



Running a Voter Registration Drive

CHECKLIST

Before the Drive

- Get registration forms
 - Request forms from your local BOE office, or downloaded and photocopied
 - Download forms from elections.ny.gov and photocopy
- Consider when and where to hold your registration drive
 - Make sure you pick a location with plenty of space for social distancing
- Make sure you have all of your supplies
 - Registration forms
 - Pens (bring enough so that each registrant will have their own; don't reuse pens)
 - Clipboards
 - Hand sanitizer
 - Sanitizing wipes or disinfectant
 - Box to collect completed forms
 - Disposable masks (for any volunteers or registrants who don't have a mask)
 - 2020 Census flyers

During the Drive

- Make sure all registration drive volunteers are equipped with proper PPE, including masks and gloves
 - If you can, provide disposable masks for those who do not have one
- Do your best to maintain 6 feet between registrants, and between drive volunteers and registrants
 - If you're using tables, space them out as much as possible
 - When sharing forms with voters, place the form on the table and then step back. Registrants can then step forward to fill out their form
 - Once the form is completed, have the registrant place it in the collection box instead of handing it back



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During the Drive (Cont)

- Do your best to regularly sanitize all equipment, especially high-touch areas such as phone/tablet/computer screens if you are offering online voter registration, table tops, and clipboards
- Set up a sanitizer or hand-washing station and encourage regular use
- Quickly check all forms for completion. In particular, check to see that registrants have:
 - Checked the box affirming they are over 18 (unless pre-registering)
 - Checked the box affirming they are a US citizen
 - Provided any required identification number (usually driver's license or some or all digits of SSN)
 - Signed and dated the form
- Do not fill in any missing information on a registration form unless you have permission from the applicant
- Keep track of how many people you register
- Use the time to ask members if they've completed the US Census
 - If not, direct them to **2020census.gov**
- If it's close to Election Day, direct new voters to their polling place or give them vote-by-mail information

After the Drive

- You may have members who live in different countries - be sure to sort your completed forms so they can be returned to the appropriate county BOE office
- Return completed applications to the appropriate County Elections Office by October 9. Forms can be returned by mail or in person.

Important note: the US Postal Service is experiencing ongoing delays due to COVID-19. Please allow for extra time if sending completed forms by mail; send them ASAP.
- Report back to the D1 Political Team! Let us know how the drive went and how many people you registered