



# Voter Registration Checklist

## GET STARTED

- Choose your audience: People using your services, your staff or your community?
- Make a plan: Tabling in your lobby or at an event. Integrating into services or outreach
- Set times and locations

## TRAIN AND PREPARE

- Recruit and train staff and volunteers needed. Consider language needs of community
- Review how to do voter registration in your state – [www.nonprofitvote.org/voting-in-your-state](http://www.nonprofitvote.org/voting-in-your-state)
- Contact your local election office - [www.usvotefoundation.org/vote/eoddomeestic.htm](http://www.usvotefoundation.org/vote/eoddomeestic.htm)
- Have a process to store and return completed voter registration forms

## SUPPLIES

- Get state registration forms – *see box to the right*
- Create a sample script – <http://www.nonprofitvote.org/voter-registration-2>
- Post “Register to Vote” posters
- Print stickers to identify volunteers
- Get giveaways to use when tabling (stickers, pens, etc.)

## SET UP

- Set up table and chairs. Table decorations such as banners, balloons or displays
- Prepare handouts such as a notice of an event or new service or information on the election

## PROMOTION

- Advertise your voter registration activity
- Ask staff to direct people to your voter registration table

## VOTER REGISTRATION FORMS AND ONLINE VOTER REGISTRATION

- Voter registration forms are available at your local election office or state election website. Paper forms are easier to use for tabling or voter registration drives.
- Online voter registration is now available in more than 30 states. It requires having a current driver’s license or state ID and a computer or tablet handy. You also can’t make a copy of the form to save contact information to follow up with the new voter about voting.

For more on registering to vote in your state go to — [www.nonprofitvote.org/voting-in-your-state](http://www.nonprofitvote.org/voting-in-your-state)

