



Voter Registration Drive Checklist for NC Hospitals



- ✓ **Pick a date for your drive** – If possible, schedule the drive on or around **Tuesday, Sept. 27, 2016 – National Voter Registration Day (NVRD)**.
- ✓ **Pick a location and reserve the venue** – high traffic areas at the hospital are best:
 - Hospital cafeteria during lunch
 - Hospital lobby/main entrance
- ✓ **Partner with another community group hosting a drive**, if interested. It's always helpful to learn from and lean on the expertise of other nonpartisan groups in your area who may be more familiar with the process of voter registration.
 - To find out which groups in your area are conducting drives in coordination with NVRD, visit nationalvoterregistrationday.org
 - If your hospital is in the Triangle or the Triad, consider partnering with “You Can Vote” (Emily Roland can connect you with this group).
- ✓ **Contact your County Board of Elections** to make them aware of your voter registration drive and order materials (if quantities are below 500).
 - FYI - Staff are available at the State Board of Elections to come and present to members of your hospital/staff about the drive, if requested.
- ✓ **Recruit volunteers/staff** to lead the effort on the day of the drive (*outgoing and personable staff are best!*)
- ✓ **Train volunteers/staff** who will be supporting the drive (even if it's a 5 minute training that morning about what to expect). Provide them with contact information for someone at the hospital they can call if there is a question when registering someone.
- ✓ **Publicize the event** (*Samples of the following materials can be found on the NCHA website*)
 - CEO memo to staff
 - Internal newsletters to staff
 - External newsletters to community
 - Press release
 - Social media - #HospitalVotesMatter
- ✓ **Materials to have onsite:**
 - Clipboard
 - Multiple pens
 - Volunteer sample scripts and FAQs
 - Voter registration forms
 - Absentee Ballot Request forms (these can be printed from your county BOE website)
 - Details about “one-stop” early voting in your county (available on your county BOE website)
 - Sample ballot(s) (to provide an example and prompt discussion – found here: https://vt.ncsbe.gov/voter_search_public/)
 - Signage (*display Photo ID posters available from SBOE*)
 - Envelope/box for completed registration forms
 - Volunteer/staff sign-in sheet, if necessary
 - Healthy Snacks/goodies for volunteers and visitors
 - Somewhere to record how many registration forms are collected (*Share this # with Emily Roland, NCHA Member Advocacy Coordinator.*)
- ✓ **Return completed forms to your county Board of Elections within 5 business days** of receiving the forms at the drive. Failure to do so could be punishable as a Class 2 misdemeanor.