**Module 3 Voting Event**

**Objectives**

**Students will be able to:**

* *Describe the procedures involved in voting at a polling place*
* *Learn how to ask for a provisional ballot if challenged at the polls for any reason*
* *Know that they are assigned a voting district based on their residential address and they are required to vote at the voting district to which they are assigned.*
* *Understand that there is a deadline for registering to vote; if they miss the deadline, they cannot vote in the upcoming election.*
* *Understand that for voting purposes, a signature is “a person's legal, full name written in a distinctive way as a form of identification in authorizing a check or document.” It must be written exactly the same way when they sign in to vote as they did when registering.*
* *Download an app (MC Votes) which can help them learn about registration, deadlines and dates, voting by mail and many other things related to voting.*

**Module 3 –Materials**

Materials needed by the presenter:

* Extra LWV badges for presenter and poll workers
* Notebook to record ideas for future presentations

Materials we supply:

* League of Women Voters banner to hang from front of polling tables.
* Standing sign saying “Vote Here”
* Voting machine– see instructions below
* Ballot face– see instructions below
* Poll books – see instructions below
* Poll workers
* Provisional ballots, envelopes, and bag to place them in
* Laminated table signs to direct students to proper poll book and a provisional ballot voting place
* Spiral notebook (2x8”) to serve as voter validation tickets
* Pens, tape, scissors, black magic marker for materials set-up
* “I Voted” stickers to give students as they leave
* NJ voter registration materials for students eligible to register who have not yet done so

Materials the school supplies:

Physical

* Two approximately 3’ x 8’ tables with two folding chairs for each table.
* One desk or table and student chair with some means for creating privacy at that location (e.g., tri-fold screen) for completing provisional ballots
* Event space large enough for the voting machine, the tables and chairs for poll workers, and space for students to line up to wait to sign the poll books and to wait to enter the voting booth
* Copies of the sample ballot (smaller version of the ballot face to be used

Experiential:

* In order to use time most efficiently, students should discuss the sample ballot in class. They should decide after class discussion and prior to entering the voting booth how they will vote. Copies of the sample ballot should be given to students who did not have the chance to preview the ballot in class so they can plan their voting choices while waiting to enter the voting machine.
* Students should understand that for voting purposes, a *signature* is “a person's legal, full name written in a distinctive way as a form of identification in authorizing a check or document.” Cambridge dictionary defines it as “[your](https://dictionary.cambridge.org/us/dictionary/english/your) [name](https://dictionary.cambridge.org/us/dictionary/english/name) written by yourself, always in the same way… “ Students need to know that they must use exactly the same signature as the one on their registration form when they sign the poll book or they may be challenged.
* Students can download an app (MC Votes) which can help them check to see if they are registered (this information is only available once they turn 18 and are eligible to vote even though they can register when 17), register to vote, request a ballot, learn their voting district, declare or change a party affiliation and much more.

**FOR THE PRESENTER**

**To prepare for the Module 3 event**

***Two-three months ahead***

1. Arrange for a voting machine.
2. Arrange for a ballot face.
3. Coordinate with the school to ascertain whether their teachers will present Module 3 in class as preparation for the event (preferred) or if the League needs to arrange to present it.
4. Schedule Module 3 with a League volunteer, if needed.
5. Be sure that all teacher materials for Module 3 are up to date and accessible online
6. Begin a list of the names and contact information of every person who participates in and facilitates the event (including Board of Elections personnel, vendors, League members, and school personnel: administrators, teachers, custodial staff, etc.) for thank you notes after the **event**

***Two months ahead***

1. Solicit volunteer poll workers for event
2. **Be sure all supplies have been purchased and are available in sufficient quantities**

***Two weeks ahead***

1. Obtain time schedule of classes and number of students in each class; allow about 1 min. per student for voting
2. Prepare first few voter validation tickets as models (poll workers can complete these while waiting for event to begin)
3. Confirm delivery of the voting machine (date, time, location, person to receive)
4. Ask school coordinator to determine which students have media permission so the event can be photographed
5. Request double-spaced, single-sided alphabetical list of the names of all students in the classes who will participate in the voting event.
6. Prepare poll book pages by cutting students’ names into strips and scotch taping them (invisible tape) into the lines on the pages (alphabetical order: A-L for one book then M-Z for the other.)

**One week ahead**

1. Deliver poll book pages to school coordinator so the coordinator can obtain students’ “registration” signatures. Allow only one day for signatures to be obtained – but tell the coordinate to use teacher judgment (absent students – those who have no signature in the registration line - will have their names blanked out; this is to mimic deadlines for registration.) The used poll book pages will be given to the school at the end of the event to protect student privacy.

**One day ahead**

1. Voting machine delivered to voting location by Board of Elections staff

**Day of the event (arrive at least one hour ahead of first class)**

1. Arrange event area to mimic a polling place
2. Hang League of Women Voters banner
3. Obtain poll books from the school coordinator and mark them for the poll workers so workers will know whom to challenge
4. Review with the poll workers how to run the event, how to challenge the students selected and what the procedure will be for the whole class when a student is challenged.
5. As classes arrive, speak with them to set expectations and explain procedures to them
6. Interrupt the proceedings any time a student is challenged to explain what is happening and why. Be sure all students hear that they are permitted to ask for a provisional ballot and how to do so.
7. Take photos for publicity
8. **Return the polling pages with signatures to the coordinator at the close of the event to retain student privacy**

**Day following the event**

1. Voting machine picked up and returned to Board of Elections by their staff
2. Write thank you notes to everyone responsible for the success of the event from start to finish
3. Send photos to League website for posting

**THE FOLLOWING INSTRUCTIONS APPLY TO MONMOUTH COUNTY, NJ.** Modify the directions if they differ in your county and record the procedures in that county so we may edit this document for others’ convenience

**To arrange for the voting machine:**

Contact the Monmouth County Board of Elections (or the Board of Elections in the county in which you are presenting) preferably three months prior to the event (it may be possible to obtain a machine with a simple ballot in less time.)

* 1. Unless using the simple ballot face, avoid a requesting a machine one month prior to or after any general election as machines are impounded during that time.
  2. NB: If using the high school version of the ballot face, there is a charge of about $200. This charge covers the cost of programming the ballot face and providing for the election monitor who runs the voting machine during the event (required by the Board of Elections.) Determine who is going to pay this fee (school? League grant? Shared?)
  3. In Monmouth County, the contact person to obtain a voting machine is Mary DeSarno ([Mary.DeSarno@co.monmouth.nj.us](mailto:Mary.DeSarno@co.monmouth.nj.us)). Mary will coordinate with Mike Marx who will deliver the voting machine to the school one day prior to the event and will pick up the machine the day after the event. Mike will need the exact address of the school and the name of the person who will accept the delivery. All communications should be copied to the school coordinator of the event, the League coordinator of the event, and the League education coordinator.

**To obtain the ballot face:**

1. Decide which ballot face you wish to use.
   1. There are two simple ballot faces available free of charge from the Monmouth County Board of Elections. You can tell Mary which of these two you prefer and she will have it mounted in the voting machine
      1. Your favorite sports team (students vote for one: Yankees or Mets)
      2. Your favorite ice cream (students vote for several things: flavor, topping, cup/cone, etc.)
   2. A more sophisticated “high school” ballot form is available at a cost of approximately $200. (The charge results from the need for a programmers’ time and a Board of Elections monitor’s time. These are county charges and are not charges determined by the League of Women Voters.) The high school ballot is very life-like and is aligned to the goals of Fighting for the Vote. It allows students to vote on two items (changes to voting procedures and changes to voting age) as well as two public questions (voting rights and parks and forestry.)
   3. You may design your own ballot face. Two professional printers are able to provide these and there is a charge unless it is waived by the printer. Mary DeSarno can provide the names and contact info of printers who do this for the county. Allow the printer about two months of lead time as ballots need to be proofed and edited. The printer will send the ballot face directly to the Board of Elections to be programmed.
   4. If you design your own ballot face, you will also need to create sample/provisional ballots that correspond. The templates are available here: [Provisional ballot sample.p1.docx](file:///C:\Users\Patricia\Documents\Word%20Documents\Politics\Voter%20Registration%20efforts\Fighting%20for%20the%20Vote\Module%203%20-%20voting%20machine%20visit\Provisional%20ballot%20sample.p1.docx) and [Provisional ballot sample.p2.docx](file:///C:\Users\Patricia\Documents\Word%20Documents\Politics\Voter%20Registration%20efforts\Fighting%20for%20the%20Vote\Module%203%20-%20voting%20machine%20visit\Provisional%20ballot%20sample.p2.docx). If you use the previously created high school ballot, you can use the documents provided at these links.

**To prepare the poll books:**

1. Obtain two, black 9 x 15” (legal size) 3-ring binders available in 2-pack at amazon.com for $13.95 **(**<https://www.amazon.com/gp/product/B008IVOD24/ref=ppx_yo_dt_b_asin_title_o04_s00?ie=UTF8&psc=1>)
2. Label the cover of one book **A-L** and the other book **M-Z**.
3. Obtain voter poll book sheets (Craftmaster Printing, Inc., 2024 Corlies Ave., Neptune City, NJ 07753, phone: 732-775-0011; fax 732-775-1771; www.craftmasterprinting.com) printed 100 copies, double-sided for $20. Sample can be obtained from the League education coordinator.
4. Insert half of the pages into each poll book.
   1. One week prior to the event, obtain the double-spaced, single-sided alphabetical list of students’ names from the school coordinator**. Be sure to return these to the coordinator at the close of the event to retain student privacy**.
   2. Cut the students’ names into strips and using write-on adhesive tape, tape the names into the lines on the pages in the correct alphabetical polling books. Names in one book should be in alphabetical order from A-L. Names in the other book should be in alphabetical order from M-Z. (Be careful to separate pages so that every page is used, check to see that both sides are printed front and back. Pages may tend to stick together.)
   3. Leave excess pages in the books for future events.
5. One week prior to the event, return the poll book to the school coordinator. The coordinator will arrange for students to put their signatures on the first line following their name in the poll book. **NB:** Any student absent on the day students “register” by signing their names in the book should not be allowed to sign the book on that student’s return to school (mimics deadline for registration.)

**To prepare the voter validation tickets:**

1. Purchase two 3” x 8” spiral bound pads (the type used for shopping lists). I found them at Walmart for $1.88 each.
2. Fold each page in half horizontally, making two equal sized “tickets.” Number as many pages as there are students participating. Pages should be numbered at the top and the bottom of each page with the same number. One book should begin numbering from 0001. The other book should begin numbering at 1001.

**ADDITIONAL INFORMATION FOR THE SCHOOL COORDINATOR**

1. *One week prior to the event*, after preparing the voter rolls, we will return the polling books to you so that you may do the following and have the books ready for us to use at the start of the event.
   1. Please have the students put their signatures on the first line to the right of their names (column header says “signature on registration form.”)
      1. NB: we have found that you may need to teach them that they cannot print their names, and that their signature must be the same when they sign the book today and on “election day” when they will sign next to the signature they are writing today.) The poll worker will check to be sure the signatures match.
      2. **Students absent on the day the signatures are filled in should NOT be asked for their signature when they return to school (this is to mimic the fact that there is a deadline for registration.)**
   2. **Please highlight in yellow the name of at least one student from each class who will not be embarrassed by being singled out, but will comfortably be able to learn and demonstrate for others how to ask for a provisional ballot (Please do not tell the students beforehand that they have been selected.)** 
      * 1. One student will be challenged as having received a mail-in ballot
        2. Students’ names lacking signatures due to absence on the day signatures are obtained will NOT appear in the register. We will use the omission to teach about:
           1. Deadlines for registering to vote
           2. Voting at the correct voting districts
           3. Voting by mail
           4. A voter’s right to request a provisional ballot if s/he/they believe they are being denied for an invalid reason.
   3. Poll books should be given to the League coordinator on the day of the event as early as possible. The League coordinator will write VBM (vote by mail) in the column marked “voted” at the top. Any student whose name does not have a signature beside it will be blacked out and is considered an unregistered voter in this district for the purposes of this event.

**ADDITIONAL INFORMATION FOR THE LEAGUE COORDINATOR**

**To prepare the poll workers and run the event:**

1. Provide each poll worker with one poll book. Ascertain that the poll worker knows how to find the students’ names, have the students sign next to the “registration signature,” and double check for fidelity of signatures.
2. Explain that anyone whose name is highlighted in yellow received a mail-in ballot and so presumably has voted by mail. Explain that any student whose name has been blacked out didn’t register in time or doesn’t reside in this voting district. The poll worker should ask if the person is: 1) registered; or 2) is trying to vote in the wrong voting district (poll worker should explain what that means.)
   1. NB: If/when a student turns away rather than asking for a provisional ballot, call the attention of the League coordinator. That person will call the attention of the entire group voting, explain what is happening, and ask what the student should do.
   2. Tell the class that the student who was turned away can still vote today, that s/he/they **need to ask** for a provisional ballot. Emphasize that in areas where voter suppression occurs, the poll worker may not tell the voter that s/he/they is eligible to use a provisional ballot but **the voter has the right to do so.**
3. Provide each poll worker with one voter validation ticket book. Demonstrate how to have the students sign the validation ticket, and give the student his/her/their half to take to the poll monitor.
4. Provide the teacher with the number of stickers needed for that class. As the teacher to give the students an “I Voted” sticker as s/he/they return to the class line-up area.

**As each class arrives:**

* Greet the class
* Explain that, when you are finished giving instructions, they need to line up at the table which has the first initial of their last names. The tables are marked A-L and M-Z. After they sign the poll book, they will move to the line to use the voting machine. When they reach the machine, they will give their voter validation ticket to the poll monitor who will allow them to enter the machine to cast their vote.
* Remind students that after they have made their choices, they need to push the red button at the bottom right for their vote to be recorded.
* If they have any questions or problems during voting, they can ask the monitor for help. The monitor will enter the booth, demonstrate what to do, then leave the booth so they can cast their votes privately.
* Set the expectation that while in line, they will leave space for people to pass, and when they finish, they should return to their class assembly area to receive their “I Voted” sticker.
* Set the expectation that voices will be kept soft so they can hear the challenges to voters.

**After the event:**

* Ask if anyone is 17, but has not yet registered. Give that number of registration to the teacher; ask that they see to it that the student gets to register.