

**Engage public with (ice breakers)** be proactive, approach people walking by

- Offer Flag stickers to children
- Offer CONSTITUTION booklet – if available, Play Bean Bag game – if they do not win provide Constitution booklet anyway \* BEAN BAG GAME NOT AVAILABLE AT INDOOR EVENTS \*
- Are you registered to vote? Are you aware of process for ... Early Voting ... Vote by Mail ? (see below)

**Voter Registration and/or EARLY VOTING, VOTE BY MAIL** (Voter Deadlines flyer)

- **Are you registered?** Offer voter reg form or demonstrate QR code to online VA Citizens Portal - **for Vote by Mail** too or offer Register to Vote flyer
- **Has your address/name changed?** - complete same form, mark at top of form 'address/name change' or **QR Code** to online VA Citizens Portal
- Check Voter Registration Form that it is complete & legible before individual leaves
- Completed Voter Registration Form should be secured in the large container in the manila envelope marked 'Completed Voter Registrations'.
- If person mentions they cannot vote because they are an ex-felon offer Restoration of Rights form
- If student attending college out of state or their polling location, military etc. - mention Vote by Mail & demonstrate QR code
- See Voter Registration box for all VA Dept of Elections' info sheets

**Candidate information**

- Determine District –see maps if uncertain
- Provide literature/yard signs (if any) or Candidate flyer(s)
- Provide **Saw Dems business card** with literature

**If individual seems interested in helping or joining Dem Committee**

- Have them complete Sign Up/In Sheet which will add them to Committee email
- Offer Committee information – at minimum, **COME JOIN US FLYER or BUSINESS CARD**
- Offer **SAW Volunteer Form** (place completed form in top of large container under table (safe/private place)
- Stress checking out our website – [www.sawdemocrats.com](http://www.sawdemocrats.com) (on Committee literature & SAW Dems business card) or demonstrate QR code

**Donations to Candidates or Committees**

- Encourage donations to all candidates through their online ActBlue links (donation links on Candidate handouts).
- Candidate websites also have Donate button as well as their P.O. Box for mailing of checks.
- If a cash or check donation is offered for a Candidate or Committee, Virginia election law requirements do allow an exemption from reporting donations up to \$100, however, the VA law still requires we collect this information for each donation. Please request that a Donation Form be completed, especially for Candidates.
- A small amount of seed money should be kept in the Donation Jar at all time. Checks or Cash donations and the completed Donation Form should be secured in the large container in the manila envelope marked 'Donations'.
- Secure Donation Jar in large container overnight.

## DOCUMENTS/ FLYERS on table or in container under table

- VA Voter Registration Form
- Registrar's contact info
- VA Restoration of Right Form (Voting Rights for ex-felons)
- QR Code for online VA Citizens Portal
  - Voter Registration,
  - Update/change voter Registration,
  - Request Absentee Ballot,
  - Track Absentee Ballot,
  - Access Voter Record
- Voter Registration Flyer – Register to Vote Today
- Voter Deadlines
- SAW Come Join Us Flyer
- QR Code for SAW website – [www.sawdemocrats.com](http://www.sawdemocrats.com)
- SAW Business Card
- SAW Volunteer Form
- Candidates Info Sheet with pictures
- Membership Form for each Dem Committee
- Event Sign up/in Sheet
- Donation Form for Candidate and/or Committee

## Note:

- Additional copies of above documents in container within zip lock bags
- In Voter Registration Box – additional forms, copies of all documents explaining Voting (IDs, Military & Overseas, College Students, Accessible, Restoration of Rights, etc.)

## QR Code Process

- activate camera on phone,
- hold phone up to QR Code,
- website link should appear at top of screen on phone,
- touch link at top of screen to open website,
- save website tab