LEAGUE OF WOMEN VOTERS® OF FLORIDA

VOTER REGISTRATION TOOL KIT
INFO AND TIPS ON HOW TO REGISTER VOTERS

-2016-
VOTER REGISTRATION TOOL KIT

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Important Dates:

*Florida Primary: August 30th, 2016*

*Last Day to Register: August 1st, 2016*

*General Election: November 8th, 2016*

*Last Day to Register: October 11th, 2016*

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**LWVF FUN FACTS:**

- LWV dates back to 1920
- LWV of Florida was chartered in 1939
- Accepted men into the League in 1972
- Policy of nonpartisanship
- Neither endorses nor opposes any candidate
- LWV of Florida has over 30 local Leagues
- Two separate functions: education and advocacy
- Purpose is to promote good governance

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League of Women Voters of Florida Accomplishments

Where DID the year go and WHAT DID WE DO?

The TOP 10

1. Completed the 10 year battle on redistricting and have Fair District maps in place for 2016 elections!

2. Beat down the largest lobby group in the State and the country, NRA, and stopped Campus Carry AND Open Carry legislation!

3. Looked oil business in the face and said NOT in OUR state! Killed FRACKING legislation!

4. Divorce court does not belong in the hands of the legislature…Convinced Governor to veto alimony bill and appoint a task force for thoughtful research on impact of changes.

5. Continued to educate and advocate to expand healthcare coverage to the 850,000 working poor Floridians with no coverage.

6. Completed our 25th Educational Trip to Cuba!!!

7. More than doubled our Facebook and social media outreach. Generated Mainstream media hits almost daily with local league news and LWVF news.

8. Increased membership by over 15%. A breath away from being second largest league in the country!

9. Drafted Solar Co Op Plan and began goal of implementing one roof at a time! Just DO IT!

10. Stopped ballot amendment that supported stronger charter school protection in our constitution. Continued two-prong approach of litigation and advocacy based on completed Education study.

…Continue to be the #1 nonpartisan, civic engagement organization in Florida with a huge brain trust and treasure chest of GREAT members!!! Citizen Gladiators and Boots on the Ground….a “YES” culture and “Move Mountains” attitude!
Join the League of Women Voters of Florida!

- Because of the sensitive nature of voter registration in Florida, LWVF requires that volunteers who register voters on our behalf must be League members.
- Join here: http://thefloridavoter.org/

Take the online quiz

- LWVF’s online quiz has 12 questions and you must score 100% in order to be certified to register voters on the League’s behalf.
- Quiz link will be given at the end of this guide.
- Once you score a 100% on the quiz, you will get an email confirming your score. If you scored anything less than 100%, you’ll have to retake the quiz.

Coordinate with your Local League

- Once you are a certified voter registration volunteer, make sure to contact your local League’s President and/or Voter Service Chair to find out what voter registration activities are planned in your area. You may also have great ideas of non-traditional registration events, for example at high schools, college/university campuses, or assisted living facilities.

Print Voter Registration Forms

- It is important that you print blank voter registration forms. We ask that you NOT collect stacks from your local Supervisor of Elections. They are required to give you forms with the League’s 3PVRO number pre-printed on the back. Even if only one form is lost, that puts the LWVF number under scrutiny.

Register Voters

- Consider holding registration events at naturalization ceremonies, street festivals, farmers markets, college campuses, health centers, high schools, assisted living facilities or wherever prospective voters congregate.
- NO voter registration events should take place unless they are a formally-sanctioned League event with your local President and/or Voter Service Chair’s knowledge and approval!
Voters can also use the voter registration form to “re-register” in order to update their name, address, party affiliation and/or signature. Encourage folks who are uncertain of their status to do this as a precaution to ensure their ability to vote. Get more information at: http://www.bereadytovote.org/

Check the Form for Errors

- After the voter gives you their completed form, look it over and make sure that all of the required fields have been filled out.
- Volunteers should NEVER physically change information on a voter registration form or fill in blank spaces.
- If you assist the voter in making changes, be sure that they sign and date the form.

Write our 3PVRO number and date on each form

- Best Practices suggest that at the end of the registration event, one volunteer should write the League’s 3PVRO number on the back of every completed voter registration form, along with the event date in this format: MM/DD/YY (see example on pg. 6). It is very important to keep our 3PVRO number confidential, to protect the League’s credibility.
- Double check! Use the buddy system: Make sure that two certified LWVF volunteers have checked each form to ensure that both the League’s 3PVRO number and the date are written correctly on the back of all completed forms.

Turn in the forms to your Local SOE Office

- Forms must be turned in within ten (10) calendar days of collection, however, we recommend that you return them as soon as possible to ensure timely receipt. (Note: if a book-closing deadline is approaching, forms must be turned in by that deadline, even if it is sooner than 10 calendar days.)
- Late forms could jeopardize a voter’s registration and generate fines for the League!

Email your Local League

- After you have completed a registration event and turned in the forms, you must let your local League President and/or Voter Service Chair know:
  - The location of your registration event,
  - How many forms you collected and on what date
  - The date that you submitted the completed forms in to the SOE.
Important to Note

- All League events must have at least two LWVF certified voter registration volunteers present.
- Have contact information available for the local Supervisor of Election for absentee ballot requests.
- Do not use the League’s 3PVRO number to conduct any voter registration other than a formally-sanctioned League event.
- Citizens’ initiative petitions, endorsed by the League, may be located on the same voter registration table, but kept separate from voter registration forms. One certified voter registration volunteer for voter registration and another volunteer (doesn’t have to be certified), for petitions.

Vote by Mail Information

- Why vote by mail?
  - You don’t need a picture ID!
  - You can vote early, and you don’t need to plan where you’ll be for election day
- How can you vote by mail?
  - Each SOE office has their own form. You must visit their website to download the form. Click on this link to access the BeReadyToVote.org website, and this link to find your SOE website.

Important Links:

- Join the LWVF: http://thefloridavoter.org/
- More voter information: http://bereadytovote.org/
- Print out Voter Registration Forms: English, Spanish
**Voter Registration Helpful Tips and Other Info**

**Helpful Tips:**

- Do not give the League’s 3PVRO number to anyone.
- Make sure to bring useful items such as clipboards, pens and membership brochures, and SOE contact information with you to your registration event.
- Always bring a sign-up sheet for people to provide their email address and telephone number to be added to your mailing list, if they choose.
- Do NOT wear partisan or campaign gear while registering voters on behalf of the League.

**Other Training Opportunities:**

- Sometimes, local Supervisor of Elections offer voter registration trainings. While these are not mandatory, LWVF highly recommends that you consider participating in one.

**Book Closing Deadlines**

- Voters must be **registered** to vote at least **29 days prior** to an election in Florida.
  - In order to vote in the August 30th, 2016 **Primary Election**, one must be registered to vote by **August 1st, 2016**.
  - In order to vote in the November 8th, 2016 **General Election**, one must be registered by **October 11th, 2016**.

**Former Felony Offenders**

- If a citizen has been convicted of a felony, but has not yet had their civil rights restored, they are not eligible to vote in Florida.
- Check out the League’s website for more information.

**Questions?**

- Contact the state League office at (850) 224-2545 if you have any questions.
- You may also email us at LWVOffice@gmail.com.

**Voter Registration Quiz**

Example of a Voter Registration Form (front)

Numbered rows 1 through 7 and 12 must be completed for a new registration.

1. Are you a citizen of the United States of America? [ ] YES [ ] NO

2. I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.

3. I affirm that I have not been adjudged mentally incompetent with respect to voting or if I have, my right to vote has been restored.

4. Date of Birth (MM-DD-YYYY) 01-01-1924

5. Florida Driver License (FL DL) or Florida Identification (FL ID) Card Number

6. Last name

7. First name

8. Middle name

9. Address Where You Were Last Registered to Vote

10. Former Name (if name is changed)

11. [ ] I select the option where I will vote

12. [ ] I will need assistance with voting.
Florida Primary:
August 30th, 2016

Last Day to Register:
August 1st, 2016
General Election:

November 8th, 2016

Last Day to Register:

October 11th, 2016
We can help today with:

- Voter Registration
- Vote-by-Mail Applications
- Address Changes
- Signature updates
- Changes to party affiliation

LEAGUE OF WOMEN VOTERS® OF FLORIDA
Tips on Hosting a Successful Voter Registration

Where to host voter registration events:

- High School Graduations
- Street festivals
- Farmer’s markets
- College campuses
- Health centers
- Assisted living centers

Creating an attractive table:

- Several stand-up signs
- Red, white, and blue table cloth
- Balloons
- Water if it’s a hot day
- Paper fans with LWVF info on back
- Candy and doggy treats!
- Plenty of voter registration and vote by mail forms
- Smiling and engaging volunteers
- Lots of pens and clipboards

Attracting people to your table:

- Ask questions such as:
  - “When is the last time you voted?”
  - “Where will you be on election day?”
  - “What kind of voter are you?” (vote by mail, early voting, precinct voter)
  - “How do you like primary voting?”
  - “Who in your family is not voting? Why do you think that is?”
- Try to engage in conversation rather than asking “yes or “no” questions
- Advertise that the process is quick and that voting is a right and a civic duty!!!

After your voter registration event:

- One volunteer should put the League’s 3PVRO number and the date on the right margin of the front of every form (see example on pg. 6).
- Forms should be hand delivered or mailed to the local Supervisor of Election’s Office within ten (10) calendar days of your voter registration event.
- Best Practice suggests making copies of filled out voter registration forms for further use and follow up with registered voters.
Third Party Registration Organization Drop Off Receipt

Date:___________  Organization’s Number: ______________

Number of Completed Forms Dropped Off: ________

Number of Blank Forms Dropped Off: ________

________________________________________   __________________________
LWVF Representative   SOE Official Signature

Please ask the SOE to date and time stamp this form for LWVF records.
Local LWV: _______________________________

Date of registration event: ____________

Location of event: _______________________________

Certified League Volunteers: 1) _______________________________

2) _______________________________
Additional Resources

State Department Voter Guide

The League of Women Voters of Florida Voter Webpage

Third Party Voter Registration Guidelines

List of Certified LWVF Voter Registration Volunteers

Be Ready to Vote 30 second Voting Clip