



## Volunteer Guidelines for Voter Registration Drives

### Before the Drive:

- **Make sure you have enough Voter Registration Cards.** If you need more, contact the Voters Services Committee Chair or read the [State Registration Card Distribution Policy](http://www.maine.gov/sos/cec/elec/data/distribution-policy.doc).  
<http://www.maine.gov/sos/cec/elec/data/distribution-policy.doc>. Fill out a [request form](http://www.maine.gov/sos/cec/elec/data/reg-card-request-form-11-08.pdf) to order cards.  
<http://www.maine.gov/sos/cec/elec/data/reg-card-request-form-11-08.pdf>
- **Learn how to fill out the Voter Registration Card online** at [Voter Registration Card Instructions](http://www.maine.gov/sos/cec/elec/data/vrinstruct.pdf).  
<http://www.maine.gov/sos/cec/elec/data/vrinstruct.pdf>
- Be familiar with [Your Right to Vote in Maine](http://www.maine.gov/sos/cec/elec/voter-info/right.html). <http://www.maine.gov/sos/cec/elec/voter-info/right.html>
- Make sure you have a copy of the [Maine Voting Residence Fact Sheet](http://www.maine.gov/sos/cec/elec/voter-info/resident.html) to reference during the drive. <http://www.maine.gov/sos/cec/elec/voter-info/resident.html>
- Understand that voter registration cards represent an application for registration only. Voters are not actually registered until the Registrar in their municipality accepts their application.
- Voters may take their registration application to their town office in person to complete the registration.

### During the Drive:

- **Review the voter registration card application *before the new registrant leaves the table*** to be sure the application is fully and correctly completed and legible.
- **The “Party Affiliation” section of the voter registration card.** While it is not necessary for voters to enroll in a political party, applicants **MUST** check one of the boxes. If no party is selected, they should check “Unenrolled.” Volunteers may explain that only members of a party may participate in primaries and caucuses, but anyone can vote for any candidate in a general election. The choice to enroll does not have to be made right away.
- **“Have you previously been registered to vote?”** is required. Each applicant must select either yes or no – if they don’t answer, the application is rejected. If the applicant selects “Yes,” they must provide the municipality, county and state of previous registration on the application card.
- **The section on Voter ID is required.** Voters who do not have ID must write NONE in this section. There is no requirement for volunteers at voter registration drives to ask to see identification or proof of residency from prospective registrants.
- People who register at voter registration drives may be asked to show identification and proof of residency at the polls when voting for the first time. Encourage new voters to have these documents with them when they go to vote.



### **After the Drive:**

- Complete the online **Voter Registration Reporting Form** to submit your totals after each voter registration event. (<https://forms.gle/xc9n1qM2bjtFPYk99>)
- Voter registration cards collected at voter registration drives may be mailed or delivered either to the Town Clerk or to the Secretary of State's office. **Return cards to the Secretary of State's office prior to 30 days before the next election.**
- **Return cards to individual Town/City Election Clerks by at least 21 days before the next election** in order for a voter to be registered to vote in that election. Note that if the time is too short, the voter may still register in person at Town or City Hall during regular business hours or at the polls on the day of the election.
- **These voter registration cards should be accompanied by a cover letter sent within 5 days of the event.** The letter should indicate that these cards were collected at a voter registration drive conducted by the League on whatever date and at whatever place.
- If their name does not appear on the voter list on Election Day, voters may be sent to a different polling place, or their voter registration card may be on file at the polls to be completed and accepted at that time. The voter may be asked to show proof of identity and/or proof of residency when they vote for the first time.
- Even if a resident's registration is challenged by election officials, that resident may complete an affidavit attesting to their qualifications to vote, and they may cast a challenged ballot, which will be counted along with all the other ballots and verified later in case of a close election.

**Thank you for your important volunteer help!**