Toolkit for Voter Registration Drives:  
Maintaining Our Gold Standard

The LWV has the reputation for being experts in conducting voter registration drives. It is important that we keep our reputation and not only are but are perceived as being non partisan. While planning for drives, consider time, place, events and if league will run and staff it or train volunteers from other organizations. Decide if volunteers will be collecting completed forms and who will be responsible for getting forms to BOE. Proper training of our volunteers doing voter registration is always important.

Included in this tool kit are:

- List of essential materials for voter registration drive
- Instructions for filling out a voter registration form
- Voter Registration Fact Sheet
- Voter Information Resources with dates for 2018
- Voter Registration Drive: Data Tracking Form
- Template for signage of our nonpartisan statement that must be visible at all drives
- Template for Remind Me To Vote card. (As we are now emphasizing the importance of follow up reminders of Election Day, it is important to decide how follow up will be done, who will do it, and contact information you will need. If you chose to do an opt in, this template may be useful)
Essential Materials for Voter Registration Drives

Having it all together in portable bag for volunteers with instructions makes it easy. After each registration drive, refill so it is ready for next drive:

- Voter registration forms in English and Spanish (NYC made need other languages)
- Absentee ballot applications in English and Spanish
- Blue and/or black pens
- Identifying signs and/or posters, LWV banner with clearly visible sign indicating LWV never supports or opposes a candidate or party.
- Voter Registration Resource Sheet with election dates, registration dates, deadlines, etc.*
- Voter Registration Fact Sheet*
- Voter Registration Reporting Form*
- Signage of who needs to register (moved, changed name, change party)
- Identifying pins or tags for volunteers
- Box or folder to keep completed voter registration forms if collecting them (optional)
- Remind Me To Vote cards, pad etc. is having people opt in to get reminder to vote (optional)*
- Stamps to sell (except in NYC) if league can afford and not collecting forms (optional)
- LWVNYS Voters Guide Part I and II (when available)**
- First Vote in English and Spanish**
- Your Right To Vote In New York
  - College Students**
  - Homeless Individuals**
  - Individuals with Disabilities**
  - Individuals with Mental Health Disabilities**
  - Individuals with Criminal Convictions and those Detained in Jail or Prison**

*templates are included in voter registration tool kit
** can be purchased from LWVNYS and also are online
INSTRUCTIONS FOR FILLING OUT THE NYS VOTER REGISTRATION FORM

**Note: form must be completed in blue or black ink only.**
The numbers below refer to the question number on the NYS Voter Registration Form.

1. Check yes or no. *(U.S. Citizen means either by birth or naturalized.)*

2. Check yes or no. If you will be 18 by the end of the calendar year but not before election day, you can register but will not be able to vote until you are 18.

3. Enter all requested information. *(Suffix refers to Jr., Sr., II, etc.)*

4. Date of birth: put down numbers for your month, date and year. For example, if your birthday is July 1, 1975, write: 07/01/1975.

5. This field is optional.

6. “Telephone” is optional; you do not need to supply this information, but if there is a question about your form, your identity, your residence etc. it will take less time to contact you by phone.

7. This field is optional.

8. Address where you live. Be sure to indicate the name of your county.

9. Mailing address. Fill in only if it is different from your home address (a box number, etc.).

10. Check “yes” if you have voted before, even if in another state or other NYS county.

11. Fill in the most recent year you voted before or enter a “?” if you don't remember.

12. If you voted before under a different name, a different address and/or in a different NYS county, write down what the old information was.

13. You must check one box. If you do not provide a DMV number or the last four digits or your SSN, provide a copy of a valid photo ID, a current utility bill, bank statement, paycheck, government check or some other government document that shows your name and address, and mail it in with the form. If you don't provide verifiable ID information, you will be asked for identification when you go to the polls for the first time.

14. Check only one box, either the box next to the party of your choice, or the box next to “I do not wish to enroll in a party.” *(If “Independence Party” is checked you will be enrolled in that party; you will not be considered an independent voter.) Only voters registered in that party can vote in that party’s primary. Choosing a party does not require you to vote for that party’s candidate in the general election.

15. Two optional boxes: Check the appropriate box to request an absentee ballot or to indicate that you want to be an Election Day worker.

16. Read, sign and date.

Reverse side of NYS voter registration form includes mailing addresses for all NYS County Boards of Elections (BOE). Completed form MUST be mailed to the County BOE of the voter’s address. *(Note that all 5 NYC boroughs mail to the Broadway address)*

Consider becoming an Organ Donor. New York has the third highest need for donors in the US, yet the second lowest percentage of registered donors. Complete form on the reverse side.

If you do not receive a Confirmation of Registration from your local Board of Elections within a reasonable time after mailing your registration form, call them to make sure your application was received. Local Boards of Elections send registered voters a non-forwardable postcard in August to verify their residence, and to inform them of the location of their polling place. If you do not receive this card, call your Board of Elections to make sure there is no problem with your registration.
<table>
<thead>
<tr>
<th><strong>VOTER REGISTRATION FACT SHEET</strong></th>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGE</strong></td>
<td>18 by December 31</td>
<td>Allowed to register</td>
</tr>
<tr>
<td></td>
<td>18 on election day</td>
<td>Allowed to vote in the election</td>
</tr>
<tr>
<td><strong>RESIDENT</strong></td>
<td>Forgot to change address and moved within the county</td>
<td>Request an affidavit ballot from either the BOE or at the polling place</td>
</tr>
<tr>
<td></td>
<td>Forgot to change address and moved from outside of the county</td>
<td>Cannot vote in the county of your new address</td>
</tr>
<tr>
<td></td>
<td>Moved and it is 30 days before the election</td>
<td>Fill out the voter registration form</td>
</tr>
<tr>
<td><strong>HOMELESS</strong></td>
<td>Home less</td>
<td>Write homeless above the section entitled: The address where you live</td>
</tr>
<tr>
<td></td>
<td>On the streets</td>
<td>Write the cross streets close to where you typically sleep to determine your polling place</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identify an address where you receive mail</td>
</tr>
<tr>
<td></td>
<td>Have a relationship with a Shelter</td>
<td>Ask Shelter if they could receive mail for you and use the shelter’s address as mailing address</td>
</tr>
<tr>
<td><strong>COLLEGE STUDENT</strong></td>
<td>If attending college and not living at home</td>
<td>Choose between voting where your family lives via absentee ballot or registering to vote in your college community and going to the polls</td>
</tr>
<tr>
<td><strong>CRIMINAL HISTORY</strong></td>
<td>If convicted of a felony and on parole</td>
<td>As of 2018, some may be granted a partial pardon and be able to vote.</td>
</tr>
<tr>
<td></td>
<td>If convicted of a felony and in prison</td>
<td>Denied voting privileges</td>
</tr>
<tr>
<td></td>
<td>If convicted of a felony and on probation</td>
<td>Allowed to register and vote</td>
</tr>
<tr>
<td></td>
<td>If convicted of a misdemeanor</td>
<td>Allowed to register and vote</td>
</tr>
<tr>
<td><strong>NAME CHANGE</strong></td>
<td>Changed names</td>
<td>Fill out a new voter registration form to update the files</td>
</tr>
<tr>
<td></td>
<td>Changed names, but forgot to fill out the voter registration before the election</td>
<td>Go to the polls, sign your former name on the line, and then sign your new name above it</td>
</tr>
<tr>
<td><strong>DISABLED OR ILL</strong></td>
<td>Assigned polling place not accessible</td>
<td>Submit a request to the Board of Elections 2 weeks prior to the election to get assigned an accessible polling place</td>
</tr>
<tr>
<td></td>
<td>Handicapping condition makes it impossible to travel to the polls</td>
<td>Submit an application with a statement to be approved by the Board of Elections for permanent status to receive absentee ballots annually</td>
</tr>
<tr>
<td>PARTY ENROLLMENT</td>
<td>Wish to change party enrollment before next year’s primary election</td>
<td>Wish to change party enrollment before current year’s primary election</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wish to change party enrollment</td>
<td>Fill out voter registration form</td>
<td>Fill out voter registration form to change to new party and then vote in the party’s primary you were previous enrolled in</td>
</tr>
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<td>Fill out voter registration form</td>
<td></td>
<td></td>
</tr>
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<td></td>
<td>Wish to change party enrollment before current year’s primary election</td>
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VOTER INFORMATION RESOURCES

UPCOMING ELECTION DATES

State and Local Primary Election  SEPTEMBER 13, 2018
General Election  NOVEMBER 6, 2018

You can register to vote if you will be 18 years old by December 31, 2018.
You must be 18 years old to vote.

DEADLINES TO REGISTER TO VOTE IN NOVEMBER 6, 2018 GENERAL ELECTION

- October 12, 2018 - Last day to postmark voter registration form (must be received by October 17, 2018) or register in person at BOE
- IF YOU HAVE MOVED YOU NEED TO RE-REGISTER. October 17, 2018 is the last day by which change of address must be received by the Board of Elections

ARE YOU GOING AWAY TO COLLEGE?

- If you want to vote in your college election district you have to register in that district. Go to that state’s Board of Elections website for details.
- To vote in your home district you will need an Absentee Ballot Application mailed to your college address. For details: http://www.elections.ny.gov/VotingAbsentee.html
- October 30, 2018 - Last day to postmark application for absentee ballot
- November 5, 2018 - Last day to apply in person for absentee ballot
- November 5, 2018 - Last day to postmark ballot for general election (must be received by November 13, 2018)
- November 6, 2018 - Last day to deliver absentee ballot in person to Board of Elections

DEADLINE TO CHANGE PARTY ENROLLMENT

If you want to change your party enrollment for the 2019 PRIMARY ELECTIONS you must fill out a voter registration form by October 12, 2018.

TO SEE IF YOU ARE REGISTERED TO VOTE GO TO:  https://voterlookup.elections.ny.gov/

IF YOU HAVE A CURRENT NYS DRIVERS LICENCE YOU CAN REGISTER ONLINE AT:
https://dmv.ny.gov/more-info/electronic-voter-registration-application

Need more information?
New York State Board of Elections.  518-474-6220 http://www.elections.ny.gov/
Suffolk Cty Board of Elections.  631-852-4500 http://www.suffolkvotes.com/
League of Women Voters of New York State.  518-465-4162 http://www.lwvny.org/
Voter Registration Drive: 
Data Tracking Form

Return this form to the League office at 
62 Grand Street, Albany NY 12208 
fax to (518) 465-0812 
or submit online at lwvny.org

### Drive Data

<table>
<thead>
<tr>
<th>Description</th>
<th>TALLY</th>
<th>TOTAL COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>VR Form taken but not completed at table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Voter Registration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Drive Logistics

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>League Name</td>
<td></td>
</tr>
<tr>
<td>Name of person completing this form</td>
<td></td>
</tr>
<tr>
<td>Date of voter registration drive</td>
<td></td>
</tr>
<tr>
<td>Site description (ie/mall, farmers’ market, high school etc.)</td>
<td></td>
</tr>
</tbody>
</table>
Register to Vote

LEAGUE OF WOMEN VOTERS®

The League of Women Voters never supports or opposes candidates or parties
Reminder to Vote Cards

LEAGUE OF WOMEN VOTERS®

REMIND ME TO VOTE

MY NAME: ________________________________

CELLPHONE NUMBER: (______) ______________________

EMAIL ADDRESS: ____________________________

☐ Remind me for the 2018 General Election

☐ Remind me for subsequent elections

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