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/goodsies 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.