

# Superintendent's Timeline for Creating a Culture of Voting

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## Texas Educators Vote Program

### August 2017

1. Make sure high school principals understand their responsibilities under state law as a High School Deputy Registrar (HSDR).
  - a. HSDRs must distribute voter registration forms at least **twice each** academic year to all students who are 18 or will soon be 18.  
Order required HSDR Voter Registration form from the Texas Secretary of State: <https://www.surveymonkey.com/r/hsvoterregistrationorderform>
  - b. HSDRs must provide a notice about submitting completed VR forms and review each form for completeness.
  - c. HSDRs must deliver all forms to the county voter registrar in person or by mail.
  - d. HSDRs must ensure that every form is received by the county voter registrar by 5pm on the 5<sup>th</sup> day after collection and no later than the 29<sup>th</sup> day before Election Day.
  - e. HSDRs can only register students and staff.
  - f. \*Principals may assign one staff member or teacher as a designee to take over their duties. Details: <https://www.texascivilrightsproject.org/en/wp-content/uploads/2016/09/HSVR-Guide-CLEAN.pdf>
2. Register district staff, and all employees over the summer.
  - a. Make sure employees check to see if they are already registered and if their address and personal information is up to date. <https://teamrv-mvp.sos.texas.gov/MVP/mvp.do>
3. Encourage additional contacts (PTAs members, teachers, student groups) to become Volunteer Deputy Registrars (VDRs) in your county.
4. Conduct voter registration fairs, and have a table at all district events. VDRs can register parents and anyone else who is not yet registered to vote, or who needs to update their address or other information.
5. Plan to have a table at "Back to School Night", "Meet the Parents", Senior Night (FAFSA, college planning) with voter registration cards and a VDR from the community (League of Women Voters (LWV) rep or parent or retired teacher who is a VDR).
6. Encourage educators and/or parents to run for precinct chair in their voting district.
7. Get "Oath" prepared for September board meeting agenda, and have TASB Culture of Voting Resolution ready for presentation as well. (Insert links)
8. Help improve High School Voter Registration by having High School principals complete the LWV High School Voter Registration Survey, here: <https://docs.google.com/forms/d/e/1FAIpQLScBd9V5Xo2dqNNiFD0ZEAn0Kr2vUUiyK8va1iTcruWPUPkEUw/viewform>

## September 2017

1. Encourage your school board to sign the TASB Culture of Voting Resolution.  
<http://texaseducatorsvote.com/wp-content/uploads/2017/09/TASB-Culture-of-Voting.pdf>
2. Notify Texas Association of Community Schools (TACS)/Texas Educators Vote once your school board has adopted the resolution.
3. Plan and schedule your district “kickoff” for Texas Educators Vote program.
4. Work with local LWV and/or Texas Retired Teachers Association (TRTA) to put together a voter forum for local Nov. elections (held late October) and statewide March primary elections (held in February).
  - a. Local LWV: [http://www.lwvtexas.org/local\\_leagues.html](http://www.lwvtexas.org/local_leagues.html)
  - b. Local TRTA: <http://localunits.org/LocalUnitDirectory/>
5. **September 12<sup>th</sup>- 1<sup>st</sup> day to file for a place on the primary ballot to become a precinct chair.**
6. **Celebrate National Voter Registration Day on September 26<sup>th</sup>. For more info:**  
<https://nationalvoterregistrationday.org/about/>

## October 2017

1. Hold your district’s “Creating a Culture of Voting” kickoff meeting with all staff and employees.
  - a. Have everyone pull out phone, logon to website [www.texaseducatorsvote.com](http://www.texaseducatorsvote.com) and sign the Oath. <http://texaseducatorsvote.com/the-oath/>
  - b. Offer a reward for anyone who shows his/her confirm email that they submitted their signed oath.
2. Let us know that your district is participating in the program. Sign your district up online <http://texaseducatorsvote.com/districtregistrationform/>
3. **Tuesday, October 10<sup>th</sup>, 2017 – last day to register to vote in the November 2017 election.**
4. Late October - If you have upcoming school board, bond, or Tax Ratification Election (TRE) elections, hold a candidate forum (run by LWV, TRTA, PTA, etc.) Remember what you can and can’t do in emails, forums.
  - a. No endorsements
  - b. Just the facts
5. **October 23<sup>rd</sup> -November 3<sup>rd</sup> - Early voting for November 7<sup>th</sup> election.**

## November 2017

1. Encourage community, staff, and students to vote in upcoming district elections.
  - a. Good opportunity to use power of vote to make important decisions.
  - b. Make civic engagement a habit, by voting in EVERY election.
  - c. Share nonpartisan LWV Voter Guide and election information on [VOTE411.org](http://VOTE411.org) or [LWVTexas.org](http://LWVTexas.org)
2. Educate community, staff, and students on the issues that each elected official decides and lead them to resources about candidates that they can evaluate.
3. **Tuesday, November 7<sup>th</sup>- Election Day for Proposed Texas Constitutional Amendments, local school board, bonds, and TRE elections**

### December 2017

1. Plan late-January candidate forums to be conducted by local LWV/TRTA/PTA.

### January 2018

1. Hand out voter registration cards again to students who are turning 18, to new employees, and encourage registered voters to update any change of addresses, etc.
2. Late January - candidate forum

### February 2018

1. Monday, February 5<sup>th</sup> – last day to register to vote in the March 6, 2018 primary election.
2. Early February – plan bus dates, routes, and times for taking employees/students to the polls during early voting.
3. Mid-February – hold mock elections, encourage lessons on democracy, civic engagement, voting (appropriate to each grade level).
4. Monday, February 19<sup>th</sup> (or Fri. before)– Hold a Voting Pep Rally
  - a. Let employees know about rewards for “I voted” stickers.
  - b. Set up competitions between campuses or departments for highest voter turnout, with rewards.
  - c. Potential rewards: Blue Jeans days, gift cards, etc.
  - d. Let teachers, students, and staff know that 90% of state officials are elected in the primary elections.
  - e. Encourage staff to follow Texas Educators Vote on FB and Twitter for links to info on voting and ways to research candidates.
    - i. Facebook: <https://www.facebook.com/TexasEducatorsVote/>
    - ii. Twitter: [@TXeducatorsvote](https://twitter.com/TXeducatorsvote)
  - f. Share nonpartisan LWV Voter Guide and election information on [VOTE411.org](http://VOTE411.org) or [LWVTexas.org](http://LWVTexas.org)
5. **February 20-March 2<sup>nd</sup> – Early Voting in Texas primary election**
6. **February 20<sup>th</sup> – Buses to polls for students/staff (option)**

### March 2018

1. Send reminders to vote if missed early voting!
2. Remind about rewards (blue jeans, etc.) for “I voted” stickers.
3. **March 6, 2018 – Primary Election Day**