



LEAGUE OF WOMEN VOTERS OF THE CHARLESTON AREA RECOMMENDATIONS FOR SMALL-SCALE VOTER REGISTRATION EVENTS

Thank you for your interest in promoting voter registration! The League of Women Voters is a non-partisan organization with a special commitment to promoting voter registration and informed and active voter participation in government. Below are some basic suggestions for conducting a small-scale registration event – such as outside a grocery store, movie theater or at a public/private gathering.

- **Event Scheduling** – Citizens may register to vote at any time but scheduling registration events should take into consideration election schedules and is best held two months in advance of primaries or elections.
- **Coordination & Permissions** - In order to ensure a Voter Registration event moves forward, it is essential to properly coordinate with other event leaders and location owners.
 1. *In planning an event, permission to conduct the voter registration effort on the property of another entity is mandatory.* It is best to obtain permission in writing whenever possible.
 2. *Logistics including time of activity, set up and break down schedule, materials needed, tables and chairs, electronic connections for online registrations, etc. should be coordinated in advance.* Attention to these details is essential to a successful event. Materials may include laptops, voter registration documents, voting information, pens and pencils, and group identifiers such as signs or nametags. Plans should include online registering information, hard copy voter registration forms, absentee ballot requests, pens and other material. The League is happy to assist in identifying & locating these materials.
- **Promotion of Voter Registration Drive** – Plan to promote the registration activity in advance for maximum effectiveness. Clear assignments for promoting the activity should be made within your volunteer team.
- **Build a Team** – Teams of at least two volunteers working together are ideal. For longer-term events (more than 3 hours), it is suggested volunteers work in shifts. Make certain volunteers have contact information (preferably phone/text) to help ensure necessary assistance and support if needed.
- **Train the Volunteer Team** – While voting rules in South Carolina are relatively easy to understand and follow, volunteers should be trained on the *basics* of voter registration. The League can provide basic information and materials for both online registration via VOTE411.org or SCVOTES.org, AND hard-copy registration documents. Volunteers should have this information well in advance to review it.

If issues or questions arise that are beyond the expertise of the volunteers, those questions should be directed to either the State or County election officials. That contact information should be made available to volunteers and to those registering.

- **Day of Event** – Confirm volunteer assignments and set up plan. On-site volunteers should have contact information for property owner or the event coordinator in the event issues arise that must be addressed. It is important that set up and break down activities are completed on time and as agreed.

If possible, take photographs of the event to share with your volunteers or group! Also, on a *strictly voluntary basis*, the names and email addresses of those who registered should be obtained in order to send reminder notices on voting, if your group is organized for follow-up messaging. You are also welcome to share information with the League for follow up reminders to voters.

- **Post-Event** – Any registration documents that were collected should be turned in, materials should be returned, and “thank you” messages should be sent to volunteers, sponsors, or hosts who made the event possible.