

Voter Registration in Health Insurance Enrollment

A CHECKLIST

- Assign Voter Registration Coordinator**
 - Assign a staff person to oversee voter registration and provide training to enrollment staff and manage the collection and return of voter registration forms.
 - Find a staff person motivated to promote voter registration and familiar with your state's voter registration process.

- Connect Voter Registration to Your Health Center's Mission**
 - Communicate to all health center staff the reasons for and value in offering voter registration at the center.

- Install Online Voter Registration Tool**
 - Install the link to the Community Health Vote online voter registration tool on the desktop of computers used in enrollment.
 - Obtain paper voter registration forms to have on hand as a backup.

- Provide Training for Enrollment Staff**
 - Train the enrollment team in filling out the voter registration form and its importance as a service of the health center.
 - Emphasize in the training messages and methods through which staff can best succeed in getting patients to register. Practice using sample scripts or role plays.

- Have a Place to Store Completed Forms**
 - Have a safe place to store completed forms before they're returned like a desk drawer or file cabinet in a private office.

- Establish a System to Return Forms**
 - Follow your states procedure for returning forms to your local election office or state elections office on a timely basis.
 - Use advice from a partner or local election office to establish the best procedure.

- Connect to Your Local Election Office**
 - Get to know your local election board for assistance with questions about returning the form or the election process.

- Have a Voter Registration Partner**
 - Have someone at your state primary care association or another non-partisan organization to check in with, ask questions or get help.

Post Register to Vote Signs

- Display a “Register to Vote Poster” poster or sign in the area used for enrollment.

Maintain a Folder of Key Materials

- Create and maintain a folder or notebook for enrollment staff with materials used for voter registration and in trainings, including:
 - Sample script
 - Frequently Asked Questions for staff to answer basic questions about voting
 - Using the Community Health Vote Online Voter Registration tool