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STATE OF NEW YORK
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Young people are important members of New York State's family and it is essential that their voice be heard. By registering to vote and voting, citizens of our State set the direction the government will take. Unfortunately, not enough of our young people register to vote and actually go to the polls.

The New York State Youth Council has developed a Youth Voter Participation Project to address this problem, and I urge you to join in this effort. Each of us has one vote, but by helping others exercise their right to vote you can help broaden and strengthen the foundation upon which our democratic system rests -- the active participation of all of our citizens.

Conducting a successful youth voter education and registration drive in your school or community will do much to emphasize the important role young people, our future leaders, can play in their communities today.

Best wishes.

January, 1985

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This manual has been written by the New York State Youth Council Voter Participation Committee

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Mario M. Cuomo, Governor

Leonard G. Dunston, Director, Division for Youth

Fred Newdom, President, Association for Human Services

n 1971 the 26th Amendment to the United States Constitution lowered the voting age to 18.

Regrettably, its goal has been largely unfulfilled since less than one-fifth of the nation's young people actually register and vote. No other group upon whom the right to vote has been conferred has so ignored this privilege. The New York State Youth Council believes it is time that young people take a greater part in the electoral process and has prepared this Voter Registration Manual to help students and educators initiate effective voter registration drives among eligible high school students.

Young people must come to realize that failing to vote deprives them of a role as partners with government in the decision-making process. We believe that young people themselves are the most effective conveyers of this message. Therefore, we would like to see students leading an effort in every high school to register their peers. This would also serve as a major step in dispelling the myth that young people do not do anything positive for their community and would help counteract the negative publicity young people often receive.

The high school can play a very important role in citizenship development since most young people who register and vote at age 18 will probably remain voters for many years. Most students will register and vote if they are just asked and given the opportunity to do so. They need to understand that they can make a difference in the decisions of government regarding policies that affect them.

The New York State Youth Council consists of 35 young people ages 15-21, from diverse backgrounds and regions of the State. It was established in 1983 by the New York State Division for Youth as an outgrowth of the New York State Conference on Children and Youth. The Youth Council serves to give young people a greater voice in the formulation of State policies relating to youth and to promote participation by young people in significant activities affecting them and their community.

Increasing youth involvement in the electoral process through voter registration is one of the ways the Youth Council hopes to develop greater participation by young people in the community.

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NTRODUCTION



This manual was developed to help high school students plan and conduct a youth voter registration drive. It was initially produced for March 1984 "Youth Voter Registration Month" in New York State. The manual discusses how to organize a voter registration drive, different methods of structuring the campaign, press and publicity coverage, materials required, and ideas for following up after the drive has been completed.

While developing this manual, we have kept in mind a few salient principles and procedures. Your school might want to follow them in planning your voter registration drive.

- O All efforts must be strictly nonpartisan. This will protect the integrity of your drive.
- O It is not mandatory for anyone to register and vote. While we believe that it is in the best interest of people to do so, no one should be forced to register.
- O Students should lead the campaign to register their peers as they will have the most influence on them. This is also productive in showing that young people can make a significant contribution to their community.
- O Any area where voter registration is conducted should be easily accessible to the physically disabled.
- O A young person can register to vote as long as he or she will be 18 years old by the day after Election Day in November.
- O A person of any age can register anyone to vote. In New York State you do not have to be a specially appointed registrar to participate.
- O Since voter registration is only the first step toward increasing the number of young people who vote on Election Day, a mechanism has been developed to record the names and addresses of all new registrants so that a voter education and reminder mailing can be sent to them. This can add to the effectiveness of any drive.
- O A brochure has been produced by the Youth Council for young people on why they should register and vote. It also answers many common questions and misconceptions about registering and voting. This is available to your school in English or Spanish and should be used as part of your drive.
- O While this manual was written for initial use in a spring 1984 voter registration drive, the information in it can be used in future years as well. At several points mention is made of sending some information and material to the New York State Youth Council. There will be a special insert in the manual with dates, addresses and information specific to each year's voter registration drive.

ETTING STARTED—THE VOTER REGISTRATION COORDINATING COMMITTEE

A good first step in planning an effective voter registration drive is to establish a Voter Registration Coordinating Committee several weeks before the target date set for your efforts. This committee may be initiated by a student organization or any interested student, the principal, Social Studies faculty, or Student Activities Advisor. Membership on the committee should be drawn from all sectors of the school community and could include any or all of the following:

- ► The principal or his/her designee
- ▶ Student Council President or representative
- Class presidents
- ► Student newspaper editor
- ► Social Studies Department Chairperson
- ▶ Student Activities Advisor
- ▶ Other interested students (i.e. from service clubs or political organizations) and faculty members.

Prior to the committee meeting someone should research what voter registration activities have been done in the school in previous years, how successful they were and whether plans have been made by the school or an outside organization to do voter registration this year.

At the first meeting, the committee should elect a chairperson and review what, if anything, has been done in the past, decide when voter registration activities will be conducted and what format would be most effective. Activities may be concentrated on a single day or spread over a week. Any period of time much longer than this leads to a loss of enthusiasm. The committee should set out a timeline for all preparatory work required and delegate tasks to individual members. The chairman could assume a coordinating role and make sure that all tasks are completed on schedule.



After this initial meeting, the committee should begin to take the following steps leading to the voter registration program:

- 1. Contact the local Board of Elections to inform them of planned efforts, discuss your ideas with them, and get their suggestions and advice. Request voter registration forms, absentee ballot applications and Youth Council brochures on voter registration (as discussed later in the manual).
- 2. Be in touch with local civic organizations that do voter registration, such as the League of Women Voters, and ask for their advice and support.
- **3.** Contact possible speakers to address students on voting and registration. These may include local elected officials and civic and student leaders. Make an initial telephone call and follow with a letter.
- **4.** Arrange for recruitment and training of students to do the actual registering of their peers. It would be helpful if all registration and planning activities involved some sophomores and juniors, who will gain experience which will be helpful in planning future voter registration projects. In subsequent years, the establishment of the voter registration committee could become an annual event, with planning beginning early in the school year.





HERE, WHEN AND HOW TO REGISTER STUDENTS

The way actual voter registration is done can vary from school to school. Included in the activities should be educational instruction stressing the reasons why one should vote and how the electoral process works. Suggested below are three main ways of conducting your drive—in assemblies, in classrooms, and at voter registration booths or tables. The method the school chooses will depend on its individual nature and daily schedule. In all cases it is recommended that students actively participate in the campaign to register their peers. This will often have more of an impact than a faculty member or person from outside the school brought in to do the registration.

It is important to keep in mind that, while most students who register will be seniors, there may be some eligible juniors, and they should be given the opportunity to take part in registration events as well.

ASSEMBLIES

It is best if a voter education and registration assembly lasts no more than one period. It can be a specially called assembly of the senior class or the topic of a regularly scheduled senior class meeting. Invite all other eligible students as well. Having the whole junior class present at an educational assembly on voting may be a way to get students to look forward to the privilege of voting. For best results the program should be held during the school day, rather than be scheduled as an optional after-school event. O Speakers. An elected local official could serve as your guest speaker. Invite the official to discuss in a nonpartisan way why it is important that young people register to vote. A student respected by his or her peers or a school official could also speak. The speeches at the assembly should be short and motivating. Audio-visual materials may also help attract and keep students' interest.

O The brochure on voter registration published by the New York State Youth Council should be distributed since it answers common questions and misconceptions students have about the election process. Make sure to discuss with the students how to re-register if they change their address and how to get an absentee ballot if they will be away at school or in the military on Election Day.

- o There should be a period for questions and answers about voting. It may be helpful to have a Board of Elections representative present to assist with answering technical questions. You may want to have a student prepared to ask an initial question to stimulate discussion.
- O A few students will be needed to hand out registration forms, blank index cards (for follow-up procedures) and the Youth Council voter registration brochure. Make sure everyone has blue or black pens.
- o A student, or someone running the assembly, can lead all students step by step through filling out the voter registration form. You might want to use an overhead projector with a diagram of the form so each student will complete it correctly. Have some volunteers spread throughout the room to assist students and answer questions.
- O At the end of the assembly all students should drop their completed forms in a box at the door or hand them to the student volunteers.
- o For follow-up mailings, as discussed on page 14, each student should be asked to print clearly his/her name and complete address, zip code and phone number on the blank index card or form provided. This list of all new voter registrants can be sent to the Youth Council. (The procedure will be discussed further on page 15.)
- o You may also want to have a debate among candidates for local offices, or representatives of different political parties. Debating issues from both sides will make the electoral process seem less abstract and show students that there is a difference between candidates and the issues they discuss.

The positive aspects of presenting voter registration through an assembly are that you can educate, inform and register many students in one concentrated effort of less than an hour. On the other hand, it may be difficult for some schools to schedule an assembly and this process is more impersonal, limiting questions and discussion. Students may just go through the motions of registration *en masse* and not ever vote.

CLASSROOMS

You can approach voter registration in smaller groups by having student volunteers reach their peers in a classroom setting. Each school can decide for itself whether English classes, Social Studies classes, or homerooms are best, or just select a given time period during the day. In any event the drive should reach every senior class (and possibly junior classes as well).

Student registration leaders and/or an Elections official should visit each classroom to speak about voting and registration and distribute registration forms, index cards and brochures to all eligible students. It may be helpful several days prior to the drive to invite teachers and members of the administration to meet with the student voter registration team to discuss how they can assist the students who will be visiting classes to conduct registration.

The benefits of conducting registration in the classroom are that it can be done on a more personal level and more time may be spent answering questions and with discussion. With this approach students may feel more motivated to register and vote. However, the drawback of classroom registration is that teachers may be reluctant to interrupt their class work, and many more student volunteers are needed to cover all the classes. Outside speakers will probably not be willing to spend an entire day in the school visiting different classes.

TABLES OR BOOTHS

Voter registration can also be conducted at a table in heavily-trafficked areas in the school such as the lobby and lunchroom. Student volunteers are an obvious plus for this type of registration. For a table drive you should note the following:

- ▶ Have a major publicity drive the week before your table or booth is set up. Through posters, the school bulletin and the P.A. system, students can be informed where and when they may register.
- ▶ Several volunteers will be needed at all times. At least one should sit at the table while the other three or four students can circulate nearby with clipboards and registration forms. You may want to have these students circulate all day throughout the school building with clipboards.
- ▶ Make sure to have literature, brochures and necessary supplies for registration at the tables. See the checklist on page 10 for ideas.
- Displaying a big poster which announces that voter registration is being conducted will draw the students' attention to the tables.
- > You should arrange to keep the table up for several days in order to reach as many students as possible, but you may want to vary its location in the school each day.
- > To collect the names of those who are registering (see page 14) for a follow-up mailing; you can ask students to write their names, addresses, phone numbers, etc. . . on a separate sheet of paper or index card. If there is not enough time to do that, the volunteers can copy down this information when the drive is completed.

The advantage of conducting registration at tables or booths is that you have more personal contact between students and the registrars. The disadvantages are that it requires more volunteer time; it may be difficult to explain to students who are in a hurry why they should register; tables add congestion to the hallways; and you cannot easily identify the eligible students (those who are 18 or will be by Election Day). In addition, there is limited time for voter education and for informing students about the electoral process.

Note: Assemblies, classroom registration, and voter registration tables can complement each other and in some cases be combined. You may want to have tables set up following your assembly to register students outside the meeting room. Students could register in the classroom during the period following an assembly. Whatever your format, voter registration tables could be up during the entire week of your efforts so you reach all students, including those who were absent when the main programs were held.



If you have not done any voter registration during the school year, you may want to distribute voter registration materials to students with their diplomas. This links voting with adult responsibility. However, you will not be able to get a list of registrants for follow-up procedures. You could also set up registration tables where students return their caps and gowns or pick up their final school paper work. Some schools have included a voter registration form with every diploma. These are not particularly effective times to do registration but may be better than no registration drive at all.

COLLEGE FAIRS

At college night or a community college fair students could set up a voter registration table or booth. You can tie it together with a theme of "before you fill out college application forms, fill out a voter registration form," and point out that government makes many decisions regarding college administration and financial aid.

OPEN-SCHOOL NIGHT

On open-school night your students could conduct a voter registration drive among the parents attending. There might also be staff members of the school who are not registered and should be given the opportunity to register. Reach out to them whenever your drive is conducted.

YEAR-ROUND VOTER REGISTRATION

During the whole school year you may want to have a stack of voter registration forms and absentee ballot applications in the Social Studies or Student Activities office. A sign should be up all year announcing the availability of these materials as well as registration deadlines. You can get these dates from the Board of Elections.



ORKING WITH YOUNG PEOPLE NOT IN HIGH SCHOOL

Your school can also help to register other young people in the community, especially those who are working and not in school.

- ▶ Use your trained volunteers. The students who lead the registration drive in your school will be familiar with election procedures and able to do voter registration in other settings if they have the time. You might want to use your student volunteer or service organization for this purpose.
- o Contact local Youth Boards, Boys and Girls Clubs, YM/YWCA, YM/YWHA, youth employment centers, etc. and discuss your ideas with them. Offer to have volunteers from your school register young people at these facilities.
- o Stress the concept of young people registering their peers. You might train young people from community organizations to educate and register their peers to vote.
- o It may be especially difficult to register some of these youth since they may feel "turned off" by the same system in which they are being asked to participate. In addition, they are not as accessible as students in school.



'ATERIALS NEEDED

The following checklist indicates materials that may be needed for your voter registration drive (not all items will apply in every case):

- 1. Registration forms (including mail-in and Spanish)—from the county Board of Elections
- 2. New York State Youth Council brochures on why to register and vote
 - 3. Pens (blue or black ink)
 - 4. Index cards (for follow-up procedures)
- 5. Posters announcing the drive
- 8. Clipboards
- 7. Absentee ballot applications (from the County Board of Elections)
 - 3. Tables and chairs

②. A sign with the date (so students know what date to write on the form)

10. A box for completed forms

11. Instruction sheet and diagram of how to complete a voter registration form



OTER REGISTRATION FORMS WHERE TO GET THEM

Before you pick up voter registration forms (also known as "buff cards"), call your County Board of Elections and let them know how many you will need. Many Boards of Election will ask that you bring a written request on school letterhead.

If you have any problems in obtaining the quantity of forms you need from the County Board, contact the Youth Council.

Forms are also available in the Spanish language.

HOW TO FILL THEM OUT

- O Forms must be completed in blue or black ink. (No pencils!)
- O Students who make an error should either be given a new form to complete, or if they cross something out, they must write their initials next to it.
- o The "enrollment" section must be completed. Students can choose whether or not to enroll in a given party. However, if they do not enroll in a party, they cannot vote in the Primary elections of that party. At the general election a voter may cast his or her ballot for any candidate and does not have to vote for the nominee(s) of his or her party. Your volunteers should not wear any buttons or speak in any way that may influence a student's party choice.
- o Those students who were not born U.S. citizens may register to vote but are required to write on the voter registration form information about their naturalization papers. Since most people do not carry their naturalization papers with them every day, students who have to fill in the naturalization section should be asked in advance to bring their papers in or given a registration form to take home to complete and return to the school or mail to the Board of Elections. Voter registration applications of naturalized citizens will not be accepted unless the section requesting naturalization information has been completed.
- O Make sure the forms are signed in the affidavit section on the front and at the "X" on the back.

SAMPLE VOTER REGISTRATION FORM

Last Name Smith	First Name Davi		Initial Jr. or S	Name a	nd Add	fress of Emplo	pyer	FOR Election Di		AL USE O A.D. (or W	
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2/3/66 M 5'3	8" 5-543 487-6543	Rm. No.	Floor No. Ap	. No	Years	Mos.	Days	Cancellation			
Did you p	previously vote in New York State?	Yes 🗆 No	🖄 if yes, com	plete folio	owing li	ine.		Date			
In what year did you Did you register under If not, under what name last vote in an Election in this State? Yes No		ter?	what name lor? Did you then reside at your present address If no, previous address Street					Reason	1 2	3	4 5
			City or town		Co	unty			6 7	8 □	9 10
	USA? Yes No		nplete following					L			
Naturalization Nu Own Mother Spous Father	umber on papers	Court	City and St		whom i	of person to issued			Other	Remarks	
ENROLLMENT (check only ONE) "I affirm that the information						ded herein	ie trua				
if you wish to enroll in the party of your choice	and I understand that this application will be accepted for all purposes as the equivalent of an affidavit, and						i				
☐ Democratic☐ Conservative☐ F	if it contains a material false statement, shall subject me to the same penalties for perjury as if I had been										
☐ I do not wish to enroll in any political party.						20 50011					
Transfer my present party enrollment to my Janual J. Smith 3/18/84											
☐ I am herewith changing my enrollment Signature or Mark of Applicant Date											
				D	emocrat	ic Registr	ar				
FOR OFFICIAL CONLY Witness to Mark (only if applicant is unable to sign) Date				Date	Republican Registrar						
Serial No.	Last Name	First Name	1	Initial Jr	r. or Sr.	Street addre	85	City or	town	E.D.	Wd or AD
			<u>-</u>								

YOU MUST CHECK ONE

APPLICANT

Sign your name in box opposite arrow. Make no other entry on this side.

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ENROLL	MENT BER					INITIALS OF BOARD SEMBERS						

POINTS TO NOTE

- 1. Students can register to vote if they are 17 as long as their 18th birthday is on or before the day after Election Day.
- 2. New registrants must have resided at the address at which they register for at least 30 days prior to Election Day.
- **3.** In the space marked "name and address of employer" students may fill in "student" or leave it blank.
- 4. The space next to the name marked "JR or SR" refers to having the same name as one's parent (not to one's school grade).
- **5.** In the space marked "No." on the second line of the form, the student's house or building number should be filled in.

MISSING INFORMATION

Check all forms when handed in by students for any missing information. This should be done before they are given to the Board of Elections. Items to doublecheck include failure to sign next to the bold "X" on the back, writing the date of registration under the date of birth, leaving out length of residence, leaving the Enrollment section blank, and, where applicable, not including the numbers on one's naturalization papers.

If information is missing or the form has been filled out incorrectly, contact the student immediately and give him or her another form or ask that the first one be corrected. Make sure all corrections are initialed by the students.

COMMON QUESTIONS

The answers to many common questions that arise when voter registration is conducted can be found in the text of the Youth Council's brochure on voter registration which is in the Appendix.

ABSENTEE BALLOTS AND ABSENTEE BALLOT APPLICATIONS

Students who will be going away to school or entering the military may want to vote by absentee ballot. This is a ballot that is mailed or handed in before Election Day and counts equally with a vote recorded in the voting booth itself.

In order to get an absentee ballot, one must complete an absentee ballot application stating the reason an absentee ballot is needed. The first step is to write to the Board of

Elections requesting an application. It should be completed and returned to the Board, which will send out an absentee ballot to the voter shortly before Election Day.

The mail-in voter registration forms have a section for requesting an absentee ballot application. In addition schools may wish to pick up applications at the Board of Elections when they get voter registration forms and distribute them at the drive to those students who need one.

PROCESSING VOTER REGISTRATION FORMS FOR FOLLOW-UP EFFORTS

It does not matter how many people register if they do not vote. Registration is only the first step. Voting on Election Day is the real objective.

The New York State Youth Council has affiliated with the New York Voter Registration Network, a nonpartisan coalition of many groups doing voter registration in the State. They will complete a list of addresses of all new registrants so that it will be possible to have a follow-up effort encouraging young people to vote. This is the "new technology" in voter registration and can make the drive more effective. Voter registration alone, however, serves little purpose unless it gets more people to actually vote. Without keeping a list of new registrants, your drive will lose the ability to do any follow-up education or send out reminders to vote.



For this reason it is vital that you do one of the following during your registration drive so that a follow-up voter education mailing can be sent out to the people you register.

1. Distribute index cards to all students along with the voter registration forms and ask them to write their name, address, zip code, and phone number on a card. Explain why this is being done and that it is a voluntary follow-up system. Return all index cards to the Youth Council. They will be used to enter information into the computer bank to be used only for a voter education mailing.

OR

2. Copy down the new registrant's name, address, zip, and phone number on the form inserted and send the sheets to the Youth Council. You can reproduce the form or request additional ones from the Youth Council. You might want to pass this form itself around to students and ask them to complete it.

OR

3. Photocopy the front of all completed voter registration forms before sending them to the Board of Elections and send the copies to the Youth Council.

OR

4. Return all completed forms directly to the Youth Council via certified or registered mail. The Voter Registration Network will record the necessary information and return the forms to your County Board of Elections.

Upon request, we can send your school a list, either on paper or mailing labels, of the names and addresses of all students registered by your individual school, so your voter registration committee can do its own follow-up.

Note: None of the Youth Council follow-up procedures are mandatory or required by law, and no student has to give any additional information for a follow-up mailing if he or she does not want to. None of the information used for a follow-up mailing will go to any candidate or be used for any commercial purpose.

RESS AND PUBLICITY



Publicizing the voter registration drive and receiving press coverage serves a three-fold purpose. It can create a "voter registration fever" that will produce a more conducive atmosphere for registering students; necessary information can be disseminated to students beforehand; and the school can receive credit for its efforts and the students who play an active role can be properly recognized.

To create a positive atmosphere:

O Students can design posters announcing the registration drive and hang them in all corridors, the lunchroom, lobby, student parking lot, etc...



- Local radio stations, popular with students, can run public service announcements. This can be coordinated with the voter registration efforts of neighboring schools. Try to get a young person to make the tape and announcements.
- Ask the local county or town executive, or local legislature to declare a "voter registration day" or "week" in your community and to hold a press conference when proclaiming it. This can be done in conjunction with high schools in your area. For a proclamation or resolution you may want to follow the format of the sample resolution in the Appendix.

To disseminate information:

- Announcements can be made over the P.A. system starting a few days before the drive.
- Advertisements and notices can be placed in the school student newspaper.
- Information flyers can be handed out, mentioning the requirements about naturalization papers and absentee ballots.

You might want to stress the following points:

Voter registration also allows one to enroll in a party and vote in that party's Primary elections. Experience has shown that students often have difficulty in making a decision about enrolling in a party or which one to choose. Students may wish to think and read about the different parties in advance of the voter registration drive and discuss them with their family.

You might explain that students also have the option of not enrolling in a party, but point out that party enrollment can be changed only once a year. (Students who remain unsure about their party choice at the time of the drive may bring or mail in their forms a few days later, when they have reached a decision.)

To publicize and receive credit for your efforts:

- ▶ Invite the press to your school to cover the actual registration activities and your speaker's remarks.
- ▶ Have a ceremony at the Board of Elections when the students present a stack of completed forms to the Election Commissioner. Invite the media to this event.
- ▶ Write an article in your school paper on the drive. When sending a press release, make sure to send it to weekly and daily newspapers, television, radio and cable stations. Check on each deadline for receipt of press releases and make sure to get them in early. Include:
- 1. Brief quotations by faculty members, students, and/or local public officials.
- **2.** Brief statistics outlining the problems of low youth electoral participation.

3. The date, time, and place of all events to which you are inviting the press.

Send the Youth Council copies of any articles on your efforts as well as special literature you use so we can pass on your ideas to other schools.

ROCHURE ON VOTER REGISTRATION

The New York State Youth Council has developed a brochure aimed at young people which discusses why they should register and vote. It also answers the most common questions and misconceptions young people have about registering, voting and the electoral process in general. (A copy of the brochure can be found in the Appendix.) The brochure can be distributed to all students registering to vote regardless of the type of drive conducted.

Copies of the voter education brochure, either in English or Spanish, may be requested from your County Board of Elections at the time you pick up your voter registration forms. If you have any difficulty in obtaining the brochure, please contact the Youth Council for copies.



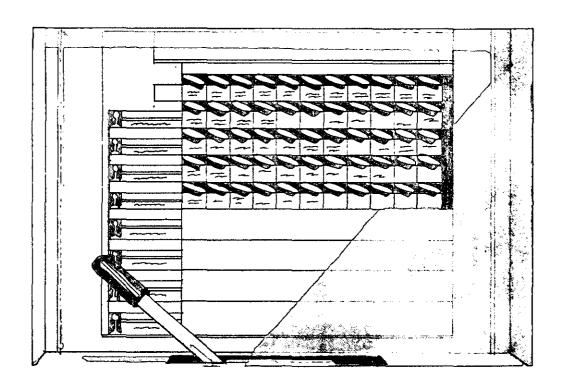
EASONS YOUNG PEOPLE DO NOT REGISTER AND VOTE

- 1. No one ever asked them.
- 2. They don't think one vote can make a difference.
- **3.** They think that the governmental system has not helped them, so why should they promote the system by voting.
 - **4.** They believe it is connected with draft registration.
 - **5.** They don't understand the electoral process.
 - **6.** They think all politicians seem alike.
- **7.** They believe voter registration means having to serve on a jury as well.
- **8.** Their parents don't vote, so why should they.
- **9.** They are too busy to register and to vote on Election Day.
- **10.** They believe it doesn't make a difference for whom one votes.



EASONS YOUNG PEOPLE SHOULD REGISTER TO VOTE

- 1. Student financial aid, the subminimum wage, birth control, the drinking age, and draft registration are issues important to youth which government officials will decide on, mindful of whether or not their young constituents vote.
- 2. Every vote can make a difference in a close election.
- **3.** When you do not vote, you let someone else choose the winner.
- **4.** When 75% of senior citizens are registered and 65% do vote, is it any wonder that even talk of reducing Social Security or Medicare benefits causes a political uproar? On the other hand, less than 20% of 18-year-olds vote in their first year of eligibility.
- **5.** Voting should be as important a rite of passage to adulthood as getting a driver's license.
- **6.** If you have to register for the draft, why not register to vote as well?
- **7.** Politicians will listen to those constituencies that they know vote, and thus *you* can influence an elected official's position on issues by voting.



'NCENTIVE TECHNIQUES

One way to make your voter registration drive successful is to encourage students to register as many of their peers as possible and to interest potential voters so that they will want to register. An incentive or prize may make students more receptive than asking them to register just because it is the "American way."

These incentives might include having a:

- ▶ dance to which all new registrants and voter registration volunteers will be admitted free.
- ▶ raffle in which only registered students can participate.
- ▶ local business donate a free prize to every student who registers (i.e. a free ice cream cone or candy bar).
- ▶ local radio station sponsor a dance or concert for the school in your area or county which registers the greatest percentage of eligible students.
- ▶ "thermometer" in the main lobby or heavily-trafficked areas of your school to record the progress of your drive. Set a goal for your drive and write it on the top of the thermometer. Be optimistic. A "thermometer" can easily be made from cardboard and is a good visual reminder to register.

OTER EDUCATION BULLETIN BOARD

A bulletin board can be used to display articles and other educational material on the candidates and election before, during and after your drive.

▶ This can be set up by the voter registration committee or a Social Studies class.



- > On the bulletin board there should be articles and newspaper clippings on the upcoming election and candidates' positions, and copies of campaign literature. Materials should be distributed evenly among *all* parties and candidates. Use the bulletin board for the Primary and general elections.
- ▶ Place it in a frequented area.
- ▶ Have at least one sign mentioning voter registration as well.
- > A bulletin board will make the elections less abstract and show that there are real choices to make in an election. This type of education is helpful in developing an informed electorate.



OLUNTEER RECRUITMENT AND TRAINING

Once the method of voter registration that your school will use has been decided upon, determine how many volunteers will be needed. Try to recruit "popular" students and student leaders to work on the project and act as "registrars." Plan sufficient time for training and recruiting volunteers from:

- Student government
- o Social Studies classes
- o Debate Team
- O Current Events Club
- School athletes
- o Political clubs (make sure that they act in a strictly nonpartisan way when doing voter registration. This is a *must* to protect your drive.)
- o Volunteer or community service club
- O Honor society, Arista, Key Club, etc.

A meeting of all volunteers should be held to delegate different tasks and to train students on the registration procedures. They should review copies of the Youth Council brochure on voter registration and discuss the issues it covers and other questions they may have or may have to answer. See that they thoroughly understand how to complete voter registration forms. The student volunteers should be ready to convince their peers of the importance and value of registering and voting. A discussion could be held at this training session to practice and act out some effective arguments. A Board of Elections or League of Women Voters representative could help with the training and/or answer questions at this time.

It may be possible for students who act as "registrars" and substantially help with the project to receive some sort of extra credit. Some seniors could designate voter registration as their senior work project or the topic of an internship.

Proper recognition of students' efforts in organizing and running the drive should be given. This is an added incentive to work and something students might want to refer to in applications for college, scholarships and jobs.

FTER THE VOTER REGISTRATION DRIVE

Your voter registration project does not end with the conclusion of registration activities. There are several important things that should be done immediately afterwards.

- 1. Make sure that a list of all new registrants is compiled and sent to the New York State Youth Council for a voter education mailing. This procedure has been described on page 14.
- **2.** Turn in the completed forms to the Board of Elections no later than 30 days prior to Election Day. You may want to schedule a formal presentation ceremony and invite the local press.
- **3.** Complete the evaluation and tally form inserted in the manual and send it to the Youth Council. This way we can keep an accurate count of how many young people are registered and incorporate your ideas and suggestions into future efforts.
- **4.** Send out "thank you" letters to all speakers, volunteers, and non-school officials who helped with your drive.

UTURE DIRECTIONS

A voter registration drive could become a permanent part of the school's annual calendar and curriculum. A more detailed voter education curriculum and lesson plan may be developed with the assistance of Social Studies teachers. If you think such a curriculum should be prepared for general statewide use, please let the Youth Council know.

A Voter Registration Committee can continue on next year. Sophomores and juniors and most faculty members will return to school and can begin the process of planning the drive and recruiting volunteers in September. This committee could plan general voter education activities such as inviting public officials to speak at your school and sponsoring issues forums. These can be for the entire student body, optional events after school, or "lunch lectures."

The committee and those involved in the voter registration project can work to encourage greater youth participation in the community as a whole. This may involve:

> Youth speakout forums where young people can address a panel of local government, civic, and business leaders on community concerns and topics of importance to youth.

▶ A school or community survey of youth opinion that can be presented to legislators so they keep the views of their young constituents and voters in mind.

▶ Trying to get young people on the local school board as well as the boards of all youth-serving organizations in the community.

▶ Having young people undertake community service projects. These can be helpful in ensuring that the views of young people are heard and in giving youth a meaningful role to play in their community.

ONCLUSION

Young people of today represent the leaders of tomorrow. It is important that they begin to play a role in their communities and voting is one important way they can participate. We hope this manual will help you plan an effective high school voter registration drive. All of us, together—young people, educators, parents, and public officials—must make the effort to achieve greater youth electoral participation. The time to begin is now.



WRONG REASONS FOR NOT REGISTERING TO VOTE

1. No one ever asked me.

Maybe, but WE are asking you to register to vote now.

2. My one vote can't make a difference.

Not true. Many elections have been decided by a close vote or ended in a tie. For example:

- In the 1960 Presidential election, John F. Kennedy won by an average of less than one vote per election district.
- In 1964 Julius Lippman was elected judge by one vote, 53,371 votes to 53,370 for his opponent.
- One vote decided that Americans speak English rather than German.
- The 1974 U.S. Senate election in New Hampshire was so close that it took a whole year, and a new election, to decide the winner. Meantime the people of New Hampshire did not have a Senator for an entire year.

Politicians are all alike. It doesn't make a difference for whom I vote.

If you look closely, you'll see that many politicians disagree on important issues. You can find a candidate whom you agree with most. Elected officials will listen to those young people they know vote; so if you vote, you have a voice in government.

4. It takes too long.

It takes less than five minutes.

5. It costs too much.

Voter registration is 100% free.

Voter registration has to do with draft registration.

No. None of the information you put down on the voter registration form will go for the draft.

If I register to vote, I will also have to serve on a jury.

Maybe, but jurors are also selected from the tax rolls and list of licensed drivers.

FOR MORE INFORMATION CALL YOUR COUNTY BOARD OF ELECTIONS

COUNTY	TELEPHONE
Albany	(518) 445-7591
Allegany	(716) 268-7612
Broome	(607) 772-2172
Cattaraugus	(716) 938-9111
Cavuga	(315) 253-1285
Chautauqua	(716) 753-7111
Chemung	(607) 737-5475
Chenango	(607) 335-4504
Clinton	(518) 561-8800
Columbia Cortland	(518) 828-3115 (607) 753-5032
Delaware	(607) 746-2315
Dutchess	(914) 431-2473
Erie	(716) 846-8891
Essex	(518) 873-6301
Franklin	(518) 483-6767
Fulton	(518) 762-8683
Genesee	(716) 344-2558
Greene	(518) 943-4191
Hamilton	(518) 548-4684
Herkimer	(315) 867-1102
Jefferson Lewis	(315) 782-9100 (315) 376-3561
Livingston	(716) 243-4200
Madison	(315) 366-2231
Monroe	(716) 428-4550
Montgomery	(518) 853-3431
Nassau	(516) 535-2411
New York City	(212) 924-1860
Niagara	(716) 439-6122
Qneida	(315) 798-5765
Onondaga	(315) 425-3312
Ontario	(716) 394-7070 (914) 294-5488
Orange Orleans	(714) 294-3400 (714) 500-7004
Oswego	(716) 589-7004 (315) 349-3455
Otsego	(607) 547-4247
Putnam	(914) 628-0498
Rensselaer	(518) 270-4070
Rockland	(914) 425-5172
St. Lawrence	(315) 379-2202
Saratoga	(518) 885-5381
Schenectady	(518) 382-3236
Schoharie	(518) 295-7188
Schuyler Seneca	(607) 535-2590
Steuben	(315) 539-9285 (607) 776-7111
Suffolk	(516) 924-4300
Sullivan	(914) 794-3000
Tioga	(607) 687-0100
Tompkins	(607) 274-5259 (914) 331-9300 (518) 761-6456
Ulster	(914) 331-9300
Warren	(518) 761-6456
Washington	(518) 747-5122 (315) 946-9747
Wayne	(315) 946-9747
Westchester	(914) 285-5700 (716) 786-2295
Wyoming Yates	(315) 536-4043
10163	(313) 330-4043

Brochure produced by:

New York State Youth Council 225 Lark Street, Albany, N.Y. 12210 (518) 463-4754

With assistance from:

N.Y. State Board of Elections 1 Commerce Plaza, Albany, N.Y. 12260

(518) 474-6220

12,000,000 Young People Have

And <u>You</u> Haven't...

Registered To Vote?

More than 12 million young people in our country are already registered to vote. Each year another one million 17 and 18 year olds register and vote as soon as they become old enough. They do so because they want to help decide their future. Yet, that number represents only one-fifth of those young people who could have registered to vote — if they had just taken a few minutes to do so.

As registered voters we, young people, can have a say on important issues such as:

How jobs are created

School boards and budgets

Scholarships and financial aid

Health care

The subminimum youth wage

Taxes

The drinking age

Draft registration

Quality of education

Crime and safety

If we vote, then elected officials will listen to our views. We will become partners with the government in improving our communities. If we don't register and vote, then we can't complain about what the government does.

You can vote for officials who will best represent your opinions. If you do not vote, you let someone else make your decisions for you.

QUESTIONS AND ANSWERS ABOUT VOTER REGISTRATION

Q. How old do I have to be to vote?

A. You must be 18 on or before the day after the election.

Q. Do I have to be 18 to register to vote?

A. You can register to vote now if you are 18 years old or will be 18 by the day after Election Day in November.

Q. Must I register in order to vote?

A. Yes.

Q. Where can I register to vote?

A. You can register at the Board of Elections or by using a mail-in voter registration form. Many organizations set up voter registration tables and conduct drives in schools and in your community, and you can register with them.

Q. What notices will I get when I register to vote?

A. Several weeks after you register, or after your 18th birthday, the Board of Elections will let you know that your voter registration application has been accepted. Every year you will be notified when the elections will be held and where to vote.

Q. What is the deadline for registering to vote?

A. You must register at least 30 days before the General Election that you want to vote in. This deadline may change for primaries and some local elections. Check with your County Board of Elections to be sure.

Q. Once I'm registered, am I registered to vote forever?

A. Yes, as long as you vote once every four years, or do not change where you live. If you do move or do not vote once within four years, you must re-register.

O. Where do I vote?

A. There is a polling place in your neighborhood where you will go to vote. In September you will receive a postcard telling you the location of the polling place. If you are not sure where to go to vote, call your County Board of Elections.

O. Can I vote in all elections?

A. You can vote in all elections, including those for President, Congress, Senate, Assembly, judges and local offices. In some areas special registration may be needed for certain elections, such as school board elections. Please note that you may vote in a Primary Election only if you are enrolled in a political party.

Q. What does "enrolling" in a party mean?

A. Enrolling in a party means that you choose to list yourself as a member of that political party. You may enroll in one of the five recognized parties: Democratic, Republican, Conservative, Liberal, and Right to Life, by checking the box for that party on the voter registration form.

Q. What if I don't enroll in a political party?

A. You cannot vote in the Primary Elections. The Primaries are held to choose each party's candidates several weeks or months before the General Election in November.

Q. If I enroll in a party, do I have to vote for that party's candidates?

A. No. You can vote for any candidate from any party in the General Election in November.

Q. If I am going away to college, should I register under my home address or my school address?

A. That is up to you. If you want to continue to vote from your home, you may do so by absentee ballot. If you decide to vote in the area where you go to school, you must re-register at your school address. Check with the County Board of Elections if your school address can be considered your permanent residence.

O. What is an absentee ballot?

A. An absentee ballot can be used for voting if you cannot go to your polling place because you are sick or will be away from your County on Election Day.

Q. Where can I get an absentee ballot?

A. Write to your Board of Elections for an "absentee ballot application", fill it out and return it at once to the Board. Just before the elections, the Board of Elections will send you your absentee ballot. Mail it back to the Board immediately.

Q. Do I need any identification in order to register to vote?

A. No. But if you were not born in the United States but are now a U.S. citizen, you have to write the number of your naturalization (citizenship) papers and other information about them on the Voter Registration Form. People born in Puerto Rico are U.S. citizens and do not have naturalization papers.

Q. Where can I get more information on voting and candidates' positions on issues?

A. From the League of Women Voters, Board of Elections and local civic organizations. Newspapers always carry stories about the elections. You may also be able to attend a candidates forum or hear political speeches in your community.

If You Don't Register, Then You Don't Register

NEW YORK STATE BOARD OF ELECTIONS

ONE COMMERCE PLAZA ALBANY, NEW YORK 12260

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 Area Code 315; 366-2231
 Charles W. Gregg (D) Com., Cazenovia
 Shirley Pooley (R) Comm., Bridgeport

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MONTGOMERY — Old Court House, Railroad St., Fonda, N.Y. 12068 Area Code 518; 853-3431 Joseph S. Kuczek, Jr. (D) Comm., Amsterdam William Albertin, Jr. (R) Comm., Florida

NASSAU – New Administration Bldg., Mineola, N.Y. 11501 Area Code 516; 535-2411 A. Patricia Moore (D) Comm., Hempstead Isabel R. Dodd (R) Comm., Sea Cliff

TO GET VOTER REGISTRATION FORMS AND INFORMATION, CONTACT YOUR COUNTY BOARD OF ELECTIONS

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BRONX Borough Office - 1780 Concourse, Bronx, N.Y. 10457 Orlando Velez (D) Comm., Bronx Robert S. Black (R) Comm., Bronx

KINGS CO., Borough Office - 345 Adams St., Brooklyn, N.Y. 11201 James F. Bass (D) Comm., Brooklyn Rosemary A. Millus (R) Comm., Brooklyn

QUEENS CO. Borough Office - 42-16 West St., Queens Plaza L.I.C. 11101 Anthony Sadowski (D) Comm., Richmond Hill Joseph Previte (R) Comm., Jackson Heights

RICHMOND CO. Borough Office - 25 Hyatt St., S.I., N.Y. 10301

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ONEIDA - 800 Park Avenue, Utica, N.Y. 13501 Area Code 315; 798-5765 Angela Pedone Longo (D) Comm., Utica Janet Havel (R) Comm., Útica

ONONDAGA - Civic Center, 421 Montgomery St., Syracuse, N.Y. 13202

Area Code 315; 425-3312 Richard A. Romeo (D) Comm., Syracuse John D. Kinsella (R) Comm., Syracuse

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Area Code 716: 394-7070 Anne Logan (D) Comm., Canandaigua Sally Dwyer (R) Comm., Victor

ORANGE - 25 Court Lane, Goshen, N.Y. 10924 Area Code 914; 294-5488 & 294-5151 Burt C. Cortright (D) Comm., Montgomery Shirley A. Jensen (R) Comm., Goshen

ORLEANS - County Office Bldg., Albion, N.Y. 14411 Area Code 716; 589-7004 Ellsworth M. Murray (D) Comm., Albion Robert E. Batt (R) Comm., Albion

OSWEGO - Riverfront Office Bldg., Oswego, N.Y. 13126 Area Code 315; 349-3455

James O. Sullivan (D) Comm., Oswego Robert H. Chetney (R) Comm., Oswego

OTSEGO – County Office Building, Cooperstown, N.Y. 13326 Area Code 607; 547-4247 Ronald Embling (D) Comm., Otego Guy Maddalone (R) Comm., Schenevus

PUTNAM - 179 E. Lake Bldv., Mahopac, N.Y. 10541 Area Code 914: 628-0498 Robert J. Bennett (D) Comm., Carmel George H. Bucci (R) Comm., Carmel

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F. Wilson Smith (R) Comm., Garnerville

ST. LAWRENCE - Court House, Rm. 100, Court Street, Canton, N.Y.

Area Code 315; 379-2202 Robin St. Andrew (D) Comm., Canton Jacqueline White (R) Comm., Canton

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SCHOHARIE - Court House, Schoharie, N.Y. 12157

Area Code 518; 295-7188 Clifford C. Hay (D) Comm., Cobleskill Lewis L. Wilson (R) Comm., Cobleskill

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C. Edward Coon (R) Comm., R.D. I, Beaver Dam

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12701

Everett F. McNab (R) Comm., Amityville SULLIVAN - Government Center 100 North Street, Monticello, N.Y.

Area Code 914; 794-3000 Michael J. Reddy (D) Comm., Callicoon Harry Seletsky (R) Comm., South Fallsburg

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Marie Fuller (D) Comm., Owego Catherine T. Clement (R) Comm., Newark Valley

TOMPKINS - Court House Annex, 128 E. Buffalo St., Ithaca, N.Y. 14850

Area Code 607; 274-5259 Shary J. Zifchock (D) Comm., Ithaca Marion Gillespie (R) Comm., Ithaca

ULSTER - 244 Fair St., Box 1800, Kingston, N.Y. 12401 Area Code 914; 331-9300 John J. Hogan (D) Comm., Kingston Peter J. Savago (R) Comm., Kingston

WARREN - Warren Co. Municipal Center, Lake George, N.Y. 12845 Area Code 518; 761-6456 Keith Lawrence (D) Comm., Glens Falls

Robert Allen (R) Comm., Glens Falls

WASHINGTON -- Upper Broadway, Fort Edward, N.Y. 12828 Area Code 518: 747-5122 Ruth M. Arcuri (D) Comm., Fort Edward Charles Rathbun (R) Comm., Whitehall

WAYNE - County Court House, Box 312, Lyons, N.Y. 14489 Area Code 315; 946-9747 Frank DeRenzo (D) Comm., Clyde Leo J. Jenkins (R) Comm., Clyde

WESTCHESTER — 134 Court St., White Plains, N.Y. 10601 Area Code 914: 285-5700 Marion B. Oldi (D) Comm., Yonkers Antonia D'Apice (R) Comm., Yonkers

WYOMING - 5 N. Main St., Warsaw, N.Y. 14569 Area Code 716; 786-2295 Harold C. Parker (D) Comm., Perry Herbert A. Toal (R) Comm., Pavillion

YATES -- County Bldg., Court St., Penn Yan, N.Y. 14527 Area Code 315; 536-4043 Barbara J. Mahar (D) Comm., Penn Yan Joyce Durham (R) Comm., Penn Yan

AVAILABLE RESOURCES

League of Women Voters of New York State 817Broadway New York, N.Y. 10003 212-677-5050

Albany office: 119 Washington Avenue, Albany, N.Y. 12210, 518-465-4162

REGIONAL OFFICES OF THE LEAGUE OF WOMEN VOTERS:

Eric County

875 Elmwood Avenue, Buffalo, N.Y. 14222, 716-884-3550

Nassau County

19 Russell Park Road, Syosset, N.Y. 11791, 516-681-1044 17

Rochester Metro

132 Spring Street, Rochester, N.Y. 14608 716-232-3380

Syracuse Metro

423 W. Onondaga Street, Syracuse, N.Y. 13202, 315-422-9797

Westchester County

Rochambeau School, Room 105 228 Fisher Avenue, White Plains, N.Y. 10606, 914-949-0507

(Contact the LWV offices above for the name of your local chapter.)

New York State Board of Elections One Commerce Plaza Albany, N.Y. 12260 518-474-6220

Institute for Political and Legal Education 207 Delsea Drive R.D. 4, Box 209 Sewell, N.J. 08080 609-228-6000

National Association of Secondary School Principals Office of Student Activities 1904 Association Drive Reston, Va. 22091 703-860-0200

New York State Bar Association— Law, Youth and Citizenship Program One Elk Street Albany, N.Y. 12207 518-474-1460

Northeast Voter Education Network, Inc. 125 Barclay Street New York, N.Y. 10007 212-766-1230 Chamber of Commerce

YM/YWCA, YM/YWHA

4-H Clubs

Boy and Girl Scouts

Boys and Girls Clubs

American Legion Boys and Girls States

Service/Fraternal organizations (e.g. Kiwanis, Lions, Rotary, Masons, Elks, Junior League, Jaycees)

SAMPLE VOTER REGISTRATION PROCLAMATION/RESOLUTION

WHEREAS, The Twenty-Sixth Amendment to the United States Constitution in 1971 lowered the voting age to 18, and

WHEREAS, In 1982 only 35% of those 18-20 years old reported that they were registered to vote, and only 19.8% said they actually voted, and

WHEREAS, It is known that young people have the lowest political and electoral participation rate of all sectors of society, and

WHEREAS, Young people must come to realize that failure to vote deprives them of a role as partners with government in the decision-making process, and

WHEREAS, Our society can benefit immeasurably from bringing the energy, talent and concerns of young people into the electoral process, and

WHEREAS, In 1982 only 17.4% of 18-year-olds voted in their first year of eligibility, and

WHEREAS, Most high school seniors can easily be registered to vote since they need only be 18 by the day after Election Day, now therefore be it

PICCHOIL	Day, now unere	TOLE DE IL	
RESOLV	ED, That		
hereby	proclaims		
as			
Youth	Voter	Registration	(Day/Week
in			County and calls
upon all	high schools t	o conduct a voter	r registration drive
among t	heir eligible stu	dents and urges	all young people to
register	and vote.	_	_

Special thanks to:

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