Thank you for volunteering to be a point person for the CAPE & ISLANDS VOTE voter registration drive occurring throughout Cape Cod and Islands on June 14-16. You will be the point of contact with the ______________________ (name of library) in ________________ (Village) ________________ (Town). As such, you will explain event objectives and obtain library’s permission to use their facility as a registration venue. Once you have obtained library permission, the organizing team will train you in the fine points of voter registration established by the Office of the Massachusetts Secretary of State.

Step-by-Step Guide & Check List for Interacting with Librarians

1. Introduce yourself to library staff as a CAPE & ISLANDS VOTE volunteer and explain the purpose and scope of the effort.
2. You must present the event as NON-PARTISAN as both voter registration activities and public libraries must be non-partisan. Please inform the librarian that we will not display political signs, buttons, clothing or engage in any political discussion while registering voters*.
3. Obtain library’s permission to hold the event.
4. Confirm event dates and the library’s hours of operation.
5. Explain that CAPE & ISLANDS VOTE volunteers will handle all event logistics.
6. Request a table and space to setup your voter registration materials.
7. Request assistance with Library WIFI (as needed).
8. Ask permission to place NON-PARTISAN signs, posters, flags on site.
9. Make note of any special requirements or instructions from the library venue.

Checklist for Planning Event on June 14, 15, and 16

1. A kit will be prepared and given to each library point person to facilitate voter registration. Kits will consist of registration materials and instructions, tape, postage stamps, QR code for online registration, etc.
2. Each point person will arrange for ___ (number) volunteers to staff a table during their library’s opening hours.
3. The point person will deliver all voter registration materials necessary, as well as signs, stickers, flags, postage that the organizing team will provide. The point person will need to make plans to retrieve/pass-off registration material to the next days’ volunteers.
4. Volunteers will be trained in how to assist patrons to register according to the rules of the MA Secretary of State. It is also possible to register voters electronically, which the organizing team will explore in coming weeks.

If you have any questions, please contact CAPE & ISLANDS VOTE organizing team members Laurie Veninger (veninger@aol.com, 774-722-7077) or Lydia Vivante (vivantelydia@gmail.com, 508-237-3133). For questions about voter registration, contact the Elections Division, Massachusetts Secretary of State - (617) 727-2828 or (800) 462-8683.

*While many of our volunteers are affiliated with groups that may be perceived as partisan and some organizers are Indivisible members (e.g., IOC and LCI), this must be a non-partisan, civic engagement action. We will take steps to educate/train volunteers according to the Massachusetts Secretary of State’s guidelines to ensure compliance with registration rules.