

The Interfaith Alliance's

**2004
ELECTION YEAR
HANDBOOK**



THE INTERFAITH ALLIANCE
People of faith and good will restoring healthy democracy.

**Display these
signs at
your voter
registration
table**



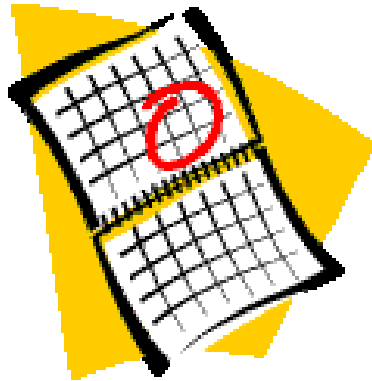
Our voter registration services are available without regard for the voter's political preference. Information and other assistance regarding registering or voting, including transportation and other services offered, shall not be withheld or refused on the basis of support for or opposition to a particular candidate or particular political party.



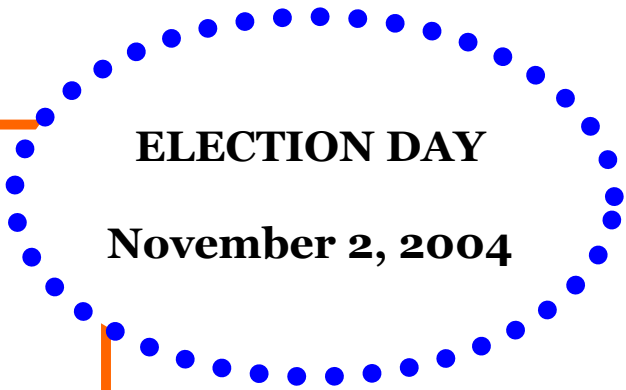


**ELECTION DAY IS
TUESDAY,
NOVEMBER 2, 2004**





2004 "HOT DATES"



ELECTION DAY

November 2, 2004

PRESIDENTIAL DEBATES

1st debate:

University of Miami
Coral Gables, FL
Thursday, September 30

2nd debate:

Washington University in St. Louis
St. Louis, MO
Friday, October 8

3rd debate:

Arizona State University
Tempe, AZ
Wednesday, October 13

Vice presidential debate:

Case Western Reserve University
Cleveland, OH
Tuesday, October 5

* All debates start at 9:00 p.m. ET.

NATIONAL CONVENTIONS

Democratic National Convention
Boston, MA
Week of July 26, 2004

Republican National Convention
New York City
Week of August 30, 2004

CALL TO A FAITHFUL DECISION WEEKEND

October 15-17, 2004
October 22 - 24, 2004

Presidential Caucuses and Primaries:

IOWA: Jan. 19, 2004

NEW HAMPSHIRE: Jan. 27, 2004

AZ, DE, MO, NM, ND, OK, SC: Feb. 3, 2004

ALL PRIMARY/CAUCUS DATES ARE LOCATED
IN YOUR HANDBOOK... SEE SECTION 1.



THE
INTERFAITH
ALLIANCE

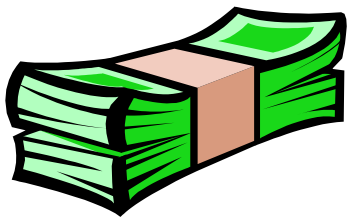
Section I.

VOTER PARTICIPATION

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Earn Money for the Work of Your Local Alliance While Registering People to Vote!

This year, The Interfaith Alliance is embarking on a nationwide effort to register 5,000 people of faith and good will, nationwide. As an incentive, we have teamed-up with Working Assets, a national organization that is compensating non-profits for each voter registered.

Should you choose to conduct a voter registration drive, your local alliance will receive \$1.75 for each individual you register to vote ... And it's as easy as 1-2-3!



Hold voter registration drives on the weekend, at community events, local alliance functions. We will help you with registration cards and ideas!



Make a copy of every completed voter registration card and send those copies to The Interfaith Alliance's national HQ.

ALSO: After every voter registration drive, you will immediately submit the originals to your local Elections office.



The national office will tally your registration cards and issue your earnings. Send these in as often as you like.

Make sure each Voter Registration Form is SIGNED!

Working Assets is dedicated to making a difference in the world through progressive philanthropy and political activism. Since 1985, Working Assets has funded hundreds of progressive nonprofits, including Greenpeace, Planned Parenthood, Oxfam America, Rainforest Action Network, Gay and Lesbian Task Force, Sierra Club, Ms. Foundation, Children's Defense Fund, AIDS Action Council and Amnesty International, among others.

FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION AND VOTING



WHEN DOES SOMEONE REGISTER TO VOTE?

Visit your state election authority's website for local registration deadlines. Contact information is located in this handbook.

WHO MAY REGISTER TO VOTE?

To register to vote, you must be:

- A U.S. citizen
- A resident of your town or city in which you desire to vote
- At least 18 years old by the next General Election
- Able to attest to the oath on the registration form
- **Please note that there are exceptions to one's ability to vote, which vary from state to state. For example, in some places, convicted felons or people who are lawfully adjudicated as "non compos mentis" – not of one's mind – cannot vote.**

HOW DOES SOMEONE REGISTER?

- *You may register to vote online or by completing a voter registration form or the federal mail registration form. You may find voter registration forms at:*
Your local election authority (state contact information is located at the end of this chapter)
- Division of Motor Vehicles when you apply for a driver's license, license renewal or personal identification document
- Armed forces recruitment offices
- Agencies providing public assistance
- State-funded programs providing assistance to persons with disabilities
- College Administrative Offices

HOW DO I DETERMINE IF I AM REGISTERED TO VOTE?

To determine if you are registered, call your Local Board of Elections.

I THINK I REGISTERED TO VOTE A LONG TIME AGO AT A DIFFERENT ADDRESS, BUT I'M NOT SURE WHERE. WHAT SHOULD I DO?

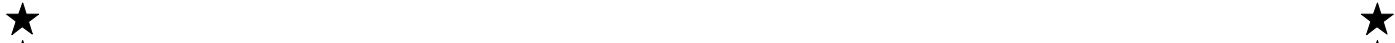
Fill out a voter registration card with your current address. Put the address where you think you were last registered in the previous address box.

WHERE DO I VOTE?

To find out, call your local elections authority, watch for listings in the local newspaper, or visit your Secretary of State's website.

ARE THERE SPECIAL ACCOMMODATIONS AT THE POLLING PLACE FOR ELDERLY, ENGLISH AS-A-SECOND-LANGUAGE, DISABLED, BLIND OR VISUALLY IMPAIRED VOTERS?

Accommodations have been made in each state to accommodate the needs of all voters; however they vary from state to state. Please contact your state's election official to find out about special services in your state.



★ **Conducting Voter Registration Drives** ★

★ Any person or group can conduct a voter registration drive. There is no requirement for a member of the Supervisor of Elections staff to be present.

★ The objective of the Voter Registration Drive should be two-fold:

★

★ 1. Getting people to register to vote

★

★ 2. Encouraging those who are already registered to keep their voter registration record up to date.

★

★ The national voter registration form can be used to register to vote or to change a registered voter's name, address or party affiliation, as well as request a replacement voter identification card.

★

★ Conducting voter registration drives requires a great deal of planning and preparation.

★

★ Here are some things you should consider.

★

★ • When you plan to conduct the event - date, time and hours of operation

★

★ • Where you plan to hold the event (If you conduct your event on private property, like Wal-Mart, make sure you get permission & that your location is easily accessible to the greater community)

★

★ • How many people you will need to cover the event from start to finish

★

★ • The supplies you will need (tables, chairs, ink pens, brochures, registration cards, envelopes, etc.)

★

★

★ **Publicize. Publicize. Publicize.** Put up flyers around your community and in several public areas.

★

★ * * * The Federal Election Commission requires that a sign or written notice be posted stating,

★ "Our voter registration services are available without regard to voters' political preferences." (THIS

★ IS IN YOUR PACKET) Absolutely no attempts are to be made to sway the voters to register for a

★ particular political party.

★

★ **On the day of the drive...**

★

★ **1. Set up tables with plenty of pens, registration and instructions for volunteers. Volunteers should stand at the tables (as opposed to sitting), as that is more engaging.**

★

★ **2. Follow up by making sure all registration forms are returned to the election office. Thank all your volunteers, deans, and everyone else that assisted in the process.**

★

★ **3. Publicize the election date and try to "get out the vote!!!" for Election Day!!!!**

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Ensuring You Register As Many People As Possible:



The best way to ensure that folks really register to vote (and not just take the form home to place it in a drawer where it will never see the light of day) is to collect their Voter Registration Application during your drive. Have folks fill the form out at your table and at the end of the day, you'll turn these into the local Board of Elections.



Proof of ID – NEW!!!!

For the 2004 Election year, voters who register to vote for the first time in their respective jurisdiction are asked to submit a copy of Proof of ID along with their voter registration card. **HOWEVER**, for those who register at public drives **DO NOT** have to submit proof of ID. If they take the registration card home, they **DO** need to submit a copy of their proof of ID when they mail the form. (If you are registered to vote in Jurisdiction A and you move to Jurisdiction B, you must re-fill out a voter registration card with your new address).

MOST STATES SAY THE FOLLOWING WHEN REGARDING SUBMITTING PROOF OF ID WITH VOTER REGISTRATION CARDS: *(Pursuant to the Help America Vote Act of 2002) If this form is submitted by mail and it is the first time you have registered to vote in your jurisdiction, you MUST submit current, valid proof of identification with this application or the first time you vote in a federal election. To send it with this application you should enclose one of the following (SEE STATE INSTRUCTION SHEET)*



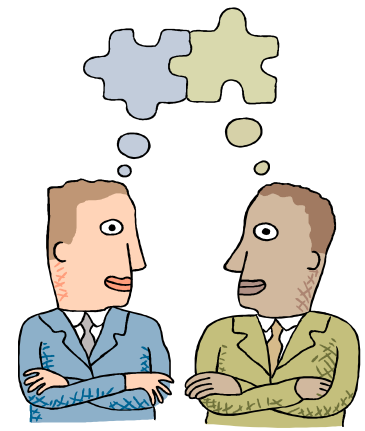
MAKE SURE ALL VOTER REGISTRATION CARDS ARE SIGNED!

.....
: **If you collect voter registration cards and turn them into the Board of Elections**
: **yourself, they must be processed in a timely manner. Most states require these**
: **cards be submitted 10-15 days from the date of signature. Please check with your**
: **state for the proper information. – It is best to bring all of your completed**
: **registration cards to your local Elections office at the end of each day's**
: **registration efforts.**
:
:

AS ALWAYS, PLEASE CALL YOUR STATE'S ELECTIONS DIVISION WITH ANY QUESTIONS/CONCERNS YOU MAY HAVE. CONTACT NUMBERS ARE IN YOUR HANDBOOK.



TALKING POINTS AND INFORMATION ABOUT YOUTH VOTING



YOUTH VOTER TURNOUT

- ❑ Election 2000 set the record low for youth voter turnout in presidential elections. Only 32.3% of 18- 24 year olds voted in the 2000 elections, down from 32.4% in 1996.
- ❑ The turnout of Americans between the ages of 18 and 24 has fallen from 50% to 32% since 1972 – a much steeper drop than the decline among older Americans. In fact, turnout among senior citizens has increased since 1972.
- ❑ The under-25 age group accounted for 5.1% of the votes cast in 1998 despite being 14% of the population. In contrast, citizens over the age of 65, who comprise 16% of the population, comprised 33% of the votes cast.

If you consider the college community your primary residence, you should vote in the community. If you have a scholarship funded by the state, or a privately funded scholarship designated for a local student, be sure to check the terms of your scholarship before registering to vote in your local college community. You could lose your eligibility.

I AM CURRENTLY REGISTERED AT MY PRIOR ADDRESS. AM I ALLOWED TO RE-REGISTER IN MY COLLEGE COMMUNITY INSTEAD OF VOTING BY ABSENTEE BALLOT?

You have the right to vote in your college community, but you cannot be registered to vote in both locations.

SHOULD I REGISTER AT MY PRIOR ADDRESS?

If you don't consider your college community your primary residence, if you have a special interest in local issues at home, or if you intend to return to that location to live, you have a good reason for voting there. It is also possible that you are still subject to taxes and student loan/scholarship regulations at your prior address. If you do register at your prior address, make sure to get your absentee ballot early! In most states, the deadline for absentee ballot requests is a month before Election Day.

WHAT CAN MY SCHOOL DO TO MAKE THIS PROCESS EASIER FOR ME?

The Higher Education Act of 1998 mandates that all colleges and universities provide their students with voter registration forms. In fact, the school is REQUIRED to order these materials from the relevant state agency at least 120 days prior to the voter registration deadline. If your school administration doesn't provide this service, alert them to the law or report it to the offices of your Secretary of State.

POLITICAL SITES DIRECTED TOWARD YOUNG PEOPLE

GLOBAL YOUTH ACTION NETWORK www.youthlink.org

ROCK THE VOTE www.rockthevote.org

YOUTH NOISE www.youthnoise.org

YOUTH VOTE COALITION www.youthvote.org

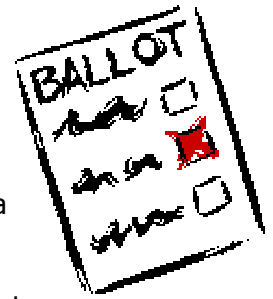
DECLARE YOURSELF www.declareyourself.com

NEW VOTERS PROJECT www.newvotersproject.org

AM I ELIGIBLE TO VOTE BY ABSENTEE BALLOT?

In general, if you are a registered voter, you may vote by mail only if:

- You will be absent from the state on Election Day during the entire time the polls are open.
- You will be absent from the city or town of your voting residence during the entire time the polls are open because of your status as a student or spouse of a student at an institution of higher learning within the state.
- You are incapacitated to such an extent that it would be an undue hardship to vote at the polls
- Because of illness, mental or physical disability, blindness or a seriously impairing mobility.
- You are forbidden by the tenets of your religious faith from voting on Election Day.
- You are confined to a hospital, rest home, convalescent home, nursing home or similar institution, public or private.
- You are being detained while awaiting trial or imprisoned for any cause other than final conviction of a felony.
- You will be temporarily absent from the state because of employment or service connected with military operations or are a spouse or dependent of such person.
- You are employed by the State Board of Elections, Elections Division of the Office of the Secretary of State, a local board of canvassers, or you are an elector assigned to work at a poll outside of your voting district.
- Your state has “no-fault” absentee voting, which eliminates the need for any other excuse.



HOW AND WHEN DO I APPLY FOR AN ABSENTEE BALLOT?

You may obtain an application for a mail ballot from your local board of elections. In most states, you must request an absentee ballot at least a MONTH before the election. You can check for important election deadlines in your state through the Federal Election Commission website

*<http://www.fec.gov/pages/faqabsentee.htm> or with your local election office. **Plan Ahead! In most states, you must register and/or request an absentee ballot at least a MONTH before the election.***

Source: FEC

When Should Our Voter Registration Drive Begin?

The period just prior to your state's primaries and the general election is the best time to run your voter registration drive. The public's attention to politics is at its peak toward the end of an election. The folks you register need to be made aware that they can exercise their right to vote in just a couple of weeks. So take advantage of this heightened interest.



**KEEP A CLOSE EYE ON THE
CALENDAR – ESPECIALLY YOUR
REGISTRATION DEADLINES**
(See "State Registration Dates")

*** * * A good time to begin your registration
drive is about 30+ days BEFORE your state's
registration deadline.**

Voter Registration Table Check List



BEFORE YOUR VOTER REGISTRATION DRIVE BEGINS:

- ✓ Determine the site of your voter registration drive
- ✓ Get permission from property owners
- ✓ Staff the event with volunteers

THE DAY OF YOUR VOTER REGISTRATION DRIVE, DON'T FORGET:

- ✓ Voter Registration Cards
- ✓ General Instructions Sheet
- ✓ State Instructions Sheet
- ✓ Tables & Chairs
- ✓ Pens
- ✓ Name Tags
- ✓ TIA Brochures
- ✓ Banners
- ✓ Poster: Register To Vote Here
- ✓ Sign: "Our voter registration services are available without regard for the voter's political preference....."

AT THE END OF THE DAY:

- ✓ Make sure all voter registration cards have been signed
- ✓ Photocopy each voter registration card
- ✓ Take original voter registration cards to your local Elections Office
- ✓ Mail copies of voter registration cards to:
The Interfaith Alliance
c/o Jenny Davis
1331 H Street, NW 11th Floor
Washington, DC 20005



Voter Registration Do's

- ☑ Chose your target audience and location on a nonpartisan basis. (You can target low-income, minority, low turnout, women or student populations).
- ☑ Inform the public on the importance of voting.
- ☑ If it is at all possible, it is probably a good idea to have at least two people present at your registration table.
- ☑ If you plan to use issue advocacy to motivate potential voters, keep the issues broad or be sure you identify a wide range of issues.
- ☑ HAVE FUN!



*** Non-Profits and Legal Constraints of Voter Registration Drives**

Any non-profit with a 501 (c) (3) status is strictly prohibited from participating in partisan political activity. You can, however, work with other non-partisan organizations or coalitions in a non-partisan voter registration project.

Voter Registration Don'ts

- ✗ Never mention a candidate's or a party's name.
- ✗ If asked how you plan to vote, do not answer the question.
- ✗ If you are asked what party you prefer, do not answer the question. Rather explain that your purpose is to promote the democratic process and not particular candidates.
- ✗ Do not ask the persons you are working with how they plan to vote or what their party preference is or make any effort to find out their allegiance to any candidate or party – whether directly or indirectly.
- ✗ Do not select a target area or group because you believe the voters in that group or areas will favor a particular candidate even if the candidate is a member of a politically disadvantaged group that your organization serves.
- ✗ Do not publicize which candidates agree with the position your organization supports.
- ✗ Avoid any appearance that your voter registration or GOTV activities are timed to coincide with politically significant events in a particular candidate's campaign.



Contact your local/state Board of Elections if you have any additional questions.

Contact Info Is In Your Handbook





**2004 PRELIMINARY PRESIDENTIAL AND CONGRESSIONAL
PRIMARY DATES
IN CHRONOLOGICAL ORDER**

(Data as of 10/31/03)

Note: Dates Subject to Change / **S** Indicates Senate Election / General Election Date 11/2/04

STATE	PRESIDENTIAL PRIMARY DATE	PRESIDENTIAL CAUCUS DATE
D.C.	1/13	
Iowa		1/19
New Hampshire	1/27	
Arizona	2/3	
Delaware	2/3	
Missouri	2/3	
New Mexico		2/3 (D)
North Dakota		2/3
Oklahoma	2/3	
South Carolina	2/3 (D)	
Michigan		2/7 (D)
Maine		2/8 (D)
D.C.		2/10 (R)
Tennessee	2/10	
Virginia	2/10	
D.C.		2/14 (D)
Nevada		2/14 (D)
Wisconsin	2/17	
Hawaii		2/24 (D)
Idaho		2/24 (D)
Utah	2/24 (D) ³	
California	3/2	
Connecticut	3/2	
Georgia	3/2	
Maryland	3/2	
Massachusetts	3/2	
Minnesota		3/2
New York	3/2	

STATE		CONGRESSIONAL PRIMARY DATE	CONGRESSIONAL RUNOFF DATE
Puerto Rico		11/9/03	
California	S	3/2	
Maryland	S	3/2	
Ohio	S	3/2	
Mississippi		3/9	3/30
Texas		3/9	4/13
Illinois	S	3/16	
Pennsylvania	S	4/27	
Indiana	S	5/4	
North Carolina	S	5/4	
Nebraska		5/11	
West Virginia		5/11	
Arkansas	S	5/18	6/8
Kentucky	S	5/18	
Oregon	S	5/18	
Idaho	S	5/25	
Alabama	S	6/1	6/29
New Mexico		6/1	
South Dakota	S	6/1	6/15
Iowa	S	6/8	
Maine		6/8	
Montana		6/8	
New Jersey		6/8	
North Dakota	S	6/8	
South Carolina	S	6/8	6/22
Virginia		6/8 ¹	
Utah	S	6/22 ¹	
Georgia	S	7/20	8/10

Ohio		
	3/2	
Rhode Island	3/2	
American Samoa		3/8 (D)
Vermont	3/2	
Washington	3/2	
Florida	3/9	
Louisiana	3/9	
Mississippi	3/9	
Texas	3/9	
Kansas		3/13 (D)
Illinois	3/16	
Alaska		3/20 (D)
Wyoming		3/20 (D)
Colorado		4/13 (D)
Virgin Islands		4/17 (D)
Pennsylvania	4/27	
Indiana	5/4	
North Carolina	5/4	
Wyoming		5/6-5/8 (R) Convention
Nebraska	5/11	
West Virginia	5/11	
Arkansas	5/18	
Kentucky	5/18	
Oregon	5/18	
Idaho	5/25	
Alabama	6/1	
New Mexico	6/1	
South Dakota	6/1	
Puerto Rico		6/6 (D)
Montana	6/8	
New Jersey	6/8	
Guam		<i>Pending</i>

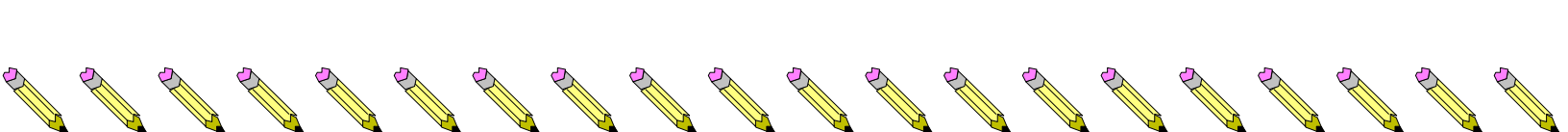
Oklahoma	S	7/27	8/24
Kansas	S	8/3	
Michigan		8/3	
Missouri	S	8/3	
Tennessee		8/5	
Colorado	S	8/10	
Connecticut	S	8/10 ¹	
Wyoming		8/17	
Alaska	S	8/24	
Florida	S	8/31	
Guam		9/4	
Arizona	S	9/7	
Nevada	S	9/7	
Delaware		9/11	
Virgin Islands		9/11	
D.C.		9/14	
Massachusetts		9/14	
Minnesota		9/14	
New Hampshire	S	9/14	
Rhode Island		9/14	
Vermont	S	9/14	
Washington	S	9/14	
Wisconsin	S	9/14	
New York	S	9/15	
Hawaii	S	9/18	
American Samoa		11/2	11/16
Louisiana	S	n/a ²	

Notes:

1. In Connecticut and Utah, conventions are held by the political parties prior to the primary. In Virginia, parties may choose to nominate by convention rather than by primary election. (In other states, such as Indiana, Kansas, Michigan, South Carolina, Texas and West Virginia, it is possible that minor parties may schedule conventions to nominate candidates.) Congressional convention dates are pending.
2. In Louisiana, a Congressional primary election is not held. The election for candidates seeking federal office is the General Election scheduled for 11/2/04. If necessary, a Runoff Election will be held on 12/4/04.
3. In Utah, the holding of a state Presidential primary election is dependent upon funding by the legislature, which did not occur for 2004. Consequently, the Utah State Democratic Party plans to conduct a party-run Presidential preference primary on 2/24/04.

Sources: State Election Offices, State Parties, News Articles

Compiled by: Eileen Canavan, Public Disclosure Division, Federal Election Commission, 800/424-9530 (option 3), or 202/694-1120.



NOTES