

APPENDIX B

CHECKLIST

Activities	Responsible Person	Notes/Completion Date
Preparing for the Drive		
Contact local elections office for rules governing voter registration drives.		
Decide on location(s) for your drive.		
Get permission from business/property owner.		
Set the date and time(s) for your drive.		
Sign up volunteers to staff the drive.		
Advise local election office of your drive and obtain voter registration cards, guides and manuals.		
Obtain voter educational information and materials for registration outreach programs.		
Gather equipment and supplies.		
Prepare banners, voter registration signs, sign-in sheets and name tags.		
Publicize your drive. Prepare flyers and press releases.		
Train your volunteers. Make sure volunteers are registered voters and attend mandatory training conducted by local elections board.		

Day of the Drive		
Set up table & chairs.		
Pens & clipboards		
Voter Registration Cards		
Voter Guides and Information Brochures		
Name tags		
Sign-in Sheets		
Your organization's brochures		
Banners		
Post sign "Register to Vote Here."		
Post sign "Our voter registration services are available without regard for the voter's political preference....."		
Approach people with a smile and offer them the opportunity to register to vote or update their registration information.		
Make sure voter registration applications are properly completed and signed.		
Account for all voter registration applications.		
Deliver completed cards to your local elections office.		
Thank everyone for their assistance, including the volunteers and the organization hosting the drive.		
Evaluate your voter registration drive for possible improvements.		

