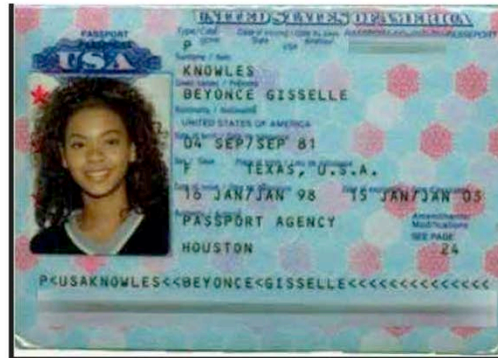
Red Box = Spaces to Provide Proof of Citizenship

Purple Boxes = Suggested

Usually, you can satisfy the Proof of Citizenship requirement by simply writing information down on the form. These are the boxes where you can do so—the information is: *Point out in RED the Proof of Citizenship requirements.*

Proof that can be provided as a copy:

| STATE OF HAWAII | | CERTIFICATE OF LIVE BIRTH | | DEPARTMENT OF HEALTH | |
|--|--|---|--|---|--|
| FILL IN THESE | | FILL IN THESE | | We forgot to get one | |
| 1a. Child's First Name - (Type or print) | | 1b. Middle Name | | 1c. Last Name | |
| Barack | | Hussein | | Obama II | |
| 2. Sex | | 3. Date of Birth | | 4. Time of Birth | |
| Male | | August 4 | | 1961 | |
| 5. Place of Birth: City, Town or Rural Location | | 6. Name of Hospital or Institution (If not in hospital or institution, give street address) | | 7. Name of Birth Place: City or Town, Country | |
| Mombasa, Kenya | | Coast Hospital | | Kenya | |
| 8. Long Residence of Mother: City, Town or Rural Location | | 9. Country and State or Foreign Country | | 10. In Residence as a Female or Placeholder? | |
| Moving to Indonesia | | Indonesia | | Yes | |
| 11. Mother's Working Address | | 12. Father's Name | | 13. Race of Father | |
| Moving to Indonesia | | Barack Hussein Obama | | Negro | |
| 14. Full Name of Father | | 15. Age of Father | | 16. Race of Mother | |
| Stanley Ann Dunham | | 23 | | N/A | |
| 17. Full Name of Mother | | 18. Age of Mother | | 19. Race of Mother | |
| Stanley Ann Dunham | | 23 | | Caucasian | |
| 20. I certify that the above stated information is true and correct to the best of my knowledge. | | 21. Signature of Father or Other Relationship | | 22. Date of Signature | |
| | | Igor Sister | | Sept 2 1961 | |
| 23. I certify hereby that this child was born when and where stated above. | | 24. Signature of Doctor or Midwife | | 25. Date of Signature | |
| | | Doctor Igor | | Sept 2 1961 | |
| 26. Date Accepted to Local Reg | | 27. Signature of Local Registrar | | 28. Date Accepted to This Central | |
| Sept 3 1961 | | Igor | | SEP 10 1961 | |
| 29. Evidence for Record Entry or Revision | | | | | |
| Baby Baraky born in Kenya | | | | | |



Sometimes, however, it will be easier to provide a copy of a Passport or Birth Certificate instead of writing information on the form.

QUIZ!

One of the most important things you can do in helping others to register to vote is learn how to spot errors in a form while the person who's filling it out is still standing there with you. AS DISCUSSED, YOU CANNOT ALTER OR WRITE ON A FORM ONCE A PERSON HAS LEFT. YOU MUST HAND IN THAT FORM—INCOMPLETE OR NOT—TO ELECTION OFFICIALS. So, we're going to practice looking a few forms with errors. Each form is missing something important. You'll have to spot what it is.

Example #1

Additional Proof Of Citizenship: NONE

<Fold Line> **USE BLACK PEN - COMPLETELY FILL OUT FORM** ***USE PLUMA DE TINTA NEGRA - LLENE EL FORMULARIO COMPLETAMENTE** <Fold Line>
 [1] Permanent Early Voting List - Early Ballot (see instructions above)
☒ YES, I want to automatically receive an early ballot for each election for which I am eligible.
☐ NO, I **DO NOT** want to automatically receive an early ballot. I understand CHECKING THIS BOX will remove my name from the list if it was previously included.
 [2] Last Name Turner First Name Ryan Middle Name Howard Jr./Sr./III
 [3] Address where you live - If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Draw a map below if located in rural area.
P.O. Box 1001 Tucson, AZ 85629
 [4] Apt./Unit/Space
 [5] City Tucson [6] State AZ [7] Zip 85629
 [8] Last four digits of Social Security Number 0369 [9] AZ Driver License Number or AZ Nonoperating License Number
 [10] Optional Tribal Identification Number 201-0000 [11] Alien Registration Number
 [12] Birth Date (MM/DD/YYYY) 01/01/1983 [13] State or Country of Birth Arizona [14] Party Preference
☐ Republican
☐ Democratic
☐ Other
 [15] Telephone Number 480-228-8922 [16] Occupation
 [17] If you were registered to vote in another state, list former address including county and state
 [18] List former name (if applicable) [19] Father's name or mother's maiden name
 [20] Are you willing to work at a polling place on election day?
☐ Yes ☒ No
 [21] E-mail address
 [22] If no street address draw a map here:
 N
 W ——— E
 S
 [22] Are you a citizen of the United States of America? ☒ Yes ☐ No. If you checked "No" to either one of these questions, do not submit this form.
 Will you be 18 years of age on or before election day? ☒ Yes ☐ No. If you checked "No" to either one of these questions, do not submit this form.
VOTER DECLARATION - By signing below I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT.
 X [Signature] 6/19/2014
 SIGN HERE DATE
 [24] If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.
 SIGNATURE OF PERSON ASSISTING DATE
 <Remove tape and fold to mail> <Remove tape and fold to mail>

Residence address cannot be a PO box. It's no problem if someone does have a PO box—they just can't put it as their residence address.

Example #2

Additional Proof Of Citizenship NONE

(1) Permanent Early Voting List - Early Ballot (see instructions above)
☐ YES, I want to automatically receive an early ballot for each election for which I am eligible.
☐ NO, I DO NOT want to automatically receive an early ballot. I understand CHECKING THIS BOX will remove my name from the list if it was previously included.

(2) Address where you live - If no street address, describe residence location using mileage, cross streets, parcel #, subdivision name and lot, or landmarks. Do not use post office box or business address. Draw a map below if located in rural area.
 2022 N 7th St

(3) City Phoenix (4) Zip 85006 (7) Address where you get your mail, if mail is not delivered to your home

(8) Last four digits of Social Security Number 7954 (9) AZ driver License Number or AZ Nonoperating License Number (10) Optional Tribal Identification Number (11) Alien Registration Number

(12) Birth Date (MM/DD/YYYY) 5/12/1982 (13) State or Country of Birth (14) Party Preference (15) Telephone Number (16) Occupation

(17) If you were registered to vote in another state, list former address including county and state. 1514 South St, Denver, CO 80214

(20) Are you willing to work at a polling place on election day? ☐ Yes ☐ No (21) E-mail address

(22) Are you a citizen of the United States of America? ☒ Yes ☐ No If you checked "No" to either one of these questions, do not submit this form.
 Will you be 18 years of age on or before election day? ☒ Yes ☐ No

VOTER DECLARATION - By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT.

SIGN HERE Jonathan Funder DATE 6/1/2014

(24) If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.

SIGNATURE OF PERSON ASSISTING DATE

-Remove tape and fold to mail- -Remove tape and fold to mail-

This person didn't provide proof of citizenship at all. They also didn't check the box at the top to get a ballot in the mail or write their telephone number.

Additional
Proof
Of
Citizenship:
Copy of
Passport

<Remove tape and fold to mail> _____ >Remove tape and fold to mail>

38

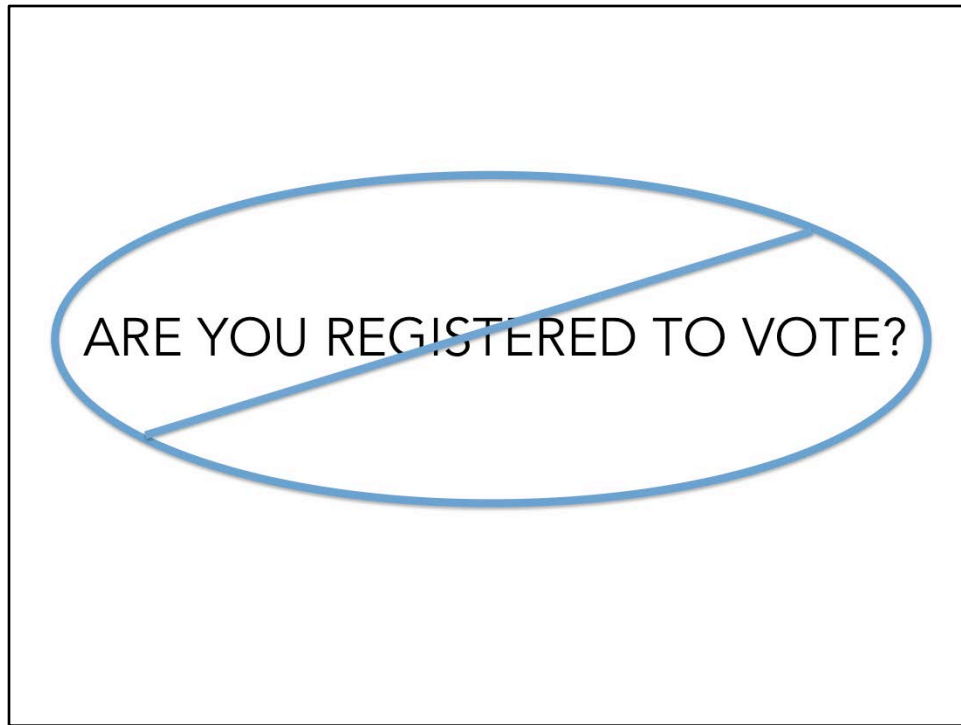
Additional
Proof
Of
Citizenship:
Copy of Birth
Certificate

124) If you are unable to sign the form, the form can be completed at your direction. The person who assisted you must sign here.

39

Best Practices

Our final area that we will discuss today is best practices. How do we actually take all this information we've learned and turn it into effective conversations with our clients and community members?



First of all, we need to ask in an appropriate and effective way if the person needs to UPDATE their voter registration. Asking “Are you registered to vote” is simply too direct and not effective. It also fails to OPEN A CONVERSATION about voter registration.

"When was the last time you
updated your voter
registration?"

or

"Do you know if your voter
registration is all up-to-date?"

Instead of asking if someone is registered, try asking instead *read the suggestions on the slide.*



It's also important to be persistent.

Can everyone please name three reasons someone might need to fill out a voter registration form again (or update):

- 1) Moved! Change of address
- 2) Change of name! Marriage/divorce are common reasons
- 3) Hasn't voted in a while. This last one is just to be safe that nothing has changed for your client that would trigger an update or that nothing has changed on the voter rolls. It's also an easy and non-aggressive way for someone to admit they might need to re-fill out the form.

ROLE PLAYS

Great! For our final activity, we're going to do some role plays.

ROLE PLAYS: INSTRUCTIONS

1. Partner with one other person.
2. Chose one person to be the client and one person to be the assistor
3. The assistor helps the client register to vote
4. Swap

Everybody grab a partner and make sure you have your Manuals open to your scripts (pages 18 and 19). *There is a script in Spanish, as well. If possible, group Spanish speakers together so they can practice in both languages.* Have each person go through the script—make it easy! Then swap. Once both pairs are done, we'll practice a more challenging scenario.

Tricky scenario!

- #1: The client is really excited about voting but isn't a citizen. However, the client does have two twins at home who are citizens.
- #2: The client thinks all politicians are crooks and doesn't give a hoot about voting.

Ok, this is information that should inform your next role play. Pick one person to be the client. The person will act out the role play with this information. Try to brainstorm ways of handling this situation in real life!

Add up Scenario 2 (Click again):

Ok, now you should swap and whoever was the nonprofit staff person before will now be the client. They should use the information in Scenario 2.

Tips to give your folks:

- Remember to NOT debate politics
- Share why voter registration is important to the organization and to them, personally
- Remember to validate difficult feelings or experiences

Congratulations!

Wrap up however seems fitting for your group! Generally, this is when we recommend letting your staff know if you will be collecting forms or not!

Disclaimer: The information in this document is for general guidance only. It does not constitute legal advice and should not be used as a substitute for consultation with professional legal or other competent advisers. Project Vote is not responsible for any errors or omissions, or for the results obtained from the use of this information.