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**Notes from Training Volunteers on How to Register New Voters**  
**Organizer Sarah Scanlon, founder of Southern Strategies**  
**March 5, 2018, CALS Main Library, Little Rock**

Information for Volunteers

- **Two reasons people don't vote: They don't know how, OR they don't have connection to candidate or issue**
- We tell them how to go vote, and share nonpartisan information about candidates or proposed legislation.
- Registering is always *nonpartisan*, so info shouldn't be preferential, just basic facts.
- **Creating relationships with new voters is good - they're more likely to vote**
- Stand beside table with clipboard with voter registration form on it, hand them clipboard, that forces them to stop and talk.
  - Have you moved in last year?
  - Does registration match Drivers License?
  - Fill out bottom portion if you are changing your address or the name on your registration. Everyone must complete the top half of the form.
  - Do not wear any party affiliation, no candidate signs, etc. You may wear T-shirts that are issue-related. Indivisible T-shirts are great (though we won't wear them in high schools).
- New voters may not complete forms correctly so review each form *carefully*.
- Indivisible National is a 501(c)(4); our local Little Rock/Central Arkansas chapter is unincorporated.
- 7th day Adventist has free software online to map locations. Upload info into it then map locations of people who have registered.
- HAVA - Help America Vote Act - counties can't purge unless voter is dead or they can show that address is wrong (address card comes back undeliverable.)
- Even if registrants say they're already registered, you can ask them to fill them out anyway.

- Secretary of State (SoS) website has voter view - shows what address you're registered with.
- <https://www.voterview.ar-nova.org/VoterView/Home.do>
- Encourage people to vote down-ballot so they'll vote for all.
- Sarah emailed spreadsheets to clerk to confirm that new voters are indeed registered.
- We can check in VoterView.org for them to see if people are registered or not.
- Give people opportunities to ask questions about voting. Tell them VoterView will be updated with their voter info, and if it doesn't appear within 30 days let us know.
- Registrants can contact their county clerk's office if they have not received confirmation of registration within 2 weeks.

#### Answers to Questions that Registrants Often Ask

- Completion of a voter registration form will not necessarily result with your name being included for potential jury pools. Driver's license files are also sources of information for jury selection.
- Voters in Arkansas must provide some form of identification such as a driver's license. A free ID card can be obtained for free from the County Clerk's Office
- To get free ID voters must:
  - Prove they are indigent
  - Get to the County Clerk's office to obtain the ID card
- Different types of ID are acceptable:
  - A driver's license (DL);
  - A photo identification card;
  - A concealed handgun carry license;
  - A United States passport;
  - An employee badge or identification document issued by an accredited postsecondary education institution in the State of Arkansas;
  - A United States military identification document;
  - A public assistance identification card if the card shows a photograph of the person to whom the document or identification card was issued;
  - A voter verification card as provided under Ark. Code § 7-5-324.

*[Arkansas] Information for volunteers*
- Students can get volunteer hour credit to help people register

- First time voters must provide ID the first time they vote. Do not ask registrants, the question might scare them off. Just make sure they are aware of the requirement.
- Anyone who is homeless can put another address on the form, such as a church or shelter.
- A migrant worker who pays taxes may have DL but no Social Security Numbers (SS). They usually don't have DL because the application for a drivers license requires a SS number.
- Non-citizens can't vote.
- Undocumented kids and adults can't register.
- Naturalized carrying individuals that have SS card can register
- Immigrants with green cards are not considered citizens.
- Can you have SS and not be a citizen? No. A non-resident alien or resident alien is issued an Individual Taxpayer Identification Number for the purpose of tax withholding. It looks similar to a SS, but they are quite different so be careful when answering this questions.
- 30 days before an election (primary or general election) is voter registration cutoff
- To vote in the May 22 primary, you must register by April 22
- The completed voter registration form must be postmarked one month before the election.
- If you want to vote early you can, it's the date of *election* that controls voting.
- If you move to different county, you have two weeks (14 days) before the election to change your registration.
- If you've moved within the county, you can register the day of the election at the polling place and still vote - Ark. law.

### Completion of Forms

- Voter registration forms should be completed in black or blue ink. Each county clerk will end up scanning each form, and the use of other than black or blue ink will result in loss of data. DO NOT USE PENCIL
- Box 9 - Mark the ID Form presented.
- Check all that apply - must check something.
- Check the New registration box even if registered in another state.
- Party change - not required to identify with a party in Arkansas - disgruntled usually reason to check.
- Box 1 - Complete Last Name, First Name, Middle Name is voluntary - middle name can be middle initial.

- A Birth Certificate is not exactly like a Voter registration, make sure people understand they can put name they most commonly used. Doesn't have to match the ID.
- County - just makes sure you're in county limits by looking at name and address
- Will check against incarceration records.
- Address (boxes 2 and – 3)
  - Rural route, not named street.
  - Rural routes can't be used for voter file
  - PO Box can't be used for voter file
- Complete both box 2 - Address where you live and box 3 - where you receive mail.
- You may complete both boxes 2 and 3, but Box 2 is required for a successful registration.
- If you're on a dirt road, use picture at bottom (Box C) - say "No Name" and "See below".
- The introduction of enhanced 911 has eliminated most of the need for drawing map.
- Complete the apartment (Apt), Lot (Lot) City/Town boxes as appropriate
- Boxes 2 and 3 - Enter **County not Country** - "Pulaski" Not USA not "Pul". If the registrant fixes incorrect entry, you don't have initial boxes you correct.
- Volunteer can fill out form for voter, but the completed form must be Witnessed - they sign below signature box (Box 11)
- The signature cannot be yours or look anything like yours, they must sign it
- You can write in County later
- Some cities cross county lines, the volunteer may have to assist in providing "county" information (Boxes 2 and 3)
- Box 4 - Date of Birth - important - you can register a 17 year old as long as they turn 18- by Election Day. The County Clerk will place them abeyance in until they turn 18 -then they are registered immediately
- Make sure that phone number is collected – ignore the optional notation. We will use the phone number for our work, plus if county clerk has questions they have to be able to call to correct data. Voter may provide any phone number if theirs isn't working.
- Note - Smaller counties might have 1 or 2 staff and voter registration records will not be not digitized
- Box 7 Email - please do your best to get this!
- Ensure that wherever a date is required, that the year contains 4 digit.

- Box 6 - Party Affiliation – Not necessary to complete. Registrants should not write down “independent” as there is not independent party recognized by the State of Arkansas.
- Box 8 - Failure to obtain a signature invalidates form.
- Not having 9 and 10 checked invalidates form.
- Box 8 - have you ever voted in Federal election in this state? - must answer Y or N so registrar can find previous record. If registrant can't recall, just say no.
- Box 9 - Check the box and provide the appropriate number for DL - most people know their DL.
- **You don't have to look at DL or SS card, Only have to have DL or last 4 of SS.**
- **If the registrant has neither a drivers license or social security number they are not allowed to register.**
- Assure them that no one will see their voter registration for but you and the county clerk.
- Box 10 -- YYNN is the right answer
- Do not put DL or SS in spreadsheet.
- Carry stamps for people who don't want to give you their form. Form must be folded and then sealed. We recommend not encouraging registrant to mail it themselves. Can offer to fold it and seal it if they are concerned.
- County Clerk has machine to get Voter ID? They can go get it?
- Who may not vote: In Arkansas - if you have been convicted, served, not on parole, “off papers” you can file to have voting rights returned. Document that allows person to get voting rights is given at last visit of parole officer. Half don't know they were given it, if given back to parole officer it's given to county clerk.
- If you were felon in another state you can register in this state because they couldn't leave state until “off papers”.
- Must get in touch with parole officer to get document signed and submitted.
- Attorney's can seal records.
- Children of undocumented immigrants can register to vote if they are naturalized citizens.
- Box 8 - Signature Panel –
  - Signature of person who filled out form should look like writing that is on form.
  - MUST BE DATED
- Box 11 - if you filled out application then you fill out box 11, legally blind or no arms is only reason to do 11
- THEY SIGN AND DATE - under box 8 - even though date looks like part of box 11.

- If they put mark (X) in the box in place of signature, you don't sign box 11.
- Sara recommends applicant fill out info so it will look like signature.
- Signature needs to look like absentee ballot if they fill one out.
- You can call county clerk and find out what name they have on voter file.
- If they've had name change or address change they should complete both the top and bottom portion of the form.

#### Disposition of Completed Forms

- Forms should not be taken to the Secretary of State's office; take forms to the County Clerk's office.
- **Deliver or mail all completed forms to the appropriate County Clerk's Office within the week.**
- Prior to delivery, forward contact information to Indivisible data collection, in a manner to be determined, so that we can follow up with new voters later.
- Include a paper copy of the spreadsheet along with the completed form to each county clerk's office.
- Since this will be an ongoing project, make an attempt to create a relationship with the personnel in each county clerk's office.

#### Post Voter Registration Actions

- Create google form, or some kind intake database, so we can collect new voter contact information and send them education materials and get out the vote reminders.
- Include everything except 4 digits of SS and DL
- Also include the name of the volunteer who registered the person, when, and where.
- Send postcard to new voters telling them thanks for registering (non-partisan).
- Security – KEEP COPIES OF ALL VOTER REGISTRATION FORMS in case of questions, fraud, track registrants. This will protect the volunteer in case of questions of authenticity of forms by county clerk or others.
- Keep copies behind locked key.
- If possible, scan the forms in lieu of keeping paper. Scanned forms must be saved to the cloud under control of ILRCA.

We don't have to get permission to have their contact data because all voter information is public record.

Send postcard, then maintain relationship following registration.

VAN - voter activation network - track voters over many years, predictive - will people vote, create maps to canvas people fairly regularly

Transporting people - not such a big deal now, but voting period will be different.

Early voting, someone else can take them, and they can mail ballot.

<http://www.getdisciples.com/>

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**Sarah's Story:** She worked on legislative races in Virginia, Alabama, and witnessed the **Impact of indivisible**. For example, she saw organizations like Family Resource Council bussed in home-school children to do fieldwork. She stayed in a hotel with one hundred fifty 6th-12th graders from Maryland and Virginia brought in vans to go canvassing door to door for candidates. They called their group "Joshua Generation."

There was tremendous enthusiasm among progressives, and in one day 200 people came to canvass in one office with 2 people. They canvassed an entire legislative district - so the election impact was felt more on progressive side. The kids were running from morning till night just dropping forms; Sarah's side was having substantial conversations with voters.

Even in pouring down rain, two hundred more came back Sunday before the election, and three hundred more again on Monday. They were canvassing door to door - door knocking, Sunday visits, making a difference.



**Many Thanks to Sarah Scanlon**, who volunteered her time and experience to train Indivisibles on registering new voters. Sarah is a principal and founder of Southern Strategies, and she's been a state and national organizer for the LGBT Community and the Bernie Sanders campaign.

<https://www.facebook.com/sarahjscanlon>