

## TIPS

# VOLUNTEERS, TRAINING, AND THE DAY OF YOUR EVENT

Recruiting and training volunteers for a nonpartisan voter registration drive is essential for its success. Here are some effective strategies, from leveraging social media and partnering with local organizations for recruitment to conducting comprehensive training workshops and providing online training modules to ensure volunteers are well-prepared and confident in their roles.

Volunteers and staff should consider **wearing stickers or pins** that note that they are a part of an organization not an elections office. They can say **"I'm a volunteer with: (name of your organization)"**

## RECRUITMENT

Most events will not need more than 2-3 volunteers helping with registration at a time. Keep shifts shorter than 4 hours, but make sure you have any set-up or break-down time covered.

- 1. Leverage Social Media** - Use social media platforms to post volunteer opportunities. Create engaging content and share stories about the impact of voter registration.
- 2. Partner with Local Organizations** - Collaborate with community groups, schools, churches, and civic organizations to reach potential volunteers. These partnerships can provide a steady stream of enthusiastic helpers.
- 3. Host Information Sessions** - Organize sessions where potential volunteers can learn about the importance of voter registration and how they can get involved. Provide clear details on what the role entails.
- 4. Create an Online Sign-Up Form** - Make it easy for people to volunteer by creating an online sign-up form. Include information about the tasks, time commitments, and any special requirements.
- 5. Engage Through Local Events** - Attend community events, fairs, and festivals to recruit volunteers. Set up a booth with information about your voter registration drive and sign-up sheets.

## ASSIGN ROLES AND RESPONSIBILITIES

Clear roles will make it easier to manage the planning and execution of your voter registration drive. Here are a few examples that will help ensure a well-organized and effective voter registration drive, maximizing the impact on the community.



## Event Organizer

- ◆ **Responsibilities:** Plan and coordinate the logistics of the voter registration drive, including securing locations, obtaining necessary permits, and organizing materials and supplies.
- ◆ **Skills Needed:** Strong organizational skills, attention to detail, and ability to multitask.

## Outreach Coordinator

- ◆ **Responsibilities:** Engage with community members, promote the event through various channels (social media, flyers, local media), and build partnerships with local organizations and businesses.
- ◆ **Skills Needed:** Excellent communication skills, networking abilities, and enthusiasm for community engagement.

## Registration Assistant

- ◆ **Responsibilities:** Assist individuals with completing voter registration forms, answer questions about the registration process, and ensure all forms are correctly filled out and submitted.
- ◆ **Skills Needed:** Knowledge of voter registration laws and procedures, patience, and attention to detail.

## Data Manager

- ◆ **Responsibilities:** Collect, organize, and manage data from the voter registration drive, including tracking the number of registrations and ensuring data privacy and accuracy.
- ◆ **Skills Needed:** Strong data management skills, familiarity with spreadsheets or databases, and attention to detail.

## Volunteer Trainer

- ◆ **Responsibilities:** Train new volunteers on the voter registration process, provide them with necessary materials and information, and offer ongoing support and guidance.
- ◆ **Skills Needed:** Experience in training or teaching, strong understanding of the voter registration process, and excellent communication skills.

## Photographer

- ◆ **Responsibilities:** We'd love to see your event in action! Encourage volunteers to take pictures of each other assisting voters (ask before snapping a photo!). If you use social media, be sure to share it with the hashtags #NationalVoterRegistrationDay and #VoteReady
- ◆ **Skills Needed:** Basic photography skills. If you're using your phone, remember to turn the screen horizontally to take any videos.



## TRAINING

Anyone assisting voters should review the Voter Registration 101 sheet, the Staying Nonpartisan Fact Sheet, and do a role-play with another volunteer to practice engaging with voters. Provide volunteers with the tally sheet and give them instructions on what to do with completed forms.

- ◆ **Conduct Comprehensive Training Workshops** - Hold workshops to educate volunteers about the voter registration process, legal guidelines, and best practices. Ensure they understand the importance of maintaining a nonpartisan approach.
- ◆ **Provide Training Materials** - Create and distribute clear, concise training manuals or handouts that volunteers can reference. Include FAQs, troubleshooting tips, and contact information for support.
- ◆ **Role-Playing and Mock Scenarios** - Use role-playing exercises to prepare volunteers for real-life interactions. Simulate common scenarios they might encounter while registering voters.
- ◆ **Online Training Modules** - Develop online training modules for volunteers who cannot attend in-person sessions. These can include videos, quizzes, and other interactive elements to ensure comprehension.
- ◆ **Regular Check-Ins and Feedback Sessions** - Schedule regular check-ins with volunteers to answer questions, provide additional training, and offer support. Encourage feedback to continually improve the training process.

