

RESOURCES FOR STAFF

The 2022 Voter Engagement Toolkit

[FAQ] New York State Voter Registration

Who is eligible to register to vote?

- United States Citizens
- Adults 18 years old by election day
- Residents of NY for at least 30 days before election
- Not claim the right to vote elsewhere
- Not be in prison or on parole for a felony conviction (unless received a pardon by the Governor)

NOTE: People sixteen and seventeen may preregister to vote. They will automatically be registered upon reaching the age of eligibility.

Can a person with a criminal record register to vote?

YES | In New York State, someone **CAN VOTE** if they are:

- Convicted of a misdemeanor or violation
- Incarcerated for a misdemeanor (able to vote by absentee ballot)
- Convicted of a felony by a state or federal court and on probation
- On parole AND pardoned by the Governor

NO | In New York State, someone **CANNOT VOTE** if they are:

- Convicted of a felony by a state or federal court and currently incarcerated
- Convicted of a felony by a state or federal court, on parole and not pardoned by the Governor

Can a student in New York State register to vote in New York?

YES | Students from out of state can register to vote in New York.

New York State students that have a residence in another state must fill out a registration form indicating New York State residency. The New York State registration will cancel out the registration in the other state.

Can a person without a home register to vote?

YES | A homeless person has the right to vote.

On the voter registration form, use the location/address that is considered home, such as the address or cross street where they sleep. For the mailing address, use the address of a shelter or P.O. box.

Can a person use a PO mailbox as their permanent address on the voter registration form?

NO | A voter registration form will not be processed if a P.O. box is the permanent address.

A physical address is needed to determine the political district a person votes in. There is a section on

the form to put in a mailing address. The mailing address can be a P.O. box.

What are the voter registration deadlines for 2022?

PRIMARY ELECTION DATE - June 28, 2022

- **February 14, 2022** is the last day to change party affiliation and be able to vote in the primary
- **June 3, 2022** is the last day to postmark a voter registration application
- **June 3, 2022** is the last day to submit an application in person

GENERAL ELECTION – November 8, 2022

- **October 14, 2022** is the last day to post mark a voter registration application
- **October 14, 2022** is the last day to submit an application in person

Does a person have to register every year?

NO | Once a person registers, they are permanently registered unless:

- Their **name changed** since the last election
- They have **not voted for 5 years**
- They want to **change party affiliation**

NOTE: February 14, 2022 is the deadline to change a party affiliation and be able to vote in the June 28, 2022 primary.

Does a person have to re-register if they move?

NO | The registration of voters who move within New York State and fill out a change of address with the United States Postal Service will automatically be updated.

YES | If a person moves out of state they will need to register to vote in that state.

Are registered voters more likely to be called for jury duty?

Possibly, but people are called who are not registered. Jurors are drawn from lists of state taxpayers and licensed drivers as well as from voter registration rolls.

How can a person find out if they are registered to vote?

- Call the Board of Elections 1-866-868-3692
- Check On-Line: voterlookup.elections.ny.gov

How does a person register to vote?

On-line via the New York Department of Motor Vehicles at dmv.ny.gov
Requires drivers license or government issued identification

By mail

Download a form at the New York State or New York State or City Board of Elections

Requires printer, envelope and stamps

Pick up a form at the Library, Post Office or Department of Motor Vehicles

Requires envelope and stamps

By mail via Third Party Website at register2vote.org

Requires

1. Signing the registration form sent to your address.
2. Mailing the form back to the Board of Elections in the stamped envelope.

Someone registered to vote, but never received anything. What do they do?

If they registered correctly, check with the New York Board of Elections by calling, visiting in person, or going online and using the voter lookup tool: voterlookup.elections.ny.gov

What happens if a person doesn't pick a political party?

- They will not be allowed to vote in the primary.
- New York State has closed primaries.
- Only party members are allowed to vote in the primary that selects the party's candidates for the general election.

NOTE: February 14, 2022 is the deadline to change a party affiliation and be able to vote in the June 28, 2022 primary.

Where can someone get nonpartisan information about the election and candidates?

- Ballotpedia: Information about Elections, Elected Officials and Candidates: ballotpedia.org
- League of Women Voters Candidate Guide: vote411.org
- New York City Campaign Finance Board Candidate Guide: nyccfb.info

Source: [New York State Board of Elections](https://www.elections.ny.gov). The information contained herein is current as of 2/15/22. The best way to get current information is to check with the New York State Board of Elections office.

[FAQ] New York State Elections

What is the difference between a primary and general election?

Primary elections are like play off games in sports where the winners (best candidates) go on to compete in the championship game (the general election). Candidates from the same political party compete in a primary election in order to determine who will represent the party in the general election.

General elections are open to all registered voters. Eligibility to vote in a primary is determined by each state. New York has closed primaries; meaning only voters registered in a political party are eligible to vote in that party's primary election.

What is a closed primary?

In a closed primary, only registered members of a political party can vote in that party's primary. For example, only voters registered in the Republican Party are allowed to vote in the Republican primary election and only registered Democrats are eligible to vote in the Democratic primary.

When are the 2022 elections?

The Primary Election is June 28, 2022.

- People can also **vote early from June 18, 2022 – June 26, 2022**
- June 3, 2022 is the last day register to vote (post mark)
- June 3, 2022 is the last day to register to vote in person

The General Election is November 8, 2022

- People can also **vote early from October 29 - Nov 6, 2022**
- October 14, 2022 is the last day to register to vote (post mark)
- October 14, 2022 is the last day to register in person

How does a person find out where to vote?

New York State and City residents can visit: voterlookup.elections.ny.gov

New York City residents can visit: findmypollsite.vote.nyc

Is identification required before voting in person?

NO, New York State **does not require voters to present identification** before voting.

BUT, if a voter did not fill in the last 4 digits of their social security or driver's license number on the voter registration form, identification must be provided at the polling place when voting for the first time.

Voters can present the following forms of identification:

- A current, valid photo ID, including but not limited to a drivers' license or a DMV-issued non-driver photo ID
- A current utility bill, bank statement, government check, paycheck, or other government document with the voter's name and address

Is voting by mail an option?

YES | All registered voters can request an absentee ballot and vote by mail. An excuse is required, such as being absent from the country, having a disability or a temporary illness such as the risk of contracting or spreading COVID-19.

To request an absentee ballot visit: elections.ny.gov/VotingAbsentee

New York City voters can visit: vote.nyc/page/absentee-voting-0

June 13, 2022 is the deadline to request a ballot to vote by mail in the primary election.

October 28, 2022 is the deadline to request a ballot to vote by mail in the general election.

Can the status of a mail-in ballot be checked?

YES

To track your New York State ballot visit: nysballot.elections.ny.gov

To track your New York City ballot visit: nycabsentee.com/tracking

What if a person's name is not on the voter roll at the polling site?

The polling site is based on a person's address. If they are at the correct polling site, they have the right to ask and vote by an affidavit ballot. The affidavit ballot will be counted after election officials confirm that you are registered to vote.

What if a voter has a disability?

All polling sites in New York must be compliant with the Americans for Disabilities Act (ADA). All polling sites must have a Ballot Marking Device (BMD). A voter with sight or physical restrictions can use the BMD machines. There are certified inspectors at each location to assist a voter with using the BMDs.

Residents living outside New York City can apply through the NYS Board of Elections website (search: become a poll worker).

What if a voter encounters a problem voting on Election Day?

The New York Attorney General runs an Election Protection Hotline: 1-800-771-7755

Sources: [New York State](#) and [New York City Board of Elections](#). The information contained herein is current as of 2/15/22. The best way to get current information is to check with the New York State Board of Elections office.

[Guide] Planning and Running a Voter Registration Drive

Along with the [voter registration drive checklist](#), this tool provides ideas on when, where and how to get your staff and volunteers registered to vote.

Timing: When to do it

We recommend doing it in one week before the voter registration deadlines. Remember there are deadlines for the Primary election and deadlines for the General Election. The week of National Voter Registration Day (NVRD) happens on the fourth Tuesday of September. This holiday takes place in advance of states' voter registration deadlines for the fall elections. Set up a table in a central location or share information for the duration of the week and plan a special event on NVRD itself. Alternatively, you may prefer to do it at a time when more volunteers are around or around a major staff event.

Staffing: Who coordinates and who does the voter registration

Every voter registration drive needs a coordinator or staff team to run the activity. It could be a program or policy staff person, or someone who ordinarily organizes staff activities. For staff and volunteers doing voter registration, it helps to have someone who is naturally outgoing and is passionate about voting.

Larger nonprofits may want to make each of their department heads responsible to make sure staff gets registered, like issuing a reminder during a weekly staff meeting.

Kick Off: Inform staff about the drive and encourage them to participate

A voter registration drive can start with an email to staff from the CEO/Executive Director or senior staff two to three weeks before the drive begins. It can also be an announcement at an all staff meeting. All staff need to know this is an important commitment of the organization.

Suggested Tactics: Ideas to get started

Virtual Voter Registration Week

Dedicate a week to sharing information about voter registration digitally both internally inside your office and on social media. This can look like sharing information about how to register to vote or check your registration in staff emails or hosting a webinar for staff on how they can register and vote with an expert.

Door knock – or “cube knock” - your office (even virtually)

Door knocking is a campaign staple. Try it in your office. If you are working remotely, create an individual check-in plan to serve as a “door knock.” Have a few volunteers divvy up the work, or have one person do it. Find someone who is passionate about voting and to whom you just

can't say "no" or "I don't have time" to take it on.

A staff member with ACCESS in Dearborn, MI takes his cube-knocking duties seriously and makes the rounds every election cycle. Part of his role with ACCESS also includes raising money for scholarship funds for the organization, and reports that staff know that "when he comes knocking, he's either asking people to register to vote or to donate to the organization's scholarship fund." He reports it's much easier to get to yes for voter registration.

A Table or Booth

Set up a table or booth for a week during work hours and in an area convenient for staff and volunteers. One or two people may primarily staff the table, but consider rotating in other staff for short shifts. Make the booth festive and appealing. Use red, white and blue balloons, bunting or other inexpensive decorations. Provide treats or giveaways to make the booth more inviting.

Staff meetings

Some nonprofits can register staff to vote in a regular staff meeting. Be prepared with links, forms and information about voting in your state. Make sure to ask staff who say they're registered if they've moved recently or changed their name, and may need to update their registration.

Join the party

Join the party! We won't say which political party but we will give you pizza and cake to make it inviting to register. Virtual party? We can provide gift cards for food. At a "civic engagement" party no one attending has to register but it's a good time to offer it.

Partnership Health Center in Missoula, MT hosted a National Voter Registration Day VRD party to celebrate the holiday for democracy, complete with an American flag shaped cake for their staff and volunteers.

Department competition

Create a little competition between departments. Who can get to 100% of eligible staff registered first or the most total registrations turned in.

For your volunteers

Voter registration is a perfect activity to integrate into volunteer orientation to show your organization's commitment to civic participation and active citizenship. Or include volunteers in any of the above activities.

For those who are already registered

Some staff and volunteers are likely already registered. You can have information for them about requesting a mail-in ballot or pledge to vote cards that can be sent to them closer to the election as a reminder to vote.

Promotion: Create visibility for the drive

- Provide email and social media reminders.
- Place promotional posters in high-traffic areas, such as the main lobby, elevators and employee break rooms.
- Take pictures and post them in your internal communications.

Recognition: Give props to those who led the effort.

Hand out awards or give recognition to coordinators and registrars in a staff meeting or newsletter. A personal note of thanks is always welcome!

The YWCA USA learned in 2014 that local affiliates are motivated by opportunities for recognition across their network. They made sure the actions of their participating local affiliates were publicly recognized.

Source: [Nonprofit VOTE](#)

[Template] Sample Emails: Reminders to Register to Vote and Vote

An email from leadership, such as an Executive Director, board member, or CEO sends an important message to staff about how much your nonprofit values voting and civic participation. It encourages staff to make their voice heard and provides helpful election information.

Timing

Send an initial email 2-3 weeks in advance of the Voter Registration Deadline and Election Day. You can follow that email up with a reminder the day before the deadline. The samples can be modified for primary or local elections by changing the date.

Content

Typical content will include a short reason why voting is important and information and links to websites that help people register to vote, and vote such as a reminder of your “time off to vote” policy or information about casting your ballot on or in advance of Election Day. Include this take action-vote [link](#) to make it easy for people to show up on election day.

Voter Registration Ask – Sample Email

Subject Line

Register to Vote for the Upcoming Election

Email Draft

Dear Colleagues,

We at [Organization Name] are asking all our staff and volunteers who are eligible to register to vote. If you're already registered, now is the time to make sure your voter registration is up-to-date at your current address. Our goal is to have 100% of eligible staff registered by the week of [Insert Date]. Will you help us reach that goal?

When we ask elected officials to support our issues and funding for services like ours, having our staff, board, and volunteers be registered voters makes our voice that much stronger. [Insert org. specific or election-specific information].

Option 1: Direct

[Employee Name] will be coming around the office with registration forms asking you if you need to register or update your registration [Insert timeframe]. They can help you fill it out and return it.

Option 2: Indirect

You can learn more about registering and voting [here](#).

We appreciate your service to [Organization Name]. Thank you for being a registered voter!

Sincerely,

[Insert sender]

Get Out the Vote Ask – Sample Email

Sample #1: Provide a Reminder to Vote and Helpful Voting Information

Subject line - Make Your Voice Heard Tuesday, November [X] – helpful voting information

Dear Colleagues,

As you are likely aware, there is an important election Tuesday, ([Insert Date]) for ([Insert offices and ballot measure]). We depend on elected officials to support our issues, services, and funding. It makes a difference if we can say our staff and community are voting.

There are important issues at stake such ([Insert One or Two]). We encourage you to cast your ballot. Polls are open ([Insert Time and Date]). If you need help finding your poll, check with the New York State Board of Elections.

If you want to vote by mail, request a ballot from the New York State Board of Elections before ([Insert Date]).

Find information about where, when, and how you can vote [here](#). Thanks again for your service to ([Our nonprofit/local community]) and for being a voter!

Should you have any questions, contact – ([Insert name and email of someone on staff who can help folks navigate voting concerns]).

Signed,
([Insert name of sender])

Sample #2: Reminder of Your Policy on Time Off to Vote

Subject line: Election Day is ([Insert date]) – Take Time to Vote on Election Day

There is an important election Tuesday, ([Insert Date]) for ([Insert Offices/Ballot Measure]). We encourage all staff who are eligible to vote to cast their ballot.

Add reason – for example

- Voting creates stronger communities for us, our members, our clients, and everyone that is a part of communities we live in.
- As civically engaged leaders in our community, we can set a good example by voting.

Here is a reminder of our time off to vote policy and helpful voting information.

You are allowed to take up to two hours off to vote on Election Day without loss of pay. We recommend taking time off at the beginning or end of your regular shift, whichever allows for more free time to vote. We also acknowledge that sometimes lines at the poll can be unpredictable. Should it take you longer to cast your ballot, please let your supervisor know.

You can check your registration status and find your polling site [here](#).

If you experience issues at the polls, please call the election protection hotline at 866-OUR-VOTE.

Thanks again for your service to **[our nonprofit/local community]** and for being a voter.

Signed,

[Insert Name of Sender]

Source: [Nonprofit VOTE and Community Votes](#)

[Template] Pledge to Vote

Voter research shows that asking people to fill out a pledge to vote card increases voter turnout. Pledge cards have dual purposes. First, they communicate important election information, such as deadlines to register to vote and apply for a vote by mail ballot, as well as reminding people of election dates. Second, they capture a person's contact information so they can be sent reminders to vote.

Below are templates for a virtual and paper "I Pledge to Vote" card. The virtual pledge card can be set up using google forms or form site.

- Click [here](#) to view and/or download a paper pledge card template as a Word document
- Click [here](#) to view a digital pledge card for the June primary election
- Click [here](#) to view a digital pledge card for the November general election

Preview Pledge Card

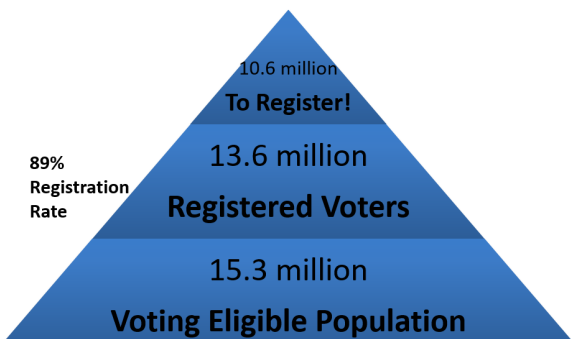
<h1 style="text-align: center;">I PLEDGE TO VOTE IN 2022</h1> <p>___ I want to stay informed about (INSERT ORG NAME)</p> <p>___ I want to be sent reminders about the election</p> <p style="text-align: center;"><i>Help reduce inequities and bring resources to our community</i></p> <p>Name _____</p> <p>Address _____</p> <p>City _____ State _____</p> <p>Phone _____</p> <p>Email _____</p>	<h3><u>PRIMARY ELECTION DEADLINES</u></h3> <p>Register to Vote by June 3 Apply to Vote by Mail by June 13 Early Voting: June 18 – 26 Election Day: June 28 Return Mail Ballot: June 28</p> <h3><u>GENERAL ELECTION DEADLINES</u></h3> <p>Register to Vote by Oct 14 Apply to Vote by Mail by Oct 28 Early Voting: Oct 29 – Nov 6 Election Day: Nov 8 Return Mail Ballot: Nov 8</p> <p>Visit: vote.nyc to register to vote and request a mail-in ballot</p> <p style="text-align: center;">Visit: voterlookup.elections.ny.gov to check your registration status and find your polling place</p> <p style="text-align: center;"><i>Our organization is not affiliated with any political party or candidate. Your information will never be sold to a third party.</i></p>
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[Training] Nonprofit New York Elections

Help your community learn about the election! This training includes activities on increasing voter turnout, as well as informing voters about relevant information on how, when, and why they should vote.

Click [here](#) to view and/or download the full slide deck as a PowerPoint file.

Slide Previews

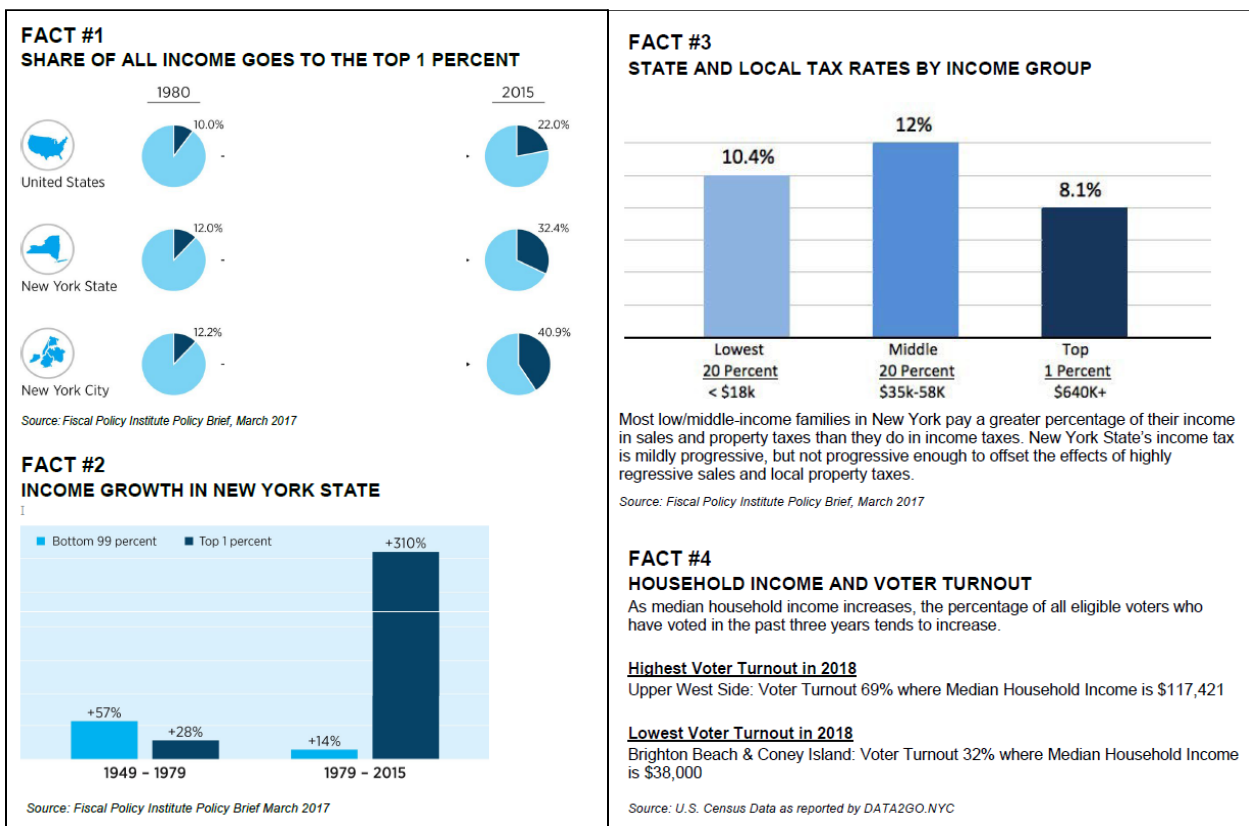
<p style="text-align: center;">New York Nonprofit 2022 Elections Training</p> <p>Part One: Voting Matters Part Two: Nonpartisan Power Part Three: New York State Voting Rules Part Four: Get-out-the-Vote Tips</p>	<p style="text-align: center;">Being Nonpartisan – The One Rule</p> <p>A nonprofit 501(c)(3) organization may not:</p> <p style="padding-left: 40px;"><i>support</i> or <i>oppose</i> a candidate for public office or a political party</p> <p>A nonprofit 501(c)(3) organization may not:</p> <ul style="list-style-type: none"> • Make an endorsement • Donate money or resources
<p>SOME ENGAGEMENT ACTIVITIES</p> <ul style="list-style-type: none"> • Email from the Executive Director about deadlines & links to register to vote • Convene group to email/text their colleagues, friends and neighbors • Table during work hours in an area convenient for staff • Post information on website • Promote voting via social media • Make announcements at staff and community meetings • Place posters in high-traffic areas • Take pictures and post them internally • Organize a civic engagement party and invite people to register to vote and/or request a mail in ballot • Create a goal to get 100% of eligible staff registered to vote • Create a goal to get 100% of eligible staff pledged to vote 	<p style="text-align: center;">Voting Profile - New York State</p>  <p style="font-size: small;">Source: U.S. Elections Project and NYS Board of Elections - Data for 2020</p>

[Discussion Guide] Income and Taxes

This discussion guide outlines a series of activities to explain the income disparity among those who vote in New York City and the U.S.

Click [here](#) to view and/or download this discussion guide as a PDF.

Preview Pages



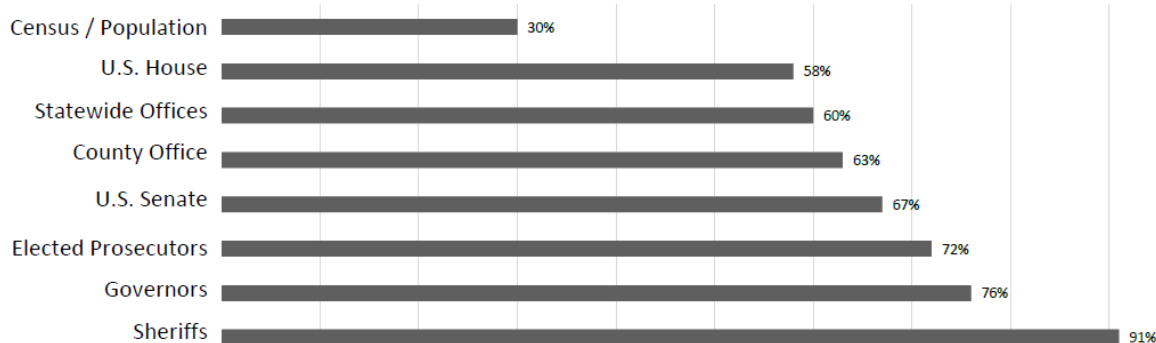
[Discussion Guide] Demographics and Political Representation

This discussion guide outlines a series of activities to explain the demographics among those who are elected in the U.S.

Click [here](#) to view and/or download this discussion guide as a PDF.

Preview Pages

FACT #1: White Men: Census vs. Officeholders



Source: <https://wholeads.us/wp-content/uploads/2021/05/reflectivedemocracy-systemfailure-may2021.pdf>

FACT #2: DEMOGRAPHICS OF ELECTED OFFICIALS AND NEW YORK STATE POPULATION

New York has 213 legislators: 163 Senators and 150 Assembly Members. The data below does not include legislators who were newly elected in 2020 and took office in 2021.

NYS Elected Officials	68%	32%	2%	9%	15%	68%
NYS Population	49%	51%	9%	19%	18%	70%
	Male	Female	Asian/Pacific Islander	Latino	Black	White

Sources:

<https://www.ncsl.org/research/about-state-legislatures/state-legislator-demographics.aspx>

<https://www.census.gov/quickfacts/NY>