



Living Our Faith Through Voter Outreach

a how-to guide for congregational voter information booths



Texas Faith **votes**

equipping Texans for faithful election leadership

HOW-TO: Voter Information Booth

Project At-a-Glance

Volunteers from the congregation staff a table or booth that provides voter information to members of the community in the weeks leading up to an election.

Timeline

Three to four weeks in advance

- Identify the particular community or neighborhood your booth will serve
- Choose where to locate your booth
- Assess how many volunteers/volunteer hours you can count on, and scope your hours of operation accordingly
- Create a checklist of supplies and materials needs
- Decide what information and services you will offer
- Identify any volunteer training needs and make a plan to address them

Two to three weeks in advance

- Launch volunteer recruitment
- Assemble printed materials like handouts
- Arrange for volunteers to get trained if necessary

One to two weeks in advance

- Create a staging area where you can keep your materials and supplies
- Purchase snacks, water, or other items you want to hand out
- Nail down volunteer shifts and responsibilities for tasks, including record-keeping

After the election

- Organize your planning notes and lists so you'll have a head start for next time
- Have volunteers complete an evaluation form
- Write an article for your church newsletter about your outcomes
- Tell Texas Impact about your great work!

Before you proceed with this or any other project, be sure you understand your congregation's process for deciding to undertake projects, especially projects that involve outreach to people outside the congregation.

Questions to Guide Your Planning

What are our congregation's goals for this project?

Some possible goals might be:

- Register new voters
- Provide information to help folks who are already registered to understand what's on the ballot
- Provide information to help voters navigate the process, such as information on what materials are allowed in the voting booth
- Help eligible voters understand how to vote by mail
- Highlight your congregation's presence in the community
- Learn more about your congregation's neighborhood context
- Provide nonpartisan civic leadership

What community or population will your booth serve?

If your house of worship is near a high-traffic area, like a university campus; transit stop; medical center; or supermarket, you probably will want to set up your booth on your own grounds. If your house of worship is not near a high-traffic area, you might consider working with local election officials and advocates like League of Women Voters to identify areas in your community that could benefit from voter information.

Where will you locate your booth?

You will want to locate your booth where it is visible and accessible. You probably will need to request permission if you want to locate your booth anywhere other than on your congregation's grounds.

What will your hours of operation be and how many volunteers will you need?

Your hours of operation will depend a lot on what community you are serving. For example, if you intend to serve shift workers or college students, it's important to know when the shift changes or breaks occur, when the majority of your target audience will be walking past your booth.

What supplies and materials will you need?

In addition to chairs for volunteers and a table, you'll probably want signage and handouts. You may also choose to use a pop-up canopy—if you do, be sure you also have sandbags or weights to secure it.

You may want to provide water, snacks, or other items that require a cooler. You may want items like banners or a tablecloth. Depending where your booth is located, you might need a way to transport

your materials and supplies from a car to the location, and you might need to make provision for parking while you load and unload.

If you intend to offer “check your voter registration” services, you will need a phone, tablet, or laptop computer that is able to get online reliably.

What information and services will you offer?

Common types of information you could offer include:

- Checking voter registration status using the Secretary of State’s database
- Registering new voters, and helping registered voters change their county of residence
- Providing applications for mail-in ballots—note that if you provide the applications, it’s helpful to provide stamped envelopes as well, along with a list of county election office addresses that applicants can use to send their application to their county of record
- “What’s on the ballot?” handouts
- Information about the voting process like a list of polling locations; hours and dates of early voting in your county; what to bring with you when you go vote (like your ID); and what to leave at home (like your phone)
- How to sign up to work elections in the future
- How to sign up to help voters who need assistance with transportation, translation, or other services
- How to sign up to serve as a poll watcher or poll monitor
- How to report a problem at a polling location
- How to get involved with your congregation

What training might your volunteers need?

The more information your volunteers have, the more comfortable they will feel talking with folks at your booth, so it’s a good idea to hold a volunteer training session and to make sure that every shift has at least one volunteer who feels like a “pro.”

There are a couple of tasks that volunteers **MUST** be trained for. If you intend to register voters, at least one volunteer at each shift must be trained as a Volunteer Deputy Registrar (VDR) in your county. If you will be helping individuals look up their voter registration status, your volunteers must be trained to look up voters using the Secretary of State’s website. If you intend to provide applications for ballot by mail, it is advisable that at least one volunteer at each shift **NOT** be a VDR. Texas law is ambiguous as to whether VDRs are permitted to assist individuals to apply for ballots by mail.

Finally, it’s important to keep good records, including how many people visit your booth, how many of various handouts you distribute, and who your volunteers are. You should be sure all volunteers understand the record-keeping system.

This project was developed in partnership with University Presbyterian Church of Austin, Texas. Special thanks to Cathy Morgan of University Presbyterian Church for creating and compiling the information in this handout.

Sample Voting Booth Data Sheet

DATE _____ VOLUNTEER NAME _____

<i>How many people....</i>	Number	Comments
stopped by booth?		
took ballot info page?		
took voter assistance page?		
took vote by mail info?		
plan to vote at home?		
we registered to vote?		
not sure if they were registered?		
took voter registration take away card - your county?		
address change info?		
where to vote in city?		
took congregation program materials?		
asked about the congregation?		
took copy of clerk jobs at college polling sites?		



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Voter Education 2021

Am I registered to vote? Where am I registered to vote?

- 1) On computer or phone go to [Votetexas.gov](https://www.votetexas.gov)
- 2) Login using one of three Selection Criteria:
 - a) VUID Voter Unique Identifier (on Voter Registration Card) *and* Date of Birth
 - b) TDL (Texas Driver's License number) *and* Date of Birth
 - c) Name, County, Date of Birth
- 3) Submit (using "Submit" button)

What the Results Will Look Like:

Name: EXCITED VOTER
Address: 12001 Longhorn Trail
AUSTIN TX 78703
Gender: FEMALE
Valid From: 01/01/2020
Effective Date of Registration: 03/07/1994
Voter Status: ACTIVE
County: WILLIAMSON
Precinct: 302
VUID: 1234567890

How can I vote by mail? What is the last date for an application to be received?

- 1) Take a copy of the Application for Ballot by Mail, read the directions carefully, complete the form, put a stamp on it, and mail it to your Texas county. Must be *received* by your county *on or before* October 22.
- 2) Computer: search "*name of your county* Elections"
 - a) For example: search "Travis County Elections"
 - b) In general, look for "application for Ballot by Mail" in the search results

Most counties have a place on their website to check the *status of your ballot by mail*.

If for some reason you don't get your ballot in the mail on or before October 22, you can still vote in person but you must bring your ballot to your local polling place, and surrender it to the election judge working at that polling site. Once surrendered, you may vote in person.

When and where can I vote in person?

Early Voting period: Monday, October 18 to Friday, October 29

Election Day: Tuesday, November 2

Go to your county website for a specific list of where and what time you may vote. In Travis County, you may vote at any precinct within the county, but this will not be the case for all counties.

What is on the ballot this year?

- All of Texas is voting on eight propositions for Texas Constitutional Amendments.
- Each county and various levels of local government may have additional items or candidates.
- Austin has two city propositions.

The Austin League of Women Voters website will soon have sample ballots and information available.

Do I need a COVID shot or mask to vote in person?

No, but it is recommended.

How do I sign up to volunteer to be an election worker or an election judge?

Find your county election department online and call that office.

How do I report a problem or something that looks/seems out of place at my polling station?

First, speak with the judge at your polling site. If you still think there is a problem, call the county elections office.

May I bring a child, dog, gun, or cell phone into the polling location with me?

A child may always accompany a parent. Service dogs are welcome. No guns are allowed. No cell phones in the polling location so make sure you come prepared with your selections/write down how you are voting and bring it on a piece of paper. This will also help speed up the voting process for everyone in line.

What kind of identification do I need to bring with me?

Bring one of the following forms of identification with you:

- Texas Driver License issued by the Texas Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS
- Texas Personal Identification Card issued by DPS
- Texas Handgun License issued by DPS
- United States Military Identification Card containing the person's photograph
- United States Citizenship Certificate containing the person's photograph
- United States Passport (book or card)

If you have a good reason for not having one of the above forms of identification, you may be able to fill out a Declaration of Reasonable Impediment at the polling location if you can also provide one of the following:

- copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate;
- copy of or original current utility bill;
- copy of or original bank statement;
- copy of or original government check;
- copy of or original paycheck; *or*
- copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document).

Student Election Clerk Application and Permission Form

Name of Student _____ Date of Birth _____
 Home Address _____ Telephone Number _____
 School Attending _____ Election Date _____

Student Affidavit: By signing this application, I acknowledge the following:

- I am interested in working the following election(s) _____ (election date).
- I am/will be at least 16 years of age on Election Day.
- I am currently enrolled at _____ (name of school).
- I am a United States citizen.
- I will complete the required training course prior to Election Day.
- I agree to obtain an excused absence from my school office for Election Day. I will promptly notify the election office if I am unable to obtain an excused absence. It is my responsibility to collect and complete any and all school assignments for the day.

 (signature of student) _____ (date)

Parent/Legal Guardian Permission: This is to certify that I give permission for my son/daughter, named above, to serve as a student election clerk for _____ (election).

 (signature of parent/legal guardian) _____ (date)

 (print name) _____ (telephone number)

School Principal Permission: This is to certify that the student named above is currently enrolled at _____ (name of school) and has my consent to serve as an election clerk on _____ (date).

 (signature of principal) _____ (date)

 (print name)

(Home-schooled students must have the Parent/Legal Guardian Permission section completed by the parent/legal guardian responsible for their education.)

Send the completed form to your local elections office conducting the election for which you wish to serve (county clerk/elections administrator, city secretary, school superintendent, etc.). For more information about elections, go to the Secretary of State's website at www.sos.state.tx.us.

Sample Voter Information Booth Evaluation Form

Thank you for volunteering for our congregation's voter information booth! Please take a moment to complete this short volunteer evaluation form. The information you provide will help evaluate our Voter Info Booth so we can make the next one even better! Your thoughts will help us gather information about what we did and, also, what we might do in the future.

Feel free to type in your thoughts about each question and email them to _____ by _____ (date).

The last four weeks:

- 1) Do you think having the booth with info on **voting** was worthwhile? Please explain.
- 2) Do you think having the booth with info on **our _____ program** was worthwhile? Please explain.
- 3) What did you like best about talking with our "customers?" Least?
- 4) Was offering candy and water a positive or negative contribution? Please explain.
- 5) What were the greatest benefits you personally experienced in staffing the booth?
- 6) What were any difficulties for you personally in staffing the booth?
- 7) How do you think our presence and purpose was perceived by the people with whom we interacted?

For the future:

- 9) Do you think we should have this type of program again in the future? Why or why not?
- 10) Do you have any other suggestions you would like to share?

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FARWELL TX 79325

PECOS COUNTY COUNTY CLERK

200 S. NELSON

FORT STOCKTON TX 79735

POLK COUNTY COUNTY CLERK

P.O. DRAWER 2119

LIVINGSTON TX 77351

POTTER COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 9618

AMARILLO TX 79105

PRESIDIO COUNTY DISTRICT & COUNTY CLERK

P.O. BOX 789

MARFA TX 79843

PRESIDIO COUNTY DISTRICT & COUNTY CLERK

P.O. BOX 789

MARFA TX 79843

RANDALL COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 1654

CANYON TX 79015

REAGAN COUNTY DISTRICT & COUNTY CLERK

P.O. BOX 100

BIG LAKE TX 76932

REAL COUNTY DISTRICT & COUNTY CLERK

P.O. BOX 750

LEAKEY TX 78873

RED RIVER COUNTY COUNTY CLERK

200 N. WALNUT

CLARKSVILLE TX 75426

REEVES COUNTY COUNTY CLERK

P.O. BOX 867

PECOS TX 79772

REFUGIO COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 452

REFUGIO TX 78377

ROBERTS COUNTY DISTRICT & COUNTY CLERK

P.O. BOX 477

MIAMI TX 79059

ROBERTSON COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 819

FRANKLIN TX 77856

ROCKWALL COUNTY ELECTIONS ADMINISTRATOR

915 WHITMORE DRIVE STE. D

ROCKWALL TX 75087

RUNNELS COUNTY COUNTY CLERK

600 STRONG AVE

BALLINGER TX 76821

RUSK COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 668

HENDERSON TX 75652

SABINE COUNTY COUNTY CLERK

P.O. BOX 580

HEMPHILL TX 75948

SAN AUGUSTINE COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 873

SAN AUGUSTINE TX 75972

SAN JACINTO COUNTY ELECTIONS ADMINISTRATOR

51 E. PINE AVE ROOM A1

COLDSRING TX 77331

SAN PATRICIO COUNTY ELECTIONS ADMINISTRATOR

410 W. MARKET ST

SINTON TX 78387

SAN SABA COUNTY DISTRICT & COUNTY CLERK

500 E. WALLACE STE. 202

SAN SABA TX 76877

SCHLEICHER COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 846

ELDORADO TX 76936

SCURRY COUNTY COUNTY CLERK

1806 25TH ST. STE. 300

SNYDER TX 79549

SHACKELFORD COUNTY DISTRICT & COUNTY CLERK

P.O. BOX 2109

ALBANY TX 76430

SHELBY COUNTY COUNTY CLERK

P.O. BOX 1987

CENTER TX 75935

SHERMAN COUNTY DISTRICT & COUNTY CLERK

P.O. BOX 270

STRATFORD TX 79084

SMITH COUNTY ELECTIONS ADMINISTRATOR

302 E FERGUSON ST

TYLER TX 75702

SOMERVELL COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 1355

GLEN ROSE TX 76043

STARR COUNTY ELECTIONS ADMINISTRATOR

100 N. FM 3167 STE. 206

RIO GRANDE CITY TX 78582

STEPHENS COUNTY TAX ASSESSOR-COLLECTOR

200 WEST WALKER COURTHOUSE

BRECKENRIDGE TX 76424

STERLING COUNTY DISTRICT & COUNTY CLERK

P.O. BOX 55

STERLING CITY TX 76951

STONEWALL COUNTY DISTRICT & COUNTY CLERK

P.O. DRAWER P

ASPERMONT TX 79502

SUTTON COUNTY DISTRICT & COUNTY CLERK

300 E. OAK STE. 3

SONORA TX 76950

SWISHER COUNTY ELECTIONS ADMINISTRATOR COURTHOUSE

119 S. MAXWELL ROOM 107

TULIA TX 79088

TARRANT COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 961011

FORT WORTH TX 76161

TAYLOR COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 3318

ABILENE TX 79604

TERRELL COUNTY DISTRICT & COUNTY CLERK

P.O. DRAWER 410

SANDERSON TX 79848

TERRY COUNTY ELECTIONS ADMINISTRATOR

507 W. MAIN

BROWNFIELD TX 79316

THROCKMORTON COUNTY ELECTIONS ADMINSTRATOR

P.O. BOX 339

THROCKMORTON TX 76483

TITUS COUNTY ELECTIONS ADMINISTRATOR

110 S. MADISON ST. SUITE C

MT. PLEASANT TX 75455

TOM GREEN COUNTY ELECTIONS ADMINISTRATOR

113 W. BEAUREGARD AVE.

SAN ANGELO TX 76903

TRAVIS COUNTY COUNTY CLERK

P.O. BOX 149325

AUSTIN TX 78714-9325

TRINITY COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 158

GROVETON TX 75845

TYLER COUNTY COUNTY CLERK

116 S. CHARLTON STREET

WOODVILLE TX 75979

UPSHUR COUNTY ELECTIONS ADMINISTRATOR

100 W. TYLER

GILMER TX 75644

UPTON COUNTY ELECTIONS ADMINISTRATOR

P.O. BOX 65

RANKIN TX 79778

UVALDE COUNTY TAX ASSESSOR-COLLECTOR

#2 COURTHOUSE SQUARE

UVALDE TX 78801

VAL VERDE COUNTY COUNTY CLERK

P.O. BOX 1267

DEL RIO TX 78841-1267

VAN ZANDT COUNTY COUNTY CLERK

121 E. DALLAS RM. 202

CANTON TX 75103

VICTORIA COUNTY ELECTIONS ADMINISTRATOR

2805 N. NAVARRO ST. STE 500

VICTORIA TX 77901-3947

WALKER COUNTY TAX ASSESSOR-COLLECTOR

1301 SAM HOUSTON AVE. STE 114

HUNTSVILLE TX 77340

WALLER COUNTY ELECTIONS ADMINISTRATOR

816 WILKINS ST

HEMPSTEAD TX 77445

YOAKUM COUNTY COUNTY CLERK

P.O. BOX 309

PLAINS TX 79355

YOUNG COUNTY ELECTIONS ADMINISTRATOR

516 FOURTH ST. ROOM B1

GRAHAM TX 76450

ZAPATA COUNTY COUNTY CLERK

200 E. 7TH AVE., STE. 138

ZAPATA TX 78076

ZAVALA COUNTY COUNTY CLERK

200 E. UVALDE ST. STE 7

CRYSTAL CITY TX 78839