Voter Registration Drive Training

- Registering Voters in California
- Completing a Voter Registration Card
- Registering to Vote Online
- Other Considerations

Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
SFVote@sfgov.org
(415) 554-4375
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
- Pens (blue/black ink only)
- Secure folder to store completed registration forms
- Distribution Form
- Voter Registration FAQs for in-field reference
Stay safe and healthy while registering voters

Wear facial coverings and other personal protective equipment

Use hand sanitizers and make sure to disinfect high-touch items

Practice social distancing
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 the card

Returning the card
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.

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.

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

You can also direct eligible residents to register to vote online at registertovote.ca.gov
Online voter registration

All eligible California residents can register to vote online at registertovote.ca.gov.

16 and 17-year-olds who will turn 18 by Election Day can also pre-register to vote through the site.

The online form requires registrants to provide the same information needed to complete a paper Voter Registration Card.
When registering to vote online, the signature from your driver’s license or state ID card is used to verify your registration. If you do not have a signature on file with the DMV, you can print, sign, and mail your registration application.
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></td>
<td>Coordinate with people for permission/access to the venue</td>
<td>Decide the day, location, and time for a volunteer training</td>
</tr>
</tbody>
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<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>Coordinate with the Department of Elections early. Fill out a Voter Registration Card Statement of Distribution form.</td>
<td>Contact volunteers and partners before the event to sort out last-minute details</td>
<td></td>
</tr>
</tbody>
</table>

![Image 1](image1.png) ![Image 2](image2.png) ![Image 3](image3.png)

[@San Francisco Elections](https://www.sfgov.org/elections)
Explore Your Voting Options

### Vote by Mail

In early October, all registered voters will receive a ballot in the mail for the November 3, 2020, General Election.

All registered voters can also download a ballot online using the Accessible Vote-by-Mail System.

Once a ballot is marked, it can be printed and returned to the Department by mail or in-person. Learn more at [sfelections.org/access](http://sfelections.org/access).

### Vote at the City Hall Voting Center 29 days before Election Day

To protect public health, the City Hall Voting Center will be set up in front of Bill Graham Civic Center Auditorium on 99 Grove Street.

- **Monday – Friday**
  - October 5 – November 2
  - 8 a.m. – 5 p.m.

- **Saturday – Sunday**
  - October 24 – 25 & October 31 – November 1
  - 10 a.m. – 4 p.m.

- **Election Day, Tuesday, November 3**
  - 7 a.m. – 8 p.m.

### Vote at your assigned polling place on Election Day

**Election Day, Tuesday, November 3**

- 7 a.m. – 8 p.m.

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

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Vote early to avoid lines on Election Day!
Language and Accessibility Resources

**Accessible Voting**

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.

All polling places have accessible equipment, tools, and services.

**Multilingual 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.

Visit the 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 learn more.
Thank You!

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Outreach Team
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