Be! INFORMED INVOLVED REGISTERED Vote

www.nvsos.gov

2010

Nevada Voter Registration Business Tool Kit

Advisory Committee on Participatory Democracy (ACPD)
Ross Miller, Secretary of State

How to Conduct an Employee Registration Drive

Step 1

Request Voter Registration Applications

Contact the Nevada Secretary of State's Elections Division (775.684.5705) to request the total amount of voter registration applications you will need. If you anticipate registering more than 50 employees, you will need to fill out and submit a Mail Distribution Plan. A copy of the Mail Distribution Plan can be downloaded by clicking on web link below.

Download the Mail-In Application Distribution Plan here
(http://www.nvsos.gov/elections/voter/pdf/MailDistributionPlan0001.pdf)

Step 2

Determine date, location and time

It's a good idea to pick a central location that is easily accessible to all employees during a high traffic time. Any company sponsored event is an excellent time to conduct a registration drive. Some ideas are listed below:

- Company luncheon - if you have a large lunch/break room, provide lunch for employees; have an area set up where employees can stop and register to vote.

- Health fair - if your company hosts a health fair, make sure to have a voter registration table set up.

- Company picnic – set up a table and make an announcement about registering when the picnic begins. If you would like to request that Secretary of State Ross Miller participate in your voter registration drive, please contact the Secretary of State's Office at 775.684.5709 for scheduling.

Step 3

Promotion

Now that your registration event details are complete, it is important to encourage your employees to attend. Promote the event in your company newsletter, send out a company-wide e-mail, place table tents with details of the event in the lunch room, and/or post a flyer on your office bulletin board.

Note:
To ensure the integrity of the voter registration process, any individual or organization conducting a voter registration drive in Nevada must adhere to all statutes and regulations. It is the responsibility of an individual or organization conducting a voter registration drive to ensure all participants acting on behalf of such individual or organization are compliant with these statutory requirements. These statutory requirements are set forth in the Guide below.

Download the Guide to Conducting Voter Registration Drives here
(http://www.nvsos.gov/elections/voter/pdf/voterregistrationdrives.pdf)

County Clerks & Registrars

CARSON CITY:
Alan Glover, County Clerk
www.carson-city.nv.us

CLARK COUNTY:
Larry Lomax, Registrar of Voters
www.accessclarkcounty.com

ELKO COUNTY:
Win Smith, County Clerk
www.elkocountynv.net

EUREKA COUNTY:
Jackie Berg , County Clerk
www.co.eureka.nv.us

LANDER COUNTY:
Gladys Burris, County Clerk
www.landercounty.org

LYON COUNTY:
Nikki A Bryan, County Clerk
www.lyon-county.org

NYE COUNTY:
Sandra L. "Sam" Merlino, County Clerk
www.co.nye.nv.us

STOREY COUNTY:
Vanessa Dixon, County Clerk
E-mail: vdixon@storeycounty.org

WHITE PINE COUNTY:
JoAnn Malone, County Clerk
www.whitepinecounty.net

CHURCHILL COUNTY:
Kelly G. Helton, County Clerk
www.churchillcounty.org

DOUGLAS COUNTY:
Ted Thran, County Clerk
http://cltr.co.douglas.nv.us

ESMERALDA COUNTY:
Lacinda "Cindy" Elgan, County Clerk
www.accessesmeralda.com

HUMBOLDT COUNTY:
Tami Rae Spero, County Clerk
www.hcnv.us

LINCOLN COUNTY:
Lisa C. Lloyd, County Clerk
www.lincolncountynv.org

MINERAL COUNTY:
Cherrie A. George, County Clerk
E-mail: clerk-treasurer@mineralcountynv.org

PERSHING COUNTY:
Donna Giles, County Clerk
www.pershingcounty.net

WASHOE COUNTY:
Dan Burk, Registrar of Voters
www.co.washoe.nv.us/voters

Federal Voter Registration Application
www.eac.gov/files/voter/nvra_update.pdf

National Association of Election Officials Election Center
www.electioncenter.org

United States Election Assistance Commission
www.eac.gov

Federal Voting Assistance Program
www.fvap.gov

GUIDE TO VOTING

Voting is simple – there are just a few guidelines you must follow. Nevada law requires that you:

1. Must be 18 years of age or over
2. A U.S. citizen
3. Be a resident of Nevada for 30 days preceding any election
4. Cannot be convicted of certain felonies unless civil rights have been restored. (Ask your Registrar for more information)
5. Cannot be declared by a court to be mentally incompetent

REGISTER

In order to vote, you must first register. Simply fill out a voter registration application form. You will need a photo I.D. and proof of residency in order to fill out the form, which may be found at:

- **Business to insert contact info of staff member in charge of voter registration forms**
- Nevada Department of Motor Vehicles
- County Clerk/Registrar of Voters' Office
- Secretary of State's Office
- Any City Clerk's Office
- United States Post Offices
- Utility companies
- Political party offices
- Chambers of Commerce
- Voter Registration Agencies

Return your application via mail or in person to:

- Your County Clerk/Registrar of Voters' Office
- Your City Clerk's Office

You will need to submit another voter registration form if you have changed your physical address, your name or your party affiliation.

Registration Deadlines:

Primary Election: Mail in - May 8, 2010
In Person - May 18, 2010
General Election: Mail in - October 2, 2010
In Person - October 12, 2010

VOTE

Now that you are registered, you are ready to vote. Prior to the election, a sample ballot will be provided to you from your County Clerk/Registrar of Voters' Office. The sample ballot will contain the offices and questions appearing on the actual ballot. It will also contain information about your party affiliation, precinct, the name and address of your Election Day polling place, and the early voting schedule and locations. Contact your County Clerk/Registrar of Voters' Office if you haven't received a sample ballot.

Review the ballot carefully and mark your selections. It may be helpful to bring the sample ballot with you to your polling place as a reference when making your selections on the voting machine.

VOTING OPTIONS

Early Voting

Early voting is easy in Nevada and is available to every voter. Voters can vote at any location in their respective county where early voting is offered. Early voting for the Primary Election is May 22-June 4, 2010. Early voting for the General Election is October 16-October 29, 2010. Early voting locations by county may be found at www.nvsos.gov or by contacting your County Clerk/Registrar of Voters' Office.

Election Day Voting

If you choose to vote on Election Day, you must vote at your designated polling location – to locate your polling place visit www.nvsos.gov. Upon arriving, you will be directed to your precinct table where an election clerk will verify your name and signature. You will then be directed to a voting machine to cast your ballot. The electronic, touch-screen voting machines provide step-by-step instructions on how to properly make your ballot selections. Election officials will be on site to help you if you have any questions regarding the voting machine.

Absent Voting by Mail-In Ballot

Any registered voter may request to vote by absent ballot. To request an absent ballot, you must complete and submit an Absent Ballot Request Form any time before 5:00 p.m. on the seventh calendar day preceding the election. Absent Ballot Request Forms may be obtained from your local county election official. It's best to submit your request early so your local election official has enough time to send you the ballot. You must mail your completed ballot in a timely manner to your County Clerk/Registrar of Voters office. All absent ballots must be received by 7 p.m. on Election Day in order to be counted.

First Time Voter

If you are a first-time voter, you must provide a copy of an acceptable form of identification with your Absent Ballot Request Form in order to vote via absent ballot. Acceptable forms of identification include:

Forms of ID may include:

a. Current Nevada Drivers' License
b. Current Nevada State Identification Card
c. Current and valid identification card issued by a branch of the Armed Forces of the United States
d. A current and valid identification card issued by a sheriff of a Nevada county to an employee as a condition of his employment by certain business enterprises;
e. A current and valid identification card issued by an agency of the State of Nevada or political subdivision thereof or the United States, including, without limitation, a public school, college or university;
f. A current and valid student identification card from an accredited private school, college or university;
g. A current and valid United States passport;
h. A current and valid insurance plan identification card which the county clerk determines, in his discretion, to be a reliable indication of the true name and identity of the person;
i. A current and valid tribal identification card;
j. A current and valid employee identification card which the county clerk determines, in his discretion, to be a reliable indication of the true name and identity of the person; or
k. Any other official article which the county clerk determines, in his discretion, to be a reliable indication of the true name and identity of the person, including, without limitation, an expired article listed in paragraphs (a) to (j), inclusive, if that article has been expired for 30 calendar days or less and is otherwise valid.

PRIMARY ELECTION: JUNE 8, 2010 (NRS 293.175)

Registered Voters	Citizens Not Registered to Vote (excluding military & overseas citizens)	Military & Overseas Citizens
Absent Ballot Request Deadline (registered voters only) Received No Later Than June 1, 2010 (NRS 293.315)	Voter Registration Deadlines Received by Mail May 8, 2010 In-Person Registration May 18, 2010 (NRS 293.560)	Voter Registration & Absent Ballot Request Deadline (using the FPCA*) Postmarked No Later Than May 8, 2010 (NRS 293.501; NAC 293.400)

GENERAL ELECTION: NOVEMBER 2, 2010 (NRS 293.12755)

Registered Voters	Citizens Not Registered to Vote (excluding military & overseas citizens)	Military & Overseas Citizens
Absent Ballot Request Deadline (registered voters only) Received No Later Than October 26, 2010 (NRS 293.315)	Voter Registration Deadlines Received by Mail October 2, 2010 In-Person Registration October 12, 2010 (NRS 293.560)	Voter Registration & Absent Ballot Request Deadline (using the FPCA*) Postmarked No Later Than October 2, 2010 (NRS 293.501; NAC 293.400)

*Federal Post Card Application: for use by military and overseas citizens; accepted as both registration and request for absent ballot; single form will cover both primary & general if submitted prior to deadline for primary.

New to Nevada?

REMEMBER to Register to Vote

As a new resident of Nevada, you now have the opportunity to take part in forming state policies through the electoral process. The first step is to fill out a voter registration application. By registering to vote, you will be eligible to participate in elections and will be informed of important election information such as your polling location, sample ballots, your precinct information and early voting information.

Nevada law requires that you:

1. Must be 18 years of age or over
2. A U.S. citizen
3. Be a resident of Nevada for 30 days preceding any election
4. Cannot be convicted of certain felonies unless civil rights have been restored. (Ask your Registrar for more information)
5. Cannot be declared by a court to be mentally incompetent

You can pick up a voter registration application at:

- **Business to insert contact info of company member in charge of voter registration forms**
- Nevada Department of Motor Vehicles
- County Clerk/Registrar of Voters' Office
- Secretary of State's Office
- Any City Clerk's Office
- United States Post Offices
- Utility companies
- Political party offices
- Chambers of Commerce
- Voter Registration Agencies

Be sure to return your application via mail or in person to:

- Your County Clerk/Registrar of Voters' Office
- Your City Clerk's Office

Registration Deadlines:

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In Person - May 18, 2010
General Election: Mail in - October 2, 2010

Have you MOVED recently?

REMEMBER to update your voter registration with your new address

If you have recently moved, you must fill out a voter registration application with your new address before the registration deadline. Failure to do so may cause delays when you go to vote. Additionally, you may not receive important election information such as your polling location, sample ballots, your precinct information and early voting information.

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In Person - October 12, 2010

New Citizens?

Register and exercise your right to vote

As a new citizen of United States, you now have an opportunity to take part in helping form our state and nation's future. It's your obligation to exercise your new right to vote; but before you can vote, you must first register.

To register to vote, Nevada law requires that you:

1. Must be 18 years of age or over
2. A U.S. citizen
3. Be a resident of Nevada for 30 days preceding any election
4. Cannot be convicted of certain felonies unless civil rights have been restored. (Ask your County Clerk/Registrar for more information)
5. Cannot be declared by a court to be mentally incompetent

Registering simply requires you to fill out a voter registration application. You will need a photo identification and proof of residency in order to fill out the form, which may be found at:

- **Business to insert contact info of staff member in charge of voter registration forms**
- Nevada Department of Motor Vehicles
- County Clerk/Registrar of Voters' Office
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You will need to submit another voter registration form if you have changed your physical address, your name or your party affiliation.

Insert Company Logo Here

www.nvsos.gov

Primary Election

June 8, 2010

General Election

November 2, 2010

Advisory Committee on Participatory Democracy (ACPD)
Ross Miller, Secretary of State
775.684.5705

Become a Poll Worker

Poll workers are a key element in any election and help the voting process run smoothly. They assist voters with any problems that may occur during voting and help maintain the integrity of the electoral process.

To volunteer as a poll worker you must:

- Be a registered voter
- Not be a relative of a candidate for nomination or election
- Not be a candidate for nomination or election

To become a poll worker you must attend a training class that will provide you with the knowledge to carry out the duties and responsibilities of the position. A poll worker is a voluntary position but some counties provide compensation for your time spent working at the polls. To find out specific details on how you can apply to become a poll worker, contact your County Clerk/Registrar of Voters.

CARSON CITY:
Alan Glover, County Clerk
www.carson-city.nv.us

CLARK COUNTY:
Larry Lomax, Registrar of Voters
www.accessclarkcounty.com

ELKO COUNTY:
Win Smith, County Clerk
www.elkocountynv.net

EUREKA COUNTY:
Jackie Berg , County Clerk
www.co.eureka.nv.us

LANDER COUNTY:
Gladys Burris, County Clerk
www.landercounty.org

LYON COUNTY:
Nikki A Bryan, County Clerk
www.lyon-county.org

NYE COUNTY:
Sandra L. "Sam" Merlino, County Clerk
www.co.nye.nv.us

STOREY COUNTY:
Vanessa Dixon, County Clerk
E-mail: vdixon@storeycounty.org

CHURCHILL COUNTY:
Kelly G. Helton, County Clerk
www.churchillcounty.org

DOUGLAS COUNTY:
Ted Thran, County Clerk
http://cltr.co.douglas.nv.us

ESMERALDA COUNTY:
Lacinda "Cindy" Elgan, County Clerk
www.accessesmeralda.com

HUMBOLDT COUNTY:
Tami Rae Spero, County Clerk
www.hcnv.us

LINCOLN COUNTY:
Lisa C. Lloyd, County Clerk
www.lincolncountynv.org

MINERAL COUNTY:
Cherrie A. George, County Clerk
E-mail: clerk-treasurer@mineralcountynv.org

PERSHING COUNTY:
Donna Giles, County Clerk
www.pershingcounty.net

WASHOE COUNTY:
Dan Burk, Registrar of Voters
www.co.washoe.nv.us/voters

WHITE PINE COUNTY:
JoAnn Malone, County Clerk
www.whitepinecounty.net

Are you registered to vote in Nevada?

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Be! INFORMED INVOLVED REGISTERED Vote

Insert Company Logo Here

Election 2010: IT'S YOUR TIME TO DECIDE
Insert Company Name to Conduct Voter Registration Drive

The 2010 Election is shaping up to be unlike any other election cycle of the past. More and more Americans are taking interest in the election and anticipating to participate in the electoral process. Nationwide, states are seeing unprecedented numbers of citizens registering to vote and are expecting record voter turnout numbers on Election Day.

Insert company name and Nevada Secretary of State Ross Miller are encouraging **insert company name** employees to take part in this historical election by registering to vote.

On **insert date**, our office will be conducting a registration drive at **insert location and time**. Voter registration applications will be available to employees who are not registered to vote in Nevada, as well as to those needing to update their voter registration due to a change of address, name or party affiliation.

"To vote is a right and a privilege. This election cycle is an excellent time to exercise your right and voice your opinion to bring about change in public policy on issues of importance to you," said Secretary of State Ross Miller.

To be eligible to register to vote, Nevada law provides that you must be 18 years of age or over, a U.S. citizen and a resident of Nevada for 30 days preceding any election. The Primary Election will be held June 8, 2010 and the General Election on November 2, 2010.

Insert quote from company leadership here.

For more information on registering to vote, visit www.nvsos.gov.