

Voter Registration Action Plan

When We All Vote is a national, nonpartisan, not-for-profit organization working to close the gaps in voter registration and voter turnout. WWAV's K-12 Education Program seeks to do this by supporting schools in becoming hubs for voter activity.

Why Action Planning Matters

We want to ensure that we have a strong foundation for our voter registration work, so it's vital that we plan strategically and build a strong team. Use this guide to help you think through who should be on the team (hint: if they show a passion for civic engagement or the electoral process they should have a place on the team!) and what steps to take to make your school a voting hub. Track who is doing what in your team on the worksheet at the end of this guide and keep posted in your classroom or common area.

For support, questions, and to share highlights along the way, please email: education@whenweallvote.org

Building A Team

Identify an Educator Captain and a Student Captain

A Captain is defined as a member of the school community who is energized, committed, and ready to lead the school's voter registration initiatives.

Educator Captain: This leadership role can be a teacher, a coach, an administrator, or a classroom aide. We know that civic leaders aren't just those who teach civics for a living (we love you, social studies teachers!). The team captain should be someone motivated and civically engaged and will be responsible for recruiting the rest of the team members—after all, it takes a village.

Student Captain: A student council president, a sports captain, or a dedicated student activist. The student captain will act as a liaison between the team members and the student body. This student should have influence in the school and be passionate about civics and voting.

Recruit Team Members

Once the team captains are in place, it's time to recruit team members. These members should come from diverse roles in the school. Each member should be assigned a specific role to optimize different strengths and talents. Roles can be customized depending on the specialized needs of a school, but strong, sustainable team

should include 1) Student Manager 2) Data Collection Manager 3) Student Outreach Coordinator 4) Logistics Manager 5) Student Leads. Basic responsibilities include:

Student Manager: Chief responsibility is working with the appropriate school office to compile and track a master list of students eligible to register. The Student Manager will manage, maintain, and narrow the list of eligible students as they become registered.

Data Collection Manager: This team member will keep track of which students have registered, who needs to be registered, what strategies are working best. This will be essential in gauging the success of your school's efforts.

Student Outreach Coordinator: This team member is tasked with making sure the whole school is aware of (and excited for!) the voter registration efforts. This team member could make a morning announcement, hang flyers, update the school's newsletter with information—employing different marketing and outreach strategies to reach as many students as possible.

Logistics Coordinator: This team member will provide administrative support for the voter registration. Tasks will include printing out voter registration forms and coordinating classroom voter registration around civic engagement discussions. The Logistics Coordinator is key to making sure everything runs smoothly.

Student Leads (3-4): The Student Captain will help identify other student leaders in the school community who will assist with voter registration operations. These students, like the educator team members, should represent various interests in the student body—athletics, academics, and extracurriculars.

Know Your State's Rules

Every state has different rules and laws regarding third-party voter registration. Age requirements, deadlines, and other regulations can have a huge impact on the logistics of your registration drive. Making sure your drive is tailored to your state is crucial in your success. Check out our website for the basics on every state in our Voter Registration Guides: whenweallvote.org/educators

Pinpoint Eligible Students

It's time to get started on putting together your list of eligible students! Knowing who each of these children are will help focus your efforts. It allows you to:

- Continually update who has registered and who needs to be registered
- Map out which students will be eligible by birth date for specific elections
 - For example, there may be different deadlines for municipal, primary, and general Elections.
- Assign specific students to specific team members
 - For example, if the Athletic Director is on your team, he/she can be in charge of eligible student athletes. Or, a club supervisor can be tasked with overseeing the registration of students in his/her club. Utilizing established relationships will create a greater sense of accountability on both ends.

Work with administrators in your building to acquire or develop a list of students and birth dates.

Voter Registration Action Days

It will be important to identify specific days throughout the year for voter registration. Of course, voter registration can and should be done on any day of the year, but these will be days that the entire school community can rally around.

These days can provide programming for the whole school.

- For classes with eligible students, encourage lessons on the importance of youth voting paired with registration.
- For classes of younger students, explain when they can register and the importance of civic engagement.
- You might even have a school assembly followed by voter registration in classrooms.
- Some options you might consider for a VR ACTION DAY are:

September 17, 2019: Constitution Day

September 24, 2019: National Voter Registration Day

December 15, 2019: Bill of Rights Day

February 17, 2020: President's Day *(National holiday, but you can run an event ahead of or after the holiday)*

March 3, 2020: National Anthem Day

March 23, 2020: Anniversary of Congressional passage of the 26th Amendment *(right to vote for 18 year olds)*

May 25, 2020: Memorial Day *(National holiday, but you can run an event ahead of or after the holiday)*

Or you might choose

Prom or Homecoming pledge signing

After standardized testing days

Prior to Senior Class trips

Amplification

Before each Voter Registration Action Day it will be important to build enthusiasm for the Action Day, ensure teachers are prepared with lessons and discussions for their classrooms, have a plan to register students, and continually remind students what they will need to register.

Register

When you have built your team, identified your VR Action Days, prepared students with what they need, looked at state laws, registration deadlines, and upcoming elections, you are ready for registration.

Your students can register online at weall.vote/education.

If you do not have access to secure WiFi or mobile devices (e.g.: laptops, tablets, phones), or are in a non-online state, students can use paper registrations accessed in your state's Voter Registration Guides at weall.vote/educators.

Data Collection

After each voter registration activity, it is important to collect and return all forms (if you did not register online), properly report (and celebrate) your success, and analyze your efforts. This should be the responsibility of the Data Collection Manager, or multiple members of the voter registration team.

First, if using paper registrations, make sure that all forms are signed, collected, and submitted to the proper locations.

Second, make sure that you report all of your voter registration numbers and highlights of your work for us to share at weall.vote/regtracker.

Third, make sure the master list of eligible students has been properly updated so you can track what students have registered and which students still need to be contacted.

Worksheet

Use this worksheet to assign roles to your team, begin brainstorming, and to plan out key dates.

Team Roles:

Educator Captain: _____

Student Captain: _____

Student Manager: _____

Data Collection Manager: _____

Student Outreach Coordinator: _____

Logistics Manager: _____

Student Leads: _____; _____; _____

Example Outreach Brainstorm:

Use the space below to brainstorm different student clusters and who will reach out:

Student group/club/team	Team member to do outreach	Eligible Students

Example Eligible Student Tracker:

Eligible Student	Election	Registration Deadline	Election Registration	Deadline

Our VR Action Days:

VR ACTION DAY 1: _____

VR ACTION DAY 2: _____

VR ACTION DAY 3: _____

VR ACTION DAY 4: _____

VR ACTION DAY 5: _____

Register Here:

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Classroom Toolkit

Teachers and staff play a central role in driving successful in-school voter registration. Whether supervising student leaders running the school's voter registration efforts or delivering lessons with registration opportunities in their classrooms, teachers and staff play an integral role. Here, you will find guidance and resources to support you in preparing your school for voter registration success.

1 Create, share, and deliver lesson plans around civic issues in your classroom that include a voter registration component

Always remember to add in a voter registration component to the end of each lesson. Use our state-specific Voter Registration Guides for help. Below are some lessons that you might use or provide inspiration for your own lesson:

Rock the Vote Democracy Class

Democracy Class is a free, nonpartisan curriculum that educates high school students about the importance and history of voting, pre-registers, and registers them to vote.

Lessons include:

- The history and importance of voting
- Modern-day voting rights
- The importance of local elections
- How voting can impact issues in communities
- The 2020 Census

MikVA

Mikva's Issues to Action (ITA) curriculum is a comprehensive step-by-step guide that empowers students with the skills, knowledge, and dispositions to be "superstar citizens."

The six-step community problem solving process teaches students to:

- SPEAK OUT about issues affecting them, their schools' and communities at Project Soapbox, Mikva's city-wide public speaking competition
- ADVOCATE for change in their schools and communities
- COLLABORATE with young people from different backgrounds
- RESEARCH an issue and set a goal
- DEVELOP an action plan to affect change
- SHOWCASE their year-long activism efforts at Mikva's annual Action Civics Showcase.

Share My Lesson

Share My Lesson allows educators to share professional development resources and lesson plans to provide high-quality education to all students

The Election Resources collection includes high school lesson plans that:

- Show how to register to vote in their state
- Empower student voices and encourage civic participation
- Emphasize the importance of midterm elections
- Demonstrate the implications of the 26th amendment and the power of the youth vote

Center for Civic Education

The Center for Civic Education's Citizens' "Not Spectators" curriculum provides lessons intended to increase the voting rate among young Americans by providing engaging voter education to students in grades 4-12.

Lessons include:

- Becoming a Voter: registering to vote
- Becoming an Informed Voter: learning about ballot questions
- Simulated Election: how casting a vote works

PBS

PBS' "To Vote or Not to Vote" includes lesson plans that incorporate three of PBS' *We the Voters* films to encourage students to reflect on the importance of voting and their role in the process

The three lessons include:

- The Importance of Voting
- Challenges to Voting
- Expanding the Right to Vote

iCivics

iCivics provides games and classroom resources to teach young people to understand how our political systems work by allowing them to experience it first-hand and empowering them to address real-world issues.

Resources include:

- Activities and lessons on the voting age
- Lesson plans on voting rights and obstacles to voting

2 Form a team of respected teachers, staff members, and student leaders who are passionate about civic engagement to meet individually with students about voter registration

Teams should include both teacher and student leaders. Some members might include:

- Homeroom teachers
- Government and Civics teachers
- Varsity coaches
- Junior and senior grade level club team supervisors
- Yearbook or newspaper supervisors
- Senior class advisor
- Student Government director
- Student Government representatives
- Senior class president
- Athletic team captains
- Student club leaders

Make sure each member of the team has the support they need to be successful:

- A list of eligible students divided into cohorts and assigned to each team member to meet with individually
- Ample training on how to register, how to collect data, and relevant state laws
- Specific goals and deadlines

Teams should coordinate with department chairs, teachers, and staff to reserve class time for presentations on voter registration and participation

- This can be done in any classroom or any subject area with eligible students in conjunction with civics or social studies lessons. Any teacher or staff member willing to provide time for voter registration makes a good partner in this work.