



Voter Registration Checklist

It's important to make a plan before setting up a voter registration table. From state laws to logistics and promotion, your voter registration drive will be more successful if you take these steps into consideration.

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
- ☐ Remind people of registration or election deadlines and dates.
- ☐ Review how to do voter registration in your state – www.nonprofitvote.org/voting-in-your-state
- ☐ Contact your local election office – www.usvotefoundation.org/vote/eoddomeestic.htm
- ☐ Create a process to store and return completed voter registration forms according to state laws
- ☐ Consider language and accessibility needs of community

SUPPLIES

- ☐ Get state registration forms – see box to the right
- ☐ Create a sample script
- ☐ Post “Register to Vote” posters
- ☐ Create and print nametags or lanyards 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 vote.gov or state election office website. Paper forms are easier to use for tabling or voter registration drives.
- Online voter registration is available in more than 30 states. If you decide to offer online voter registration at your drive, ensure you have internet access, devices and chargers, and volunteers trained on the technology. If you're planning to follow up with community members who registered to vote at your table, ensure you have them sign up with their contact information separately from their voter registration form and have them opt into that communication.

For more on registering to vote in your state go to — www.nonprofitvote.org/voting-in-your-state