

www.michparticipationproject.org

VOTER REGISTRATION TOOLKIT

A Guide for 501(c)(3) Organizations on Voter Registration

A Publication of
The Michigan Participation Project
Lansing, MI
www.michparticipationproject.org



Getting and Returning Voter Registration Forms

Getting Forms

- **LARGE Quantities - contact the Secretary of State: (800) 292-5973**
The Secretary of State will mail forms to you at no cost. A single box of forms contains 2,000 forms.
- **SMALL Quantities - call your local Elections Clerk**
Go to www.michigan.gov/vote and click on "Find You Clerk."
- **INDIVIDUAL Forms – Download**
Go to www.michigan.gov/vote and click on "Register to Vote" to download the form.

Returning Forms

- **Return forms to your local Elections Clerk** either in person or by mail.



1048 Pierpont Dr., Suite 3, Lansing, MI 48911
Phone: 517-492-2400 Fax: 517-492-2410
www.michparticipationproject.org



Filling Out the Form

When filling out the voter registration form, do not forget the following!

☆ **Check Boxes**

Are a U.S. citizen? Will you be 18 years of age or older on Election Day? Check the boxes!

☆ **Residential Address**

Use a street address. Do not use a PO Box.

☆ **County**

Don't forget to list a county.

☆ **Birth Date** – important!

☆ **ID: Driver's License Number or Last 4 Digits of Social Security Number**

If the registrant does not have a driver's license or social security number, write "NONE." The registrant will have to present another acceptable form of identification showing they live at their registration address, e.g. a bank statement, utility bill, paycheck, government check.

☆ **Signature and Date**

!!The Registrant must SIGN AND DATE the form twice!!

Can someone with a felony conviction vote in Michigan?

YES. You may vote, as long as you are no longer incarcerated. Your registration will be automatically reinstated upon your release from jail or prison.

Can someone who is homeless register and vote?

YES. Homeless voters should use the address of a homeless shelter that will accept mail for them.

Other questions? Contact Your Local Elections Clerk.



1048 Pierpont Dr., Suite 3, Lansing, MI 48911
Phone: 517-492-2400 Fax: 517-492-2410
www.michparticipationproject.org



Guidelines for Registration Drives

1 Combine with Other Activities

- To make best use of staff or volunteer time, make registration part of another outreach or educational activity like promoting an upcoming event or new services offered.



2 Add in Voter Education

- Pass out information on the election, or where to get help on Election Day.
- Highlight reasons to vote – your issues, funding or neighborhood clout.



3 Publicize

- Let people know that you are registering voters. Put up signs.
- Announce registration deadlines at events, in newsletters, in email alerts or on your website.



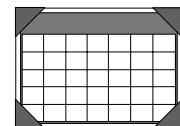
4 Partner

- Find others in your neighborhood to encourage them to do voter registration: other nonprofits, high schools and vocational schools, churches, small businesses, etc.



5 Make It an Annual Activity

- Do activities your agency could do every year. Put it in your annual plan well ahead of the next election.



6 Follow Up

- Ask the people you register if you can contact them later with information on the election.



7 And Don't Forget . . .

- Help voters UPDATE their registrations. Many voters are registered but may need to change to a new address.
- Let your elected officials and others know that your agency does voter registration and get out the vote activities. This creates clout for your agency ... and helps making voting part of what your community does.



1048 Pierpont Dr., Suite 3, Lansing, MI 48911
Phone: 517-492-2400 Fax: 517-492-2410
www.michparticipationproject.org



Guidelines for Registration Drives

Who to Register

- Clients and constituents: Make registration a part of intake, service delivery, meetings or other activities.
- New staff and volunteers: Ask all new staff or volunteers if they are registered and if their registration is up-to-date.

How to Register

- Set up a designated area and procedure for registering people leading up to an election.
- Make the biggest effort in the month before the registration deadline.
- Use good signage for your activity; have it in different languages. Include the Election Date and a nice picture, graphic or reason to vote.
- For year-round, consider an easy to maintain Voter Registration display for your front desk or office.

And Don't Forget...

- Train staff and volunteers doing the registration. Put one person in charge who understands the whole process.
- Have the Registration Deadline posted in your office or near your activity.

Benefits of Doing Voter Registration at Your Agency

- ✓ People are coming to you.
- ✓ Your agency has trust. People are more likely to register and to vote if your organization is doing registration.
- ✓ It sends a message that voting is important.
- ✓ It can strengthen your advocacy and build your base. Elected officials pay more attention to agencies doing voter registration and other voting activities.



1048 Pierpont Dr., Suite 3, Lansing, MI 48911
Phone: 517-492-2400 Fax: 517-492-2410
www.michparticipationproject.org



At a Table

Where to Register

In High Traffic Areas

- Food markets, video stores
- Shopping areas, malls
- Transit stops

Events

- Large meetings, annual meetings, political gatherings
- Festivals or fairs
- School events, Community events

How to Register

- Be proactive. Stand up with your clipboard, don't sit at the table. Approach people coming by.
- ALWAYS combine tabling with other activities. Like giving out information about your organization or the election.
- Table in an area that attracts people who live locally and can register and vote in your area. It's easier to return forms and follow up with new voters later. For this reason, tabling large festivals is not always a good idea.

And Don't Forget...

- Plan ahead. Have the volunteers and materials you need.
- You may need permission. Check with the manager or owner of the site.
- Make it entertaining and attract people passing by.
- Make it kid friendly. Kids bring their parents and families.



1048 Pierpont Dr., Suite 3, Lansing, MI 48911
Phone: 517-492-2400 Fax: 517-492-2410
www.michparticipationproject.org



Finding Partners

Other Nonprofits

Encourage other nonprofits in your neighborhood or doing similar work to register voters. Join with others on a Registration Drive or Day. Ask a youth group to do a registration activity.

Faith Centers

Ask a neighborhood church, temple or mosque to register their congregation. Help them out with forms and non-partisan information on the election.

Media Outlets

Ask a local radio show or community paper to announce registration deadlines and/or promote your registration drive.

High Schools

Set up a table at a school event near the election to get parents registered or updating their registrations.

Recruit high school seniors to conduct a voter registration campaign of their peers.

Small Businesses

Help a small business in your area set up an Election Display near the registration deadline to remind customers of the election and the registration deadline. Businesses are not the best place to register voters, but they can offer registration cards.



1048 Pierpont Dr., Suite 3, Lansing, MI 48911
Phone: 517-492-2400 Fax: 517-492-2410
www.michparticipationproject.org

