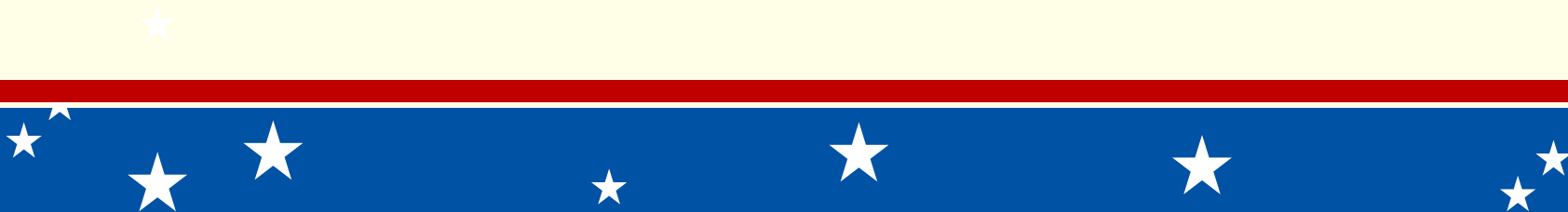




# **Voter Registration Training**

## **How to Conduct a Voter Registration Drive in San Francisco**





# **Voter Registration Training**

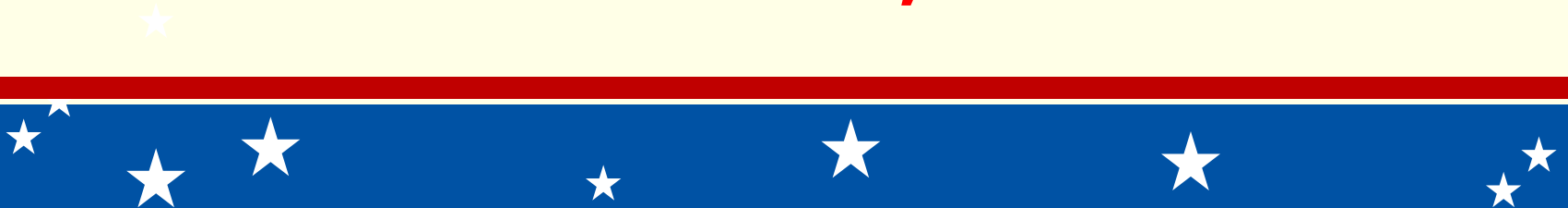
## **How to Conduct a Voter Registration Drive in San Francisco**

San Franciscans must register to vote by

**October 19 , 2015**

in order to vote in the municipal election on

**November 3, 2015**



# **Training Your Team Before You Begin**

**It is critical that everyone working or volunteering for you understands the procedures and laws relating to voter registration. Before sending out people from your organization to register people to vote, be certain that each person knows the registration eligibility requirements and the importance of registrants correctly completing the voter registration card.**



# Setting Up a Registration Drive

- Acquire Voter Registration Cards
- Train circulators for accurate, swift, friendly service
- Receive permission to set up in high-traffic areas or on private property
- Set up a table or area with:
  - Clipboards
  - Pens
  - Signs – banners – decorations
- Designate a secure place to keep completed cards



**People who register voters are called “circulators”**



# Acquiring Voter Registration Cards

Any person, group, or organization may visit the San Francisco Department of Elections, City Hall, Room 48

- Fill out, sign, and submit:  
**Statement of Distribution**  
to take custody of Voter Registration Cards (VRC)
- Receive numbered  
**California Voter Registration Cards**  
(good anywhere in the state), which are available  
in many languages
- Ask for a free **REGISTER HERE** display box,  
while supplies last



# Training Your Team Before You Begin

Train your “circulators” in:

- Basic Registration Rules
- Frequently Asked Questions
- Keeping information on the VRC safe
- What to do with completed cards



**TIP:**

Read the  
VRC  
before  
asking  
others to  
fill it out!



# Understanding the Basic Rules

1. Register anyone who wants to register to vote
2. Let people who wish to register in private take the card with them
3. Do **not** offer an incentive to register, although you **may** offer a treat to everyone passing by
4. Do **not** charge anyone a fee to register to vote
5. Do **not** pre-print any statement or information on cards
6. Do **not** alter information on cards
7. Do **not** copy, collect, or share information on cards
8. Fill out both sections of the “Did someone help you...” box if you helped fill out or will deliver the form
9. Be sure to remove the receipt and give it to the voter
10. Submit cards within 3 business days of completion (or registration deadline, whichever comes **first**)



# Frequently Asked Questions

## 1. Do I need be a registered voter to register others?

- No. Anybody over age 18 can register someone to vote
- All circulators are responsible for following the law, so training is highly recommended





# Frequently Asked Questions

## 2. Can I refuse to register someone?

- No. You must accept ALL eligible registrations, regardless of political party preference, county of registration, etc



# Frequently Asked Questions

## 3. Who can register to vote in California?

- United States citizen
- Resident of California
- At least 18 years old on Election Day  
(it is OK register some one who is 17 years old, if he or she will turn 18 before or on Election Day)
- Not currently in prison or jail for a felony conviction or on parole for a felony conviction



# Frequently Asked Questions

## 4. Who is a “resident”?

- People who live in San Francisco
- People who move to another state or country but intend to return, may still claim residency in California. However, they cannot register in another state and continue to vote in California
- People in the service of the United States or the State of California stationed elsewhere may retain residency in California for voting purposes
- Students may register at their “hometown” address **OR** their “school” address



# Frequently Asked Questions

## 5. Can someone who is homeless register and vote?

- Yes. People who are homeless may register to vote
- If someone does not have a “home” address, they can leave the VRC Line 4 blank; on the VRC Line 6, write in the cross street where they most often stay (to establish voting precinct); and on the VRC Line 7, write in a “mailing” address
- If someone does not have a home address they **MUST** have a mailing address where they can receive elections mail; a mailing address can be a P.O. Box



# Frequently Asked Questions

## 6. Who cannot register to vote?

- A citizen of another country  
(even if a permanent U.S. resident)
- Anyone a court has specifically found to be “mentally incompetent to register and vote”
- Anyone who is currently in prison or jail for a felony conviction or on parole for a felony conviction

*Having a misdemeanor conviction  
does not affect the right to vote!*



# Frequently Asked Questions

## 7. When do voters need to update their voter registration?

- Every time they move
- When they change their legal name
- When they want to change their political party preference



**TIP:**

People may  
take cards  
for friends  
and family!



# Frequently Asked Questions

## 8. Where does someone show they want to vote by mail?

- Voters choose to permanently vote by mail by initialing Line 15 on the VRC.
- Voters can change their minds at any time by contacting the Department of Elections.



# Frequently Asked Questions

## 9. What if someone does not live in San Francisco?

- A California Voter Registration Card (VRC) distributed by the San Francisco Department of Elections can be used for any California county





# Frequently Asked Questions

## 10. Are there other ways to register to vote?

- Yes. People can also go online to register to vote:
  - **[Registertovote.ca.gov](https://registertovote.ca.gov)**
  - To easily register online, voters must have California Drivers' License  
**or**  
California identification number from the Department of Motor Vehicles (DMV)\*
  - Must consent to the DMV sending the California Secretary of State an electronic copy of the signature from driver license or identification card

\* People without DMV records will have to print out, sign, and mail their form– so it may be easier for them to use a VRC!



# Completing a Registration Card

- Use blue or black ink
- All information is important! These are common mistakes:
- The form begins with the voter's FIRST NAME (**Line 1**)
- Initialing **Line 15** means the voter chooses to be a permanent vote-by-mail voter
- Email (**Line 12**) and Phone (**Line 13**) are OPTIONAL – the voter can leave them blank
- Encourage voters to indicate their language preference (**Optional box # C**)
- Be sure voters read and check both boxes (**Line 17**)
- Be sure voters read and sign inside the red box (**Line 18**)



# Reviewing a Registration Card

- Go over the card with the voter to be sure that all sections are completed
- Be sure to see that **Line 17** boxes are checked, and **THE CARD IS SIGNED** inside the red box
- Cross out simple mistakes—ask the voter to initial the correction
- For big mistakes or ineligible voters, mark **VOID** in big letters across the VRC
- Remove the receipt portion and give it to the voter
- The voter will receive a “proof of registration” card from their county elections office in about 2 weeks



# Returning Registration Cards

- Keep completed VRCs in a secure place
- The registration deadline for the November 3, 2015, election is **October 19** (15 days prior).  
If someone *takes* a VRC from you, tell them they must submit the VRC by this date. Free postage!
- Return all the VRCs you *collect* to the Department **within 3 business days** or by October 19, whichever is *first*
- Return any void cards with your completed VRCs



# Finding More Information

- **sfelections.org**
- **registertovote.ca.gov**
- **sfoutreach@sfgov.org** – we can provide training
- **(415) 554-4375**
- **Department of Elections  
City Hall, Room 48**

Registering voters is an  
important community  
service!

*Thank you!*

**TIP:**

SF voters  
can check  
their  
voter  
registration  
at  
**sfelections.org**

