



# Developing a Plan with Staff and Volunteers

Voter engagement requires planning. Maximize your efforts with the following tips.

1

## Appoint a Leader, and Support Their Efforts

Voter engagement may be a new effort for many providers. Appoint a leader to manage this work. Consider forming teams and committees, with an emphasis on volunteer resources that can support this work.

2

## Start Making Lists and Making Calls

Your state or local election office can provide you with most of the information you need to start this effort. Information you need to verify includes:

- Guidelines for registering voters
- How to obtain voter registration forms
- The web address for online registration
- Requirements for eligibility, address, and identification
- Registration deadlines (including availability of same-day registration)
- Vote by mail and absentee policies for your state
- Locations of your state's in-person polling places, ballot drop boxes, etc.

3

## Set Deadlines for Your Staff... the Earlier the Better

Know your state's registration and deadlines. This will guide your timeline for your work.

- Learn the deadline to register in your state. Reserve the time you need to engage clients, and to collect all the relevant information and documents they will need to submit their registration.

4

## Start the Conversation with Clients

Engagement is the cornerstone of this effort. Give your staff a plan to engage with your clients in as many ways as you can, including:

- During intake
- During regular check-ins
- During daily announcements, and at info tables and bulletin boards
- Via text, phone, and email, as available to clients

**For more information and resources, please visit the National Alliance to End Homelessness' "Every One Votes" toolkit, available at [www.EndHomelessness.org/voting](http://www.EndHomelessness.org/voting)**

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