Voter Registration Drive Training

Registering Voters in California

Completing a Voter Registration Card

Other Consideration

Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
SFVote@sfgov.org
(415) 554-4375
ELECTIONS

March 3, 2020, Presidential Primary
Registration Deadline: February 18, 2020

November 3, 2020, General Election
Registration Deadline: October 19, 2020

Who can register voters?

What do you need to know to register voters?
Anyone can register people to vote!

No age restrictions
No residency requirement
No need to be a voter
Guide in registering others to vote

1. Register **anyone** who wants to register, regardless of political party preference or county of residence.

2. You **may not deny** someone the ability to take a registration card with them to complete later.

3. You **may not charge a fee** to register.

4. You **may not offer an incentive** to register.

5. You **may not pre-print any information** on the registration card.

6. You **may not alter information** that is written on the card.

7. You **may not copy, collect, or share information** from the registration card.

8. If you **assist** someone in completing the registration card, and/or are returning it for them, you must also **complete** the “Did someone help you fill out or deliver this form?” boxes.

9. Submit all completed applications to the Department of Elections **within 3 business days of completion or by the registration deadline**, whichever is first.
Who should register?

1. A **new** voter

2. A **pre-registrant** who is 16 or 17 years old

3. A **registered** voter who needs to update their:
   a. Name
   b. Address
   c. Political party
   d. Signature

Requirements:

a. Be a United States citizen
b. Be a **resident** of California
c. Be at least **18 years old** on Election Day*
d. Not in state or federal prison, or on parole for the conviction of a felony
e. Not found to be mentally incompetent to vote by a court of law
Materials you need

- Registration Cards
- Secure folder to store completed registration forms
- Pens (blue/black ink only)
- Voter Registration FAQs for in-field reference
- Distribution Form
Registering Voters

1. Give a registration card to **anyone who requests** one

2. **Assist** registrants with completing the card as needed

3. Once completed, **review** the card if complete

4. Detach bottom portion of the card and give it to the registrant as their **receipt**

5. Keep all completed cards in a **safe and secure** location

6. Return to the Department **within three business days** of completion, or by the registration deadline, whichever comes first

* Return unused cards to the Department
The Voter Registration Card

Make sure you know each section of the Voter Registration Card in case registrants have questions.
Completing a Registration Card

All voter registration cards should be completed in blue or black ink.

**LEGAL NAME:** Make sure the registrant writes their name in "First, Middle, Last" order.

**ADDRESS:** Make sure registrant enters their home address, not a P.O. Box/work/shelter address. If without a fixed address, write cross streets.

**HISTORY:** If the registrant was previously registered to vote, fill out this section. This helps the Department update voter data.

**VOTE-BY-MAIL:** If yes, let the registrant know that the Department will mail them a ballot approximately one month before every election.

**QUALIFICATION:** Make sure the registrant selects one of the boxes. If the registrant is not a U.S. Citizen, they may not register using this card.

**ID:** If the registrant does not have an ID/license/SSN number, leave this blank. They will need to provide a form of ID when they vote for the first time.

**MAIL:** If the registrant has a P.O. Box or prefers to have election materials sent to an alternative address, indicate that address here.
**POLITICAL PARTY:** The registrant can select any party they prefer or choose “no party” as their preference. A registrant may change party preference at any time by completing a new registration card.

**OPTIONAL:** While optional, giving this information will help the Department of Elections provide more customized materials and services to the registrant.

**RECEIPT:** After reviewing, detach the receipt at the bottom of the card and give it to the registrant. Remind them that they will receive a confirmation of their registration from the Department of Elections within 2 weeks of submission.

**AFFIDAVIT:** The registrant must read the statement, and sign and date in the red box. Inform the registrant that the signature they use will be associated with their registration record and will be used to confirm identity. Remind them that if their signature changes, they should complete a new registration card.

**HELP:** Complete this section if you assist the registrant in completing and/or delivering the voter registration card for them.
Returning the Registration Card

Registrants can:

1. Submit the completed Registration Cards to you (return to the Department in **three business days**),
2. Deliver them in-person, or
3. Mail the card back to the Department of Elections

**IT'S POSTAGE-PAID!** Just drop it in the mail box, no need to worry about stamps! Make sure it gets to the Department of Elections **before the Registration Deadline!**
Registration is just the first step!

Remind registrants of the upcoming election and how to access more information about the candidates and measures.

**SFELECTIONS.ORG**
Non-partisan information about local candidates and measures to assist voters in making their selections

**Voter Information Pamphlet**
Sent to all registered voters approximately one month before the election. Online version can be accessed at voterguide.sfelections.org

**SOS.CA.GOV/ELECTIONS**
All you need to know about voting in California, including state candidates and measures

**Voter Information Guide**
Sent to all registered voters approximately one month before the election. Online version can be accessed at voterguide.sfelections.org
Best Practices: Organizing Your Voter Registration Drive

<table>
<thead>
<tr>
<th>Identify time frame and target number of events/new registrants</th>
<th>Identify sites that will reach most unregistered/first time voters</th>
<th>Develop your key team members/volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decide the day, location, and time for your voter registration drive/s</td>
<td>Find a good location for high traffic. Consider indoor/outdoor factors, possible obstacles</td>
<td>Identify number of volunteers you need and how to recruit them</td>
</tr>
<tr>
<td>Coordinate with people for permission/access to the venue</td>
<td></td>
<td>Decide the day, location, and time for a volunteer training</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Reach out to key and potential partners</th>
<th>Prepare all materials and do pre-event coordination</th>
<th>Publicize your Registration Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner with school groups/PTAs, local communities groups, and new citizens</td>
<td>Gather all of the materials and supplies you will need</td>
<td>Use your social media platforms</td>
</tr>
<tr>
<td></td>
<td>Contact volunteers and partners before the event to sort out last-minute details</td>
<td></td>
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</tbody>
</table>

Coordinate with the Department of Elections early. Fill out a Voter Registration Card Statement of Distribution form.
Early Voting Options Available To Voters

<table>
<thead>
<tr>
<th>Vote at the City Hall Voting Center</th>
<th>Request to Vote by Mail</th>
<th>Vote at two additional Voting Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open 29 days before Election Day</strong></td>
<td><strong>Permanently or one-time only</strong></td>
<td></td>
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<tr>
<td>Monday – Friday</td>
<td>Request a ballot by mail on or before February 25</td>
<td>The San Francisco State University Voting Center at 798 State Dr., or</td>
</tr>
<tr>
<td>February 3 – March 2 (except February 17 holiday)</td>
<td>You can do so online at sfelections.org/vbm; at the Department of Elections’ office in City Hall, Room 48; or by calling (415) 554-4375.</td>
<td>The Joseph Lee Rec Center at 1395 Mendell St.</td>
</tr>
<tr>
<td>8 a.m. – 5 p.m.</td>
<td></td>
<td>Saturday – Sunday</td>
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<tr>
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<td></td>
<td>February 29 – March 1</td>
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<tr>
<td>February 22 – 23 &amp; February 29 – March 1</td>
<td></td>
<td>10 a.m. – 4 p.m.</td>
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<td></td>
<td>Monday</td>
</tr>
<tr>
<td>(enter at Grove Street)</td>
<td></td>
<td>March 2</td>
</tr>
<tr>
<td><strong>Election Day, Tuesday, March 3</strong></td>
<td></td>
<td>8 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>7 a.m. – 8 p.m.</td>
<td></td>
<td>Election Day, Tuesday, March 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 a.m. – 8 p.m.</td>
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Voting early allows voters to avoid lines on Election Day!
Vote at Your Assigned Polling Place

<table>
<thead>
<tr>
<th>Vote at your assigned polling place on Election Day</th>
<th>Accessible Voting</th>
<th>Multilingual Services</th>
</tr>
</thead>
</table>
| **Election Day, Tuesday, March 3**
7 a.m. – 8 p.m. | Voters with disabilities may use an Accessible Vote-By-Mail System to obtain and mark their ballot in a screen-readable format. To access the ballot, go to [sfelections.org/access](http://sfelections.org/access). All polling places have accessible equipment, tools, and services. | Voters can request translated election materials at sfelections.org/language or by calling (415) 554-4375. Materials and services are available in Chinese, Spanish, Filipino, Vietnamese, Korean, and many other languages. |

Find your polling place and access information on the back cover of your Voter Information Pamphlet; at [sfelections.org/tools/pollsite](http://sfelections.org/tools/pollsite); or by calling (415) 554-4375.

Visit the [sfelections.org/voterportal](http://sfelections.org/voterportal) for more self-service options!
Recruit poll workers!
We need 3,000 poll workers every Election

- California voter
- Lawful permanent resident, 18 years old and above
- SF High School student (at least 16 years old)

Earn up to $240. Call (415) 554-4395 or visit sfelections.org/pw to apply and for more info.

Work for Elections!
Interested in short-term, temporary employment opportunities with the Department of Elections? Visit sfdhr.org
Thank You!

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Outreach Team
sfoutreach@sfgov.org
(415) 554-5685