



PLANNING THE VOTE DAY LESSON PLAN

OBJECTIVE: The Steering Committee will prepare for the school-wide Vote Day and help decide how the election will be conducted for their school.

SUPPORTING MATERIALS:

- *SPB Vote Day Checklist & Plan*

TIMELINE: Approximately one month before the Vote Day.

APPROXIMATE LESSON LENGTH: 2-3 Steering Committee meetings

INSTRUCTIONS:

1. Introduction

- **Explain:** Our School Participatory Budgeting (SPB) Vote Day is almost here! Together and with the school community, we will decide which project we want to see funded and implemented at our school.
- The Steering Committee will plan when, where, and how the election will take place.
- The Steering Committee will also create a campaign for each project to ensure students at our school are informed and prepared for the Vote Day. In our next meeting, we will begin creating our campaigns.
- Before the planning begins, SPB Sponsors will lead a discussion with the Steering Committee on the importance of voting in democracy using the following questions as prompts.
 - Depending on the size of the Steering Committee, create small groups for discussion and then come together to share key notes and comments from each group.
 - What are the qualities of a responsible voter?
 - What information is needed to make an informed vote?
 - Why is it important to have reliable information when voting?
 - What role (if any) does empathy play in making an informed vote?
 - Why do you think voting is important?
 - What happens when citizens don't vote?
 - What questions do you have about voting?

2. Develop Vote Day Logistics (may vary by school)

- **Show** [Arizona SPB Vote Day video](#) to learn more about SPB Vote Days and voting in Arizona elections.
 - Backup Links:
 - YouTube: <https://www.youtube.com/watch?v=AqQBC7za8nM&t=21s>
 - Vimeo: <https://vimeo.com/519974832>
- **Review** the steps of the Vote Day Checklist with the Steering Committee to ensure everyone understands what is needed to execute a successful campus-wide Vote Day.
- Next, the SPB Sponsor will support the Steering Committee to complete the Vote Day Plan, including:
 - date
 - time
 - location
 - ballot type
- Spend time discussing each element of the plan with the Steering Committee and deciding together which logistical options will work best for your school.
 - Important Note: Make sure to inform the Steering Committee of any logistics that have already been decided (e.g., your district has decided to exclusively use paper ballots for the SPB Vote Day).
- Once the steering committee has decided on the Vote Day logistics, they will need to prepare an email or verbal presentation for the principal to review and approve the plan.
- After the plan has been approved, SPB Sponsors can support the Steering Committee to complete other actions in the Vote Day Checklist, including developing the Vote Day schedule, creating a floor map, and/or preparing and submitting the facilities request if desired.

3. Final Vote Day Preparations

- Approximately two weeks before the Vote Day, review and explain how students will complete the ballots, so the Steering Committee can support their peers to cast their vote during the election.
 - **Review** ballot initiatives for your school.
 - **Explain** how students will complete their ballot.
 - Ask the Steering Committee if they have any questions about the projects or how to fill out their ballot.
- If the Steering Committee will be excused on the Vote Day, SPB Sponsors can organize students to lead the voting process.
 - Use the Steering Committee Sign-Up Chart and Poll Worker Roles in the SPB Vote Day Checklist and Plan to determine which students will fulfill the designated roles.