

# Voter Registration Training

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

**Next Scheduled San Francisco Election: June 5, 2018**



# Voter Registration Training

Read the Voter Registration Application before asking others to fill it out

- San Franciscans must register to vote by May 21, 2018 in order to vote on June 5, 2018
- People born before or on **June 5, 2000**, will be eligible to vote in the next scheduled San Francisco election!



# Training Your Team Before You Begin

People who register voters are called “circulators”

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 California Voter Registration / Pre-registration Application.

# Setting Up a Voter Registration Drive

Receive permission to set up in high-traffic areas or on private property

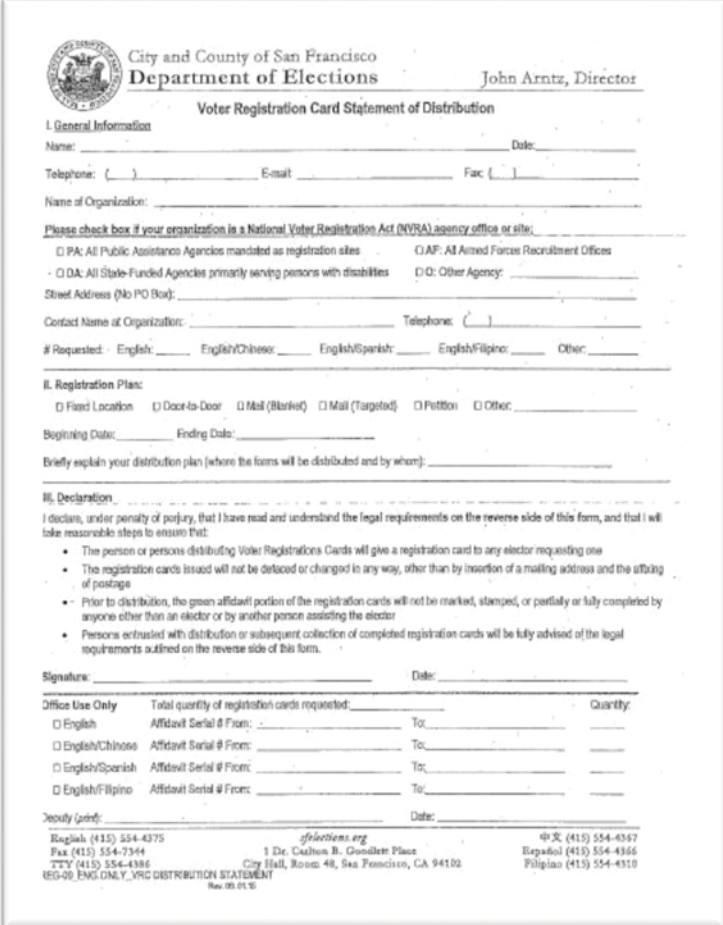
1. Establish an event date or registration drive period
2. Acquire Voter Registration Applications
3. Train circulators to provide accurate, swift, and friendly service
4. Set up a table or area with:
  - Clipboards
  - Pens
  - Signs – banners – decorations
5. Register voters
6. Designate a secure place to keep completed Applications
7. Return completed Applications to the Department of Elections

# Acquiring Voter Registration Applications

English-only and bilingual Voter Registration Applications available

Any person, group, or organization may obtain Applications by visiting the San Francisco Department of Elections, City Hall, Room 48

- Fill out, sign, and submit:  
**Voter Registration Card Statement of Distribution**  
to take custody of Voter Registration Applications
- Receive numbered **California Voter Registration / Pre-registration Applications**  
(good anywhere in the state)
- Ask for a free **REGISTER HERE** display box, while supplies last



The image shows a form titled "Voter Registration Card Statement of Distribution" from the City and County of San Francisco Department of Elections. The form is for John Arntz, Director. It includes sections for general information, registration plans, and a declaration. The declaration states that the person distributing the cards will give them to an elector requesting one, will not detach or change them, and will advise the elector of the requirements on the reverse side. The form also includes a table for tracking the quantity of cards requested in different languages.

City and County of San Francisco  
Department of Elections  
John Arntz, Director

Voter Registration Card Statement of Distribution

I. General Information  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Name of Organization: \_\_\_\_\_

Please check box if your organization is a National Voter Registration Act (NVRA) agency office or site:  
 PA: All Public Assistance Agencies mandated as registration sites  AF: All Armed Forces Recruitment Offices  
 DA: All State-Funded Agencies primarily serving persons with disabilities  O: Other Agency: \_\_\_\_\_

Street Address (No PO Box): \_\_\_\_\_  
Contact Name of Organization: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
# Requested: English: \_\_\_\_\_ English/Chinese: \_\_\_\_\_ English/Spanish: \_\_\_\_\_ English/Filipino: \_\_\_\_\_ Other: \_\_\_\_\_

II. Registration Plans:  
 Fixed Location  Door-to-Door  Mail (Bulked)  Mail (Targeted)  Petition  Other: \_\_\_\_\_  
Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
Briefly explain your distribution plan (where the forms will be distributed and by whom): \_\_\_\_\_

III. Declaration  
I declare, under penalty of perjury, that I have read and understand the legal requirements on the reverse side of this form, and that I will take reasonable steps to ensure that:  
• The person or persons distributing Voter Registrations Cards will give a registration card to any elector requesting one  
• The registration cards issued will not be detached or changed in any way, other than by insertion of a mailing address and the affixing of postage  
• Prior to distribution, the green affidavit portion of the registration cards will not be marked, stamped, or partially or fully completed by anyone other than an elector or by another person assisting the elector  
• Persons entrusted with distribution or subsequent collection of completed registration cards will be fully advised of the legal requirements outlined on the reverse side of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	Total quantity of registration cards requested:	Quantity
<input type="checkbox"/> English	Affidavit Serial # From: _____ To: _____	_____
<input type="checkbox"/> English/Chinese	Affidavit Serial # From: _____ To: _____	_____
<input type="checkbox"/> English/Spanish	Affidavit Serial # From: _____ To: _____	_____
<input type="checkbox"/> English/Filipino	Affidavit Serial # From: _____ To: _____	_____

Depository (print): \_\_\_\_\_ Date: \_\_\_\_\_

English (415) 554-4375 [sfelections.org](http://sfelections.org) 中文 (415) 554-4367  
Fax (415) 554-7344 1 Dr. Carlton B. Goodlett Place Español (415) 554-4366  
TTY (415) 554-4386 City Hall, Room 48, San Francisco, CA 94102 Filipino (415) 554-4310  
REG-09 ENG ONLY\_VRC DISTRIBUTION STATEMENT Nov. 09. 01.16

# Training Your Team Before You Begin

Read the Voter Registration Application before asking others to fill it out!

## Train your “circulators” in:

1. Basic Registration Rules
2. Frequently Asked Questions
3. Completing and Reviewing a Voter Registration Application
4. Keeping information on the Voter Registration Applications safe
5. What to do with completed Applications

The image shows a California Voter Registration Application form for San Francisco County. The form is tilted and contains various fields for personal information, including name, address, date of birth, and party preference. A red stamp with the number '38 CI 329409' is visible on the left side of the form. The form also includes a section for the registrant's signature and a section for the circulator's signature. The form is titled 'California Voter Registration Application SAN FRANCISCO COUNTY'.

# Understanding the Basic Rules

You can use applications from San Francisco County for voters from anywhere in California

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

# Filling Out a Registration Card Video

<https://www.youtube.com/watch?v=OvdH9Z3h7Bc&t=30s>

## California Voter Registration/Pre-registration Application SAN FRANCISCO COUNTY

Use blue or black ink. Print clearly. Fill out this form if you are a new voter, are pre-registering to vote, have changed your name, or want to change your political party preference.

- ① I am a U.S. citizen and resident of California.....  Yes  No ← If "No" you CANNOT register to vote. Do not complete.
- I am 18 or older.....  Yes  No
- I am 16 or 17 and want to pre-register.....  Yes  No

**Your legal name:** First name  Middle name

② **First**  **Middle**

Last name (may include suffix, such as Jr., Sr., III)

③ **Last**

④ Optional  Mr.  Mrs.  Ms.  Miss

Home address – not a P.O. Box or business address – (Number, Street, Ave., Drive, etc. Include N, S, E, W)  Apt or unit #

⑤ **123 Home Address**  **12**

City  State  Zip  California county

⑥ **San Francisco**  **CA**  **94102**  **San Fra.**

If you do not have a street address, describe where you live including cross streets, Route, N, S, E, W

⑦

Mailing address – if different from above, or P.O. Box

⑧

City  State  Zip  Foreign country

⑨

Date of birth  U.S. state or foreign country of birth



# Frequently Asked Question #1

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

- No. You do not need to be a registered voter, be a particular age, or even be a resident of the area in order to register voters. However, if you help someone fill out their voter registration application, you do have to fill in and sign the affidavit in the spaces provided for that purpose
- All circulators are responsible for following the law, so training is highly recommended



# Frequently Asked Question #2

## Who can register to vote in California?

- United States citizen\*
- Resident of California
- **Register:** At least 18 years old on Election Day to vote
- **Pre-register:** At least 16 or 17 years old.  
The voter registration will be activated when they turn 18
- Not currently in state or federal prison or on state parole for the conviction of a felony

*\* A non-U.S. citizen San Francisco resident who is a parent, guardian, or legally recognized caregiver of a child under 19 will use a different process to register and vote in San Francisco Board of Education elections only*

# Frequently Asked Question #3

## Can I refuse to register someone?

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



# Frequently Asked Question #4

## Who is a “resident” of San Francisco?

- 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 and vote at either their “hometown” address or their “school” address

# Frequently Asked Question #5

## When do voters need to update their voter record?

- Every time they move
- When they change their legal name
- When they want to change their political party preference
- San Francisco voters can check their voter registration status at: **[sfelections.org](https://www.sfelections.org)**



# Frequently Asked Question #6

## 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:
- **Line 5:** Leave blank
- **Line 7:** Write in the cross streets where they most often stay (to establish voting precinct)
- **Line 8:** If possible, write in a “mailing” address so the voter can receive elections materials

*A home address CANNOT be a P.O. Box. However, a mailing address CAN be a P.O. Box or “Post Office General Delivery” with zip code (for the voter to pickup at that post office)*

# Frequently Asked Question #7

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

- **Line 16:** Voters choose to permanently vote by mail
- Voters can change their minds at any time by contacting the Department of Elections
- If voters DO NOT sign up to permanently vote by mail, but want to vote by mail for a specific election, they can contact the Department of Elections – by telephone or by using an online form prior to any election



# Frequently Asked Question #8

## Who cannot register to vote?

- A citizen of another country

*A non-U.S. citizen San Francisco resident who is a parent, guardian, or legally recognized caregiver of a child under 19 will use a different process to register and vote in San Francisco Board of Education elections only*

- Anyone a court has specifically found to be “mentally incompetent to register and vote”
- Anyone currently in state or federal prison or on state parole for the conviction of a felony

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



# Frequently Asked Question #9

## Do you have to choose a political party?

- No.  
**Line 15:** People can either choose one of the political parties listed or  
Choose “No, I do not want to disclose a political party preference”

15 Do you want to disclose a political party preference?

Yes, my political party preference is (check one):

- American Independent Party     Democratic Party     Green Party  
 Libertarian Party     Peace and Freedom Party     Republican Party  
 Other (specify): \_\_\_\_\_

No, I do not want to disclose a political party preference.  
(If you select no, you may not be able to vote for some parties' candidates at a primary election for U.S. President or party committee.)

# Frequently Asked Question #10

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

- A California Voter Registration Application distributed by the San Francisco Department of Elections can be used for any California county
- People may take cards for friends and family. Show them how to remove the receipt and return the postage-paid card

# Completing a Registration Application

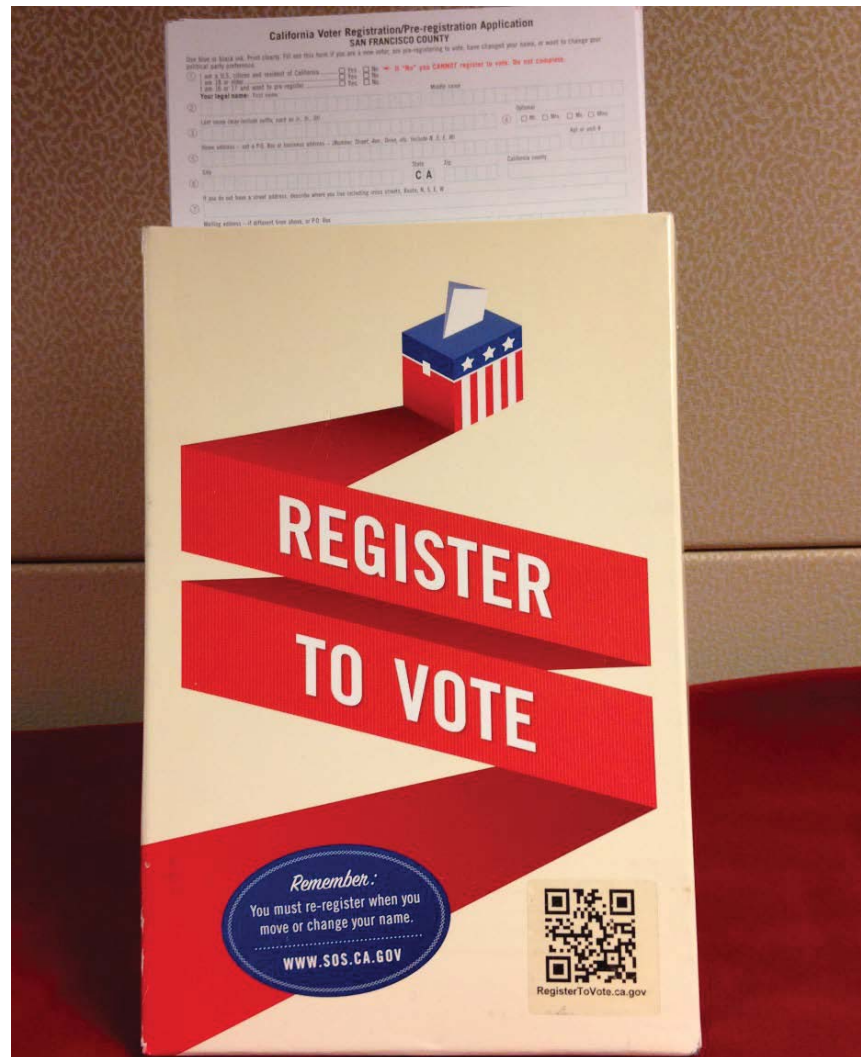
All information is important! These are common mistakes:

- **Line 1:** If you have registered voters in the past, this is a new location on the application for citizenship and age
- **Line 2:** The form begins with the voter's **FIRST NAME**
- **Line 13:** Email is optional
- **Line 14:** Telephone is optional
- **Line 16:** “To receive...” means the voter chooses to be a PERMANENT vote-by-mail voter
- **Optional box # C:** Encourage voters to indicate their language preference
- **Line 18:** Be sure voters read and sign **INSIDE** the red box.
- Remind voters to use this same signature on all voter materials (for example, signing the roster at a polling place and signing their vote-by-mail envelope)

# Reviewing Registration Applications

Go over the Application with the voter

- ✓ Top boxes **CHECKED**
- ✓ All sections **COMPLETED**
- ✓ **Line 18:** Inside the red box **SIGNED**
- Cross out simple mistakes—ask the voter to make the correction and initial the change
- Remove the receipt portion and give it to the voter
- Explain that the voter will receive a “proof of registration” card from their county elections office in about 2 weeks



# Returning Registration Applications

Keep completed Applications in a secure place

- Do not copy an Application or any information from an Application
- The registration deadline is **15 days prior** to an election.  
If someone *takes* an Application from you, tell them they must submit the it at least 15 days prior to the next election. **Mailing is free!**
- Return all the Applications you *collect* to the Department of Elections **within 3 business days** or by the registration deadline, whichever is ***first***
- Return any void cards with your completed Applications

# Alternatively: Go online to register to vote

People without DMV records will have to print out, sign, and mail their online form

Visit: [registertovote.ca.gov](http://registertovote.ca.gov)

- To easily register online, voters must have a California Drivers' License or California Identification Card from the Department of Motor Vehicles (DMV)
- To complete the online registration process, voters must consent to the DMV sending the California Secretary of State an electronic copy of the signature from their license or identification card



# Finding More Information

San Francisco voters can check their voter registration status at [sfelections.org](https://sfelections.org)

- [sfelections.org](https://sfelections.org)
- [registertovote.ca.gov](https://registertovote.ca.gov)
- (415) 554-4375
- Department of Elections  
City Hall, Room 48
- [sfoutreach@sfgov.org](mailto:sfoutreach@sfgov.org)
  - Schedule a training
  - Request materials
  - Invite the Department of Elections to your event



Registering voters is an important community service.  
Thank you!

