

High School Voter Registration LWVFA Classroom Volunteers

The classroom assistants organize the materials before and after the classroom presentations and support the presenter.

Classroom Assistants

- Organize the materials before going into classrooms. For each classroom presentation, take:
 - Color-coded envelope
 - Class record sheet
 - Voter registration forms
 - Pens
 - Packets
 - Go Vote Cards
 - Sticky notes.
 - QR Sheet.
- Listen to the presentation. Please do not converse with students during the presentation. Add information only when invited by the presenter.
- Watch the clock. If needed, subtly alert the presenter.
- Complete the Classroom Record Sheet including the number of students in the class and number previously registered.
- Distribute voter registration forms to **all** students when prompted by the presenter.
- Lend pens to students who need them.
- Answer individual student's questions quietly.
- **Please do not** ask students about their citizenship status. You can say, "People must be citizens in order to register." If students tell you that they are not citizens, tell them that as soon as they are citizens, they can register to vote.
- Walk around the classroom and ensure that students are using legible handwriting and blue or black ink to complete the forms.
- Scan completed forms quickly while standing by students as time permits.
 - All highlighted portions completed? Prompt to add missing information.
 - Handwriting legible? (They can make fixes, or you can add a sticky note for clarifying information.)
 - YES checked for U.S citizen?
 - Are nicknames entered? If you notice what might be a nickname, such as Mike or Jim, ask the student if that is their legal name.
 - Complete middle name entered or NONE is checked? A common error is not writing a middle name or only writing an initial.
 - Signature and the **correct** date?
- Give clipped receipts and stickers only to those who register.
- Give all students a Go Vote card when prompted by the presenter.
- Collect pens and all forms (unused and completed). Put the forms in the color-coded envelope for that class. You will organize these later.

Do not take pictures or videos of students unless the presenter has received permission from the teacher or school.