



## ADMINISTRATION

When will you meet with school administration to get permission to host a schoolwide Kids Voting AZ Election? Who do you need to meet with to get the ball rolling?

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## TEACHER SUPPORT

How will you get other teachers interested in the schoolwide election? Will you talk about it at a staff meeting? Will you collaborate and share ideas?

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## VOTING LOGISTICS

What date will the election be held on? When will your students vote? Will it be during specific classes, lunch, or before or after school? How and when voting will take place needs to be decided before voting day.

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## VOTING LOCATION

Where will you host the election on campus? Meet with administration and teachers to decide upon a polling site. Voting can be held in libraries, cafeterias, and classrooms. Ideally, in a circle or square for good student flow in and out of the room.

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## MARKETING

How will you spread the word on campus about the upcoming election? Will the student council, student government, or other student organizations be involved?

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## EDUCATE STUDENTS

How will students know which candidates are running for office and their platforms? Decide if teachers will give out candidate information prior to the election during class.

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## VOTING SCHEDULE

How will you create a schedule for classes to vote? Will you work with other teachers to determine when they will bring their classes to vote? The schedule is important as it will help with a smooth flow on voting day.

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## GRADE LEVELS

Are you an elementary, middle, or high school site? Younger grade levels may need more hand holding and time on voting day. How will this impact your schedule? Will all grades vote?

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## BALLOT TYPE

Will our school use paper or online ballots or both? Do we have the resources to print ballots or do we prefer to place tablets or laptops in voting booths for online voting?

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## STUDENT CHECKLIST

Will students bring their school ID to the polling site? This is one way to model the real life voting process where voter IDs are used. Will a student checklist be used to keep track of students who have voted?

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## EARLY VOTING

What if a class does not have time to visit the polling site? Teachers can have their classes vote in their classrooms if they choose. Do we want to allow early voting? How will we ask teachers their preference?

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## EARLY BALLOTS

Will we allow for paper or online ballots for early voting? Do we ask the teachers their preference? Poll workers can collect paper ballots from classes and drop them off at the polling site if this option is used.

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## POLL WORKERS

Which students will be poll workers on election day? Will they rotate or switch roles after each class period? Have students volunteer for their roles. See "Student Poll Worker Roles and Instructions" handout.

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## POLL WORKER ORIENTATION

When will we meet with student poll workers to explain the poll worker roles and the polling site setup process? Will it be before or after school, during lunch, or at another time?

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## DECORATIONS

Do we want a festive polling site or a more serious polling site that models a real polling location? If we choose to use decorations, do we have enough or do we need to purchase more?

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## TALLYING RESULTS

If you have chosen to use paper ballots, who will be in charge of tallying results? After results are counted, you will need to submit results at [KidsVotingAZ.com](http://KidsVotingAZ.com) to be included in the statewide Kids Voting AZ Election.

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## CLEAN-UP

Who will help with cleaning up the polling site after the election has finished? Where will you store voting materials including voting booths and reusable decorations? Will paper ballots be recycled?

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## VOTING RESULTS

How will our school announce voting results? Will it be on the school announcements, school paper or at an assembly? Who will make the voting results announcement?

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## REGISTRATION TABLE

Place a table at the entrance so it is the first thing the voters see when they enter. The table should have 2 chairs for poll workers, a student ID checklist, ballots, and pens.

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## CANDIDATE FLYERS

Tape candidate flyers where voters will be waiting in line so they can review them. Place flyers in order of the office for which the candidates are running. Have sample ballots available that show how to vote.

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## VOTING BOOTHS

Each blue box contains 2 voting booths. Open and push legs into the bottom of the blue square. Place privacy screen into top indentation and use bungee cord on sides to hold in place. Place 3 pens in each booth and tape a sample ballot to the front of the privacy screen.

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## BALLOT BOX

Place a ballot box after the row of voting booths. Voters who have finished voting will place their completed ballot in the box. Place "I Voted" sticker rolls by the ballot box.

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## DECORATIONS

Student poll workers can setup patriotic decorations such as table cloths, posters, streamers, etc. if they are available. Fun ideas include setting up a photo booth backdrop with voting props by the exit to take selfies or group photos with friends.

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## VOTING SIGNS

Place "Voting This Way" signs throughout the school leading to the voting site. Ask front office if you can place "Your Student is Voting Here Today" signs at parent drop-off to help provide information to parents about the campus election.

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