



## Mail Your Vote Everybody

### Meeting Two

Help people fill in their ballots and get them in the mail.

### Time

- Part One: 10 minutes
- Part Two: 30 minutes
- Part Three: 10 minutes

### Timelines

Host meetings in September and October 2020.

Mail ballot by the last week of October if possible, but make sure it is Postmarked NO LATER THAN NOV 3, 2020.



# Step up: Vote by Mail!

## Description

Second of two Zoom meetings, where leader guides the same participants to 1) look through each item in the voting packet, 2) review the correct way to mark their choices, 3) privately complete ballots, and 4) get ballots in the mail.

## In Advance

**1. Study up as a leader.** You can do this! It's all laid out for you and you have a step-by-step guide to follow. You'll feel more comfortable if you have looked at the few things below before your Zoom session.

- Take two minutes to view Voting by Mail video. <https://vote.minneapolismn.gov/voters/bymail> This video was created by Minneapolis Election and Voter Services and provides an overview of the steps for Mail-in Voting in Minnesota.
- Familiarize yourself with the contents of the Vote by Mail packet. An instruction sheet that clearly explains the steps to correctly complete and mail a ballot is included in every packet. Non-registered voters receive an extra item — a registration form.
  - Packet for Registered Voters: [link to pdf with these docs](#)
  - Packet for Non-registered Voters: [link to pdf with these docs](#)
- Be aware of two recent changes.
  - Only Non-registered voters need a witness to sign their signature envelope.
  - Ballots must be Postmarked on or before November 3, 2020, and received by your Elections Office by November 10, 2020.

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### Key messages

- Voting by mail is a safe way to exercise our rights during a pandemic.
- You've taken the first step by applying for your ballot.
- Now, let's join in power with others and cast our votes.

### Zoom features you will be using:

- **Gallery view**
- **Shared screen** to show Voting by Mail video
- **Breakout room**

## 2. Contact participants from the first Zoom meeting(s).<sup>2</sup>

- Ballot in hand? Be sure they received their ballot in the mail.
- Choosing candidates? Remind people we will only be discussing HOW to vote, not WHO to vote for. If they want help deciding on candidates, they can talk with people or look up information BEFORE the Zoom session.
- What to bring to the Zoom meeting:
  - the packet they received from the elections office
  - a black pen
  - their MN ID card or last 4 digits of their Social Security number
  - their mailing address
- Do they need extra support?
  - Voters may need help reading and/or marking their ballots.
  - Voters may need help completing a form or signing their name.
  - If so, they may either bring a support person to the Zoom session, or they can attend the Zoom session alone and get support afterwards to fill out and mail their ballot.

### Directions

- 1. Reconnect and relax.** As people join, greet each person by name and thank them for attending. When all are present, welcome back everyone. Say: It is exciting to be together learning a new way to vote safely. Remember, we are going to work on HOW to vote, not WHO to vote for. Voting is private. No one will be allowed to try and influence anyone else's vote. That is illegal.
- 2. Do a short go-around.** Ask each person to say one word about what it means to have the right to vote. Before starting, remind participants that their word should be non-partisan, so not a name of a candidate or party.
- 3. Tell the purpose of this Zoom meeting.** Now that we've all gotten our ballots in the mail, this meeting is to help everybody fill out the ballot and mail it in the right way. We'll do some things in the large group like we are now. Then when we get to filling in your choices, we'll use breakout rooms so you can do that privately. Ready? Let's get started.

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# Part One: What's In My Voting Packet? (large group)

We will start by going through the packet you received from your local election office. This packet contains everything you need to vote by mail. Let's just see what's in there.

**1. Review the contents.** Begin with opening your packet and removing the contents. Facilitators, use the visual samples, and show and talk through each piece.

**Minnesota Voter Registration Application**  
 Apply online at [mnvotes.org](http://mnvotes.org) or complete lines 1 through 8 of this form. Please print clearly.

**Personal Information & Qualifications**

1. Are you a U.S. citizen? Yes  No  (select office use only)

2. Will you be at least 18 on or before the next election? Yes  No

3. If you mark "NO" to either of these questions, **DO NOT** complete this form.

4. Last name or surname: [ ] First name: [ ] Middle name: [ ] (select office use only)

5. Address where you live (residence): [ ] apt. number: [ ] city: [ ] zip code: [ ]

6. If mail cannot be delivered to the address above, provide P.O. box: [ ] city: [ ] zip code: [ ]

7. Date of birth (not today's date): [ ] school district (if known): [ ] county where you live: [ ]

8. Mark one box and provide the number that applies to you:  
 I have a MN-issued driver's license or MN ID card number.  
 I do not have a MN-issued driver's license or MN ID card.  
 I do not have a MN-issued driver's license, a MN-issued ID card, or a Social Security Number.

9. Registration Updates - Are you currently registered under a different name or address?  
 previous last name: [ ] previous first name: [ ] previous middle name: [ ]  
 previous address where you were last registered: [ ] city: [ ] state: [ ] zip code: [ ]

**Read And Sign Only If All Parts Apply To You.**

10. I certify that I:  
 • will be at least 18 years old on election day;  
 • am a citizen of the United States;  
 • will have resided in Minnesota for 20 days immediately preceding election day;  
 • maintain residence at the address shown on the registration form;  
 • am not under court-ordered guardianship in which the court order revokes my right to vote;  
 • have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence, and  
 • have read and understood this statement, that giving false information is a felony punishable by not more than 5 years imprisonment or a fine of not more than \$10,000, or both.

Sign here X \_\_\_\_\_ date: \_\_\_\_\_

**Signatures & Address**

W. Minn.	Ill. Minn.	Ill. Minn.	Ill. Minn.
<input type="checkbox"/> I am the voter	<input type="checkbox"/> I am the voter	<input type="checkbox"/> I am the voter	<input type="checkbox"/> I am the voter
<input type="checkbox"/> I am the voter	<input type="checkbox"/> I am the voter	<input type="checkbox"/> I am the voter	<input type="checkbox"/> I am the voter

**Voter Registration form**

**Instructions for the 2020 Minnesota State General Election**  
 How to vote by absentee ballot for NON-REGISTERED voters in November 3rd state election

**You will need:**

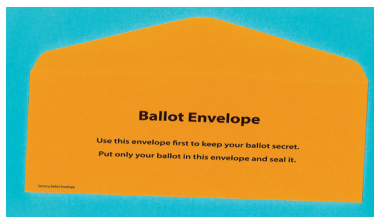
- Ballot
- Minnesota Driver's License or MN ID card
- Minnesota Driver's License or MN ID card
- Large envelope (to hold your ballot)
- Signature envelope
- Return envelope (to hold your ballot and signature envelope)

**Important:** You must submit the voter registration application with your ballot for the white signature envelope for your vote to count.

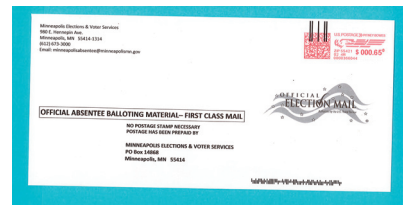
- Fill out the voter registration application and sign it.
- Vote.
- Put the tan ballot envelope and the voter registration application in the white signature envelope.
- Fill out the white signature envelope completely.
- Put the signature envelope into the larger white return envelope to protect your private information from view.
- Return your ballot by Election Day (Nov. 3) to the address on the return envelope.

**Instructions for voting**

- Official Minnesota General Election ballot. This is the long, folded piece of white paper, printed on both sides. It has the titles of political offices and candidate's names on it. Lift up your ballot to show us that you have it. Facilitators: a sample is not included, as these are different for different voting precincts.
- Voter Registration form. Only people who are not already registered to vote will have this form. If you don't have the form in your packet, that means you are already registered, and you don't need it. Raise your hand if you have this form.
- Instruction sheets (one or more). You can set these sheets aside.
- Three envelopes. You will use all three of these: a tan-colored ballot privacy envelope; and two white envelopes — a signature envelope and a mailing envelope. Does everyone have all three envelopes?



**Ballot envelope**



**Mailing envelope**

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The image shows two versions of a Minnesota Signature Envelope. The left envelope is for registered voters and includes fields for voter name, MN address, ID number, and a witness section. A large black 'X' is drawn over the witness section. The right envelope is for unregistered voters and includes similar fields for the voter, plus a 'Witness must complete this section' area with fields for witness name, address, and city. Both envelopes have a 'For Official Use Only' section at the bottom.

**Signature Envelopes, left for registered voters, right for un-registered voters**

**2. Look at your ballot.** There are many races on the ballot. Two things to remember. 1. You don't have to vote in every race. Whatever vote you do make will count, whether you vote in one race, or many races. 2. In each race, you may only vote for one candidate.



# Part Two: Marking Our Ballots

(private breakout support)

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Before breaking out, tell folks how this next part will go:

- **OK, Time to vote.** The next part of the session will be spent marking our ballots, in private.
- **What you need.** A black pen and your official ballot (that long folded paper).
- **How we will do this.** Explain that you are going to meet privately with each individual in a breakout room for a few minutes to give instructions on how to mark their ballot.
- **Extra support.** If a participant brought someone for in-person help, here's where that person comes in. (see "In Advance" on p1 of these instructions).
- **Your choice.** Tell people, "No one can influence you to vote a certain way." If you need more time to decide who you want to vote for that's ok. You can leave this meeting and join us for another meeting once you've decided.
- **Afterwards** we will meet back as a group and place our ballots in the proper envelopes, sign them, and get them ready to mail.
- **While the Rest of You are Waiting**

Say, "While I am in the breakout room with one voter at a time, you others can all unmute and share in a group discussion." Give simple ideas.

  - Maybe talk about WHAT FREEDOM MEANS TO ME. Stay put and enjoy listening to ideas about freedom.
  - Or favorite movies or any topic is fine (except politics, don't talk about particular parties or candidates).



- Option: Facilitator could ask one person to take the lead in this group conversation, inviting people to share. “Mohamad, would you be willing to call on people to share and make sure everyone gets a chance to talk?” If so, facilitator should call this person into the breakout room last.

Remind folks not to leave. “After I’ve had a chance to meet with each of you, we have more work to do. So don’t go away!”

**Breakout room procedure.** Step by step with individuals and their ballot.

**Note: Extra Support Helper At This Point**

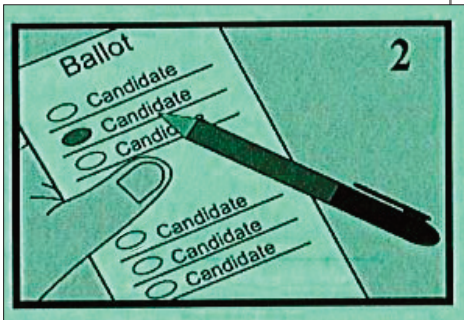
If this individual has brought extra in-person support for help reading or completing ballot, here is where that person should be on hand and ready to assist. Make sure they can be seen and heard on Zoom. (see In Advance, p1).

If hands-on support is needed, but not present, suggest the individual leave this session and join a future session with a support person.

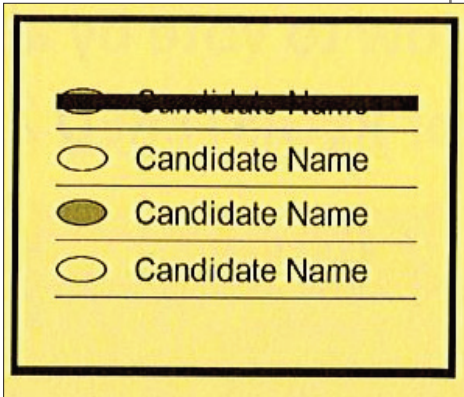
**1. Register to vote, if needed.** Some voters are also registering today, and received a form to do so. Have them start by filling out the Voter Registration Form they received as an unregistered voter. Note: The bottom of the form (where a registered voter is vouching for a new voter) is only needed if the voter does NOT have an ID number or Social Security number.

**2. Vote for only one candidate in each race.** Remind individuals that they can vote for as many or as few races as they choose. Some voters may be finished after voting in only one race — that’s perfectly ok. Whatever vote a person casts will be counted.

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Completely fill the oval



Cross out mistakes

**3. Complete ballots.**

- a.** Use the black pen to completely fill in the oval next to the name of the candidate they choose.
- b. Give the support person strong guidance here.** Begin with Side One of the ballot. Read the office listed, along with the candidates for that office and their political party. Note: Some voters may choose candidates by name, others may choose by party affiliation. Either is a legitimate way to vote. Remember, your tone of voice or mannerisms should not influence a voter’s choice in any way.
- c. Correcting a mistake.** If someone makes a mistake, they should completely cross out the name of the candidate that was accidentally marked. Then mark the candidate they prefer. Tell them not to write anything else on their ballot.
- d. Vote till you're done.** Continue down the list of offices and candidates, allowing time for participants to vote if they choose. At any point, an individual may say they voted all the races they want to. Then you can conclude their individual session.

**4. Congratulate** them for voting!

**5. Thank the support person** for their assistance.

**6. Return participant to the main group** and bring in the next voter.

**7. Repeat with the rest of participants.**

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# Part Three: Mailing Our Ballots (large group)

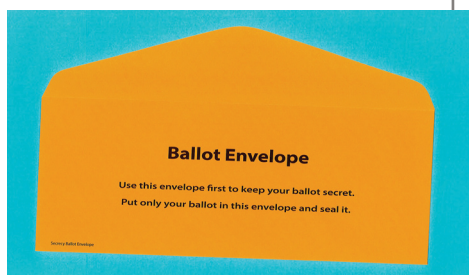
In this final section, participants will place their ballot in a series of envelopes, in a certain order, so it is ready to be mailed.

**1. Find your three envelopes.** One tan-colored and two white ones.

**2. Tan-colored ballot envelope.** Take your completed ballot, fold it, and place it in the tan colored envelope. Seal the envelope; this ensures your ballot remains private.

**3. White signature envelope.**

- Folks Already Registered
  - insert tan envelope
  - seal white signature envelope
  - print your name and address, and then sign by the small "X"
- Folks Registering Today
  - insert tan envelope
  - insert Voter Registration form
  - seal white signature envelope
  - print your name and address, and then sign by the small "X"
  - witness should fully complete their section and sign by the "X"



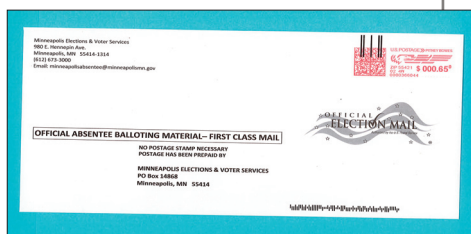
Ballot envelope

Signature Envelope	Signature Envelope
<p><b>Signature Envelope</b></p> <p>Voter must complete this section please print clearly</p> <p>Voter name _____</p> <p>Voter MN address _____ MN</p> <p>ID number  <input type="checkbox"/> MN driver's license #, MN ID card #, or last four digits of SSN  <input type="checkbox"/> I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.</p> <p>I certify that on Election Day I will meet all the legal requirements to vote.</p> <p>Voter Signature <input checked="" type="checkbox"/></p> <p>Witness must complete this section</p> <p>Witness name _____</p> <p>MN street address _____ MN          (or P.O. box, or office or notary) _____</p> <p>City _____</p> <p>Witness MUST CHECK ONE indicating proof of residence provided by voter. (See instructions)</p> <p><input type="checkbox"/> MN driver's license, ID card, permit, or receipt  <input type="checkbox"/> I've studied the statement or residential lease plus photo ID  <input type="checkbox"/> Registered voter in the precinct who vouches for voter's residence in the precinct (must complete the voucher form on the back of the Voter Registration Application)  <input type="checkbox"/> Tribal ID card  <input type="checkbox"/> Affidavit of last registration  <input type="checkbox"/> Previous registration in the same precinct  <input type="checkbox"/> An employee of a residential facility in the precinct who vouches for voter's residence at the facility (must complete the voucher form on the back of the Voter Registration Application)</p> <p>I certify that:</p> <ul style="list-style-type: none"> <li>• the voter showed me the ballot before voting;</li> <li>• the voter marked the ballot in private or, if physically unable to mark the ballot, the ballot was marked in public by the voter;</li> <li>• the voter enclosed and sealed the ballot in the ballot envelope;</li> <li>• the voter provided proof of residence as indicated above; and</li> <li>• I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.</li> </ul> <p>Witness Signature <input checked="" type="checkbox"/></p> <p>If notary, must affix stamp</p> <p>For Official Use Only  <input type="checkbox"/> checked <input type="checkbox"/> unchecked</p> <p>Signature Envelope- Registered</p>	<p><b>Signature Envelope</b></p> <p>Voter must complete this section please print clearly</p> <p>Voter name _____</p> <p>Voter MN address _____ MN</p> <p>ID number  <input type="checkbox"/> MN driver's license #, MN ID card #, or last four digits of SSN  <input type="checkbox"/> I do not have a MN-issued driver's license, MN-issued ID card, or a Social Security Number.</p> <p>I certify that on Election Day I will meet all the legal requirements to vote.</p> <p>Voter Signature <input checked="" type="checkbox"/></p> <p>Witness must complete this section</p> <p>Witness name _____</p> <p>MN street address _____ MN          (or P.O. box, or office or notary) _____</p> <p>City _____</p> <p>Witness MUST CHECK ONE indicating proof of residence provided by voter. (See instructions)</p> <p><input type="checkbox"/> MN driver's license, ID card, permit, or receipt  <input type="checkbox"/> I've studied the statement or residential lease plus photo ID  <input type="checkbox"/> Registered voter in the precinct who vouches for voter's residence in the precinct (must complete the voucher form on the back of the Voter Registration Application)  <input type="checkbox"/> Tribal ID card  <input type="checkbox"/> Affidavit of last registration  <input type="checkbox"/> Previous registration in the same precinct  <input type="checkbox"/> An employee of a residential facility in the precinct who vouches for voter's residence at the facility (must complete the voucher form on the back of the Voter Registration Application)</p> <p>I certify that:</p> <ul style="list-style-type: none"> <li>• the voter showed me the ballot before voting;</li> <li>• the voter marked the ballot in private or, if physically unable to mark the ballot, the ballot was marked in public by the voter;</li> <li>• the voter enclosed and sealed the ballot in the ballot envelope;</li> <li>• the voter provided proof of residence as indicated above; and</li> <li>• I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.</li> </ul> <p>Witness Signature <input checked="" type="checkbox"/></p> <p>If notary, must affix stamp</p> <p>Signature Envelope- Registered</p>

Signature Envelopes, left for registered voters, right for un-registered voters

**4. White mailing envelope.** This envelope is addressed to your local election office. Place the signed signature envelope into the mailing envelope, and seal the envelope. It is a postage-paid envelope, so you do not need a stamp.

**5. When to mail.** It is a good idea to mail your ballot as soon as you fill it out, but be sure it is postmarked No Later Than November 3, 2020.



Mailing envelope



## 6. Celebrate our Vote.

- Choose Gallery View. Invite everybody to select Gallery View in Zoom.
- Apply Sticker. Invite everybody to put on the I Voted sticker.
- Sing the song. "Mail Your Vote, Everybody." [<https://www.youtube.com/watch?v=xFWuyVLH0YM&t=3s>]. Facilitator plays the video from another device so all Zoom participants can view it while also seeing each other and singing together.
- Option: Cheer. Have someone develop a cheer. All repeat.

### Sample Cheer:

Leader: "When I say power, you say vote. When I say power you say vote."

Leader: "Power" ... All: "Vote!"

Leader: "Power" ... All: "Vote!"

Leader: "Power" ... All: "Vote!"

Leader: "Power" ... All: "Vote!"