

Registering Voters in Your Waiting Room

1. Designate a Voter Engagement Coordinator at each site

Health Centers should appoint a staff person **at each site** to oversee voter engagement activities. The Coordinator should be responsible for:

- Coordination of outreach to clients in waiting rooms;
 - Training intake workers to ask every client if he or she would like to register to vote;
- Making certain that an adequate supply of voter registration applications (in all relevant languages) is always available;
- Forwarding completed forms to the appropriate officials
- Maintaining a voter registration tally sheet
- Offering voter registration to other health center staff. Often times agency staff themselves are not registered to vote at their current addresses.

2. Use a “Follow-Up Form”

This form will inform clients of their ability to register to vote when they check in for their appointments and allow them to opt-in to get reminders and other information on voting. It is best to place this information on a form that should be a part of any forms clients fill out when they check in. See below for a template follow-up form.

3. Ask all health center visitors if they wish to register to vote while they are in waiting rooms or meeting in groups

The person offering voter registration in the waiting room can be a health center staff, volunteer or representative of a partner organization as long as they are adequately trained on how to assist patients with registration and meet state requirements. All voter registration at health centers must be done in a completely NON-PARTISAN way. Offering voter registration to all persons in the waiting room provides several benefits:

- It ensures that staff have inquired about voter registration and offered assistance to each person, even if they have completed forms at home or in the waiting room.
- Offering voter registration in the waiting rooms will reach citizens who are accompanying clients but do not have appointments themselves. Many of these citizens may not have been offered voter registration on prior visits and can be offered a chance now.
- Offering voter registration in the waiting room may quickly help institute offering and receiving registration applications at health centers. While training, monitoring and encouraging many staff is the best way to register voters, it may take time. Recruiting staff or volunteers to work the waiting room may be a task that can more easily be implemented.

4. Post signs informing clients of the opportunity to register to vote

Every site should include prominent signs in appropriate languages on walls and desktops stating, for example:

- “This Health Center registers voters – you can register to vote here today.”
- “Ask us to help you register to vote today.”
- “May we register you to vote today?”

Such signs will set the appropriate tone – for staff and clients alike – and help ensure that clients understand that they have an opportunity to register to vote while visiting the health center.

5. Train staff on voter registration procedures

All of the forms in the world will not insure success unless staff members are fully trained and have bought into registering clients. It is critical that staff members:

- Receive training from voter registration coordinators on how and when to use the forms;
- Receive training on how to assist clients with the voter registration application;
- Understand that registering voters is a part of the health center’s efforts to foster inclusion of their clients in society.

Providing health center staff themselves with the opportunity to register to vote can be an important part of launching renewed efforts for client voter registration.

6. Recognize success

Health Center should develop ways to recognize sites that do a good job. Effective means of recognition include:

- Awards and/or letters of commendation from leadership to staff who demonstrate achievement in voter registration efforts;
- Site “thermometers” – charts updated weekly to show how sites are performing;
- Newsletters stories on voter registration results and individuals who have taken the lead in registration efforts.

This Health Center Offers Voter Registration

Ask staff for any assistance you may need to complete a voter registration application.

You may use the attached form to register to vote.

If you have moved or changed your name since you last registered to vote, you should use it to update your voter registration.

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

If you complete the attached form and leave it with this health center, you will receive your voter registration card and the address for your polling place in the mail.

To receive information, reminders and updates about voting, provide your contact information below

First Name _____ Last Name _____

Zip Code _____ Email _____

Mobile Phone* _____

OR

Text HEALTHVOTE to 69866 on your cell phone

Voter registration services are available without regard to the voter's political preference. Information and other assistance regarding registering or voting, including transportation and other services offered, shall not be withheld or refused on the basis of support for or opposition to particular candidates or a particular party.

