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A Guide to Conducting a Successful Voter Education Drive

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A Guide to Conducting a Successful Woter Drive



Consid Little Secretary of State

AN OVERVIEW:

The Secretary of State's voter registration drive is a nonpartisan statewide program designed to increase participation in the election process through registering new voters and encouraging voter turnout. The success of this program depends on the assistance from members throughout the community.

This brochure serves to provide guidelines for businesses, associations, schools, and other organizations that wish to plan and implement a voter registration/education drive.

PLANNING THE DRIVE:

Any group planning a voter registration drive should tailor it to their:

- individual organizational structure;
- management style, and;
- physical setting.

Thus, groups are encouraged to adjust the following guidelines to fit their specific situations.

COMMITMENT:

The most important part of the drive is a strong commitment from the organization's leaders. Without this, most drives, whether large or small, may not be as successful as possible. You can show your commitment to this program in many ways. You may want to:

- Send a memoranda to employees or members;
- Mention the drive in meetings and gatherings;
- Distribute voter registration cards and posters throughout your headquarters;
- Designate a week as "Voter Registration Week" or "Get Out-The-Vote Week";
- Sponsor a voter registration "open house" with refreshments during lunch or after work;
- If you are conducting a drive in the community, set up a booth in a shopping mall, in front of a grocery store, or in front of your building;
- Have a slogan contest to encourage participation in your drive.

The possibilities are endless, but to get the drive started, we have included a sample memorandum. Remember to adapt the memorandum to your organizational structure and the time frame of the upcoming election (see "important election dates" section in this brochure).

CHOOSING A COORDINATOR:

Depending on the size of your organization, choosing a coordinator will vary. Generally, public affairs directors, member relations committees or personnel directors are best suited for the job. Whoever you choose, remember that they must have access to all the organization's members and that they must have enough authority to run the drive.

SAMPLE MEMORANDUM TO: Employees (Members, etc.) FROM: ______, Chief Executive Officer (President, etc.) DATE: ______, 1994 RE: Employee (Member, etc.) participation in the November 8th General Election

As you are aware, our corporation (association, etc.) has been extremely involved in a voter registration drive in association with the Texas Secretary of State. Our goal is to maximize employee (member, etc.) participation on election day, Tuesday, November 8, 1994.

I am asking that each of you take the time to vote on Tuesday the 8th. This is a very important election year. Not only will we be electing our Governor, but also you will be electing U.S. Representatives, statewide officials, and other officials at the county and precinct levels. Remember, in order for our voices to be heard in our city, in Austin, and in Washington, it is imperative that each of you cast your ballot.

Polls will be open from 7 a.m. to 7 p.m. For your convenience, a listing of polling places is attached. If you need to vote during business hours, I encourage you to arrange with your supervisor a convenient time to cast your ballot.

The right to vote is precious, and I believe that you should take the opportunity to exercise this right. Thank you for your participation.

GOALS:

After the coordinator is selected, the organization's leaders and the coordinator should meet to set and define the goals for the drive. In this meeting, the following tips should be discussed:

- Who do we want to address? (the members of our organization, the members of their families, the community at large)?
- What percentage of this group can be registered?
 What is the time frame of the drive?
- What resources or promotional materials will we provide?
- What resources do we need from the Secretary

of State's office?

What specific activities should we try?

IMPLEMENTING THE DRIVE:

Now that you have established a commitment to your cause, selected a coordinator and determined your goals, you are ready to begin the drive.

The following is a listing and brief explanation of some widely used voter registration activities. If you want more details about these activities, or if you want assistance implementing a plan that will fit your needs, please contact the Elections Division of the Secretary of State's Office at 1-800-252-VOTE(8683).

A PUBLIC RELATIONS CAMPAIGN:

Your involvement in a voter registration/education drive can be a big opportunity for community involvement and exposure. Your efforts will be supported by a strong statewide media campaign which the Secretary of State's Office has put together, so the citizens in your community will have knowledge of the voter registration campaign. Here are some ways that you can participate in this type of campaign:

- Use your organization's newsletters, a memoranda, or bulletin boards to inform your employees, members, and/or customers of your plan to hold a drive;
- Write letters to the editor supporting the drive;
- Hold a press conference to announce the drive;
- Conduct a joint voter registration drive with another group in your community;
- Distribute bumper stickers or flyers with your organization's logo and a catchy voter registration slogan.

REGISTRATION ACTIVITIES:

Before starting your voter registration drive, you may wish to have someone in your organization become a volunteer deputy registrar. Anyone can issue voter registration applications, but only the Voter Registrar of your county and volunteer deputy registrars can accept completed applications. The process is easy. Simply contact your local Voter Registrar or the Elections Division of the Secretary of State's Office for information.

You will need the following forms and supplies for your drive (most are available from the Secretary of State's Office at no cost):

- 1. voter registration applications and display boxes;
- 2. a list of county seats and zip codes (included in

this brochure);

- 3 identifying signs and posters:
- the telephone number of your local Voter Registrar and surrounding Voter Registrars (also included in this brochure);
- 5. pens and pencils;
- 6. name tags for the coordinator and the volunteers.

In addition, the Secretary of State's Office distributes two brochures entitled:

- 1. "Voter Registration in Texas", and:
- 2. "The Volunteer Deputy Registrar Guide", which may prove helpful. Please contact our office to order these brochures and supplies.

Once you have the necessary materials, it is time to begin registering new voters. Your approach must respect the individual's right to register or to not register as well as their right to vote or not vote. Use persuasive leadership whenever possible to encourage registration and voter turnout, but never force your opinions on an individual. Also, make sure that your coordinator and volunteers are well supplied with voter registration materials and are able to answer basic questions about the registration process.

"GET-OUT-THE-VOTE" CAMPAIGN:

Registration is only the first step in conducting a successful voter registration drive. The second and most important step is motivating those you have spent time registering to actually "Get Out & Vote". Please consider the following suggestions which will receive a good response and accomplish this goal:

Information: Make sure that all potential voters know when and where they can vote. You can get a list of polling places from your County Clerk, and this brochure lists the important 1994 election dates.

Education: The more information that potential voters have, the more likely it is that they will participate in the election process. Have your coordinator put together a listing of nonpartisan organizations in your area who can provide information about the candidates' positions on each issue (such as the League of Women Voters).

Early Voting: In Texas, a person is no longer required to have a reason to vote early by personal appearance. Thus, you should encourage early voting by stressing its convenience. You can obtain a list of the dates and times, and polling places for early voting from your local

County Clerk.

Follow Up: None of the above information is useful unless you can get it to potential voters. Newsletters, memoranda, payroll stuffers, posters, booths, staff meetings and phone calls are just a few of the tools you can use to distribute this information.

VOTER REGISTRATION MATERIALS AVAILABLE FROM THE SECRETARY OF STATE'S OFFICE

VOTER REGISTRATION APPLICATIONS: The voter registration application measures 4" x 6" and is postage-paid by the State of Texas.

POSTERS: The posters, which are available in both English and Spanish, display the voter registration logo and list information such as the last day to register to vote and the Secretary of State's toll-free number. Both posters measure 11" x 17". We recommend that you place them in a busy area, such as a store-front window or reception area.

DISPLAY BOX: The display box allows you to display up to 400 voter registration applications in a professional manner. Assembled, each box measures 4.5" x 8.5". The box is mailed to you flat with assembly instructions.

VOTER REGISTRATION IN TEXAS BROCHURE: This brochure is very useful to your voter registration coordinator. The brochure outlines the qualifications for voting, who is entitled to vote, how to register to vote, and the process by which a voter's application is processed once it is received by the local Voter Registrar.

VOLUNTEER DEPUTY REGISTRAR GUIDE: This brochure explains how a member of your organization can become a volunteer deputy registrar.

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Published by the Elections Division of the Office of The Secretary of State:

P.O. Box 12060 Austin, Texas 78711-2060 (512) 463-5650 1-800-252-VOTE(8683) Fax (512) 475-2811 TDD 1-800-735-2989



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VOTER REGISTRATION APPLICATION

- 1. Name: Applicants must give their full legal name-no initials please. A married woman may <u>not</u> use her husband's first name in place of her own.
- 2. Sex: The sex should be indicated because many times it is hard to tell whether the applicant is male or female by his or her given name.
- 3. Date of Birth: The date of birth blanks must be properly filled in with the applicant's month, day, and year of birth. Simply showing that they are over 18 will <u>not</u> be acceptable.
- 4. Place of Birth: Section 13.002(c) of the Texas Election Code requires a place of birth on the application.
- 4a. Please explain to the applicant that, if they were born in a foreign country, not born to American parents, or were otherwise not entitled to U.S. citizenship at birth, they must also provide their court of naturalization.
- 5. County and Address of Former Residence: Applicants must indicate if they were formally registered in another Texas county so that their previous registration will be cancelled.
- 6. Residence Address (or Description of or Physical Location if no Street Address): The applicant's county street address must be provided in this space. Lack of zip code does not invalidate the application.
- 6a. If the applicant cannot receive mail at the above address, then a description of the physical location of the residence is required, e.g., two miles west of Dripping Springs on Hwy. 290.
- 7,8, and 9. Social Security Number, Telephone Number, and Texas Driver's License or Personal I.D. Number: Although this information is optional, it is important because it is used to accurately maintain the voter registration records.
- 10. Signature: A signature is required on all applications to make them valid. A husband, wife, mother, father, son, or daughter may act as an agent to register one another if the person acting as an agent is a registered voter of the county or has submitted an application. If someone is unable to sign the application, you may have them mark the application, and their mark must be witnessed.

Remember, your coordinator and volunteers should not indicate in any way how an individual should vote. Moreover, it is important that your organization not conduct the drive in a manner that favors a particular candidate or political party. Every effort should be made to ensure that the voter/education drive and "Get-Out-The-Vote" campaign remain completely nonpartisan.

CONDUCTING A NONPARTISAN DRIVE:

Federal law allows a corporation to jointly sponsor a nonpartisan voter registration or "Get-Out-The-Vote" drive with a nonpartisan, tax-exempt organization or with the state or local agency responsible for administering elections, such as the Secretary of State's Office.

A corporation may distribute to the general public registration and voter information prepared by the election officials. The corporation may set up a table, rack, or booth on its own premises for distributing official voter information and employees may help distribute these materials. Of course, the distribution must be carried out in a nonpartisan manner: the corporation may not endorse or support a candidate or party in connection with the distribution.

Federal law also allows a corporation to purchase nonpartisan voter registration and get-out-the-vote ads directed to the general public. This message should be limited to promoting such acts as voting and registration (e.g., "please register and vote") and to describing the time and place for registration or for voting. The message may be delivered through posters, billboards, broadcast media, newspapers, newsletters, brochures, or similar communications.

Other activities of a jointly-sponsored, nonpartisan registration drive must be conducted either by a person authorized by the governmental agency or by the nonpartisan organization itself. In other words, the co-sponsor, such as the Secretary of State's Office, or the tax-exempt organization must participate in administering any other activities of the drive, although the corporation may make its office building and employees available for such activities.

MEASURING RESULTS HOW WELL DID WE DO?

As in other efforts by an organization, it is important to measure what has been accomplished. Measuring the results should be done in a manner that enables your leaders to know that you conducted a successful drive, that a high percentage of your organization is registered to vote, and that they actually did vote in the last election. One way to measure the results of the drive is through the use of surveys. By surveying your organization at the beginning of the drive, and after an election, you can determine how many people you registered, and how many people actually voted. Another way is to check with your volunteer deputy registrar. They will have records of how many completed applications they received and delivered to the Voter Registrar.

IMPORTANT ADDRESSES

THE OFFICE OF THE SECRETARY OF STATE

Elections Division P.O. Box 12060 Austin, Texas 78711-2060 (512)463-5650 1-800-252-VOTE(8683)

FEDERAL ELECTIONS COMMISSION

999 E Street N.W. Washington, D.C. 20463 1-800-424-9530

TEXAS DEMOCRATIC PARTY

Bob Slagle, Chair 815 Brazos, Suite 200 Austin, Texas 78701 (512)478-8746

TEXAS REPUBLICAN PARTY

Tom Pauken, Chair 211 East 7th Street, Suite 620 Austin, Texas 78701 (512)477-9821

TEXAS LIBERTARIAN PARTY

Joe Barnett, Chair 733 Edgestone Place, #236 Arlington, Texas 76006

(817)469-9171

IMPORTANT 1994 ELECTION DATES

October 9, 1994: Last day citizens may register to vote for the November 8, 1994, general election.

October 11, 1994: An application by mail to register to vote in the general election is acceptable if postmarked by this date.

October 19, 1994 to November 4, 1994: Period for early voting by personal appearance for the November 8, 1994 general election.

November 8, 1994: General election day.

LIST OF VOTER REGISTRARS BY

Dallas

Delta

Denton

De Witt

Dickins

Dimmit

Donley

Duval

Ector

Ellis

Erath

Falls

Fannin

Favette

Fisher

Floyd

Foard

Frio

Gaines

Garza

Goliad

Gray

Fort Bend

Freestone

Galveston

Gillespie

Glasscock

Gonzales

Grayson

Gregg

Grimes

Hale

Hall

Guadalupe

Hamilton

Hansford

Hardin

Harris

Harrison

Hartley

Haskell

Hemphill Henderson

Hidalgo

Hockley

Hopkins

Houston Howard

Hudspeth

Hutchinson

Hunt

Irion

Jack

Jackson

Jasper Jeff Davis

Hood

Hill

Hays

Hardeman

Franklin

Eastland

Edwards

El Paso

Dawson

Deaf Smith

To properly complete a voter registration application, find the county in which you reside, fill in the address and zip code on the front of the application, and mail, postage-free.

Anderson	Palestine 75801	903/723-7438
Andrews	Andrews 79714	915/524-1409
Angelina	Lufkin 75901	409/634-8376
Aransas	Rockport 78382	512/790-0122
Archer	Archer City 76351	817/574-4531
Armstrong	Claude 79019	806/226-4481
Atascosa	Jourdanton 78026	210/769-3142
Austin	Bellville 77418	409/865-5911
Bailey	Muleshoe 79347	806/272-3022
Bandera	Bandera 78003	210/796-3731
Bastrop	Bastrop 78602	512/321-2589
Baylor	Seymour 76380	817/888-3169
Bee	Beeville 78102	512/358-3125
Bell	Belton 76513	817/939-3521
Bexar	San Antonio 78207	210/978-0362
Blanco	Johnson City 78636	210/868-7178
Borden	Gail 79738	806/756-4311
Bosque	Meridian 76665	817/435-2301
Bowie	New Boston 75570	903/628-2571
Brazoria	Angleton 77515	409/849-5711
Brazos	Bryan 77803	409/775-7400
Brewster	Alpine 79831	915/837-3366
Briscoe	Silverton 79257	806/823-2131
Brooks	Falfurrias 78355	512/325-5604
Brown	Brownwood 76801	915/643-1646
Burleson	Caldwell 77836	409/567-4288
Burnet	Burnet 78611	512/756-5420
Caldwell	Lockhart 78644	512/398-1830
Calhoun	Port Lavaca 77979	512/553-4433
Callahan	Baird 79504	915/854-1020
·Cameron	Brownsville 78520	210/544-0809
Camp Carson	Pittsburgh 75686 Panhandle 79068	903/856-3391
Carson	Linden 75563	806/537-3412
Cassro	Dimmitt 79027	903/756-5513 806/647-5336
Chambers	Anahuac 77514	409/267-8301
Cherokee	Rusk 75785	903/683-5478
Childress	Childress 79201	817/937-6143
Clay	Henrietta 76365	817/538-4356
Cochran	Morton 79346	806/266-5171
Coke	Robert Lee 76945	915/453-2614
Coleman	Coleman 76834	915/625-2153
Collin	McKinney 75069	214/548-4613
Collingsworth	Wellington 79095	806/447-5606
Colorado	Columbus 78934	409/732-3204
Comal	New Braunfels 78130	210/620-5521
Comanche	Comanche 76442	915/356-3101
Concho	Paint Rock 76866	915/732-4312
Cooke	Gainesville 76240	817/668-5425
Coryell	Gatesville 76528	817/865-5412
Cottle	Paducah 79248	806/492-3345
Crane	Crane 79731	915/558-2622
Crockett	Ozona 76943	915/392-2674
Crosby	Crosbyton 79322	806/675-2312
Culberson	Van Horn 79855	915/283-2130
Dallam	Dalhart 79022	806/249-2801
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Dallas 75202 214/653-7860 Lamesa 79331 806/872-7181 Hereford 79045 806/364-1746 Cooper 75432 903/395-2718 Denton 76201 817/565-8510 Cuero 77954 512/275-3410 Dickens 79229 806/623-5531 Carrizo Springs 7883'4 210/876-2325 Clarendon 79226 806/874-2193 San Diego 78384 512/279-3322 Eastland 76448 817/629-1564 Odessa 79760 915/335-3187 Rocksprings 78880 210/683-2337 El Paso 79901 214/937-2710 Waxahachie 75165 915/546-2154 Stephenville 76401 817/965-1450 Marlin 76661 817/883-2752 Bonham 75418 903/583-7486 La Grange 78945 409/968-3164 Roby 79543 915/776-2181 Floydada 79235 806/983-3264 Crowell 79227 817/684-1501 Richmond 77469 713/341-8670 Mt. Vernon 75457 903/537-2358 Fairfield 75840 903/389-2336 Pearsall 78061 210/334-2152 Seminole 79360 915/758-2012 Galveston 77550 409/766-2280 Post 79356 806/495-3002 Fredricksburg 78624 210-997-6519 Garden City 79739 915/354-2361 Goliad 77963 512/645-3354 Gonzales 78629 210/672-2841 Pampa 79065 806/669-8018 Sherman 75090 903/893-8683 Longview 75606 903/237-2652 Anderson 77830 409/873-2111 Seguin 78155 210/379-0267 Plainview 79072 806/293-0448 Memphis 79245 806/259-2125 Hamilton 76531 817/386-5114 Spearman 79081 806/659-2371 Quanah 79252 817/663-5221 Kountze 77625 409/246-5180 Houston 77253 713/224-1919 Marshall 75671 903/935-4822 Channing 79018 806/235-3142 Haskell 79521 817/864-2181 San Marcos 78666 512/396-3232 Canadian 79014 806/323-6661 Athens 75751 214/675-6134 Edinburg 78540 210/318-2157 Hillsboro 76645 817/582-3862 Levelland 79336 806/894-4938 Granbury 76048 817/579-3222 Sulphur Springs 75482 903/885-2666 Crockett 75835 409/544-2761 Big Spring 79720 915/264-2232 Sierra Blanca 79851 915/369-2331 Greenville 75401 903/455-1210 Stinnet 79083 806/878-2491 Mertzon 76941 915/835-7771 Jacksboro 76056 817/567-2352 Edna 77957 512/782-3473 Jasper 75951 409/384-2632 Fort Davis 79734 915/426-3213

lefferson Beaumont 77704 409/835-8516 lim Hogg Hebbronville 78361 512/527-3237 tim Wells Alice 78332 512/668-5711 Johnson Cleburne 76033 817/641-4046 Jones Anson 79501 915/823-2437 Karnes Karnes City 78118 210/780-3611 Kauiman Kaufman 75142 214/932-4331 Kendall Boerne 78006 512/249-9343 Kenedy Sarita 78385 512/294-5202 Kent Jayton 79528 806/237-3801 Kerr Kerrville 78028 210/896-1414 Kimble function 76849 915/446-3353 King Guthrie 79236 806/596-4318 Kinney Brackettville 78832 210/563-2688 Kleberg Kingsville 78363 512/595-8542 Knox Benjamin 79505 817/454-2411 Cotulla 78014 903/737-2420 La Salle Paris 75460 806/385-4818 Lamar 512/556-8271 Lamb Littlefield 79339 Lampasas Lampasas 76550 210/879-2387 Lavaca Hallettsville 77964 512/798-3601 Lee Giddings 78942 409/542-3684 Centerville 75833 903/536-2543 Leon Liberty Liberty 77575 409/336-3472 Limestone Groesbeck 76642 817/729-3405 Lipscomb Lipscomb 79056 806/862-2911 Live Oak George West 78022 512/449-2733 Llano Llano 78643 915/247-4165 915/377-2411 Loving Mentone 79754 Lubbock Lubbock 79408 806/767-1338 806/998-4112 Lvnn Tahoka 79373 Madison Madisonville 77864 409/348-2681 Marion Jefferson 75657 903/665-3281 Martin Stanton 79782 915/756-3397 Mason 76856 915/347-5252 Mason Matagorda Bay City 77404 409/244-7670 210/773-9273 Maverick Eagle Pass 78853 McCulloch **Brady 76825** 915/597-0733 Waco 76703 McLennan 817/757-5043 McMullen Tilden 78072 512/274-3233 Medina Hondo 78861 210/426-4313 Menard Menard 76859 915/396-4523 Midland Midland 79702 915/688-1222 Cameron 76520 Milam 817/697-6484 Mills Goldthwaite 76844 915/648-2711 Mitchell Colorado City 79512 915/728-3481 Montague 76251 817/894-3881 Montague Montgomery Conroe 77301 409/539-7843 Moore Dumas 79029 806/935-2008 Morris Daingerfield 75638 903/645-2446 Motley Matador 79244 806/347-2234 Nacogdoches Nacogdoches 75961 409/560-7762 903/654-3000 Navarro Corsicana 75110 Newton Newton 75966 409/379-4241 Nolan Sweetwater 79556 915/235-3271 Nueces Corpus Christi 78401 512/888-0385 Ochiltree Perryton 79070 806/435-8100 Oldham Vega 79092 806/267-2280 Orange Orange 77630 409/882-7971 Palo Pinto Palo Pinto 76072 817/659-1271 Panola Carthage 75633 903/693-0370 Parker Weatherford 76086 817/594-7461 Parmer Farwell 79325 806/481-3845 Pecos Fort Stockton 79735 915/336-3386 Polk Livingston 77351 409/327-6880 Potter Amarillo 79105 806/379-2288

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915/729-4081

903/473-2934

806/655-6287

915/884-2131

512/232-6210

903/427-2401

915/445-5473

512/526-2023

806/868-3611

409/828-3337

214/722-6582

915/365-2339

903/657-0338

409/787-2257

409/275-2300

409/653-2311

512/364-6150

915/372-5325

915/853-3066

915/573-5332

915/762-2000

409/598-4441

806/396-2150

903/535-0632

817/897-2419

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