

# **HANDOUTS & WORKSHEETS**

Sample Rap for Voter Registration  
Doorknocking Exercise  
National Voter Registration Form  
Talking to Your Neighbors at their Doors  
Field Plan Worksheet

# SAMPLE RAP FOR VOTER REGISTRATION

## Introduction

Hello, my name is [NAME] and I am a volunteer with [ORGANIZATION]. Are you all set to vote in the upcoming election?

## If Yes:

Great! Have you moved in the last few years or changed your name?

**IF YES:** You will have to re-register to vote with your new address/name. I can help you register right now and it will only take a few minutes.

**IF NO:** Okay. But did you know that the Secretary of State periodically purges names from the list? I can re-register you to vote. It will only take a few minutes.

## If No or Hesitant:

Last year we saw record AAPI turnout and this year there's a lot of excitement around the election. We're here to make sure you are ready to have your voice heard. There are many issues that affect AAPIs but do not get resolved because politicians think we don't vote.

## The Pivot:

I'm here because [YOUR OWN ISSUE] is important to me. What about you? What issues are important to you? (e.g. Immigration, health care, education, the environment, etc?)

## The Ask

If more of us come out to vote, we could show our power and solve the issue you were talking about, right? So can I count on you to register to vote?

# Voter Registration Application

**Before completing this form, review the General, Application, and State specific instructions.**

Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years old on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you checked "No" in response to either of these questions, do not complete form.</b> (Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)		This space for office use only.		
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s) <input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> III <input type="checkbox"/> IV
2	Home Address		Apt. or Lot #	City/Town
3	Address Where You Get Your Mail If Different From Above		City/Town	State
4	Date of Birth	5	Telephone Number (optional)	6
7	Choice of Party (see item 7 in the instructions for your State)	8	Race or Ethnic Group (see item 8 in the instructions for your State)	
				ID Number - (See item 6 in the instructions for your state)
9	I have reviewed my state's instructions and I swear/affirm that: <input type="checkbox"/> I am a United States citizen <input type="checkbox"/> I meet the eligibility requirements of my state and subscribe to any oath required. <input type="checkbox"/> The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.			Please sign full name (or put mark) ▲ Date: _____ Month      Day      Year

**If you are registering to vote for the first time:** please refer to the application instructions for information on submitting copies of valid identification documents with this form.

## Please fill out the sections below if they apply to you.

If this application is for a **change of name**, what was your name before you changed it?

A	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s) <input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> III <input type="checkbox"/> IV
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If you were **registered before but this is the first time you are registering from the address in Box 2**, what was your address where you were registered before?

B	Street (or route and box number)	Apt. or Lot #	City/Town/County	State	Zip Code
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If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C	<ul style="list-style-type: none"> <li>■ Write in the names of the crossroads (or streets) nearest to where you live.</li> <li>■ Draw an X to show where you live.</li> <li>■ Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.</li> </ul>	NORTH ↑								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Example</td> <td style="width: 5%;"></td> <td style="width: 15%;">Route #2</td> <td style="width: 55%;"> <ul style="list-style-type: none"> <li>● Grocery Store</li> <li>Woodchuck Road</li> </ul> </td> </tr> <tr> <td>Public School ●</td> <td></td> <td></td> <td style="text-align: center;">X</td> </tr> </table>	Example		Route #2	<ul style="list-style-type: none"> <li>● Grocery Store</li> <li>Woodchuck Road</li> </ul>	Public School ●			X	
Example		Route #2	<ul style="list-style-type: none"> <li>● Grocery Store</li> <li>Woodchuck Road</li> </ul>							
Public School ●			X							

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

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**Mail this application to the address provided for your State.**

# DOOR KNOCKING ACTIVITY: REGISTERING PEOPLE TO VOTE

Some people find registering others and getting their commitment to vote to be very simple. Others find it very hard. What about you? In this activity you will be a volunteer canvassing a city block and trying to get people to register to vote or securing their commitment to vote. Your goal is to get the most number of people to register in the least amount of time. Pay attention to what people are really feeling or thinking, based on their speech or their body language. Try to determine if someone is just trying to stall you, if someone really wants to register or to vote but is confused or afraid. For enthusiastic supporters, try to turn them into volunteers.

## Instructions:

1. Count off by 1s and 2s.
2. The 1s and the 2s should stand facing each other in a long line.
3. The 2s will serve as happy community members in their homes. Some of the 2s may be ex-felons who are unsure if they can vote. Others may be undocumented and do not want to reveal their status. Some people may already be registered. Others may be voting for the first time and confused about the process. Not everyone will speak English. Others will be supportive and eager to help.
4. The 1s will go first. They will have 10 minutes to register as many people as possible. They should take what they learn from the previous PowerPoint and try to persuade people at the doors to register and go vote.
5. After a 1 has gotten someone to register or not registered, they must quickly find another person to talk to.
6. 2s should raise their hands when there isn't a 1 in front of them.
7. After 10 minutes switch, and the 1s become the community people and the 2s become the volunteers.
8. If time permits, we will conduct this exercise again with the idea that you are approaching them to commit to voting.

# TALKING TO YOUR NEIGHBORS, AT THEIR DOORS

1. **Give the voter respect.** The objective of this type of contact is not total agreement with you or your positions. Avoid getting into an argument with the voter. All the facts and figures in the world don't equal getting a vote if the voter feels disrespected by you.
2. **Speak from your heart, not your head.** Avoid the urge to over-intellectualize everything. Facts, figures, statistics and data aren't nearly as persuasive as a personal anecdote or a story that moves you.
3. **Begin the conversation by identifying yourself as a neighbor.** Being a neighbor is a much better hook than having strangers imported to targeted districts to do voter contact. So, your conversation at the door should begin with, "Hi, I'm Jerome. I live down the street," or "I live on the 3rd floor of OUR building and I've been meaning to come by and say hello."
4. **Be brief, straightforward, and to the point.** Look the voter in the eye (don't be reading a script, as that doesn't show your authenticity) and smile. Be unapologetic: you are a player in our civic process trying to educate your friends, neighbors and peers on the values of your candidate, cause and the importance of their vote.
5. **After you introduce yourself and state your purpose, take the time to listen.** Avoid the temptation to correct them or interject your opinion. Just listen patiently and nod your head while looking them in the eye. When they're done you need to, Cushion, Position and Close.
6. **Never be afraid to say, "I don't know."** Do NOT try to make up an answer to a voter's question if you don't know. Simply say, "Thanks! That's a great question. I don't know the answer, but let me find out and get back to you. Can I get your cell phone number or email so I can send you an answer?" And be sure to get back to them!
7. **Always talk about your values - your SHARED values.** If you find yourself stuck and don't know what to say, go back to basics. "You know, I'm voting in the election this year because I'm very passionate about equal access to and funding for higher education. Talk about what it is that made you feel the importance of the issue. Make it personal, make it real, and make it about values." (as opposed to issues or strategy).
8. **Don't get stuck at a door.** When someone wants to argue with you or talk on and on, nod your head, affirm them, and thank them for their time. Do it so that you are respecting the voter's time. "I don't want to take up too much of your time. If it's okay with you, I'd like to come back in a month or so and we can chat some more. It's been great talking with you today and again, thanks for your time."

9. **Remember to be a person.** Scripts are great tools that provide you with a basic framework. Read them, put them into your own words, and then do it in your own voice. This should be a normal, pleasant conversation like any other you'd have with your friends and neighbors.
10. **Data in and data out** – every contact should result in getting some information from the voter. It can be as simple as marking a wrong address or phone number or that someone has moved or passed away. The best door-to-door contacts are the ones where you add data like cell phone numbers, email addresses, and IDs.

## Cushion, Position, Close

**Cushion:** Find one thing the voter said which you can agree with or validate. “You know what, I agree with you about \_\_\_\_\_, or “I think you make a good point on \_\_\_\_\_.”

**Position:** Find a way to pivot the conversation to either a solution or back to what you want to talk about by bridging the next part of the conversation with what the voter just said. “That’s why I’m organizing for the next election. I know that if we elect good leaders who will fight for the issues we care about, issues like \_\_\_\_\_, then we have the power, not the politicians or the parties, but WE have the power to make it better.”

**Close:** Finally, you have to ask the voter to actually DO something. Never end a conversation without getting something back from the voter. “Can I come back in about a month or so to talk more with you? Can I get your phone number or email address so I can keep you posted on election deadlines and procedures? Can I count on your vote? Will you contribute time/money to help? Would you like to join me as a Neighborhood Leader?” You always want to seal the deal by engaging the voter in some kind of action.

# FIELD PLAN WORKSHEET

## Part One: Capacity

The key to setting realistic and achievable goals is determining the capacity of your organization to recruit and elevate volunteers.

Fill out your potential volunteer pool below:

Pool	# of Volunteers
Board	
Membership	
New/potential volunteers	
<b>TOTAL</b>	

## Part Two: Registration

What are the voter registration tactics the campaign will employ? Voter registration drives are not one time events and can take many forms. The goal will impact when the campaign begins the voter registration drive and how many volunteers will be needed.

### ***Voter registration rate: 2/hr.***

On average, a volunteer can register 2 new voters per hour. For example, if the goal is to register 20 new voters during a cultural festival, you will need 10 volunteer hours.

### ***Volunteer shift formula: # of volunteer hours / 3-hour shifts***

For logistical purposes, make the volunteer shift 4-hours long. The additional time will be used for training, breaks, and debriefing. For each 4-hour volunteer shift, the volunteer is only active for 3 hours.

Below are examples of where the chapter can do voter registration.

Voter Registration Drive	Goal	Volunteer Hours Needed	Shifts/ Volunteers
1st General Body Meeting			
Dance Practice	36	18	6
Lunar New Year	24	12	4
Fall Festival	28	14	5
Asian Grocery Stores	30	15	5
Other			
<b>Total</b>	<b>118</b>	<b>59</b>	<b>20</b>

In the example, in order to reach 118 new voter registrations, the organization will need 59 volunteer hours completed by 20 volunteers.

## Voter Registration Exercise

Determine how many voter registrations your team can get at the events below. Detail out specific locations & events. Calculate how many volunteer hours and shifts are required to reach the goal.

Voter Registration Drive	Goal	Volunteer Hours Needed	Shifts/ Volunteers
<u>Other</u>			
<b>Total</b>			

## Part Three: Phone Banking

What is the number of voters the organization will contact via phone during GOTV?

*Phone contact formula: 25 calls/hour*

*Phone bank shift: like VR, 4 hours but only 3 hours of call time*

**For example if the goal is to call 600 voters:**

600 / 25 calls = 24 hours

24 hours / 3-hour shifts = 8 volunteer shifts

8 volunteer shifts are needed to call 600 voters.



## Phone Banking Exercise

Calculate how many shifts are needed to call 945 voters

Number of Phones	Calls per hour	3-hour shifts	Number of Volunteer Shifts

## Part Four: Timeline

When will the voter registration program begin? When is the VR deadline?

When will phone banking take place? What needs to be done to make sure everything is in place for each voter contact event?

Task	Deadline

Task	Deadline

# APPENDIX

Program Management Breakdown  
APIAVote Style Guide  
State Voting Laws & 2017 Local Elections  
Staff & Trainers

# PROGRAM MANAGEMENT BREAKDOWN

**Kathryn Quintin**  
Programs Manager

## *MIDWEST*

IL	Northwestern University
IN	University of Notre Dame
MI	Michigan State University
MN	University of Minnesota
MN	University of Minnesota - Morris
OH	Ohio State University
WI	University of Wisconsin-Madison

## *SOUTH*

NC	Appalachian State University
NC	Duke University
NC	University of North Carolina - Chapel Hill
TN	Vanderbilt University
TX	Rice University
TX	Texas A&M University
TX	University of Texas at Austin

## *FLORIDA*

FL	Florida Atlantic University
FL	Florida State University
FL	University of Central Florida
FL	University of Florida
FL	University of Miami
FL	University of North Florida

**Mahnoor Hussain**  
Programs Associate

## *WEST*

CA	California State University - LA
CA	Irvine Valley College
OR	University of Oregon
WA	University of Washington

## *NEW ENGLAND*

MA	Amherst College
MA	Boston University
MA	Harvard University
MA	University of Massachusetts - Boston
ME	Bates College

## *NORTHEAST*

CT	Yale University
NJ	Princeton University
NJ	Rutgers University
NY	Binghamton University
PA	University of Pennsylvania
PA	University of Pittsburgh

## *MID-ATLANTIC*

DC	Georgetown University
MD	Johns Hopkins University
VA	College of William and Mary
VA	University of Virginia
VA	Virginia Commonwealth University

# STYLE GUIDE

The APIAVote brand represents who we are and should remain consistent throughout. This abbreviated guide highlights some of the basic rules and guidelines for using the new brand identity.

## LOGO

### Preferred:



### Alternate:



Don't stretch, squish or distort the logo



Don't modify the colors in any way

### Additional Notes:

The name of our organization is Asian and Pacific Islander American Vote. Not "Asian American Pacific Islander Vote" or "Asian/Pacific Islander American Vote."

APIAVote should be spelled with capital "APIAV" and lowercase "ote" Do not use all lowercase.

## COLOR

### Primary:

#CC3433  
C: 14 Y: 94 M: 88 K: 4  
R: 204 G: 52 B: 51

#23408a  
C: 100 Y: 89 M: 13 K: 2  
R: 35 G: 64 B: 138

#343234  
C: 69 Y: 65 M: 61 K: 58  
R: 52 G: 50 B: 52

## FONT

### Primary:

Signika Light  
**Signika Regular**  
**Signika Semi-Bold**  
**Segnika Black**

### Secondary:

Helvetica LT Std  
Condensed  
**Helvetica LT Std Bold  
Condensed**  
*Heveltica LT Std  
Condensed Oblique*

# AMBASSADOR STATE VOTING LAWS AND 2017 LOCAL ELECTION DEADLINES

State	Registration Deadline	Important election(s) [11/7/2017]	Registration Deadline	Registration ID requirements	State-specific Rules	Challenges for Students	Challenges for Voter Registration Drives
CA	15 days	Various County Elections	10/23/2017	State DL or ID, SSN	Same day registration		Must return ALL registration cards, can only offer assistance if asked
CT	7 days	Bridgeport, New Haven Municipal Elections	10/31/2017				
DC	30 days		No election	State DL, SSN			
FL	29 days	Miami, Orlando Municipal Elections	10/9/2017	State DL or ID, SSN	Voter ID required; alternatives available	Student ID must have a signature	Organizations must pre-register
IL	28 days		No election	State DL, SSN			Require deputy registrars
IN	29 days		No election	State DL, SSN	Voter ID, excuse for absentee voting		
MA	20 days	Boston Municipal Elections	10/18/2017	State DL, SSN			
MD	21 Days		No election	State DL, SSN			Requires training to receive more than 25 forms per day
ME	21 days		No election	State DL, SSN			
MI	30 days	Detroit Municipal Elections	10/8/2017	State DL or ID, SSN	No online registration, Voter ID required		
MN	21 days	Minneapolis, St. Paul Municipal Elections	10/17/2017	State DL or ID, SSN	Same day registration		
NC	25 days	Charlotte, Raleigh Municipal Elections	10/13/2017	State DL or ID, SSN	No online registration		
NJ	21 days	State General Elections	10/17/2017	State DL, SSN	No online registration		
NY	25 days	New York City, Rochester, Buffalo, Syracuse Municipal Elections	10/13/2017	State DL, SSN	Excuse required for early voting		
OH	30 days	Cincinnati, Columbus, Dayton, Cleveland, and Toledo Municipal Elections	10/8/2017	State DL or ID, SSN	Voter ID required	Student ID must have a photo, address, expiration date, and be issued from a public college or university	
OR	21 days		No election	State DL or ID, SSN	Votes by mail		
PA	30 days	Pittsburgh Mayor, Philadelphia DA, Various School Boards	10/8/2017	PA DL, SSN	Excuse required for early voting		
TN	30 days	Knoxville City Council	10/8/2017	Full SSN	Voter ID required	No student ID allowed	
TX	30 days	Various School Districts	10/8/2017	State DL or ID, SSN	Voter ID required, no online registration		Requires deputy registrars (county by county)
VA	22 days	State General Elections	10/16/2017	Full SSN	Voter ID required, excuse required for early voting	Student ID must have a signature	Requires online trainings for more than 25 forms and give receipts to applicants
WA	29 days by mail, 7 days in person	State Legislature, School Districts, Seattle Mayor	10/9/2017	State DL or ID, SSN	Votes by mail		
WI	20 days by mail, same day in person		No election	State DL or ID, SSN	Voter ID required	Student ID must have a photo, issue date, signature, expiration date no more than 2 years from issue date; Student must show proof of enrollment	

# STAFF & TRAINERS



## **Christine Chen, Executive Director**

Christine Chen, the founding executive director from 2006-2008, returned in January 2011 to serve as its current Executive Director. During her tenure, APIAVote has played a key role in elevating the AAPI electorate to an unprecedented national level in recent years.



## **Eric Salcedo, National Field Director**

Eric Salcedo has been the National Field Director for APIAVote since September 2014. Previously, he served as the Asian American Liaison and Community Outreach Coordinator for the Illinois Attorney General. He later became a founding member of the political action committee Asian American Action Fund of Greater Chicago.



## **Kathryn Quintin, Programs Manager**

Kathryn Quintin is currently the Programs Manager at Asian Pacific Islander Vote (APIAVote) where she coordinates most of the youth engagement and outreach. She also currently holds a position as the Executive Director of the East Coast Asian American Student Union (ECAASU).



## **Mahnoor Hussein, Programs Associate**

Mahnoor is a recent graduate of American University's School of International Service, where she majored in International Studies with a regional focus in South Asia. Previously, she was a consultant with South Asian Americans Leading Together (SAALT).



## **Karin Chan, Communications and Policy Associate**

Karin Chan coordinates APIAVote's communications and media strategy, as well as advancing APIAVote's policy priorities. Before moving to D.C. from Los Angeles, Karin worked as an assistant editor and community engagement coordinator for the Alhambra Source, a USC Annenberg project.



## **Jennifer Pae, Trainer Consultant**

Jennifer Pae has been a training consultant for APIAVote since 2012. She currently serves as the Director of FairVote California. Previously, she served as the United States Student Association President, PowerPAC Project Director, 18MillionRising.org Founding Staff, and the League of Women Voters of California Project Manager for Voter Service.



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