SPB Vote Day Checklist

BELOW ARE SOME ACTION STEPS THAT WILL HELP SPB SPONSORS PREPARE FOR THE SPB VOTE:

We suggest finalizing these at least two weeks in advance of your Vote Day.

- ☐ Work with the steering committee to create campaign materials
- ☐ Create a plan for voting on your campus by using the SPB Vote Day Plan on the next page
- ☐ *(Optional)* Ask steering committee students to sign-up for Vote Day duties using the Steering Committee Sign-Up Chart" on the following page
- ☐ Schedule time with campus leadership to propose your vote date and plan
- ☐ *(Optional/If Required)* Submit a facility request and floor map to your Campus Maintenance team
- ☐ *(Optional)* Excuse your SPB students for your Vote Day – SPB students will arrive early for set up and will lead the voting process on your campus!
- ☐ Deliver instruction sheet & ballots to teachers

VOTE DAY ACTION STEPS:

- ☐ Set up the polling location (Don't forget the vote stickers!)
- ☐ Send a reminder email to teachers about Vote Day!
- ☐ Break-down any polling materials and clean voting space
- ☐ *(Optional for the day of)* Announce the winning project or when the winning project will be announced

SPB Vote Day Plan

School Name:	

Polling Location: *i.e. gymnasium, community room, etc.*	

Date(s): *insert the date of your campus vote*

Polling Start Time:		**Polling End Time:**	

Which class(es) will students vote through? *i.e. social studies, English, etc.*			

Will you have lunchtime voting?		**Will you have after-or before-school voting?**	

Will you offer early voting? *ex. Students are absent due to a field trip*			

How will you schedule classes to vote throughout the day? *ex. How is picture day conducted at your school?*

What type of ballot will you use (online survey or paper)?

SPB Vote Day Plan

STEERING COMMITTEE SIGN-UP CHART *(optional)*

Time Frame	Set-Up Crew	Welcome Crew	Check-in Crew	Ballot Information Specialists	Voting Specialists	Break-Down Crew

- **Set-Up Crew:** A team of students who arrive early to the polling location to set up vote day equipment.
- **Welcome Crew:** Students who welcome voters to the polling station, remind students of the projects on the ballot, and manage the inflow of students into the polling station.
- **Check-in Crew:** A group of students who check-in voters and explain how to use the ballot to cast a vote.
- **Ballot Information Specialists:** A group of students who direct students from the check-in station to the voting booths and ballot scanners and answer questions about the ballot and how to vote.
- **Voting Specialists:** 1 student per ballot scanner that helps voters cast their vote, thanks students with an "I Voted!" sticker, and encourages eligible students to register to vote.