

## Voter Registration Set-up

A LWV member will pick up a suitcase containing all materials at the League office, 1905 Harney Street, Suite 401J, open Mon-Fri 8-5:30 pm. Parking space 20 behind the AIM building is reserved for LWV use. (If the office is locked, you will find the key in a metal box attached to the LWV mailbox which is on the wall to the right of the sitting area to the left of the elevator). This suitcase includes table decorations and a plastic pocket portfolio with:

1. All the signs, forms and handouts necessary to register voters
2. "I registered to vote today" stickers for new registrants
3. Vote411.org cards and magnets—to be used as an education tool for everyone, not just those registering—(see *Voter Engagement & Education* section)
4. An envelope for completed forms which you will return to the Election Commission within 24 hrs. (Monday if event is on Friday or the weekend)
5. "Registered Voters Roster" to be filled out at each event and returned to LWV (used for postcard reminder data base and statistical analysis of programs)

## Voter Engagement & Education

A good practice is to engage people by explaining we are there to help people register to vote, complete a vote by mail application or update their registration. (We've found that asking "Are you a registered voter?" tends to put them on the defensive if they aren't registered and shuts down the conversation if they are.) The League of Women Voters does not support or oppose any candidate or party. LWV encourages everyone to vote so elected leaders represent our entire community. A good closure after registration is to congratulate them on being a registered voter and encourage them to **'Be a Voter!'**

## Vote by Mail Application (Douglas County)

- ☆ A postcard application will be mailed approximately 2 to 3 months prior to each scheduled election
- ☆ The postcard application must be completed, signed and returned in order to have an early voting ballot mailed to you
- ☆ If you prefer to vote at your polling place on Election Day, you do not need to complete this form

## LWV Voters' Guide & Vote411 Cards/Magnets

- ☆ Guide lists candidates exact answers to questions important to voters (non-partisan)
- ☆ Paper copies are available at libraries or download from LWV website (lwvgo.org)
- ☆ Vote411.org: Enter address and get your exact ballot and candidates (can also print sample ballot)
- ☆ LWV candidate forums on YouTube – links from lwvgo.org

## Registrations with ONE Registrar or When Registrars have the SAME Party Affiliation

At times we will not have different party affiliations represented on the team. We can still facilitate voter registrations by offering the registration form. **In these situations, you are not acting as a Deputy Registrar, simply a Messenger.** You can pre-teach the form to clarify what is being requested & draw attention to areas missed.

If citizens do not have a driver's license/state ID or SS# then they will receive a letter requesting that information or they will have to show proof of address at the polling place (i.e.: any bill with voters name and address).

*When dropping off the forms at the Election Commission, let them know that this was not a deputy registrar registration event. No 24 hour limit is enforced to return registrations.*

## Post Registration Tasks

Returning completed registration forms & LWV materials:

1. Drop off the envelope with completed forms at the Election Commission office within 24 hours (12220 West Center Rd)
2. Return the registration materials suitcase to the LWV Office, 1901 Harney Street, Ste 401J (it does not need to be returned to the League office within 24 hours)
3. Please pull out the 'Registered Voters Roster' and place it in the metal lock box marked "Returned Registered Voters Rosters"

## Assist Registrants to Assure Form Completion

- ☆ Emphasize the top 2 boxes which are frequently missed
- ☆ "Yes" is a required response for first two questions in order to proceed with the registration
- ☆ Print/write legibly
- ☆ Birthplace is city & state or country
- ☆ Need drivers license/ID #, if not available then need the last 4 # of SS number (both are appreciated)
- ☆ Party affiliation is required and if not completed the Election Commission will contact them
- ☆ Phone # or email which will assist Election Commission with questions, marking X means information is private
- ☆ Oath and signature
- ☆ Review the form to assure it is thoroughly completed and draw attention to anything missed, sign your name under registration taken by" (right bottom of form)

## Questions?

Email: [gotv@lwvgo.org](mailto:gotv@lwvgo.org) Douglas County Election Commission  
 Text/call Joanna Lindberg: 402.216.3014 12220 West Center Rd  
 League of Women Voters Office Omaha, Nebraska 68144  
 1905 Harney St. Suite 401J (402) 444-VOTE (8683)  
 Omaha, NE 68102 votedouglascounty.com

