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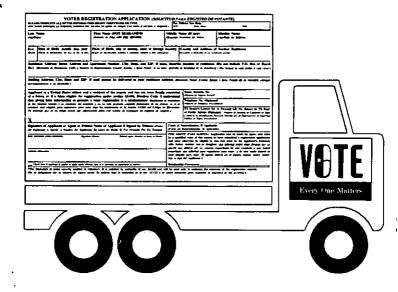
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A Guide to Conducting a Successful Voter Registration/ Education Drive



John Hannah, Jr. Secretary of State

VOTE: EVERY ONE MATTERS

AN OVERVIEW

The Secretary of State's voter registration drive is a statewide program designed to increase participation in the elections process through registering new voters and encouraging voter turnout. The success of this program depends on assistance from all facets of 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 element 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, including:

- * Sending memorandums to employees or members;
- * Mentioning the drive in meetings and gatherings;
- * Distributing voter registration cards and posters throughout your headquarters;
- * Designating 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, designating a coordinator will vary. Generally, public affairs directors, member relations

SAMPLE MEMORANDUM

TO:	Employees (Members, etc.)
FROM:	, Chief Executive Officer (President, etc.)
DATE:	,1992

RE: Employee (Member, etc.) participation in the November 3rd General Election

As you are aware, our corporation (association, etc.) has been extremely involved in a voter registration drive in association with Texas Secretary of State John Hannah, Jr. Our goal is to maximize employee (member, etc.) participation on election day, Tuesday, November 3, 1992.

I am asking that each of you take the time to vote on Tuesday the 3rd. This is a very important election year. Not only will you be selecting our President, but also you will be selecting U.S. Representatives, statewide officials, and other officials all the way down to the county and precinct level. 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.

committees, or personnel directors are best suited for the responsibility. 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.

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

- * Who do we want to target?--the members of our organization? . . . the members of their families? . . . the community at large?
- * What percentage of our target group can be registered?
- * What is the drive's time frame?
- * What resources of promotional materials will we provide?
- * What resources do we need from the Secretary of State's office?
- * What specific activities do we want to undertake?

IMPLEMENTING THE DRIVE

Now that the commitment, the coordinator, and the goals are in place, you are ready to start the drive. The following is a listing and brief explanation of some widely used voter registration activities. If you want more

detailed information on these activities, or if you want assistance in implementing a plan that is tailored to 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 tremendous 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 you can participate in this type of campaign:

- * Use your organization's newsletters, memorandums, or bulletin boards to inform your employees, members, and/or customers of your commitment to the drive;
- * Write letters to the editor supporting the registration drive;
- * Hold a press conference to announce your 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 qualify as a Volunteer Deputy Registrar. Anyone can distribute voter registration applications, but only the Voter Registrar of your county and Volunteer Deputy Registrars can accept completed applications from citizens. The qualification process is relatively easy. Simply contact your local Voter Registrar or the Elections Division of the Secretary of State's Office for information.

In order to begin registering new voters, you need to have the following forms and supplies (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;
- 4) 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 volunteers.

In addition, the Secretary of State's Office distributes to brochures entitled "Voter Registration in Texas", ar "The Volunteer Deputy Registrar Guide" which ma prove helpful. Please contact our office to order the brochures and supplies.

Once you have the necessary materials, it is time actually start registering new voters. Your approach must respect the individual's right to register or not register as well as his right to vote or not to vote. Utiliz persuasive leadership whenever possible, but never uncoercion. Also, make sure that your coordinator are 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 only the first step in conducting a successful vot registration drive. The second, and most important ste is motivating those you have spent time registering actually "Get Out & Vote". Please consider the following suggestions which we feel will receive a good response an accomplish this goal:

- Information: Make sure that all potential vote know when and where they can vote. You can obta a list of polling places from your County Clerk, a this brochure lists the important 1992 election date
- * Education: The more information that potenti voters have, the more likely it is that they we participate in the elections process. Have you coordinator compile a listing of nonpartist organizations in your area who can provi information about the candidates' positions on each issue (such as the League of Women Voters).
- Early Voting: Because of recent changes in Tex election laws, a person is no longer required to ha a reason to vote early by personal appearance. Thu you should encourage early voting by stressing convenience. You can obtain a list of the date times, and polling places for early voting from yo County Clerk.
- * Follow up: None of the above information is usef unless you can get it to potential voters. Newsletter memorandums, payroll stuffers, posters, booths, sta meetings, and phone calls are just a few of the too you can use to distribute this information.

member, your coordinator and volunteers should not licate in any manner how an individual should vote. Oreover, it is important that your organization not induct the drive in a manner that favors a particular indidate or political party. This program is a inpartisan voter registration/ education drive and "Get-ut The-Vote" campaign, and every effort should be noted to ensure that it remains nonpartisan.

ONDUCTING A NONPARTISAN DRIVE: Federal law rmits a corporation to jointly sponsor a nonpartisan ter registration or get-out-the-vote drive with a npartisan, tax-exempt organization or with the state or al agency responsible for administering elections, such the Secretary of State's Office.

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

TER REGISTRATION APPLICATIONS: The voter registration application as a sures 4" x 6" and is postage-paid by the State of Texas. These are available the amount you deem appropriate.

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

SPLAY BOX: The display box allows you to display up to 500 voter istration applications in a professional manner. Assembled, each box asures 4.5" x 8.5". The box is mailed to you flat with assembly instructions.

OTER REGISTRATION IN TEXAS BROCHURE: This brochure is very eful to your voter registration coordinator. The brochure outlines the alifications 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 al Voter Registrar.

DLUNTEER DEPUTY REGISTRAR GUIDE: This brochure explains how u can qualify a member of your organization as a volunteer deputy registrar.

LL/NEWSLETTER STUFFER: Our office will be happy to provide you with mera-ready artwork for reproduction in your monthly bill, newsletter, or other blication. The artwork measures 3" x 5".

T-OUT-THE-VOTE MATERIALS: Our office has prepared posters, in both glish and Spanish, and bill stuffers for your "Get-Out-The-Vote" campaign.

PLEASE CALL OUR TOLL-FREE NUMBER, 1-800-252-VOTE (8683) TO ORDER ANY OF THESE MATERIALS A corporation may distribute to the general public (or reprint in whole and then distribute) 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 permits 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 disseminated 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 cosponsor, 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 facilities and employees available for such activities.

HOW WELL DID WE DO? MEASURING RESULTS

As in other endeavors by an organization, it is important to measure what has been accomplished. The measurement of 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 assess the drive's results is through the use of surveys. By surveying your organization at the beginning of the drive, the end 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. He or she will have records of how many completed applications they received and delivered to the Voter Registrar.

IMPORTANT ADDRESSES

SECRETARY OF STATE
John Hannah, Jr.
State Capitol
P.O. Box 12060
Austin, Texas 78711
(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, Chairman 815 Brazos, Suite 200 Austin, Texas 78701 (512)478-8746

TEXAS REPUBLICAN PARTY Fred Meyer, Chairman 211 East 7th Street, Suite 620 Austin, Texas 78701 (512)477-9821

TEXAS LIBERTARIAN PARTY Joe Barnett, Chairman 2821 East Lancaster Avenue Fort Worth, Texas 76103 (817)536-4131

IMPORTANT 1991 ELECTION DATES

January 18, 1992: Local government uniform election date.

February 9, 1991: Last day citizens may register to vote for the March 10, 1992, primary elections.

February 10, 1992: An application by mail to register to vote in the primary election is timely if postmarked by this date.

February 19, 1992 to March 6, 1992: Period for early voting by personal appearance for the March 10, 1992, primary elections.

March 10, 1992: Primary election day.

April 13, 1992 to April 28, 1992: Period for early voting by personal appearance for the May 2, 1992, local elections.

April 14, 1992: Primary runoff election day.

May 2, 1991: Local government uniform election date.

July 20, 1992 to August 4, 1992: Period for early voting by personal appearance for the August 8, 1992, local elections.

August 8, 1992: Local government uniform election date.

October 4, 1992: Last day citizens may register to vote for the November 3, 1992, general election.

October 5, 1992: An application by mail to register to vote in the general election is timely if postmarked by this date.

October 14, 1992 to October 30, 1992: Period for early voting by personal appearance for the November 3, 1992, general election.

November 3, 1992: General election day.

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VOTER REGISTRATION APPLICATION

- Name: Applicants must give their full legal name--no initials please. A
 married woman may not use her husband's first name in place of her own.
- 2. Sex: The sex should be indicated because many times it is difficult to determine 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. Merely indicating that they are over 18 will not be acceptable.
- 4. Place of Birth: Section 13.002(c), amended by House Bill 613 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.
- County and Address of Former Residence: Applicants must indicate if they were formerly 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 someone is unable to sign the application, you may have them mark the application, and their mark must be witnessed.

endranska fraktarie