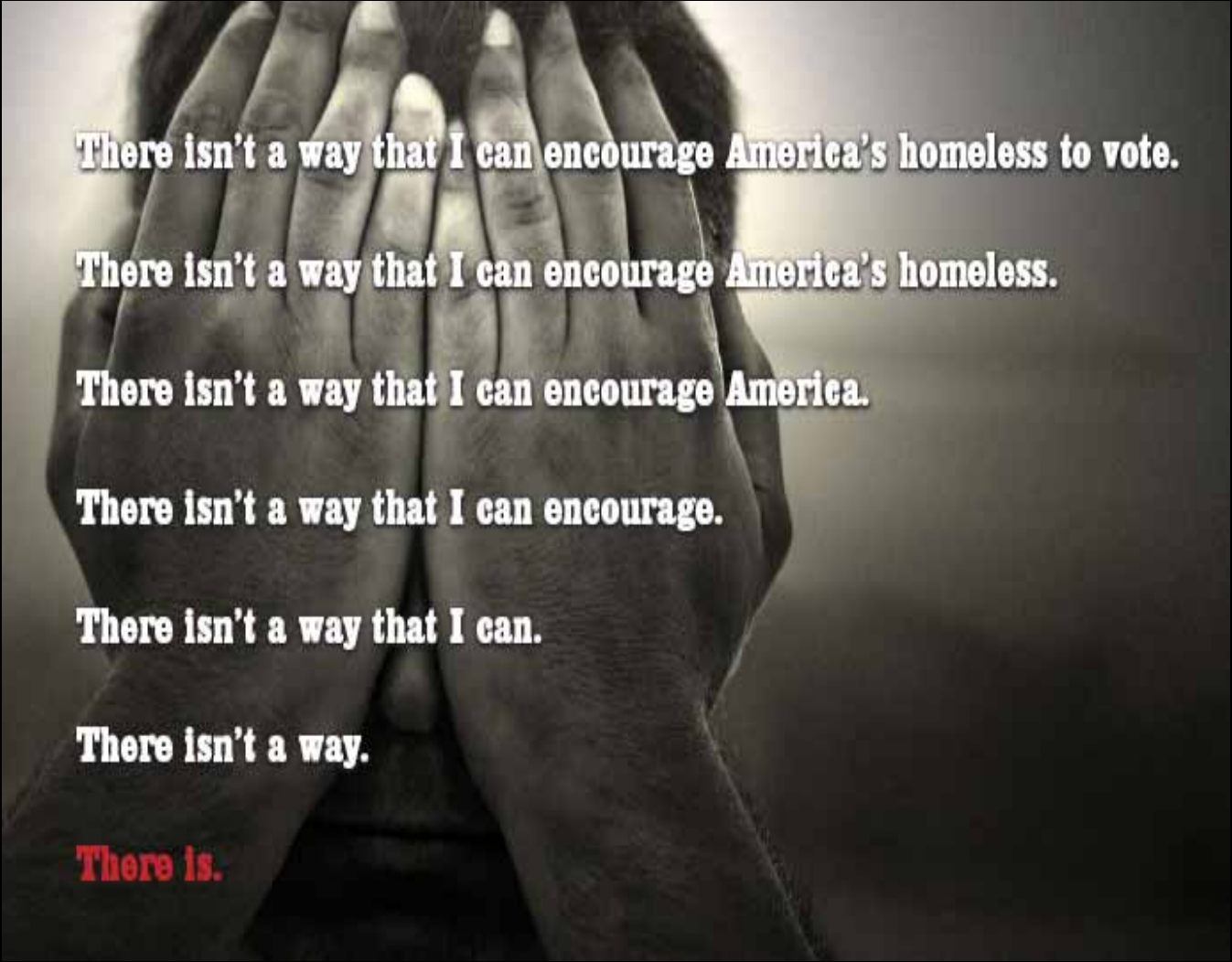


The Strength to **End** Homelessness Lies In The Power of **YOUR** Vote!



There isn't a way that I can encourage America's homeless to vote.

There isn't a way that I can encourage America's homeless.

There isn't a way that I can encourage America.

There isn't a way that I can encourage.

There isn't a way that I can.

There isn't a way.

There is.

Voter Rights/Registration Packet 2012

You Don't Need a Home to Vote!

Table of Contents

Acknowledgements	4
Introduction	5
I Voter Registration Initiatives	7
Overcoming Agency Resistance	7
Frequently Questions Asked by Organizations about Conducting Voter Registration.	8
Incorporating Voter Registration into the Intake Process	11
Conducting a Successful Voter Registration Drive	13
Overcoming Resistance by Individuals	14
Frequently Asked Questions by Individuals	17
Conducting a Voter Registration Party	21
Registering Tenants to Vote	22
II Voter Education Initiatives	23
Having Candidates Volunteer at Your Agency	23
Holding a Candidate Forum on Housing and Homelessness	25
Media Tips for Hosting Events	32
Letter Writing Power Hour	34
III Get Out the Vote	36
Leading Up to Election Day	36
On Election Day	37
Voting & Registration Information Flyer	38

You Don't Need a Home to Vote!

IV	Legal Issues & Rights	39
	Legal Issues and Practical Barriers to Voting for Homeless People	39
	State-by-State Chart of the Homeless People's Voting Rights	41
	State-by-State Chart of Disenfranchisement Categories	43
	State-by-State Chart of Registration Deadlines & Residency Requirements	45
	Federal, State and Local Election Information for Voter Registration and Identification	47
	State-by-State Chart of ID Requirements	48
	Detailed State ID Requirements	50
	Court Decisions on Homeless People's Voting Rights	64
	Appendix I Sample Phone Script	67
	Appendix II Sample Invitation Letter	68
	Appendix III Sample Media Advisory	69
	Appendix IV Sample News Release	70
	Appendix V National and State Resources	71

You Don't Need a Home to Vote!

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NCH also thanks Michael Stoops, Director of Community Organizing at NCH, who coordinates the “You Don't Need a Home to Vote” project. Ultimately, NCH would like to thank the numerous advocates, NCH Board Members, and friends across the country for their feedback and support, without which this report would not be possible.

A historical thank you goes to the Los Angeles Coalition to End Hunger and Homelessness (LACEHH) and its voting rights staff person, Nancy Berlin, for putting together the first voting rights manual geared toward homeless people (first published in 1992). This 2012 manual continues to use many of the ideas and suggestions in LACEHH's first manual.

You Don't Need a Home to Vote!

Introduction

Equal access to the right to vote is a crucial part of maintaining a true democracy. Voting allows people to play a part in deciding the direction of their communities by voicing their opinion on issues that are important and relevant to their lives. Each election, low income and homeless individuals vote at a lower rate than people with higher incomes, despite the fact that many policy decisions directly impact people who are economically disadvantaged. Currently, issues such as raising the minimum wage and funding certain social welfare and housing programs are being debated in the U.S. Congress and in communities around the country. In order for our government to truly represent the people, citizens must vote--especially those who are economically disadvantaged.

For years, homeless citizens have had obstacles to registering. In the 1984 case Pitts v. Black, 608 F.Supp. 696 (S.D.N.Y. 1984), a federal court in New York explicitly found that homeless persons could not be denied the right to vote just because they did not live in a traditional residence. Courts deciding subsequent cases from around the country came to similar conclusions. Although it has been established that homeless individuals do not need to live in a traditional residence to register to vote, other obstacles remain. Today, many homeless and low income individuals may not have the appropriate identification documents required by some states to register or to vote. Furthermore, many individuals who are experiencing homelessness may lack the resources to educate themselves about candidates or may not be able to get to the polls on Election Day.

To overcome these obstacles and encourage greater voter participation among low income and homeless citizens, the National Coalition for the Homeless and other national advocacy groups are collaborating to co-sponsor National Homeless and Low Income Voter Registration initiatives such as the National Homeless and Low-Income Voter Registration Week on September 30 – October 6, 2012. This manual seeks to promote voting access for low income and homeless persons to ensure that people who are economically disadvantaged maintain an active role and voice in shaping their future. The manual is designed to provide ideas to help overcome the many obstacles that prevent people experiencing homelessness from becoming registered, active voters. In the manual we outline multiple strategies to register, educate, and mobilize voters. We also provide information about common legal issues facing homeless voters, several State-by-State Charts of Homeless People's Voting Rights, and selected court decisions that have expressly protected homeless persons' voting rights.

By working together with homeless persons, low income individuals, and advocates around the country, our organizations hope to help homeless and low income persons make their voices heard on Election Day.

You Don't Need a Home to Vote!

The National Coalition for the Homeless does not support or oppose any political candidate or party. Our informational materials are strictly for educational purposes and suggest no endorsement, bias, or preference. Citizens make their electoral decisions based on a broad range of information. Nothing in this guide to organizing a Candidates' Forum is meant to suggest that a person's vote should be cast on the basis of a single issue or event.

NOTE: All voter registration services by 501(c)(3) organizations must be *non-partisan*. Non-partisan means that the activity or program shall not be influenced by, affiliated with, or supportive of the interest or policies of any political party or candidate. Support for candidates of two different parties in an election (“bipartisanship”) is not a non-partisan activity.

You Don't Need a Home to Vote!

I Voter Registration Initiatives

Overcoming Agency Resistance

“My agency is not allowed to do voter registration.”

Non-profit, 501(c)(3) organizations can operate voter registration drives if they do so in a non-partisan manner. In fact, the National Voter Registration Act encourages all non-governmental entities to register their clients. As a non-profit, you cannot take a position on candidates, but you can register people to vote.

“My agency does not have the staff, volunteers or the time to do voter registration.”

If you are not in a position to conduct an actual voter registration drive, you can help register voters as part of your regular work. Here are some ideas to conduct voter registration besides a drive:

- Incorporate voter registration into your intake or interview process (see pg. 11 for advice on conducting registration in this manner).
- Have registration forms readily available if not integrating it into your intake process.
- Having a voter registration party after hours or for lunch is easier than conducting an intense voter registration drive throughout an afternoon or an entire day (see pg. 21 for more advice on voter registration parties).
- Combine a voter registration drive with a candidate volunteer day, which will also bring media coverage to your organization. Although this is time intensive, this will possibly bring a lot of publicity (see pg. 23 for advice on having candidates volunteer at your organization).

“Clients are not interested in the issues.”

Our experience is that clients want to vote and do vote if barriers to exercising this basic right are removed. Our clients are often disconnected from community life. Voting helps them reconnect with their community in a positive way.

“OK, I am convinced. What else can I do?”

Here are a few ideas. Call The National Coalition for the Homeless at 202-462-4822 if you want more information or assistance.

- Let your clients use your agency as a mailing address for their sample and/or absentee ballots.

You Don't Need a Home to Vote!

- Call your county elections office and find out if your agency can become a polling site on Election Day.
- Provide transportation to a polling site on Election Day.
- Organize a candidates' forum and ask the candidates to address your issues.
- Help clients to get a candidates' forum in your community.
- Talk to your peers in other non-profits, and encourage them to involve their clients in the democratic process.

Frequently Asked Questions by Organizations about Conducting Voter Registration

Can my 501(c)(3) organization work in conjunction with other groups that conduct voter registration, education, and "Get Out the Vote" programs?

Yes, so long as the effort is non-partisan. Participating organizations and individuals cannot make any statements in support of or in opposition to any particular candidate or party, nor carry on any other activity designed to reflect a preference or recommendation for any political candidate or party.

How much time after the drive do I have to send in the completed forms?

Usually, states require the completed forms to be sent in no later than a few days after completion of the forms.

May I send photocopies of voter registration forms to the elections office?

No. For the purposes of a voter registration drive, the actual form received from the elections office must be filled out and mailed. However, an individual may print a voter registration form off the Internet and mail it to the county election office.

May I refuse to give any eligible voter a registration form?

No. You must give a registration form to any person eligible to vote.

May I attach any flyers or other information to the registration forms?

No. You may not attach anything to the voter registration forms when you are handing them out.

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Can vehicles owned by nonprofit organizations be used to transport voters to the polls? Can drivers employed by the organization transport voters to the polls?

Yes, to both questions. You can even affix non-partisan messages to vehicles encouraging voters to go to the polls. However, make certain that the vehicles and the drivers do not have any partisan literature, buttons, posters, flyers, bumper stickers or other political propaganda endorsing a particular candidate or party.

Can a staff person registering voters at a 501 (c)(3) agency wear a button or put a bumper sticker on his/her car that has the name of a favored candidate?

No, not while registering voters.

Can rewards like balloons or pens be given out after a person registers?

Many states have laws against such “rewards.” Check with the office of the Secretary of State in your state or county office.

Can you give me some examples of what I am allowed to say while offering information to voters?

You can say:

- “Public policy is decided at the polls. Take a position on health care, nutrition, and other issues affecting our families. Register to vote here today.”
- “You can have an impact on the decisions affecting your life. Register to vote now.”
- “Budget cuts are reducing services provided by this agency and many others. If you care about housing and day care, register to vote today.”

But, you cannot say:

- “Support family values. Joe Smith in 2012. Register now,”
- “Stop the reactionary Congress. Elect John Arnold. Register here.”
- “Budget cuts are reducing services provided by this agency. Register to vote here, and let the candidates know you will not take it anymore!”

Remember not to say anything partisan in any way during the drive! It is illegal.

Does my organization have to become a deputy registrar to conduct a voter registration drive?

Many states do not require any sort of registration or official representation. However, some states do require voter registration drives to be registered or require the presence of a deputy registrar at the drive.

You Don't Need a Home to Vote!

States requiring a deputy registrar or some other official allow anyone to be trained, usually in a short, one-time session, to conduct a proper registration drive. Other states may also require voter registration forms to be notarized. Please check with your Secretary of State's office or county elections office to see what rules your state has.

When registering voters who are currently experiencing homelessness, what address should they provide on the registration form?

Most states allow a shelter address, a description of a general location at which the individual usually spends the night, or even a drawn map to be recorded as an address. An address is needed primarily for assigning people precincts and mailing election information. Confirm what may be used as an address with your local elections office.

You Don't Need a Home to Vote!

Incorporating Voter Registration into the Intake Process

While the National Voter Registration Act (NVRA)—better known as the “Motor Voter” law—allows people to register to vote at drivers’ license and welfare offices, many people still may not have access to these offices to register to vote. For this reason, the NVRA encourages “all nongovernmental entities” to register their clients. This includes homeless shelters, drop-in centers, food pantries, soup kitchens, day care centers, child welfare agencies, and community health centers.

One easy way to register people to vote on a regular basis is to do so during the intake process - when a client first comes to your organization and is already filling out forms or providing necessary information to receive services.

Rules governing voter registration vary from state to state. Please check with your local or state elections office to ensure that your organization’s voter registration process is conducted properly.

Four Simple Steps to Incorporate Voter Registration into the Intake Process:

1. *Appoint a Voter Registration Coordinator.*

Appoint a staff person to coordinate the incorporation of voter registration into the intake process. The coordinator should:

- Contact the county elections office or the Secretary of State’s office to get information on how to conduct voter registration during the intake process. S/he should:
 - obtain voter registration forms;
 - find out voter requirements, such as voter eligibility, address, and identification requirements;
 - find out how often completed forms should be mailed in (each week, every two weeks, etc.) and what the deadlines are for submitting forms before the next election;
 - obtain any voter education information, such as a map of the local precincts and polling places or sample ballots, that would be helpful for newly registered voters; and
 - obtain any other information necessary for the registration process.
- Train the front desk staff on how to register voters and assist in voter registration based on the information you obtain from the county elections office or the Secretary of State’s office.
- Coordinate the collection of voter registration data from the staff, including the number of voters the staff registered and the contact information for those registered.

2. *Make Voter Registration Part of Your Intake and Publicize It.*

Make sure clients know that being homeless does not exclude them from the democratic process.

- Post signs stating that clients have a right to vote, may register to vote here, and that they may use your organization’s address as a mailing address when registering to vote.

You Don't Need a Home to Vote!

- Amend agency intake forms and procedures to include the question, “If you are not registered to vote where you now live, would you like to register here today?”
- Ask whether the person has moved, changed names, been arrested, or done anything that could alter his/her status as a registered voter.

You may also want to hold periodic meetings with staff to discuss any problems that arise out of making registration a part of the intake process or to answer any questions the staff has about registration.

3. Offer Clients Help in Filling Out Voter Registration Forms

Based on the voter registration information you receive from your county elections office, train staff to determine eligibility of voters, assist those registering to vote, and address issues that may arise such as problems with identification documents.

Note:

- If a staff person fills out the registration form for someone who cannot read or write, then the staff person must sign the registration form in addition to the person registering to vote.
- The staff should check over the registration form after the client finishes filling it out to make sure all required information has been provided.
- Your organization should offer to mail the registration forms to the elections office or a staff person may take the forms to the office.

4. Keep Track of Voter Registration Statistics

Keeping track of the voters you have registered will help to streamline the registration process during intake and will provide valuable insight into challenges facing homeless voters. The data may identify particular problems or may indicate that registration efforts are amazingly successful. It will help in assessing any changes that need to be made to the registration process. Keep track of how many clients register to vote, are currently registered to vote, or do not want to vote, as well as the contact information for those who register so that your organization may target them in your get out the vote campaign.

You will want to devise a system of data gathering that works for your organization. Perhaps gathering data from the front line staff each week or each month is more efficient for your organization. Otherwise, it may be easier to keep track of those registering to vote based on the registration forms your organization sends to the elections office.

You Don't Need a Home to Vote!

Conducting a Successful Voter Registration Drive

Step 1: Develop a plan for your drive

- Appoint one person or a group of people to head up organization of the drive. This person/group should:
 - Call the county elections office to find out the specifics of conducting a voter registration drive in your area, as requirements vary from state to state.
 - Assign responsibilities to individuals to handle matters such as publicity, obtaining registration materials, and making arrangements pertaining to the site.
- Decide the day, location, and time for your voter registration drive.
- Have a registration table at a large event or conduct the drive on a special day to increase the number of voters you register.

Step 2: Prepare for and publicize the drive

- Obtain necessary registration materials like forms, pens, and clipboards.
- Obtain other materials like stickers, voting brochures, and polling place maps.
- Make arrangements for the drive including, arranging a location and food.
- Recruit some volunteers or other staff to help out with registration. Area high school or college students are a valuable resource to help with registration.
- Create flyers and posters to publicize the registration drive. Make sure that staff of your organization and the clients the organization serves is aware that a registration drive is coming up. Frequently, individuals experiencing homelessness are unaware that they are able to vote. In the buildup to the registration drive, you can inform people that even though they may not have a physical address they may still vote.

Step 3: Conduct the registration drive

- Have food available to attract passers-by and have stickers and other voting materials on hand to give out.
- Be ready to answer questions that people may have about registering. Refer to the frequently asked questions at the end of this section.
- Do not be shy. Ask everyone who passes by if they are registered to vote, would like to register to vote, or would like to re-register to vote. Try to find ways to overcome any excuses people give for not registering to vote.
- Check to see if the forms are filled out correctly.
- Offer to mail the completed forms.

Step 4: Get out the vote!

- Put flyers up in your organization to remind your clients to vote on Election Day.

You Don't Need a Home to Vote!

- Hand out sample ballots at your organization.
- Help educate newly registered voters about the voting process by inviting elections officials to speak at your organization.
- Hold a candidate's forum or invite candidates to volunteer at your organization in order to get clients better acquainted with the issues and the candidates.
- Offer transportation to the polling place.
- Volunteer your organization as a polling site (contact your county elections office to learn more about this).

Overcoming Resistance by Individuals

When people do not wish to register to vote, it is often because they may not understand how voting can affect their lives. It is your job to try to find out why they do not want to register and to help them determine why it is important that they register and vote.

Below are some suggestions for how to do this. It is important, however, for you to use your own words and creativity to express your desire to help others register to vote. You are out there because on some level you believe in the importance of voting. Why is it so important to you? Be yourself and share this honestly with those to whom you are talking.

1. *Find out why they are saying "no."*

Remember an excuse may hide a more basic reason. For example, they may say, "I really don't have time," when, in fact, they really mean, "I don't want to take the time to register because I don't believe voting matters."

Listen carefully. Is it a real reason or just an excuse? If it is an excuse, what question will you use to uncover the real reason for not wanting to register?

For example:

Volunteer: "Hi, I am concerned about affordable housing and am out here today registering people to vote. Would you like to register?"

Non-Voter: "Thanks anyway, but I don't want to register."

Volunteer: "Why not?"

Non-Voter: "Those politicians are all alike anyway. They don't do anything for us once they get elected."

2. *Agree with them.*

You Don't Need a Home to Vote!

Make yourself their friend, not an opponent. Let them know that you heard what they said and that you share their concern.

What will you say to let the non-voter know you heard them and that you understand that they have a valid concern?

Volunteer: “Yeah, I know what you mean. Sometimes it seems like none of the politicians are working for you and me; they’re just working for people who have a lot of money.”

3. *Use their reason to convince them.*

Explain how their concern is really a reason they should register.

Given their valid concern, what is a great reason for them to register now?

Volunteer: “That is why I am out here registering voters. I am fed up with politicians getting away with that just because people like us are not voting. You know, in the past some elections were decided by just a few hundred votes.”

4. *Ask if you can help fill out the registration form.*

Let them know that you are a trained volunteer and can answer any voter registration questions they may have.

Volunteer: “It takes just a couple of minutes to fill out the form. Can I give you a hand?”

Final Step: Turn Registered Voters into Volunteers

If you have made sure that a person really is registered, is your job done? No! People who are already registered are your best prospects to become volunteers. So what do you say once you know someone is already registered? “Great, but do not go away. Listen, it is people like you and me — people who understand how important it is for everyone to vote -- who are the heart of our campaign. You know we have an election coming up, and it could have a big impact on the future of housing, human services, jobs, and all kinds of issues. Do you think you could work with us for a few hours?” Get their name, address, phone number, and email.

At the very least, try to get them to refer their friends or family to the registration event!

Common excuses people give for not wanting to register— and sample responses you can give, using the 4-Step Strategy:

Excuse: “*I don’t have time.*”

You Don't Need a Home to Vote!

Your response: “I know you are busy. That is why we are out here, to save you the time of going down to the county elections office. This way you will not have to give up your right to vote, and it will take less than a minute. Can I help you fill out this form?”

Excuse: “My candidates always lose anyway.”

Your response: “I know what you mean. I have been really frustrated the same way. And then I found out that many people did not vote last time. So people like you and me who are fed up have gotten together and we are going to register 5,000 people right here in town. Can I help you fill out this form?”

Excuse: “I think I’m already registered.”

Lots of people who think they are already registered have actually been taken off the registration rolls — usually because they moved. If someone tells you they have already registered, try “Great, have you moved or changed your name since you last registered?”

Excuse: “I’m homeless.”

A person has the right to vote no matter where they live, provided they meet other voter eligibility requirements. A location of residence must be indicated on the registration form so that officials may verify the precinct in which you live. A mailing address is used to send elections materials and keep the voter registration list current.

Excuse: “I don’t have an ID”

Please see “**State-by-state Chart of ID requirements**” in this guide.

Excuse: “I have been convicted of a crime.”

Most people think that they cannot vote if they have been convicted of a crime, yet many states allow convicted felons to vote, either automatically after release from prison, parole, or probation or once they have applied for restoration of their voting rights. Ask your county elections office about your state’s laws on this issue.

You Don't Need a Home to Vote!

Frequently Asked Questions by Individuals

Am I eligible to register and to vote?

Yes, if you are:

- A citizen of the United States
- A legal resident of your state
- At least 18 years old by Election Day
- Not in prison, not on probation, not on parole, and have not committed a felony (varies from state to state; check with your county elections office)
- Not declared mentally incompetent by a court (varies with states, check with your county elections office)

Do I have to be 18 years old to register?

No. As long as you will be 18 on the day of the upcoming election then you may register to vote.

Must I read or write English in order to register or vote?

No. You may register and vote even if you cannot read or write. You may take to the voting booth a literate and registered individual who can assist you in the voting process, but not actually vote for you.

How can I register?

Although some states allow you to register online, most require that a voter registration form be filled out and mailed to the local county election office. You may also register to vote at your local elections office.

Where can I find the registration form?

Voter registration forms are available at post offices, libraries, fire stations, Departments of Motor Vehicles, welfare departments, county elections offices. In addition, voter registration forms are available online and at many social service agencies.

When can I register?

You may register anytime, but do it by your state's deadline if you want to vote in the upcoming election. Deadlines vary from state to state though most states' deadlines are no earlier than a month before the upcoming election.

Does it cost anything to register?

No. Registration is free.

You Don't Need a Home to Vote!

Am I registered once I fill out and mail the registration form?

No. You cannot be sure you are registered until you get a voter notification card from the county. If the notification card does not arrive within three weeks of mailing your registration, call your county elections office and ask if you are registered.

Do I ever have to re-register?

Yes. If you move, change your name, want to change your political party, or have completed all conditions of a felony charge, you must register again. Please check with your city/county elections office as the rules governing re-registration vary from state to state. To re-register, fill out a new registration form with the correct information and send it to the local elections office.

What if I move right before the election?

You may vote by returning to your former precinct or by requesting an absentee ballot.

Will I remain a registered voter even if I fail to vote?

Yes. However, if you move, the state may send you a voter eligibility verification notice by mail to confirm your current eligibility. If you fail to respond to that notice the state may remove you from the voter list. Furthermore, failure to vote in several elections means you will be dropped from the voter list and need to re-register. Check with your local county elections office for information on the exact terms.

Can I register for someone else?

No. You can only register for yourself. However, you may help others fill out a form, but they must sign the form.

Do I have to choose a political party in order to register and to vote?

No. You may check the “decline to state” or independent box on the form if you do not wish to belong to a political party.

What is a political party?

A political party is a group of individuals who try to determine public policy by organizing to win elections and operate government.

How do I join a political party?

It is as simple as checking the box for the political party of your choice on the registration form. There are no requirements to join a political party.

If I declare a party of preference when I register, can I change later?

You Don't Need a Home to Vote!

Yes, you just have to re-register.

Am I required to work for the party or contribute money to it?

No.

What is a Sample Ballot?

In some states, before each election, each registered voter receives a packet of information including a sample ballot, which is a replica of the ballot the voter will see at the polls. The packet also gives the time and date of the election, the location of your polling place, and an application to vote-by-mail.

What if I do not receive a Sample Ballot?

If it does not arrive two weeks before the election, call and request one from the county elections office.

Where will I vote?

Your polling place will be in your neighborhood. If you receive a sample ballot, the exact address will be shown on the back. Otherwise, the address will be on your registration card. Both should show whether the polling location is accessible to people with disabilities. Polling places may change from one election to another. It is important to go to the correct polling place because your name will not be on the roster of voters anywhere else.

What if my polling place is not accessible to people with disabilities?

The Voting Accessibility for the Elderly and Handicapped Act requires polling places to be accessible to persons with disabilities whenever possible for federal elections. Where no accessible locations are available as polling places, states must provide other means for persons with disabilities to vote. In most states, you may vote by absentee ballot, and many states provide voting aids such as telecommunications devices for the deaf (TDD's). Check with your county elections office to learn what you should do. If you prefer to vote in person, find out if curbside voting is available. If it is, get as close to your polling place as you can and a precinct board member will bring you a ballot for you to cast.

When are the polls open?

The hours that polling places are open on Election Day varies by state. However, usual hours are from 7:00 a.m. until 8:00 p.m.

Can I vote by mail?

Contact your county elections office for information on obtaining an absentee ballot and about deadlines.

Do I need identification documents when I go to vote or register?

You Don't Need a Home to Vote!

When registering by mail, a driver's license number or the last four digits of your social security number will be needed. If you are unable to supply either, you will be given a voter ID number and will be required to show some sort of ID when you go to vote on Election Day (the form of ID varies from state to state). Many states have further identification requirements so it is important to check with your local elections offices.

What if I need help in marking my ballot?

Ask elections officials at the polling place.

How long may I stay in the polling booth?

Take your time. Some states limit voting to ten minutes, but will extend that time if no other voters are waiting. You may take your pre-marked sample ballot into the polling place with you.

What if I make a mistake on my ballot?

You may request another one.

Can someone help me when I go to vote?

Yes, you may bring a friend, a relative, a teacher, a parent or anyone else. This person can help you read the ballot or use the voting booth to vote.

What will I be voting on?

You will either be voting on propositions, which are ballot measures that change local or state laws, or on candidates running for elective office. You do not have to vote on everything; you can just vote on the things you care about.

How do I vote?

- Sign your name on a list of all the voters in your area.
- A ballot will be given to you and you will then enter the voting booth.
- You will put the ballot in the voting machine and mark your choices.
- Officials at the polling place will provide directions on voting procedures.

You Don't Need a Home to Vote!

Conducting a Voter Registration Party

A very simple and fun way to register voters is to throw a voter registration party. Simply put, hosting a voter registration party involves inviting clients, candidates, and staff (as well as anyone else) to a party such as an ice cream social or a cookout. During this party, impress upon the crowd the importance of voting and offer registration to those who are currently not registered to vote. You cannot offer anything in exchange for registering to vote (such as money or gifts). The party must be open to everyone whether or not they are registered to vote or are going to register to vote.

Organizationally, a voter registration party requires people to plan not only the registration but also the party. Appoint one individual or group to coordinate the registration effort and appoint another individual or group to plan the party. Those in charge of coordinating the registration aspect should be responsible for obtaining registration forms and turning in completed forms as well as checking with the county elections office to determine the local rules for voter registration. Reference the “Conducting a Successful Voter Registration Drive” section on page 13 for more tips on organizing the registration aspect of the party. Below are some helpful guidelines for how to run your voter registration party.

• **PLANNING:**

- Contact other service providers and enlist their support and assistance.
- Identify a central location to hold your event, where both clients and residents in your community congregate.
- Be inventive and creative with your party ideas. Perhaps target the mothers at the shelter by having a party for the kids so that the mothers can take that time to register.
- Write a leaflet that is not too wordy, but talks about all of the elements of the event. Emphasize the fun or upbeat aspects. List the menu, entertainment, etc. Then deliver what you promise!

• **FOOD:**

- Plan on serving food. Ice cream socials are fun in the hot weather months. Hot dogs, chips, and sodas are nice when the weather is cooler. Whatever you serve, it will be crucial to attract lots of people.
- Invite local food distributors to participate. (e.g., ice cream usually has a “pull date” long before the food becomes unsafe to eat. Ask dairies for their leftovers.) Give donors plenty of positive publicity in your news release and during the program to promote a good and potentially ongoing relationship.
- Provide more food than you think you will need. You can always use the leftovers at another time.
- Have more than one food line so there is less time to wait and more time for enjoyment. Plenty of food and shorter lines will help to avoid the “shortage mentality” that can lead to unpleasant situations that might ruin your event.

• **LOCAL PERSONALITIES AND ENTERTAINMENT:**

You Don't Need a Home to Vote!

- Candidates/Politicians want to meet registered voters. Invite candidates to attend and “say a few words.”
- Provide entertainment—either a disc jockey or live music. There are usually local bands looking for exposure. An adequate sound system will be important to accommodate them in either case.
- Invite one or more local celebrities (*e.g.* radio or television personalities, athletes) to serve as the moderator for the event, sign autographs, or just speak.

• VOTER REGISTRATION:

- Although this is a party, try not to make it too loud or crowded so that registration cannot be conducted.
- Make sure that the registration forms are easily accessible and noticeable since this is the most critical part of the voter registration party. Some ideas are:
 - Put registration forms at each seat so that when people get their food and sit there is a registration form ready to be filled out.
 - Hand registration forms out as people enter the party or have a pile set up near the food lines for people to pick up.
 - Have a registration table at the entrance to the party.

Registering Tenants to Vote

Community housing and tenant groups can help people make their voice heard by offering voter registration and voter education. As with other registration efforts, it is best to have a point person in charge of organizing the voter registration drive and obtaining all the necessary registration forms. Voter registration methods include going door-to-door to talk to each tenant, registering tenants when they pay their rent, and offering registration during tenant meetings. Staff, board members, property managers, and tenants can all help. Remember to keep records on those you register to vote so you can include them in your voter education and get out the vote efforts.



You Don't Need a Home to Vote!

II Voter Education Initiatives

Registering people to vote is an important way to get people involved in the democratic process. Just as important is ensuring that community members and candidates for office have an opportunity to engage in dialogue about issues facing a community or the country. The following ideas are examples of ways to engage the community and candidates around homelessness and housing issues.

Having Candidates Volunteer at Your Agency

One of the best methods to help candidates understand the needs of people who are experiencing or have experienced homelessness is through service learning. Service learning gives candidates an opportunity to better understand the need for such services by engaging the issue of homelessness. It also provides an opportunity for individual citizens, service providers, and advocates to speak directly with their representatives and to educate the candidates on issues important to those citizens, service providers, and advocates.

The following is a brief guide to help make candidate volunteering worthwhile.

1. Select a Project

The first step is to select a community service project that will interest the candidate. For example, if the candidate is interested in housing issues, you may want to set up a project to renovate low-income housing. Perhaps the candidate would be interested in volunteering in the day-to-day operations of your organization like serving food.

2. Contact the Candidate

Call the candidate's campaign headquarters and ask to speak with the person in charge of the candidate's scheduling. Let them know who you are, whom you are affiliated with, and what you have in mind.

Helpful hints:

- Let the scheduler know that you do not want to make more work for them. This is an opportunity for the candidate to visit a great project and gain some media exposure.
- Be flexible with the dates and times so that you can accommodate the candidate's schedule.
- Make sure that you put something in writing to the campaign office. Send them a letter right after your phone conversation.
- Request and obtain a written confirmation.
- Once you have received a verbal or written confirmation, you can begin to plan the logistical details of the project.

You Don't Need a Home to Vote!

3. Plan the Project

Contact the location where the service project is going to take place, gather all of the necessary materials, and organize a group of individuals to take part in the service project.

Helpful hints:

- Start the event between 10 a.m. to 12 p.m. to get maximum media coverage.
- Make sure to let the site know that the media may be attending. Often homeless shelters or soup kitchens do not want their guests on camera without advance notice. Discuss the appropriateness of having the guests on television or interviewed by a newspaper reporter.

4. Notify the Media

Any media coverage of the candidate's volunteerism serves both your organization and the candidate. For this reason, it is a good idea to coordinate with the campaign's media people to publicize the event since they will have many different media contacts and resources.

Whether or not you are working with the candidate's campaign, write a news advisory or media release that can be faxed or emailed out two to three days before the event. Include brief directions to the service location for the public wanting to attend. See the sample news release on p. 67.

Helpful hints:

- Asking the name of the reporter who will be covering the story is both a way to confirm coverage and obtain the media contact so that you may contact him/her before the event.

5. Finalize Details

Make sure that you call the candidate's office the day before the event to remind her or him of the commitment. It is also a good idea to contact the location in order to remind them of the activity planned for the next day and to contact and remind those who will be helping you out as well.

6. Hold the Event

Arrive early and have everything set up and ready to go. Once the candidate has arrived, greet him or her, orient the candidate as to the plan for the service project, and then begin. Enjoy the day!

Follow-up

At the end of the day it is important to debrief with all participants about the success of the day. One idea is to have a written evaluation form already prepared ahead of time. This is important to give closure to the experience and to find out what you can do better next time. Finally, it is important to send a thank you letter to the candidates for participating. The letter should also include a recap of the day, sample news clippings of the event, quick facts about homelessness in your community, and an encouragement to support pending anti-poverty legislation.

You Don't Need a Home to Vote!

Holding a Candidate's Forum on Housing and Homelessness

Why Hold a Public Forum on Housing and Homelessness?

- **EDUCATE:** Few educational techniques are more effective than personal testimony. Those who attend the forum and those candidates who participate will long remember the moving stories of people struggling to make ends meet and the success stories of community groups beating the odds.
- **ORGANIZE:** A lot of people think you have to be a social worker, builder, or an architect to get involved in solving America's housing crisis. By de-mystifying the subject of housing; helping people understand local, state and/or federal programs; and explaining to them what is happening in your community, you make it easy for them to get involved.
- **EFFECT CHANGE:** You can send a forceful message to those in power and those who aspire to power by organizing a forum that displays how many people are knowledgeable and concerned about the issue.

Complying With the Law

Community Candidates' Forums are a legitimate activity for 501(c)(3) organizations and are an important vehicle for informing your community. Should you decide to organize one, however, you must pay close attention to the law.

If, as a nonprofit organization that receives tax-deductible donations, you are planning to educate the public about candidates or issues near election time, you may want to get legal advice. You need to make sure that no one -- either a candidate or a member of the public -- has any reason to believe that you have departed from your nonprofit mission and gone into partisan politics. Whether you lose the respect of the community, or whether you lose your nonprofit status, the cost to your primary mission will be too high. If you are concerned about any aspect of the approach we are recommending, visit www.irs.gov/charities/index.html to find out more about the guidelines for nonprofits participating in election activities, or consult an attorney.

The how-to approach that we offer you in this packet describes a way to educate citizens about homelessness, housing issues, and candidates' positions without getting into partisan activity. We do not guarantee it will work for everyone, but we believe it offers one legitimate model for nonprofits that want to educate the community in the midst of an election year.

You Don't Need a Home to Vote!

The most important principle for 501(c)(3) nonprofit organizations to observe is nonpartisanship!

It is a principle that people expect us to uphold since the people who share our community service goals come from many different political backgrounds. People want to know that we are fair, we are evenhanded, and that we do not play favorites or turn anyone away because of their political beliefs. It is also a principle embodied in the tax law that governs nonprofit organizations. Few possessions are more precious to your nonprofit organization than your 501(c)(3) status given by the Internal Revenue Service. If the IRS finds that your organization is acting to support a particular party or candidate, they will take that status away.

Elections are an integral part of a healthy, functioning democracy. Helping voters become better informed about the candidates running for office and about the issues vying for attention is a legitimate activity for a nonprofit. However, trying to influence how people vote or helping or harming the interests of a candidate or party is not a legal activity for a tax-exempt nonprofit.

It is not enough to avoid putting up signs or passing out fliers in support of one candidate or another. If you set up an event trying to make one candidate look good or one party look bad, that could be interpreted as partisan activity. You must avoid packing the crowd at an event with one candidate's supporters, or asking loaded questions to make one party's positions look bad. Even the appearance of doing these things can hurt your reputation and take away your nonprofit tax-exempt status. To avoid jeopardizing your 501(c)(3) tax status, we suggest you follow these guidelines:

• Which candidates to invite and how to invite them:

The forum can be limited to candidates representing major parties and significant and serious third party candidates. During a primary season, the forum can be limited to those candidates of one party who are running in the primary. *Just sending out an invitation is not enough.* Be reasonably certain that, through preliminary contact with their campaigns, at least the major party candidates will show up. You may want to make the invitations to the candidate's contingent on all of them accepting. Use a phone log for each call made to candidates' offices.

• What to do if a candidate cancels: If a candidate cancels at the last minute, strongly urge his or her office to send a staff person or other representative. If a candidate or his or her representative fails to show up, make it clear to the audience that you did everything possible to ensure equal representation. **DO NOT** use the empty chair tactic trying to evoke negative sentiment for a candidate unwilling or unable to appear; it may be viewed as a partisan setup.

• Whom to choose as a moderator: Choose a moderator who is perceived by the community as neutral and who will not favor any particular point of view. A good choice would be an academic or media personality.

• How to structure the forum: We suggest that you have experts on homelessness/housing (including homeless and formerly homeless people) talk about the homelessness/housing situation instead of having audience members ask specific questions. They may describe what needs to be done, but should not ask for any response from the candidates or put any specific questions to them.

After the panelists speak, give the candidates time to respond to what they have heard. Of course, all candidates must get equal time and should be treated identically and fairly by the moderator. Remember, your purpose is to educate, not to promote the interests of any candidate or party.

You Don't Need a Home to Vote!

The moderator should be instructed to introduce and close the forum with a statement explaining that the forum has been a nonpartisan community education project and is not designed to favor any candidate or party.

We understand that we are recommending a type of forum in which the community at large is not going to have a chance to ask questions or respond from the floor to the candidates. This requires a prepared and tough moderator. It also means that the experts on your panel should be knowledgeable enough so that people in the audience who care about homelessness and housing issues will feel represented by them. We suggest that you plan a reception to follow the event and that you encourage community members to talk one-on-one with the candidates there.

Ensuring a Successful Forum

To host a successful forum, pay special attention to:

- Assembling a representative panel that can talk about local housing and homelessness facts and concerns;
- Taking the time to prepare panelist(s) and the moderator;
- Getting candidates of both parties to attend and participate;
- Generating interest among the media about the event;
- Getting the word out to the community; and
- Getting commitments from fellow organizers to conduct follow-up to the event.

To get these tasks done, we suggest that you set up a coordinating committee to be responsible for the important decisions and a number of subcommittees to handle the details.

The Coordinating Committee

The coordinating committee should be comprised of representatives from a wide range of local constituencies including: low income people, people who are currently and were formerly homeless, local/statewide housing and homeless coalitions, social worker/provider networks, religious groups, labor unions, low income and consumer groups, and senior citizens groups. In order to ensure broad community support, incorporate into the coordinating committee as many diverse groups as possible.

REMEMBER: Make it clear to all the groups invited that the Candidates' Forum is for the discussion of housing and homelessness issues only, not for all of the problems facing the community. This is necessary because no single forum can do justice to more than one issue at a time. It will also help focus the comments of panelists and candidates, which in turn will help hold the audience's attention. The committee's responsibilities can include:

- a) Establishing the procedures that will guide the ad-hoc coalition sponsoring the forum.
- b) Establishing a time line in which to accomplish the event (sample enclosed).
- c) Confirming the availability of candidates.
- d) Selecting the site, date, and time.

You Don't Need a Home to Vote!

- e) Drawing up a budget (suggestion sheet enclosed).
- f) Authorizing the work of subcommittees.
- g) Choosing community panelists, such as:
 - People who are homeless/formerly homeless
 - Community leaders working to end the housing/homelessness crisis
 - Members of social service organizations stretched too thin
 - Union members who are unable to find affordable housing
 - Tenants fighting to preserve their homes
 - Interfaith groups building homes.
- h) Choosing a moderator responsible for:
 - Explaining the ground rules to panelists, invited guests, and the audience
 - Being the timekeeper and maintaining order to ensure that the forum runs smoothly
- i) Choosing which candidates to invite.
- j) Developing and evaluating and follow up plans.

Subcommittees

The subcommittees you create might include a) public relations/media, b) community outreach, c) liaison with candidates, d) finance, and e) site coordination. Subcommittees allow you to both delegate responsibility and involve a wide range of groups in the planning process.

a) Public Relations /Media Subcommittee:

This subcommittee could be responsible for coordinating media coverage for the event and developing media packets. The subcommittee may want to designate a member to act as a resource for the media and general public.

b) Community Outreach Subcommittee:

This subcommittee could be responsible for turning out the community for the event. Remember, the more people who actively participate in planning the event, the easier it will be to turn out a lot of people. Some of the ways this can be accomplished are:

- Requesting promotion from the broadcast community;
- Contacting appropriate individuals and organizations by mail, phone, or in person;
- Developing and distributing flyers and leaflets; and
- Developing small display ads and submitting them to community newspapers in the hope of getting free advertising.

The subcommittee may want to establish an email list or tap into the coordinating committee's email lists. In addition, this subcommittee might want to take responsibility for setting up transportation networks to help people get to and from the event.

You Don't Need a Home to Vote!

c) Candidate Liaison Subcommittee:

This subcommittee could be responsible for communication with all candidates, including making the initial phone calls to all of the candidates chosen by the Coordinating Committee, keeping a candidates phone log, writing confirmation letters, and being the main contact for the candidates prior to and during the event. Sample letters and phone scripts are enclosed at the end of this guide.

d) Finance Subcommittee:

This subcommittee could be responsible for working with the Coordinating Committee to develop a budget and raise funds for the event. Even though you will want to maximize in-kind contributions to cover educational and publicity materials, reception costs, postage and other costs, you may find that the act of making some people solely responsible for finances will help generate in-kind contributions.

e) Site Coordination Subcommittee:

This subcommittee could be responsible for securing the room, setting up the room prior to the event (arranging furniture, checking microphones/lighting, and hanging banners), and returning the room to its original state after the event. The site should be centrally located and/or near well-traveled streets/highways and/or public transportation. Do not commit to a space you cannot fill. It is better to have people standing along the walls than to have dozens of empty seats.

Planning a Budget

One of the main topics of conversation at your first organizing meeting should be the budget: who is willing to pay for what and who can make in-kind donations. Remember to look to social service networks, unions, low-income housing and tenant groups, and the community-at-large (banks, large and small businesses, civic groups, and interfaith networks) to seek funding (in-kind or cash) for the event. As committee members place calls to the community to solicit support, they will also be spreading the word about the event.

Here is a checklist of some of the items necessary for the forum that may end up costing you money:

Site: One of the coordinating committee members may have access to an appropriate site that you can get for free or for a nominal charge. Meeting rooms in churches, shelters, soup kitchens, libraries, or local government buildings are a good bet. Perhaps a local school or college will donate space to you. But if none of these is available, you may have to rent private space, such as a movie theater or banquet hall, in which case you might have to pay a fee.

Publicity: You should expect to print at least 1,000 flyers/handbills to publicize the forum. You should expect to spend about five cents a copy. If you do not want to pay for this service, consider making up a master flyer on a computer, distributing master originals to participating groups, and asking them to photocopy them on their in-house machines. If your publicity committee makes up small newspaper ads and radio announcements, send copies of them around to community newspapers and local radio stations. You may be surprised at how much free advertising you can get.

Reception: People will remain to discuss the issues if you present them with a nice spread of food and

You Don't Need a Home to Vote!

drink. It is generally not a good idea to serve alcohol (and restrictions on the room you are renting may prevent it). Consider asking every member of your various committees to bring some item of food or drink. Ask local businesses to donate items. You will probably have to pay for things like plates, cups, utensils, and napkins. Consider drawing up a modest budget for these essentials and then splitting the cost among the participating groups.

Educational Materials: Remember, the forum provides you with an excellent opportunity to distribute educational materials to the participants and the audience. You may want to allow each group to handle its own development and production costs or you might consider producing a joint packet of materials, with the production costs borne equally.

Postage and Mailing Costs: Do not spend a lot of money doing large mailings to publicize the forum. We suggest you rely as heavily as possible on free advertising — but do not discourage the desire of individual groups to publicize the forum to their own members. If they choose to do this, however, they should be prepared to pick up the tab.

Remember, weigh financial questions early and avoid unpleasant surprises. Putting on a community forum will take more time and effort than cash, but the participating groups should be prepared to spend some money in order to host a successful forum.

Sample Timeline

Week 1

Full committee holds initial meeting

- Establish tentative date and time for event
- Choose type of person(s) for the panelists/moderator
- Agree on ground rules
- Form subcommittees
- Develop Budget

Week 2

Subcommittees hold first meetings

- *Site Committee:* solicits ideas for place
- *Finance Committee:* develops draft budget and solicits ideas on how to fund event
- *Outreach Committee:* prepares list of all endorsing groups to date and develops list of other groups to ask for endorsement and develops draft flyers/leaflets
- *PR/Media Committee:* drafts news release/public service announcements
- *Candidate Liaison Committee:* Makes first round of calls

Week 3

You Don't Need a Home to Vote!

Subcommittees continue work

- *Site Committee*: visits possible sites and finalizes time, date, site
- *Finance Committee*: begins calls to identified groups
- *Outreach Committee*: begins calls to panelists
- *PR/Media Committee*: finalizes news releases/public service announcements and begins media strategy
- *Candidate Liaison Committee*: continues to contact candidates

Week 4

Full committee meets

- Subcommittees report on progress

Subcommittees continue work

- *Site committee*: finalizes site for event, holds meeting for volunteer recruitment
- *Finance Committee*: continues outreach for funding
- *Outreach Committee*: continues phone calls for advance outreach, confirms panelists/moderator, continues to mail/email out notices to community
- *PR/Media Committee*: sends out PSAs/calendar announcements
- *Candidate Liaison Committee*: meets with staff members

Week 5

Full committee meets

- Subcommittee report on progress-to-date
- Develop evaluation tool and plan for follow up actions

Subcommittees continue work

- *Site Committee*: finalizes all logistical plans
- *Outreach Committee*: develops and prints event program

Week 6

Full committee meets to review final details

Week 7

Hold event

Full committee meets to evaluate event and implement follow-up actions

You Don't Need a Home to Vote!

Media Tips for Hosting Events

It is best to have a group of people or one person focusing solely only on media and publicity. Here are some tips that should help in producing widespread publicity. These are not just useful when organizing a candidate forum but apply to all types of event organization.

Media Team/Committee

- A solid media team includes a media coordinator, a writer, and a spokesperson as well as other individuals to aid in publicity efforts.
- The media coordinator should coordinate the efforts of the writer and spokesperson in addition to the media committee and its other publicity efforts. The coordinator should also organize the publicity aspect of the event, arrange for local celebrities, or other photo opportunities at the event.
- The spokesperson should handle media calls, maintain media contacts, and cultivate greater relationships with assignment desk personnel, news producers, and camera people.
- The writer should be responsible for news releases to the various local, state, or national news agencies.

The Event

- Find a way to make visible what you are trying to communicate. Choose a location for your event that delivers a message in line with your efforts. For example, choose a location central to the community you serve like a church or community center.
- The best visual is the one that requires the fewest words to explain. The more words that are required, the more obscure the message. Also, make sure that people who drive by or walk past know what event is going on.
- Publicize the event in advance. This may include holding smaller events to increase focus on the main event. For example, have registration days, voter training sessions, and candidate volunteer days, in the buildup to a candidate forum.
- Interesting people, places, and subjects greatly increase the likelihood of good media coverage. Local or national celebrities and individuals affected by the policy you are out to change (the human interest story) attract a lot of media coverage. Again, choose a visible location that is central to the community, reflects your message, and is conveniently located.
- Timing of the event is critical. Be mindful of other events in the area.
- As a general rule, the best times for a news conference are Tuesday through Thursday from 10 a.m. until noon. Morning hours guarantee that deadlines are met and allow further development of the story. Make sure there are no other major news events scheduled at the time you are intending to have your conference.

You Don't Need a Home to Vote!

The Media Contact List

- It is helpful to maintain two media lists: an e-mail list and a phone call list.
- The mailing list should contain the name of the publication, station, network, the publication's address, email address, and the names of people whom you know at each location.
- The phone call list will be considerably smaller but is essential. Always keep it handy. A call list should include the agency name, phone number, fax number, email, assignment desk names, reporter's names, special news areas the reporters cover, and individual cell and home phone numbers when available.
- Always keep the mailing/e-mailing and phone call lists up to date. Add new names as you meet new people. The media coordinator should take names of producers and reporters at media events and make sure those names get added to your lists.
- While it is important to e-mail releases to the assignment desk, it is also important to target reporters with whom you already have a relationship. Phone calls are much more successful in attracting media coverage.

The News Release

- Before you write your news release, sit down and list the points you wish to make. Do not ramble. While you need to include enough background information to educate, you do not need to say everything in the news release.
- The first paragraph should include the five W's – who, what, when, where, and why. The news release should be concise.
- All news releases should be followed up with a phone call. If you do not do a follow-up phone call, the reporters may not take notice of the press release.
- It is good to email/fax the news release out at least a week ahead of time to ensure its inclusion on calendars. Target the reporters and news people most likely to be interested in the event since it may be difficult to reach everyone on your list.
- A sample media advisory and sample press release are included at the end of this guide.

The Media Call

- Be thorough with your calls. Do not assume any member of the media is a "lost cause". In many ways the media calls you make are more important than the news release. Although you must have a written news statement that can be emailed or faxed upon request, you have the special opportunity during a media call to really sell your story and yourself.
- Start with the wire services like your local Associated Press since they can rapidly get the news out to other news organizations. Then call television stations since they have more staff to try to get to the location of your news event. Newspapers and radio stations should be called next.

You Don't Need a Home to Vote!

Letter Writing Power Hour

Another way for homeless and low income people to become involved in the democratic process is to organize a letter writing event, during which they will have the opportunity to voice their opinion on an issue by writing a letter to their representatives. A “power hour” is a one-hour activity where you and a group of your peers will become educated on an issue and then hold a letter writing campaign to have your voices heard on the selected issue.

1) Choose an Issue

The first thing that you must decide is what issue to write about. You may decide to select a topic of interest or of concern. You may choose to write about a recent event in the community, a general topic such as homelessness, or a specific topic or piece of legislation such as one concerning livable wages. Selecting an issue will also help you decide which officials you are going to target. If it is regarding a local issue, you will want to address your local and state officials. If your issue is a national one or broader in scope, you will want to address your federal officials.

2) Get Educated

Once you have selected an issue, it is a good idea to research background information on the topic. You can go to the local library, watch the news or browse the Internet to research current information for the topic. The internet is perhaps the most helpful when researching an issue because many organizations who concentrate on a certain issue area have websites with all of their publications, resources, and research documents available for the public. Large organizations may also have specialized fact sheets or even sample letters to aid in letter writing campaigns.

3) Be Prepared

Make sure you have the necessary materials to conduct the power hour. Since most public officials now have email addresses, you might want to ask a few people to bring lap top computers with internet access. Have the laptops set up and ready for the participants to draft and send email. If this is not feasible, get paper, pens, stamps, and envelopes and make sure that you have all of the addresses of your local, state and national officials with you. By being prepared it will be easier to mail the letters immediately after the power hour.

You Don't Need a Home to Vote!

4) Hold the "Power Hour"

When you hold the "power hour," first give a brief presentation on the issue so that everyone has some information on the subject. Offering a sample letter will help provide crucial information on the issue and make the letter writing considerably easier. Also, you may want to pass out a brief information sheet so people will have enough information to write an effective letter. Besides the facts, a critical part of a letter to an elected official, whether a local or national official, is a personal connection the letter writer has to a given issue. Encourage letter writers to include personal stories and the reasons housing issues and homelessness are important to them. Remember, however, that you should not take a position for or against a candidate or party. The letter writers may express their political opinions, but you may not.

As people are writing or finishing writing their letters, record the letter writer's name and the recipient of his or her letter. In addition, pass around a sign-in sheet so that you can record who was in attendance. This makes it easier to follow-up on the status of a letter and to hold future political functions. Finally, mail the letters and remind the letter writers to forward any responses they receive to the event coordinator.



You Don't Need a Home to Vote!

III Get Out the Vote

Once clients/shelter residents are registered, they face not only the difficulty of actually getting to the polls on Election Day, but also finding out where they need to vote. “Get Out the Vote” drives are critical for high levels of participation. Of all the homeless people that do manage to register as a voter, many end up not voting often because they are unable to find transportation to the polling site or they did not manage to find out where their polling site was.

There are many ways to encourage people to vote on Election Day and ways to give them the means of getting to the polling site. The following is a list of suggestions that can be tailored to your specific needs and should provide a good starting point for developing a successful “Get Out the Vote” drive at your agency.

Leading Up to Election Day

- Hang signs in shelters telling the open hours and location (with a map) of the designated polling place if registered at the shelter. Frequent reminders can increase incentive for homeless persons to go to the polls on Election Day.
- Provide information about absentee ballot and early voting requirements and deadlines for your state. Such information could be provided at shelters in the form of flyers.
- Print newsletters or flyers about the candidates and issues and distribute them in shelters shortly before Election Day. This not only serves to educate but also to encourage the voter to take the final step and go out and vote.
- Hold a candidate’s forum so that people can become more familiar with candidates and their positions. Information on how to hold a successful candidate forum is provided in Section II of this manual.

You Don't Need a Home to Vote!

On Election Day

Getting People to the Polling Sites:

- Have a shelter designated as a polling place! This is a very effective way of getting out the vote.
- Have volunteers on call to walk or drive clients or shelter residents to the polling places.
- Arrange for a church or school bus to shuttle people to the election site throughout the day.
- Encourage taxi companies and other forms of public transportation to provide free rides to the polling places.
- Hold a rally, complete with food and music, and then march to the polling place(s) together.

Facilitate Voter Comfort at the Polling Site:

- Invite local elections officials to bring voting machines to your organization to familiarize people with the process of voting. Alternatively, have a mock voting booth at your agency beforehand with sample ballots so people feel more comfortable when voting.
- Staff the election site with poll watchers who will assist homeless persons if they encounter any voting problems with local election officials. Where possible, recruit poll watchers who are already known within the homeless community.
- Match volunteers with registered voters a week before the election. The volunteer will contact the registered voter a week before the election to talk about Election Day, the polling site, and ask if any assistance is needed to get to the polls. The volunteer can then call or visit the registered voter the day before the election to remind him or her. On Election Day the volunteer can accompany the registered voter to the polling site.

You Don't Need a Home to Vote!

Voting & Registration Information Flyer

Even once a homeless person has managed to register to vote, he or she might still encounter difficulties on Election Day itself. A great way to ensure that homeless people are aware of their rights at the polls is to hand out flyers providing them basic information about those rights. An example of a flyer handed out by the National Law Center on Homelessness & Poverty at past elections is shown below. The flyer contains the most important rights of individuals that are applicable nationwide. Limiting the size of the flyer (or card) can ensure that a homeless person does not encounter any difficulties in holding onto the flyer, increasing the chances that the individual will still have it on Election Day when going to polls.

Flyers such as the example shown below could be handed out in the weeks leading up to registration deadlines as well as the weeks leading up to the elections, once registration deadlines have passed.

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

HOW TO EXERCISE YOUR RIGHT TO VOTE

WHEN REGISTERING TO VOTE:

- **TRADITIONAL DWELLING REQUIREMENT:** Remember that you don't need a traditional residence to register and vote. A temporary dwelling or even a street location will usually suffice.
- **ID REQUIREMENTS:** If you have a driver's license you must provide your driver's license number on the registration form. If you do not have a license, you must provide the last 4 digits of your Social Security number. Individuals without either of these numbers will be provided a unique identifying number by the state. Check with your state to see if there are any further requirements.
- **ADDRESS REQUIREMENT:** Mailing addresses are frequently required in order to register. You may use the address of a church, temple, shelter, agency, employer, relative, or friend. Make sure you will be able to check your mail on a regular basis at that location.
- **ADVANCE REGISTRATION REQUIREMENT:** Most states require you to register 30 days before an election. Check with your local election board to find out your state's registration deadline.
- **CONVICTIONS:** In most states you can still vote if you have a criminal record for misdemeanors. Check your state to see what criminal convictions affect your right to vote.
- **IF YOU HAVE TROUBLE REGISTERING:** Contact NLCHP, your state board of elections, a voting rights advocacy group in your area, or ask any agency, shelter or service provider you know. Remember, you have the right to vote.

WHEN AT THE POLL:

- **ID REQUIREMENTS:** State identification requirements at the polls differ from state to state, so check to find out if identification is required when voting in your state. Under federal law, all states must require individuals who register for the first time in a jurisdiction by mail to provide some sort of identifying documents at the polls if they are assigned a unique identifying number by the state (due to lack of a driver's license or Social Security number), or if the state is unable to verify their identity through a driver's license number or Social Security number. So beware of possible additional identification requirements if you are a first time voter registering by mail.
- **WHERE YOU CAN VOTE:** If you move to another location within the same voting district, you should still be able to vote in that district, and you do not need to provide advance notice of your move.
- **PROVISIONAL BALLOTS:** If a poll-worker demands to see ID or challenges your eligibility to vote and you are unable to provide sufficient proof of your identity or eligibility, you are entitled to cast a provisional ballot, which will be counted once your identity is confirmed.
- **IF YOU ARE PREVENTED FROM VOTING:** Federal law requires state-based complaint procedures for people who feel they have been wronged in the voting process. Contact your state board of elections to find out how to file a complaint. If you encounter trouble filing a complaint, contact your local legal services agency.

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You Don't Need a Home to Vote!



IV Legal Issues and Rights

Legal and Practical Barriers to Voting for Homeless People

While state and federal laws have eliminated some of the barriers to voting for homeless people, other obstacles remain. Those obstacles can be overcome if people experiencing homelessness know their rights and learn ways to overcome the barriers.

Residency and Mailing Address Requirements

Some states had previously required registrants to live in a “traditional dwelling” in order to register to vote. Judicial decisions in court cases and the enactment of state and federal laws have eliminated that requirement. Today, homeless individuals in all states—including those people who are living on the streets—have the right to register and vote. When registering to vote, homeless voters only need to designate their place of residence, which can be a street corner, a park, a shelter, or any other location where an individual stays at night. Designation of a residential address or location of residence is required to ensure the voter lives within the district in which she/he wishes to register and to assign the voter to the appropriate polling location. Usually, the location of a residence may be indicated by drawing a map or by providing a general descriptive location, if not the address of a shelter.

In addition, most states require registrants to provide a mailing address so that voter ID cards and other election materials may be sent to registered voters. Having registrants’ mailing addresses also helps county elections offices maintain current and accurate voter registration lists. The address provided may be that of a local advocacy organization, shelter, outreach center, or anywhere else willing to accept mail on behalf of a person registering to vote. Some states, like Arizona or Nebraska, allow homeless people to use county courthouses or county clerks’ offices as their mailing address. Some states will not allow registrants to use a P.O. Box as a mailing address. A registrant’s mailing address does not have to be the person’s residential address.

Although the requirement to live in a traditional dwelling has been eliminated, many states still maintain durational residency requirements for voter registration. This makes voter registration for homeless people very difficult as they are often subject to circumstances requiring them to frequently re-locate against their wishes. The table on page 59 outlines the state-by-state durational residency requirements as well as the registration deadlines.

You Don't Need a Home to Vote!

Identification Issues

Pursuant to federal law, namely the Help America Vote Act (HAVA), first-time registrants in all states who register by mail must provide a driver's license number or the last four digits of their Social Security number on their voter registration form. If a registrant has neither a current driver's license number nor Social Security Number, then the registrant will be assigned a voter ID number once her or his registration is approved. In addition, first-time mail-in registrants must provide an identification document at the polls, unless a registrant submits either his or her driver's license number or the last four digits of his or her Social Security Number when registering and the accuracy of the information has been verified by election officials. Acceptable identification for first-time mail-in registrants includes current and valid photo identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter. Since first-time mail-in registrants may have to provide some sort of identifying documentation at the polls, homeless registrants without any of the documents listed above may want to register to vote in person at their local registration office.

Some states have stricter identification requirements than HAVA, such as requiring all voters to present a photo ID to register or to vote. However, identification requirements vary from state to state. The table on page 46 provides an outline of the main state-by-state identification requirements, followed a more detailed description of each state's specific laws. Please check with your county elections office or the Secretary of State's office for your state to find out more about your state's identification requirements. Even if voters do not have the necessary identification at the polls, HAVA requires states to provide provisional ballots to those voters. Election officials will count the provisional ballot later, if the voter meets voter eligibility and other requirements for that district or state.

You Don't Need a Home to Vote!

State-by-State Chart of Homeless People's Voting Rights

The following chart provides state-by-state information regarding homeless people's voting rights and requirements related to voter registration.

	Individuals Living on the Street or In a Shelter Have the Right to Vote	A Mailing Address is Required to Register	Voter Registration Drives Must be Registered or a Deputy Registrar's Presence is Required at a Voter Drive	Early voting is offered
Alabama	Yes	Yes	No	No
Alaska	Yes	No	No	Yes
Arizona	Yes	Yes	No	Yes
Arkansas	Yes	Yes	No	Yes
California	Yes	Yes	No	Yes
Colorado	Yes	Yes	Yes	Yes
Connecticut	Yes	No	No	No
Delaware	Yes	No	Yes	No
Florida	Yes	No	Yes	Yes
Georgia	Yes	No	No	Yes
Hawaii	Yes	Yes	Yes	Yes
Idaho	Yes	No	No	Yes
Illinois	Yes	Yes	Yes	Yes
Indiana	Yes	Yes	No	Yes
Iowa	Yes	Yes	No	Yes
Kansas	Yes	Yes	No	Yes
Kentucky	Yes	Yes	No	No
Louisiana	Yes	Yes	No	Yes
Maine	Yes	Yes	No	Yes
Maryland	Yes	Yes	No	Yes
Massachusetts	Yes	Yes	No	No
Michigan	Yes	Yes	No	No
Minnesota	Yes	Yes	No	No
Mississippi	Yes	Yes	No	No
Missouri	Yes	Yes	No	No
Montana	Yes	No	No	Yes
Nebraska	Yes	Yes	Yes	Yes
Nevada	Yes	Yes	No	Yes
New Hampshire	Yes	Yes	No	No

You Don't Need a Home to Vote!

New Jersey	Yes	No	No	No
New Mexico	Yes	Yes	Yes	Yes
New York	Yes	Yes	No	No
North Carolina	Yes	Yes	No	Yes
North Dakota†	Yes	N/A	N/A	Yes
Ohio	Yes	Yes	No	Yes
Oklahoma	Yes	Yes	No	Yes
Oregon	Yes	Yes	No	No
Pennsylvania	Yes	Yes	No	No
Puerto Rico	Yes	No	No	No
Rhode Island	Yes	Yes	No	No
South Carolina	Yes	Yes	No	No
South Dakota	Yes	Yes	No	Yes
Tennessee	Yes	Yes	No	Yes
Texas	Yes	Yes	No	Yes
Utah	Yes	No	No	Yes
Vermont	Yes	No	No	Yes
Virginia	Yes	Yes	No	No
Washington	Yes	Yes	No	No
Washington, D.C.	Yes	Yes	No	Yes
West Virginia	Yes	No	No	Yes
Wisconsin	Yes	No	Yes	Yes
Wyoming	Yes	No	No	Yes

†North Dakota does not require voters to register to vote.

You Don't Need a Home to Vote!

State-by-State Chart of Disenfranchisement Categories

State	Prison	Probation	Parole	All	Post-Sentence Partial
Alabama	×	×	×		× (certain offenses)
Alaska	×	×	×		
Arizona	×	×	×		× (2 nd felony)
Arkansas	×	×	×		
California	×		×		
Colorado	×		×		
Connecticut	×		×		
Delaware	×	×	×		× (certain offenses 5 years)
Florida	×	×	×	×	
Georgia	×	×	×		
Hawaii	×				
Idaho	×	×	×		
Illinois	×				
Indiana	×				
Iowa	×	×	×		
Kansas	×	×	×		
Kentucky	×	×	×	×	
Louisiana	×	×	×		
Maine					
Maryland	×	×	×		
Massachusetts	×				
Michigan	×				
Minnesota	×	×	×		
Mississippi	×	×	×		× (certain offenses)
Missouri	×	×	×		
Montana	×				
Nebraska	×	×	×		× (2 years)
Nevada	×	×	×		× (except 1 st time nonviolent)
New Hampshire	×				
New Jersey	×	×	×		
New Mexico	×	×	×		
New York	×		×		
North Carolina	×	×	×		
North Dakota	×				
Ohio	×				
Oklahoma	×	×	×		
Oregon	×				
Pennsylvania	×				

You Don't Need a Home to Vote!

Puerto Rico					
Rhode Island	×				
South Carolina	×	×	×		
South Dakota	×		×		
Tennessee	×	×	×		× (certain offenses)
Texas	×	×	×		
Utah	×				
Vermont					
Virginia	×	×	×	×	
Washington D.C.	×				
Washington*	×	×	×		
West Virginia	×	×	×		
Wisconsin	×	×	×		
Wyoming	×	×	×		× (certain offenses 5 years)

* Failure to satisfy obligations associated with convictions may result in post-sentence loss of voting rights.

You Don't Need a Home to Vote!

State-by-State Chart of Registration Deadlines & Residency Requirements

State	Registration Deadlines (Prior to election)	Durational Residency Requirement
Alabama	10 days	None
Alaska	30 days	30 days district resident
Arizona	29 days	29 days county resident
Arkansas	30 days	30 days county resident
California	15 days	None
Colorado	29 days	30 days state resident
Connecticut	14 days	None
Delaware	20 days	State resident at time of registration
Florida	29 days	County resident at time of registration
Georgia	5 th Monday prior to election	County resident at time of registration
Hawaii	30 days	None
Idaho	25 days	30 days state resident
Illinois	27 days	30 days state resident
Indiana	30 days	30 days state resident
Iowa	10 days	None
Kansas	15 days	None
Kentucky	29 days	28 days state resident
Louisiana	30 days	None
Maine	Election Day Registration	None
Maryland	21 days	State resident at time of registration
Massachusetts	20 days	None
Michigan	30 days	30 days state resident
Minnesota	20 days*	20 days state resident
Mississippi	30 days	30 days state resident
Missouri	28 days	28 days state resident
Montana	30 days	30 days state resident
Nebraska	3 rd Friday prior to election	None
Nevada	5 th Saturday prior (mail-in) 3 rd Tuesday prior (in-person)	30 days county resident
New Hampshire	Election day Registration	None
New Jersey	21 days	30 days county resident
New Mexico	28 days	30 days state resident
New York	Varies, Max. 30 days	30 days county resident
North Carolina	25 days	30 days state resident
North Dakota	N/A	30 days precinct resident

You Don't Need a Home to Vote!

Ohio	30 days	30 days precinct resident
Oklahoma	24 days	None
Oregon	21 days	None
Pennsylvania	30 days	30 days election district resident
Puerto Rico	45 days	None
Rhode Island	30 days	30 days voting precinct resident
South Carolina	30 days	None
South Dakota	15 days	None
Tennessee	30 days	None
Texas	30 days	None
Utah	30 days(mail),15 days (in-person)	30 days state resident
Vermont	Wednesday prior to election	None
Virginia	29 days	None
Washington D.C.	30 days	30 days D.C. resident
Washington	30 days	30 days precinct resident
West Virginia	21 days	None
Wisconsin	20 days	28 days election district resident
Wyoming	30 days	None

* On Election Day if applicant can prove residence.

You Don't Need a Home to Vote!

Federal, State and Local Election Information for Voter Registration and Identification

Help America Vote Act

Help America Vote Act (HAVA - 2002) is a federal program that reformed aspects of the United States election system. The law was prompted by voting issues encountered in the contested Presidential election of 2000. HAVA has four components, including:

- Budgeting nearly three billion dollars to U.S. states to replace punch card voting systems
- Creating the Election Assistance Commission (EAC) to assist in the administration of Federal elections
- Providing assistance with the administration of certain Federal election laws
- Establishing minimum election administration standards.

Voter Identification: State Requirements

Under the Help America Vote Act (HAVA), every state must at least follow the minimal federal voting ID guidelines which are listed below. It is recommended that those without ID register to vote in person at their local registration office to avoid being turned away on Election Day.

Registration ID		Election Day ID	
First-time mail-in registrants	All other registrants	First-time Voters	All other Voters
Any document proving the applicant's identity is required for mail-in voter registration. Some states have exceptions and allow voters to prove their identity at a later stage.	A driver's license number or the last four digits of a social security number are required, but applicants without one of these are given an identifying number by the state or required to provide proof of identity on Election Day.	All first-time mail-in registrants who did not provide proof of identity in their mail-in voter registration require identification at the polls.	States have varying ID requirements. Some are stricter than those in HAVA, while others are looser. In no state will a voter be turned away on Election Day; all states have arrangements for voters without identification, such as provisional ballots and affidavits.

You Don't Need a Home to Vote!

State-by-State Chart of ID Requirements

State	Registration		Election Day	
	First-time Mail-In	Other	First-time Mail-in	Other
Alabama	No	No	Yes (p)	Yes (p) X
Alaska	Yes*	Yes	Yes	Yes
Arizona	Yes	No	Yes	Yes
Arkansas	No	No	Yes	Yes
California	No	No	Yes†	No
Colorado	No	No	Yes†	Yes
Connecticut	Yes	Yes	Yes	Yes
Delaware	Yes*	No	Yes	Yes
Florida	No	No	Yes (p)	Yes (p)
Georgia	No	No	Yes (p)	Yes (p)
Hawaii	No	No	Yes (p)	Yes (p)
Idaho	Yes*	No	Yes(p)	Yes (p)
Illinois	Yes	No	Yes	No
Indiana	No	No	Yes (p)	Yes (p)
Iowa	No	No	Yes†	No
Kansas	Yes	No	Yes†	Yes (p) X
Kentucky	No	No	Yes	Yes
Louisiana	Yes	Yes	Yes (p)	Yes (p)
Maine	Yes	No	No	No
Maryland	No	No	Yes†	No
Massachusetts	No	No	Yes†	No
Michigan	No	No	Yes†	No
Minnesota	No	No	Yes†	No
Mississippi	No	No	Yes†	No
Missouri	Yes	Yes	Yes	Yes
Montana	No	No	Yes	Yes
Nebraska	No	No	Yes†	No
Nevada	Yes	Yes	Yes†	No
New Hampshire	N/A	Yes	N/A	No
New Jersey	No	No	Yes†	No
New Mexico	No	No	Yes†	No
New York	No	No	Yes†	No
North Carolina	Ni	No	Yes†	No
North Dakota	N/A	N/A	N/A	Yes
Ohio	No	No	Yes	Yes
Oklahoma	No	No	Yes†	Yes (p) ^

You Don't Need a Home to Vote!

Oregon	No	No	Yes†	No
Pennsylvania	Yes	No	Yes†	No
Puerto Rico	N/A	Yes (p)	N/A	No
Rhode Island	No	No	Yes†	Yes X
South Carolina	No	No	Yes†	Yes (p) X
South Dakota	No	No	Yes (p)	Yes (p)
Tennessee	No	No	Yes	Yes (p) X
Texas	Yes	Yes	Yes	Yes (p) X
Utah	No	No	Yes†	Yes
Vermont	No	No	Yes†	No
Virginia	No	No	Yes†	No
Washington D.C.	No	No	Yes†	No
Washington	No	No	Yes†	Yes
West Virginia	No	No	Yes†	No
Wisconsin	No	No	Yes†	Yes (p)
Wyoming	Yes	Yes	No	No

Sources: National Law Center on Homelessness and Poverty (2008), *Voter Registration and Voting: Ensuring the Voting Rights of Homeless Persons* **and** National Conference of State Legislatures (2011), *Voter ID: State Requirements*

* A copy of ID is accepted

† If not provided upon registration

(p) ID with Photo

^ A voter registration card without a photo is accepted

X The ID law is not yet in effect. For TN, KS, and RI: 1/1/12. For TX, SC, and AL: following USDOJ preclearance. RI and AL will require photo ID by 2014

You Don't Need a Home to Vote!

Detailed State Requirements

Thirty states have tougher ID requirements than those specified in HAVA. They can be categorized as follows:

- **Strict Photo ID States**

These seven states absolutely require all voters to present a form of photo identification at the polls. If the voter can not provide valid photo ID, as it is defined by the state, they may still fill a provisional ballot, but the voter must return to the polling place within a specific number of days with a photo ID to have their ballot counted.

- **Photo ID States**

These seven states request and highly recommend voters to bring a photo ID to the polls, but they have more alternatives than strict photo ID states. Some allow affidavits swearing to the voter's identity, while others allow reciting the voter's date of birth and address.

- **Non-Photo ID States**

These sixteen states have ID requirements to vote but the ID does not need to contain a photograph. Accepted ID usually includes utility bills, paychecks, and bank statements.

Strict Photo ID	Photo ID	Non-Photo ID	
Georgia	Alabama	Alaska	Missouri
Indiana	Florida	Arizona	Montana
Kansas	Hawaii	Arkansas	North Dakota
South Carolina	Idaho	Colorado	Ohio
Tennessee	Louisiana	Connecticut	Oklahoma
Texas	Michigan	Delaware	Utah
Wisconsin	South Dakota	Kentucky	Virginia
		Rhode Island	Washington

You Don't Need a Home to Vote!

State Laws Appendix

Key: (SP) = Strict Photo ID (P) = Photo ID (NP) = Non-Photo ID

Unless stated otherwise, all states follow HAVA standards and all required ID must be current.

Alabama (P)

No identification is required to register to vote, but a social security number is requested.

Before 2014:

An ID is required at the polls. If a voter does not have proper ID, they may still vote by provisional ballot if two poll workers confirm the voter is on the poll list and those workers sign an affidavit stating so.

Acceptable ID:

- Government-issued photo ID
- U.S. Passport
- U.S. Military ID
- Employee photo ID
- Alabama college or university photo ID
- Alabama hunting or fishing license
- Alabama gun permit
- FAA pilot license
- Certified copy of a birth certificate
- Social security card
- Naturalization document
- Court record of adoption or name change
- Medicare or Medicaid card
- Electronic benefits transfer card
- Utility bill, bank statement, paycheck, government check, or another government document with the voter's name and address on it

By 2014 and after receiving pre-clearance by the U.S. Department of Justice:

A photo ID is required to vote. If a voter does not have a photo ID, they may still vote by provisional ballot if two poll workers confirm the voter is on the poll list and those workers sign an affidavit stating so.

Acceptable Photo ID:

- Driver's license or a state-issued non-drivers ID
- Voter ID card or any state or government-issued photo ID
- U.S. passport
- Government employee card
- Student or employee ID issued by an Alabama college or university
- U.S. Military ID

You Don't Need a Home to Vote!

- Tribal ID

Alaska (NP)

An ID with a signature (can be a voter ID card) is required to vote. This requirement can be waived if the election official knows the voter. A provisional ballot may be filled as an alternative.

Acceptable ID:

- Driver's license
- Birth certificate
- Passport
- Voter registration card
- Hunting or fishing license
- Current utility bill, bank statement, paycheck, government check, or another government document with the voter's name and address on it

Arizona (NP)

Identification (photo not necessary) is required when registering to vote (photocopies accepted). When voting at the polls, voters are required to show either a valid photo ID *or* two valid IDs without photos.

Acceptable Photo ID:

- Arizona driver's license
- Arizona non-driver ID
- Tribal ID
- U.S. federal, state, or local government ID

Acceptable Non-Photo ID (two different forms are required without photo ID):

- Utility bill dated within 90 days of the election
- Bank statement dated within 90 days of the election
- Arizona vehicle registration
- Vehicle insurance card
- Indian census card
- Property tax statement
- Recorder's Certificate

Arkansas (NP)

At least a photocopy of an ID (photo not necessary) must be included with registration. If a photocopy of an ID, driver's license, state ID, or social security number is not included with registration, voters may only vote by provisional ballot unless they produce one of those forms at the polls. An ID is *requested* to vote on Election Day: voters may still vote by regular ballot if they are unable to produce an ID. An election official will indicate that the voter did not show ID.

Acceptable ID:

- Driver's license
- Government-issued photo ID
- Voter card
- Social security card
- Birth certificate
- U.S. passport

You Don't Need a Home to Vote!

- Employee ID card
- Student ID card
- Arkansas hunting license
- U.S. military ID card
- Copy of a current utility bill, bank statement, paycheck, government check, or another government document with the voter's name and address on it

California

If no ID is provided at registration, including the last four digits of the voter's social security number, then an ID (photo not necessary) is required at the polls. If no identification numbers were provided on the registration form and voting by mail for the first time, a copy of an ID is accepted (photo not necessary).

Colorado (NP)

No IDs or copy of IDs are needed to register, but all voters must supply identification at the polls (photo not necessary). A provisional ballot may be filled as an alternative.

Acceptable ID:

- Colorado driver's license
- Colorado Department of Revenue ID card
- U.S. passport
- Employee ID card issued by the federal, state, or local government
- Pilot's license
- U.S. military ID with a photo
- Medicare or Medicaid card
- Certified birth certificate copy
- Certified document of naturalization
- Copy of a current utility bill, bank statement, paycheck, government check, or another government document with the voter's name and address on it

Connecticut (NP)

A driver's license number, state ID number, the last four digits of a social security number, or a copy of an ID (photo not necessary) must be provided when registering OR the first time voting. If it is not a voter's first time voting and they do not have an ID they may sign an affidavit in lieu of showing an ID.

Acceptable ID:

- Social security card
- Any preprinted form which shows the voter's name and has either the voter's address, signature, or photograph

Delaware (NP)

All voters must show identification at the polls (photo not necessary). If lacking identification a voter may sign a sworn affidavit and vote by regular ballot.

Acceptable ID:

- Photo ID
- Utility bill
- Paycheck

You Don't Need a Home to Vote!

- Any government document with the voter's name and address

Florida (P)

No form of ID is required to register, but a photo ID is required to vote. If the photo ID does not have a signature, another form of ID containing a signature is required. If a voter does not have a photo ID they may use a provisional ballot. The ballot will be counted if the signature on the ballot envelope matches the signature on the registration form.

Acceptable Photo ID:

- Florida driver's license or non-driver's ID card
- U.S. passport
- Debit or credit card
- Military ID
- Student ID
- Retirement center ID
- Neighborhood association ID
- Public assistance ID

Georgia (SP)

A photocopy of a valid ID (photo not necessary) must be included with mail-in registration forms. All voters must show a valid photo ID on Election Day. If a photo ID is not provided, one can vote by provisional ballot. In order for the provisional ballot to be counted a valid photo ID must be produced within two days.

Acceptable Photo ID:

- Georgia driver's license or non-driver's ID card (can be expired)
- Free voter ID card issued by the state or county
- U.S. passport
- Employee ID card issued by the federal, state, or local government
- U.S. Military ID card
- Tribal photo ID

Hawaii (P)

When registering to vote a photocopy of an ID (photo not necessary) is required. If it is not provided, it is required the first time voting, either in person or absentee. When voting in person, a photo ID is required if it is requested by an election official. If one does not have a requested photo ID, the poll worker will ask the voter to recite their birth date and address to confirm identity with the poll book.

Acceptable Photo ID is not specifically listed by law, but poll workers request ID with a signature.

Idaho (P)

A photocopy of a valid ID (photo not necessary) is needed to register to vote. If a voter does not have a driver's license, the last four digits of their social security number are required to register. A photo ID is required to vote. A regular ballot may still be filled if an affidavit is signed as an alternative to showing a photo ID at the polls.

Acceptable Photo ID:

- Idaho driver's license or non-driver's ID card
- U.S. Passport

You Don't Need a Home to Vote!

- Government agency-issued photo ID
- Tribal ID card
- Student ID card issued by an Idaho high school or college

Illinois

When registering to vote a driver's license number, state ID number, social security number, or the last four digits of a social security number is required. If an applicant does not have any of these numbers then a photocopy of an ID (photo not necessary) must be submitted. If none of the previously mentioned identifiers are submitted at time of registration, then an ID is required the first time voting, whether in person or absentee.

Indiana (SP)

If registering to vote for the first time in Indiana by mail, a copy of an ID is required (photo not necessary). If a copy of an ID is not submitted, you will be asked to show it the first time you vote. When voting in person a photo ID is required. If you are unable or unwilling to show a photo ID you may vote by provisional ballot. If voting absentee a photo ID is not required. The ID cannot be a student ID from a private institution.

Acceptable Photo ID is not specifically listed by law, but it must:

- Be issued by the state of Indiana or the U.S. government
- Show the name and photo of the voter
- Be current or have expired after the last general election

Iowa

Identification is not required to register by mail. If you are registering on Election Day, ID is needed (photo not necessary). If you do not have ID then a registered voter in your precinct may attest for you, both you and the attester must sign a sworn oath. You may need to show an ID (photo not necessary) when voting if it is your first time voting since 2003, you have moved since you registered, or if your registration is inactive or still pending.

Kansas (SP)

Before January 1, 2012:

Identification (photo not necessary) is required at only one of four points during the voting process: either at registration, after sending in the registration form but before Election Day, on Election Day, or after Election Day but before the County Canvass.

By January 1, 2012:

A photo ID issued by the state or federal government or a Kansas accredited college or university is required at the polls unless the voter:

- has a permanent physical disability that does not allow them to travel to obtain proper ID and they have permanent advance voting status
- is a member of the merchant marine or are on active duty and not in their county of residence or the voter is a spouse or dependent of one of these persons
- has religious beliefs that do not allow them to have photo ID

The photo ID may be expired if the voter is at least 65 years of age. If the voter does not have acceptable

You Don't Need a Home to Vote!

photo ID they may fill a provisional ballot and provide a proper form of ID before the meeting of the county board of canvassers.

Acceptable Photo ID:

- Driver's license from any state
- Kansas-issued non-drivers ID
- Concealed handgun or weapon license
- U.S. passport
- Government employee card
- Military ID
- Student ID issued by a Kansas accredited college
- Government-issued public assistance ID card

Kentucky (NP)

Identification is not required to register to vote. At the polls, a voter must be either personally recognized by an election officer or show a document proving identity. If the voter's right to vote is challenged, an affidavit attesting to the voter's qualifications may be signed.

Acceptable ID:

- Driver's license
- Social security card
- Credit card

Louisiana (P)

A driver's license number, state ID number, social security number, or the last four digits of a social security number are required to register. If an applicant does not have any of these numbers then a photocopy of an ID (photo not necessary) must be submitted. All voters must provide a photo ID at the polls. If a voter does not have one, then an ID without a photo or possibly other information such as a registration certificate or date of birth must be provided and the voter will have to sign an affidavit in order to vote. The ballot of any person who votes without a photo ID is still subject to challenge.

Acceptable Photo ID:

- Louisiana driver's license
- Louisiana special ID card
- Any other generally recognized photo ID

Maine

A photocopy of a valid ID (photo not necessary) is required to register to vote. There are no ID requirements for registered voters at the polls.

Maryland

Identification is not required when registering to vote. First time voters and voters who did not fulfill the identification requirements at the time of registration must provide an ID (photo not necessary) at the polls.

Massachusetts

A unique voter registration number will be assigned to registrations without a driver's license or the last four digits of their social security number. If ID is not provided at the time of registration it must be

You Don't Need a Home to Vote!

provided the first time voting, at which point a person may vote by provisional ballot while waiting for their identity to be verified. All first time voters must also show an ID (photo not necessary) but may vote by regular ballot assuming their identity was verified at the time of registration.

Michigan (P)

When registering to vote a driver's license number, state ID number, social security number, last four digits of a social security number, OR a photocopy of a valid ID (photo not necessary) is required. When voting a photo ID is necessary. If one does not have a photo ID then the voter must sign an affidavit attesting to their identity and they may cast a regular ballot.

Acceptable Photo ID:

- Michigan driver's license or state-issued personal ID card (can be out of date)
- Driver's license or state-issued personal ID card (can be from any state, but must be current)
- Federal or state-issued photo ID
- U.S. passport
- Military ID
- Student ID from a high school or accredited college
- Tribal ID

Minnesota

When registering to vote by mail, a driver's license number, state ID number, social security number, or the last four digits of a social security number are required, unless one signs stating they do not have any of these numbers issued. No further identification is necessary to register, but registration identification is necessary on Election Day. First time voters also must show either a photo ID with current address or a photo ID and an ID with address. Also, a registered voter in the precinct may vouch for the voter. All other voters may be asked to verbally confirm information but will not be asked to show an ID.

Mississippi

A driver's license number, state ID number, social security number, or the last four digits of a social security number are required to register. If an applicant does not have any of these numbers then a photocopy of an ID (photo not necessary) must be included with the mail-in registration form. If identification is not provided at the time of registration, it is required the first time voting.

Missouri (NP)

A photocopy of an ID is needed to register. An ID is also required to vote. If a voter does not have an ID they may still vote if two election judges (one from each major political party) attest to the person's eligibility to vote in their precinct.

Acceptable ID:

- ID issued by the federal, state, or local government
- ID issued by a Missouri institution of higher education
- Driver's license or state ID card issued by any state
- Copy of a current utility bill, bank statement, paycheck, government check, or another government document with the voter's name and address on it

Montana (NP)

A driver's license number, state ID number, or the last four digits of a social security number must be

You Don't Need a Home to Vote!

provided to register. If an applicant has not been issued any of these numbers a photocopy of an ID (photo not necessary) is needed to register. An ID is required to vote. If one does not have an acceptable form of ID, they may vote by provisional ballot and show an ID by 5pm the next day, or they may fill out a "Polling Place Elector ID" form.

Acceptable ID:

- Driver's license
- School district or post-secondary institution photo ID
- Tribal photo ID
- Current utility bill, bank statement, paycheck, government check, voter registration confirmation, or another government document with the voter's name and address on it

Nebraska

A driver's license number or the last four digits of a social security number are required for registration. If a photocopy of an ID was not included with registration, it is required the first time voting.

Nevada

If ID is not provided at registration then it must be shown the first time voting.

New Hampshire

Registering to vote must be done in person, unless one signs an affidavit stating they have a physical disability, religious reasons, military service, or temporary absence. When registering in person, an identification to prove citizenship, residency, and age is required. No ID must be shown on Election Day.

New Jersey

If a driver's license number, state ID number, the last four digits of a social security number, or a photocopy of an ID was not provided at the time of registration it is required for first time voters. If a first time voter in New Jersey does not have an ID they may vote by provisional ballot and have two days to supply the necessary identification requirements.

New Mexico

An ID or copy of an ID (photo not necessary) is required when registering by mail. If a registrant does not have an ID a verbal or written statement given by the registrant attesting to their name and birth date, a unique identifier may be used instead, but this option is not available to those registering by mail. First time voters who did not fulfill the ID requirement during registration will be issued a provisional ballot.

New York

If a driver's license, the last four digits of a social security number, or ID were not provided upon registering, then an ID is required for first time voters.

North Carolina

If a driver's license number, state ID number, the last four digits of a social security number, or a photocopy of an ID was not provided at the time of registration it is required for first time voters.

North Dakota (NP)

There is no voter registration, but precincts keep lists of people who have voted in previous elections. On Election Day, voters are asked to show an ID (photo not necessary) that shows their address. If the voter

You Don't Need a Home to Vote!

does not have an ID but the poll workers vouch for the voter then they may cast a ballot. If a poll worker does not vouch, then a person may sign a sworn affidavit that states they are a qualified voter.

Acceptable ID:

- An official form of ID issued by the state, a tribal government, or the secretary of state

Ohio (NP)

A driver's license, state ID number, social security number, or the last four digits of a social security number is required to register. If none of these numbers have been issued then a photocopy of an ID (photo not necessary) must be included with the voter registration. An ID (photo not necessary) is required for all voters at the polls AND for absentee ballots. If a voter does not have an ID, they may vote with a provisional ballot and will be asked but not required to give the last four digits of their social security number and sign an affidavit.

Acceptable ID:

- Current and valid photo ID that includes the voter's name and address and was issued by Ohio or the federal government
- Current utility bill, bank statement, paycheck, government check, or another government document with the voter's name and address on it

Oklahoma (NP)

A driver's license, state ID number, social security number, or the last four digits of a social security number is required to register. Including a photocopy of an ID is encouraged. A current photo ID is required at the polls *unless* the voter can provide their voter registration card. Otherwise, the voter may sign an affidavit and cast a provisional ballot.

Photo ID must meet the following criteria:

- Show a name that conforms to one in the precinct registry
- Show a photograph
- Expire after the election
- Issued by the federal government, Oklahoma, or a federally recognized Indian tribe or nation

Oregon

Oregon is a vote by mail state. In order to receive a ballot, those without a driver's license number or social security number must provide a photocopy of a valid ID with registration.

Pennsylvania

A driver's license number, state ID number, or the last four digits of a social security number is required to register unless none of these numbers have been issued. All first time voters must vote in person and are required to show a valid ID.

Puerto Rico

Puerto Ricans living in Puerto Rico are not eligible to vote in U.S. federal elections; however they fall under U.S. jurisdiction and therefore must comply with HAVA regulations for local elections. All voters must register to vote in person. Voters provide their driver's license number or the last four digits of their social security number and then receive a photo voter ID card that they show at the polls.

Rhode Island (NP)

You Don't Need a Home to Vote!

Before January 1, 2012:

A driver's license number, state ID number, or the last four digits of a social security number is required to register. If none of these numbers have been issued, a valid ID (photo not necessary) is required prior to voting.

By January 1, 2012:

ID is required at the polls. Those without proper ID may fill a provisional ballot which will be counted if the signature on the ballot matches the one from the voter's registration. Non-photo ID is accepted until January 2014, when photo ID will be required.

Acceptable Non-Photo ID (allowed until 2014):

- Birth certificate
- Social security card
- Government-issued medical card

Acceptable Photo ID (required by 2014):

- Rhode Island driver's license
- Rhode Island voter ID card
- U.S. passport
- ID card from a U.S. educational institution
- U.S. Military ID card
- ID card issued by the federal or Rhode Island government
- Government-issued medical card

South Carolina (SP)

Current Law (NP):

A full social security number is required to register. Also, if a photocopy of an ID is not provided at the time of registration, both a voter ID card AND another form of ID are required at the polls. All voters must supply either their voter ID card they received after mailing in their registration or a valid photo ID.

After receiving preclearance by the U.S. Department of Justice:

A current photo ID is required to vote. A photo voter registration card will be supplied for free to South Carolina citizens who are 17 and older via their local county board of voter registration, but it requires a birth certificate or passport to acquire one. A provisional ballot may be filled if the voter cannot provide a photo ID, but the voter must produce a valid photo ID before the election is certified by the county board of canvassers in order to have the provisional ballot counted.

Acceptable Photo ID:

- South Carolina driver's license or another form of photo ID issued by the South Carolina DMV
- Passport
- Military ID issued by the federal government
- South Carolina voter registration card with a photo

South Dakota (P)

When registering to vote a driver's license number, state ID number, or the last four digits of a social security number is required. When voting, all voters must have a valid photo ID. If a voter does not have a photo ID they may sign a personal identification affidavit.

Acceptable Photo ID:

You Don't Need a Home to Vote!

- South Dakota driver's license or non-driver ID card
- U.S. passport
- Federal government-issued photo ID
- Tribal ID card
- Student ID card for an accredited South Dakota school

Tennessee (SP)

Before January 1, 2012:

When registering to vote a social security number is required, unless an applicant has not been issued one. First time voters must show either their voter ID card or a photo ID. If a first time voter has neither, a non-photo ID AND a document with their signature or a signed personal identification affidavit are required. All voters must present a photo ID, a document with their signature, or a personal identification affidavit.

By January 1, 2012:

A photo ID is required at the polls. A provisional ballot may be filled as an alternative, but a photo ID must be produced within two business days after voting day.

Acceptable Photo ID:

- Tennessee driver's license
- Photo ID card issued by any state
- Photo ID issued by the Tennessee Department of Safety
- U.S. passport
- U.S. military ID with a photo

Texas (SP)

Current Law (NP):

All voters must show either their voter ID card or a valid ID and sign a personal identification affidavit.

After receiving preclearance by the U.S. Department of Justice:

A photo ID is required at the polls. The ID cannot have expired more than 60 days before voting day. Any persons 70 or older may present a voter registration certificate instead of photo ID. A voter without a photo ID at the polls may cast a provisional ballot. In order to have the ballot counted, the voter must produce a photo ID within six days of an election or sign an affidavit saying that they either cannot afford a photo ID or have a religious objection to being photographed.

Acceptable Photo ID:

- Driver's license
- Department of Public Safety ID card
- U.S. military ID
- U.S. citizenship certificate
- U.S. passport
- Concealed handgun license

Utah (NP)

A driver's license number, state ID number, or the last four digits of a social security number is required to register. All voters must provide a photo ID on Election Day OR two non-photo IDs. The voter may cast a provisional ballot as an alternative.

You Don't Need a Home to Vote!

Acceptable Photo ID:

- Utah Driver's license or ID card issued by the state or federal government
- Utah concealed weapons permit
- U.S. passport
- U.S. military ID card
- Bureau of Indian Affairs card
- Tribal treat card
- Tribal ID card

Non-Photo ID Requirements (two forms are required without photo ID):

- Bear the voter's name
- Show that the voter lives in the precinct

Vermont

A driver's license number, state ID number, or the last four digits of a social security number is required to register. First time voters must show a valid ID (photo not necessary) at the polls.

Virginia (NP)

When registering to vote a full social security number is required. A valid ID is required at the polls if not provided during registration. A voter may sign a personal identification affidavit as an alternative.

Acceptable ID:

- Virginia driver's license
- Social security card
- Virginia voter registration card
- Any ID card issued by Virginia or the federal government
- Photographic employee ID

Washington, DC

If identification is not provided at time of registration, it is possible to provide it when voting for the first time. If identification cannot be verified then voters may cast a provisional ballot.

Washington (NP)

All voters must provide an ID (photo not necessary) at the polls. If an ID is not provided the voter may cast a provisional ballot.

Acceptable ID:

- Photo ID, such as a driver's license, state-issued ID, student ID, or tribal ID
- Voter identification issued by a county elections officer
- Copy of a current utility bill, bank statement, paycheck, government check, or another government document with the voter's name and address on it

West Virginia

All registrants must send in a copy of a valid ID (photo not necessary) with their mail-in registration form or show an ID the first time they vote.

Wisconsin (SP)

A photo ID is required at the polls. If the photo ID does not provide proof of residence, another form of

You Don't Need a Home to Vote!

ID that does is also required. A provisional ballot may be filled as an alternative, but a proper form of ID must be shown by 4 p.m. on the Friday following the election. Poll workers will begin asking for photo ID immediately, but the new law does not go into effect until February, 2012.

Acceptable Photo ID:

- Wisconsin driver's license or non-driver ID
- U.S. passport
- Certificate of naturalization issued within two years before the election
- Tribal ID card issued by a federally recognized Wisconsin Indian tribe
- Student ID card with a signature, issue date, and an expiration date no later than two years after the election
- The photo ID must be determined to provide proof of residence

Wyoming

Applicants must register to vote in person unless they have an exemption. When registering a valid ID is required, either one valid photo ID is required or two valid non photo IDs are required. Voters, including first time voters, are not required to show identification at the polls.

Source: [The National Conference of State Legislatures](#)

You Don't Need a Home to Vote!

Court Decisions on Homeless People's Voting Rights

Prior to the 1980's when homelessness grew into the national problem we know today, state election laws did not adequately address the issue of voter registration by people without a home. Listed below are selected court cases in which courts have addressed the ambiguities in state election laws and found that homeless people cannot be denied the right to vote. Courts in some of the cases below found the following principles.

- A requirement that people live in a traditional dwelling in order to vote placed an unconstitutional constraint on the voting rights of homeless persons. Coalition for the Homeless v. Jensen, 187 A.D.2d 582 (N.Y. App. Div. 1992).
- States should use a broad interpretation of the term "residence" to include any place, including a non-traditional dwelling, that an individual inhabits with the intent to remain for an indefinite period. Pitts v. Black, 608 F.Supp. 696 (S.D.N.Y. 1984); In re-Application for Voter Registration of Willie R. Jenkins, D.C. Bd. of Elections and Ethics (June 7, 1984).
- When registering to vote, homeless people may designate a shelter, park, or street corner as their residence. Fischer v. Stout, 741 P.2d 217 (Alaska 1987).

Remember, each case is unique. This information is intended to describe principles from key cases in specific jurisdictions, not to act as legal advice. If you or your clients need help with a specific problem, contact a local lawyer.

Pitts v. Black, 608 F.Supp. 696 (S.D.N.Y. 1984).

Plaintiffs challenged a New York State Election Law provision forbidding people living on the streets from registering to vote. The District Court held that the New York City Board of Election's application of the residency requirement disenfranchised an entire group of people, which is forbidden by the Equal Protection Clause. The court found that a person's "residence" is the place at the center of the individual's life and the place where he/she presently intends to remain. The court reasoned that people need only have a specific location that they consider their "home base" — the place where one returns regularly, manifests an intent to remain, and can receive messages and be contacted.

In re-Application for Voter Registration of Willie R. Jenkins, D.C. Bd. of Elections and Ethics (June 7, 1984).

In an administrative hearing, the D.C. Board of Elections ruled that an intent to reside in a place can constitute a place of residence for voting purposes. This ruling established the homeless voting policy for Washington, D.C., which allows a voter to name the location where he/she sleeps as a residence even if the place is a nontraditional home. The voter must also provide a mailing address of a place to which the person has sufficient ties. The person will vote in the district of his/her place of residence.

Committee for Dignity and Fairness for the Homeless v. Tartaglione, No. 84-3447 (E.D.Pa. Sept. 14, 1984).

You Don't Need a Home to Vote!

Ruling on a challenge to Philadelphia's residency requirements, the District Court for the Eastern District of Pennsylvania held that a homeless voter may satisfy the residency requirements set forth in the Pennsylvania Election Code by "declaring on the Voter Registration Application the address of a shelter with which the applicant has an established relationship, and which will accept first-class non-forwardable mail for the applicant." The person must then vote in the district where the shelter is located, even if the person resides in a different precinct. This ruling provided the basis for Philadelphia's current policy regarding registration and voting by homeless peoples.

Collier v. Menzel, 221 CalRptr. 110 (Ct. App. 1985).

Three plaintiffs experiencing homelessness challenged the Santa Barbara county clerk's rejection of their registration applications, in which they had listed a public park as their residence. The court found that the residence was sufficient for registration purposes because the applicants had a fixed habitation in the park and intended to remain there. The court held that denying voter registration because applicants listed a city park as their residence violated the Equal Protection Clause of the Fourteenth Amendment. The opinion further stated that people who were experiencing homelessness should be encouraged to register and vote in order to provide them with some greatly needed political influence and electoral power. Election officials must now use the specific spot within the park where the persons regularly sleep in order to determine their election district.

Bd. of Election Comm'rs v. Chicago/Gray Area Union of the Homeless, Circ. Ct. of Cook County, Illinois, County Dept., County Div., Misc. No. 86-24 (1986).

Addressing a challenge to Chicago's residency requirements for voter registration, the Circuit Court of Cook County held that a person lacking a permanent abode may register by stating under oath that she lacks a permanent abode and by presenting two pieces of identification. The person who is experiencing homelessness must also provide a description of the location where he or she resides that is specific enough that election officials can assign him or her to a voter precinct. Prior to an election, mail will be sent to the mailing address listed on the registration card and will include a postage prepaid return postcard which must be mailed back to the Board of Elections.

Fischer v. Stout, 741 P.2d 217 (Alaska 1987).

A candidate who lost an election appealed for a recount, alleging that election officials had illegally rejected ballots of voters who claimed to reside at a military base. The Supreme Court of Alaska held that persons could list a military base generally as their residence, stating that a residence is a fixed place of habitation to which the individual intends to return, and it need not be a house or an apartment, or have mail service. It need only be a specific locale within the district. The court acknowledged that a homeless shelter or even a park bench would be sufficient.

Walters v. Weed, 752 P.2d 443 (Cal. 1988).

Individuals whose votes were uncounted in a city council election challenged the rejection of their ballots. These individuals had abandoned their domiciles within the precinct and were thus not considered residents of the precinct, rendering their votes invalid. However, many of the plaintiffs had not yet met the requirements to establish new domiciles, as they did not live at new locations where they intended to stay. The California Supreme Court ruled in favor of those voters who had not yet established new domiciles, holding that when a person leaves his or her domicile with no intention of returning to live there, and when that person currently resides in a place in which he or she does not intend to remain, that person may vote in the precinct of his or her former domicile until a new domicile has been acquired.

You Don't Need a Home to Vote!

Hartman v. Kenyon, 277 Cal.Rptr. 765 (Ct. App. 6 Dist. 1991).

Based on the Walters v. Weed court decision (see above), a citizen contended that individuals who had moved from a precinct could legally vote at their former precinct. The California Supreme Court distinguished Walters, holding that a voter is only entitled to vote at the precinct of his or her former residence if he or she has not moved to a new residence with intent to stay. In other words, if a voter has moved but has not acquired a new place of residence, he or she is considered to be residing at his or her former residence until acquiring a new place of residence. Otherwise, he or she must vote in the precinct of his or her new domicile.

Coalition for the Homeless v. Jensen, 187 A.D.2d 582 (N.Y. App. Div. 1992).

Several homeless plaintiffs challenged New York election officials' application of a provision of the New York Election Law. The provision at issue allows election officials to subject "groups likely to include transients" (such as students or people living at a "welfare institution") to a more searching inquiry than usual order to determine whether they are eligible to register to vote. Based on the provision, the election officials rejected the applications of 240 Camp La Guardia residents and required that they give testimony in court to prove their residence. One hundred and seven of the applicants appeared in court and were accepted as voters, but the trial court rejected the applications of those who did not appear in court.

The Supreme Court, Appellate Division, overturning the trial court's decision, held that due to time constraints placed on people who were experiencing homelessness, election officials violated the individuals' constitutional right to vote by failing to take reasonable, good-faith steps to determine the true residency of the individuals who were homeless. All 240 votes were subsequently counted.



You Don't Need a Home to Vote!

Appendix I

Sample Phone Script for Call to (Candidate to be Invited to Forum)

Hello, my name is (YOUR NAME). I'm working with the (COORDINATING COMMITTEE NAME) planning the Community Candidates' Forum on Homelessness and Housing, to be held on (DATE) at the (PLACE) beginning at (TIME).

The purpose of the event is to bring together a broad range of people who are concerned about the lack of affordable housing and increasing homelessness in our community. We are calling to invite (MEMBER/CANDIDATE NAME) to be part of the event. The Community Forum will begin with citizen testimony from (MENTION A FEW OF THE COMMUNITY PANELISTS). We have asked (MEMBER/CANDIDATE NAMES) to attend. Following the panel presentation each candidate will have an opportunity to respond to the panelists' concerns. While we won't entertain questions from the audience, the (MEMBERS/CANDIDATES) will have an opportunity to meet and talk with the community following the event at a reception hosted by the (COORDINATING COMMITTEE NAME). Can I send you a letter listing these details for your consideration?

You Don't Need a Home to Vote!

Appendix II

Sample Invitation Letter

DATE

The Hon. _____
US House of Representatives
_____ House Office Building
Washington, DC 20515

Dear Representative _____:

Thank you for considering participating in the (COORDINATION COMMITTEE NAME) educational public forum and reception on housing and homelessness issues, which will be held on (DATE).

As I discussed with (NAME OF PHONE CONTACT) of your staff on (DATE), both you and (OTHER MEMBERS/CANDIDATES NAMES) have been invited to respond to a panel of community experts on housing and homelessness issues facing (COMMUNITY NAME).

I have enclosed a copy of the agenda and ground rules for the event.

If you have any further questions, please do not hesitate to call me at (YOUR PHONE NUMBER). If I do not hear from you by (ONE WEEK AFTER THE DATE OF THE LETTER), I will give your office a call.

We are looking forward to your participation in our event.

Sincerely,

(YOUR NAME)
(COORDINATING COMMITTEE NAME)

You Don't Need a Home to Vote!

Appendix III

Sample Media Advisory

(The name of your organization) to participate in National Homeless and Low Income Voter Registration Week on September 30 – October 6, 2012

What: *Short description of your event*

When: *Time*

Where: *Location*

Who: *Name of your organization* and homeless citizens/residents of low-income housing

September 30 – October 6, 2012 is National Homeless and Low Income Voter Registration Week. The event sponsored by *(name of organization)* is part of a national effort that seeks to engage homeless individuals and low-income voters in civic participation—particularly concerning voting rights. It also seeks to educate candidates locally and statewide about issues of concern to the lowest income individuals.

The event is also part of continuing efforts by the National Coalition for the Homeless (NCH) and *(your organization)* to register and mobilize homeless and low income people to vote. NCH has sponsored the “You Don’t Need a Home to Vote” campaign since 1992.

(Insert a quote from staff/volunteers/guests about the importance of mobilizing new and infrequent voters to the polls)

Local Contact:

(Insert local contact information)

National Media Contact:

Neil Donovan, Executive Director, National Coalition for the Homeless;
ndonovan@nationalhomeless.org or 202-462-4822 x 228

You Don't Need a Home to Vote!

Appendix IV

Sample News Release

For Immediate Release: *date*
Contact: *name, email, phone #*

(Your organization) to hold (event) as part of National Homeless and Low Income Voter Registration Week, 2011/2012

(Insert a brief, catchy description of your event including date, time and place).

Nonpartisan voter registration events like the one being organized by *(insert the name of your organization)* will take place across the country during the week of September 30 – October 6, 2012 to mark the National Homeless and Low Income Voter Registration Week.

The National Homeless and Low Income Voter Registration Week has been held since 1992. The Week has been co-sponsored by the National Coalition for the Homeless and other national advocacy organizations to encourage housing and homeless advocates to emphasize voter registration, education, and mobilization as a means of empowering clients.

(Insert your organization here) *(has been/will continue)* to register, educate and mobilize homeless and low income people. *(Tenants/Clients/Residents/Guests)* must show up to vote on Election Day if they want the candidates to address the issues they are concerned about.

(Insert a quote from an organization spokesman about the importance of low income and homeless individuals having their voices heard)

The *(residents/volunteers/staff)* at *(insert organization name here)* are excited to be a part of national and local voter participation efforts among homeless and low income citizens. *(Insert a quote from resident/volunteers/staff about the empowerment voting offers).*

For more information about the event, please contact *(full name, email address, phone number of press contact)*.

Full name of organization
Address
Phone number
Web site

You Don't Need a Home to Vote!

Appendix V

National and State Resources

U.S. Election Assistance Commission (EAC): eac.gov

U.S. Department of Justice (DOJ): justice.gov

Listings of congressional districts: house.gov

Find your county: naco.org/Counties/Pages/CitySearch.aspx

State Board of Election Websites:

Alabama: sos.state.al.us/Elections/Default.aspx

Alaska: elections.Alaska.gov

Arizona: azsos.gov/election

Arkansas: sos.state.ar.us/elections.html

California: sos.ca.gov/elections/

Colorado: sos.state.co.us/pubs/elections/main.htm

Connecticut: sots.ct.gov/sots/cwp/view.asp?a=3&Q=415810&sotsNav=

Delaware: elections.delaware.gov

District of Columbia: dcboee.org/home.asp

Florida: election.dos.state.fl.us/

Georgia: sos.georgia.gov/elections/

Hawaii: hawaii.gov/elections/

Idaho: idahovotes.gov/

Illinois: elections.state.il.us/

Indiana: in.gov/sos/elections/

Iowa: sos.state.ia.us/elections/

Kansas: voteks.org/

Kentucky: sos.ky.gov/elections/

Louisiana: sos.louisiana.gov/tabid/68/Default.aspx

Maine: maine.gov/sos/cec/elec/

Maryland: elections.state.md.us

Massachusetts: sec.state.ma.us/ele/eleidx.htm

Michigan: michigan.gov/sos/0,1607,7-127-1633---,00.html

Minnesota: sos.state.mn.us/index.aspx?page=4

Mississippi: sos.ms.gov/elections.aspx

Missouri: sos.mo.gov/elections

Montana: sos.mt.gov/Elections/index.asp

Nebraska: sos.state.ne.us/dyindex.html#boxingName

Nevada: sos.state.nv.us/elections

New Hampshire: sos.nh.gov/electionsnew.html

New Jersey: njelections.org

You Don't Need a Home to Vote!

New Mexico: sos.state.nm.us/sos-elections.html

New York: elections.state.ny.us

North Carolina: sboe.state.nc.us

North Dakota: nd.gov/sos/electvote

Ohio: sos.state.oh.us/SOS/voter.aspx

Oklahoma: ok.gov/elections/

Oregon: sos.state.or.us/elections

Pennsylvania: dos.state.pa.us/portal/server.pt/community/voting_and_elections/12363

Rhode Island: elections.state.ri.us

South Carolina: scvotes.org

South Dakota: sdsos.gov/electionsvoteregistration/electionsvoteregistration_overview.shtm

Tennessee: tennessee.gov/sos/election/

Texas: sos.state.tx.us/elections/index.shtml

Utah: elections.utah.gov

Vermont: uselections.com/vt/vt.htm

Virginia: sbe.virginia.gov/cms

Washington: sos.wa.gov/elections/Default.aspx

West Virginia: sos.wv.gov/elections/Pages/default.aspx

Wisconsin: gab.wi.gov/elections-voting

Wyoming: soswy.state.wy.us/Elections/Elections.aspx

National Organizations

Advancement Project

The organization seeks to produce social change by helping marginalized communities claim their rights. They partner with community organizations, bringing them the tools of legal advocacy and strategic communications to dismantle structural exclusion.

1220 L Street, NW, Suite 850

Washington, DC 20005

Tel: (202) 728-9557

Fax: (202) 728-9558

Email: ap@advancementproject.org

Web: advancementproject.org

Alliance for Justice

A national association of more than 100 organizations dedicated to advancing justice and democracy. Premised on the belief that all Americans have the right to secure justice in the courts and to have our voice heard when government makes decisions that affect our lives. The website contains information for nonprofits about how to legally get involved with election activity.

11 DuPont Circle NW

2nd Floor

Washington, DC 20036

Tel: (202) 822-6070

Fax: 202-822-6068

Web: afj.org

You Don't Need a Home to Vote!

FairVote

FairVote acts to transform our elections to achieve universal access to participation, a full spectrum of meaningful ballot choices and majority rule with fair representation for all.

6930 Carroll Avenue Suite 61

Takoma Park, MD 20912

Tel: (301)270-4616

Fax: 301-270-4133

Email: info@fairvote.org

Web: fairvote.org

Lawyers Committee for Civil Right under Law: National Campaign for Fair Elections

The organization is at the forefront of the legal struggle to achieve equality and protect advances in voting rights for racial and ethnic minorities and other traditionally disenfranchised groups.

Eric Marshall: Campaign Manager

1401 New York Ave NW

Washington DC 20005

Tel: (202) 662-8315

Fax: 202-783-0857

Email: eric@nationalcampaignforfair elections.org

Web: lawyerscommittee.org/projects/voting_rights

Leadership Conference on Civil Rights

A coalition charged by its diverse membership of more than 200 national organizations to promote and protect the civil and human rights of all persons in the United States.

1629 K Street NW

Washington DC 20006

Tel: (202) 466-3311

Website: civilrights.org/voting-rights

National Coalition for the Homeless

NCH is an advocacy organization with the goal of creating the systemic and attitudinal changes necessary to prevent and end homelessness while ensuring that the immediate needs of those experiencing homelessness are met. The organization's "You Don't Need a Home to Vote" is a homeless/low-income voting rights and non-partisan registration/education/get-out-the vote campaign. Begun in 1992, the campaign uses a five-pronged strategy of registration, education, get-out-the-vote, state and federal legislation, and litigation. The campaign seeks to protect and promote a homeless/low income person's right to vote, ensuring that people who are homeless/low-income maintain an active role and voice in shaping their futures.

2201 P Street NW

Washington DC 20037-1033

Tel: (202) 462-4822

Fax: 202-462-4823

Email: info@nationalhomeless.org

Website: nationalhomeless.org

You Don't Need a Home to Vote!

National Law Center for Homelessness and Poverty

Works to prevent and end homelessness by serving as the legal arm of the nationwide movement to end homelessness. The website contains advocacy information about protecting the right to vote for people who are homeless and low-income.

1411 K Street NW, Suite 1400

Washington, DC 20005

Tel: (202) 638-2535

Fax: 202-628-2737

Email: nlchp@nlchp.org

Web: www.nlchp.org

Nonprofit Voter Engagement Network (NVEN)

An organization dedicated to expanding the role of America's nonprofits in voting and elections. The organization works with state nonprofit VOTE initiatives their website provides resources and tools for 501(c)(3) nonprofits to help their communities participate and vote.

89 South Street, Suite 203

Boston, MA 02111

Tel: (617) 357-VOTE (8683)

Fax: 617-478-0378

Email: gpillsbury@nonprofitvote.org

Web: nonprofitvote.org/index.php

People for the American Way

Working toward a vibrant, diverse democratic society in which everyone is treated equally under the law, given the freedom and opportunity to pursue their dreams, and encouraged to participate in our nation's civic and political life.

2000 M Street NW, Suite 400

Washington, D.C. 20036

Tel: (202) 467-4999

Web: pfaw.org/issues/the-right-to-vote

Project Vote Smart

Find out who your elected officials are and where they stand on various issues.

One Common Ground

Philipsburg, MT 59858

Tel: (406) 859-8683

Email: comments@votesmart.org

Web: votesmart.org

Sentencing Project

People with felony convictions can vote in many states, but the laws are different state-by-state. This website gives information for each state.

1705 DeSales Street, NW

8th Floor

Washington, DC 20036

You Don't Need a Home to Vote!

Tel: (202) 628-0871

Fax: 202-628-1091

Email: staff@sentencingproject.org

Web: sentencingproject.org/template/page.cfm?id=133

There isn't a way that I can encourage America's homeless to vote.

There isn't a way that I can encourage America's homeless.

There isn't a way that I can encourage America.

There isn't a way that I can encourage.

There isn't a way that I can.

There isn't a way.

There is.

Half of all U.S. states require a permanent address to vote. That's a problem when you don't have one. Please become a member of NCH, and join us in *bringing America home*. We've organized the *You Don't Need a Home to Vote Campaign*. To help get the word out in your community, download or order your *NCH Voter Rights Registration Packet* at www.nationalhomeless.org.



NATIONAL COALITION FOR THE HOMELESS We depend on the kindness of strangers. www.nationalhomeless.org info@nationalhomeless.org 202-462-4822