

VOTER REGISTRATION TRAINING

Loyola University Chicago

2022

THANK YOU FOR PARTICIPATING IN THE POLITICAL PROCESS!

- Your work helping to register students is incredibly important and does not go unnoticed.
- Social Responsibility is a pillar of our Ignatian Heritage, and voting is a pillar of social responsibility.

WHAT YOU'LL NEED

- Computers or tablets to open the necessary links
- This power point to help guide you
- Other resources on our Tool Kit
 - What Now? Forms
 - Dorm Addresses
 - Logos to advertise your event

THREE MAIN PARTS OF VOTER REGISTRATION

- The Ask
- The Process
- The Follow-Up



THE ASK

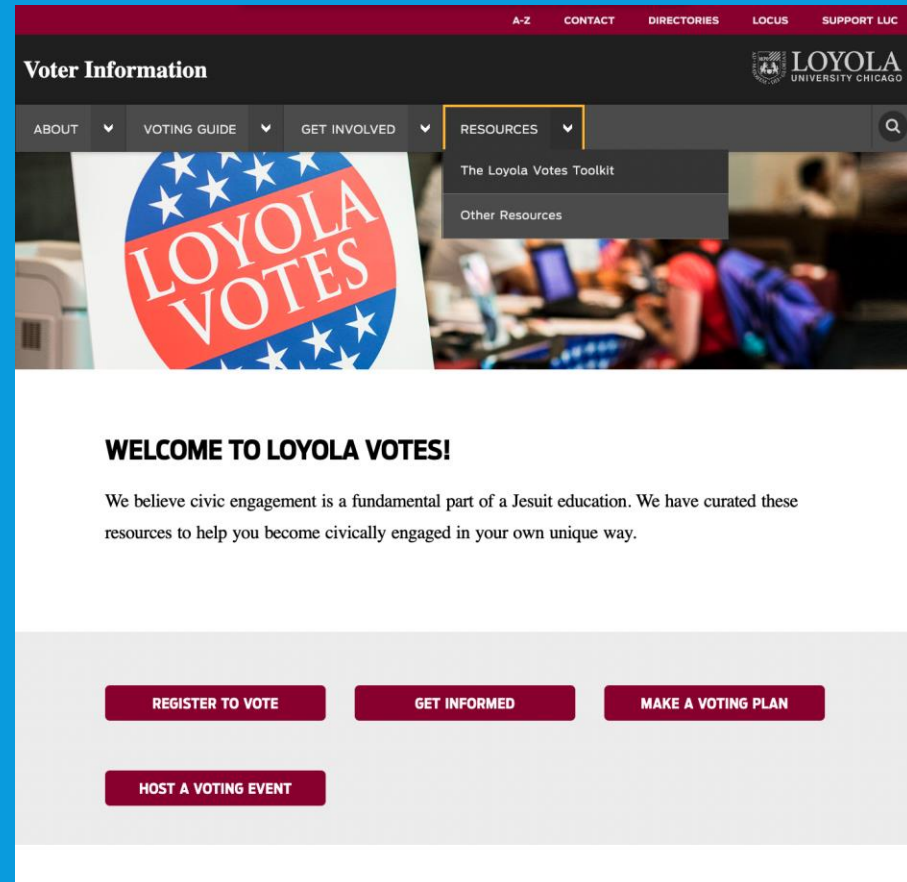
- Keep it simple
 - “Hi! Would you like to register to vote?”
 - Let students know that registration will only take about 5 minutes
- **If they are registered:**
 - Do they need an absentee ballot? A mail-in ballot? To know where their polling place is?
- **If they are unsure if they've registered:**
 - Take them to www.vote.org to check
- **If they are not registered:**
 - Ask if they'd like to register—but remember that we can't force them to register!

THE PROCESS: STEP ONE

GO TO :

[Luc.edu/vote](https://luc.edu/vote)

Head to the toolkit
and open the
document with
important links



The screenshot shows the 'Voter Information' page on the Loyola University Chicago website. The navigation menu includes 'ABOUT', 'VOTING GUIDE', 'GET INVOLVED', and 'RESOURCES'. The 'RESOURCES' dropdown menu is open, showing 'The Loyola Votes Toolkit' and 'Other Resources'. The main content area features a large image of a 'LOYOLA VOTES' sign and a 'WELCOME TO LOYOLA VOTES!' heading. Below the heading, there is a paragraph of text and four action buttons: 'REGISTER TO VOTE', 'GET INFORMED', 'MAKE A VOTING PLAN', and 'HOST A VOTING EVENT'.

Voter Information

ABOUT | VOTING GUIDE | GET INVOLVED | **RESOURCES** | Search

The Loyola Votes Toolkit
Other Resources

WELCOME TO LOYOLA VOTES!

We believe civic engagement is a fundamental part of a Jesuit education. We have curated these resources to help you become civically engaged in your own unique way.

[REGISTER TO VOTE](#) [GET INFORMED](#) [MAKE A VOTING PLAN](#)

[HOST A VOTING EVENT](#)

ALTERNATIVELY, YOU CAN OPEN THESE LINKS

- [Checking Your Registration In State](#)
- [Checking Your Registration Out of State](#)
- [In-state Voter Registration](#)
- [Dorm Addresses](#)
- [Out of State Voter Registration](#)
- [Requesting an Absentee Ballot](#)
- [Signing up for Voting Reminders](#)

REMEMBER... TO VOTE, YOU MUST:

- Be a United States citizen
- Be at least 18 years old by Election Day
 - Next election day is November 8, 2022
- Live in the election precinct at least 30 days before the election
- Not be registered anywhere else
 - You can switch your voter registration back and forth if you live on campus and back home throughout the year. You can only hold one registration at a time.



THE PROCESS: CHECKING REGISTRATION

- This process takes less than a minute!
Let the student know how easy it is to check if they are registered
- Direct the students [here](#).



Are You Registered to Vote in UT?

✓ You are registered to vote.

Katherine Paterson

is registered to vote at

~~6228 Parkridge Dr Park City UT 84098 6152~~

Continue

Overseas and military voters should visit [Overseas Vote Foundation](#)

➕ Add this tool to your website

Powered by [Vote.org](#)
Data by TargetSmart

[Terms](#)

[Privacy](#)

[Contact](#)



IF THEY ARE NOT REGISTERED...

THE PROCESS: IN STATE

- Check to see if they have an Illinois State ID or license
- If **Yes**, use the online form from the [Illinois Online Voter Registration Application Website](#).
- If **No** but they know the last 4 digits of their SSN, use the same online form, and have them print the form on campus when they are done, attaching the proper forms of identification.
- If **No** and they don't have last 4 digits of their SSN, tell them they can print the manual form and complete their registration by mail.
 - They will mail the form to the State Board of Elections, Voter Registration Department with either
 - A copy of a current and valid photo identification, or
 - A copy of a current utility bill, bank statement, government check, paycheck or other government document that shows your name and address.
- Finally -- Give the patron a "What Now?" form

YES!

Illinois Online Voter Application

State Board of Elections

*Illinois Online Voter
Registration Begins Here!*

DRIVER'S LICENSE

Do you have a valid Illinois driver's license or State ID?

- Yes
 No

To apply to register or update your existing registration, you must provide us with:

- Your Illinois Drivers License or Illinois State ID number.
- Date the license or ID was issued.
- The last four digits of your social security number.
- Your birth date.

Previous

Next

YES!

PERSONAL INFORMATION

Citizenship	Illinois Identification Information Driver's License/State ID: <input type="text"/> <input type="text"/> <input type="text"/> DOB (Date of Birth): <input type="text"/> <i>[Example: MM-DD-YYYY]</i> Date License/State ID Issued: <input type="text"/> <i>[Example: MM-DD-YYYY]</i> Previous Next
Age Verification	
Application Type	
Personal Information	
Personal Information - Name	
Personal Information - Address	
Additional Personal Information	
Personal Information - E-mail	
Election Jurisdiction	
Mailing Address	
Previous Name	
Previous Address	
Assisting	
Summary	

If
NO

DRIVER'S LICENSE

Do you have a valid Illinois driver's license or State ID?

Yes

No

To complete this application you will be required to print out the application at the end, sign it and mail it to your election authority with proper identification.

The State Board of Elections requires you to provide proper identification to use this application tool. If you would prefer not to provide this information you can use the link below to obtain a manual registration form.

Acceptable Identification:

- Social Security Number (last 4 only)
- Valid driver's license or state identification card

[Manual Voter Registration Form](#)

If
NO

INFORMATION UPDATE

Citizenship
Age Verification
Application Type
Personal Information
Personal Information - Address
Personal Information - E-mail
Election Jurisdiction
Mailing Address
Previous Name
Previous Address
ID Check
Assisting
Summary

To complete this application you will be required to print out the application at the end, sign it and mail it to your election authority with proper identification.

The State Board of Elections requires you to provide proper identification to use this application tool. If you would prefer not to provide this information you can use the link below to obtain a manual registration form.

Acceptable Identification:

- Social Security Number (last 4 only)
- Valid driver's license or state identification card

[Manual Voter Registration Form](#)

Please provide your personal identification.

Last 4 Digits of Your Social Security Number:

AND (OR)

Driver's License/State ID:

THE PROCESS: OUT OF STATE

- Direct the student to <https://www.vote.org/register-to-vote/>
- Most states require a license/state ID or SSN
 - If the state has an online form the student can register with, help walk the student through the form.
 - If the student is unable to register online and needs to use a printed form, instruct them to print the form using one of the printers located on campus.
 - They can bring the form back to us if they have questions.

Register to Vote

This will take 2 minutes

First Name*

Last Name*

Street Address*

City*

State*

ZIP Code*

Date of Birth*

Email Address*

Cell Phone Number

Continue

THE PROCESS: GETTING AN ABSENTEE BALLOT / VOTING BY MAIL

- Direct the student [here](#).
- Walk them through the form if they need help
- If their state requires them to submit a request by mail, instruct them to print the proper form on campus and follow the instructions.
 - They are welcome to return to the table for help.



IMPORTANT: HELPING IN A SECURE WAY

- Voter Registration Volunteers must help students in a safe and secure manner.
- You should not be collecting students' personal information like their SSNs or identification information.
- Your job is to help guide students and answer any questions they may have. Do not fill out the forms for them.
- Students should input their personal information themselves unless unable to do so.

IMPORTANT: REMAINING NON-PARTISAN

- All voter registration endeavors done through Loyola must be conducted in a non-partisan manner. If you have any questions about what this means and what actions are prohibited, please see the [Guidelines for Political Activity for Students, Faculty, and Staff](#).
- Students may ask you what party/candidate this registration is for. Let them know this is a **non-partisan** event
- During voter registration endeavors you cannot:
 - Encourage a student to register with a specific party.
 - Encourage a student to register in a particular state.

OTHER ITEMS

Stamps and Envelopes

- We will provide stamps and envelopes at our events. If a student needs either after the tabling events, they can visit the Damen desk.
- Students must prove they are sending voting-related mail to receive an envelope or stamp.

Notary Services

- Some states require students to have their forms notarized. Please see [here](#) for more information.

AFTER THEY ARE DONE

- Give the student a "What Now?" Flyer with important information about their next steps.
- Remind them they can always visit our website or reach out to us if they have questions.

OTHER HELPFUL HINTS

- Emphasize how easy/quick registration is
- If there's time, [vote.org](https://www.vote.org) also has election reminders—students can sign up to be notified of important dates
- ALL STATES allow absentee voting



THANK YOU FOR YOUR HELP!

QUESTIONS?

- If you have any questions about this training, please do not hesitate to reach out to:
 - Loyola Votes' Project Manager, Maggie Jones
 - Mjones34@luc.edu
 - OR our general email
 - Loyolavotes@luc.edu