LEARN HOW TO REGISTER OTHERS TO VOTE BEFORE ELECTION DAY!
Hello Student Group or Organization,

You no doubt have a great group of students dedicated to your mission and purpose. Through observation of past student group events, we've taken note that many enjoy encouraging their members to be active and aware during election time.

It is MSUvote's goal that with this packet, you will have the tools and knowledge necessary to register as many of your members to vote as possible. This may come in the form of a registration drive, education event, etc.

Voting is a cornerstone of democracy. While MSU has wonderful voting rates—above the national average for college campuses—MSUvote never says no to more informed voters. Please consider using this packet as a resource for you and your events this fall.

Don't hesitate to reach out to MSUvote with any questions or concerns at spartansvote@gmail.com

With care, MSUvote...

Go Green! Go Vote!
who - Anyone who is eligible to vote. (see page 4).

what - Registering to vote allows you to cast a ballot on election day.

when - Can be done anytime, up until 8 pm on election day, November 8th, 2022. If on or before October 24th, 2022, you can register online, by mail, or in-person. After October 24th, 2022, you must register in person at your local clerks office, bringing proof of residency.

where - Online, in person, and by mail!

why - Voting is important! It’s tied to almost everything like environmental concerns, healthcare, socio-economics, etc. Registering is the first step to voicing your opinion in our democracy.
Who can Register In Michigan?

There are a couple of requirements for eligibility. They are listed below.

1) You must be a United States citizen.

2) You must be at least 18 years of age when you vote.

3) You must be a Michigan resident (when you register), and a resident of your city or township for at least 30 days (when you vote).

4) You must not be currently serving a sentence in jail or prison.

Note that the third requirement does allow for out-of-state students who live in MI for school in MI to vote in MI.

What State Should People Register For?

We recognize that people from all different locations attend MSU. Refer to the information below to help determine where you should register.

If your permanent address is in Michigan and you go to school at MSU, then your registration process is relatively straightforward, and you can register to vote in Michigan.

If your permanent address is out-of-state (i.e. not in Michigan) and you go to school at MSU, having lived in Michigan for more than 30 days by the time you will vote, then you have a CHOICE. You can register to vote either in Michigan, or in your home state. If you choose to register and vote outside of the state of MI, consider checking out the link below for more information!

Link- Campus Vote Project- 50 State Student Guides
I live in _____ and I want to vote in _____

Remember - wherever you register for, that's where you have to vote!

- My permanent address is located somewhere in Michigan, other than the local East Lansing area and I want to vote in East Lansing, where I live and attend school. Register to vote using your East Lansing address, submit to local clerk in the East Lansing area. Can register online, by mail, or in-person.

- My permanent address is in a state other than Michigan, but I live in East Lansing for school and I want to vote in East Lansing. Register to vote using your East Lansing address, submit to local clerk in the East Lansing area. Can register by mail or in-person.

- My permanent address is in East Lansing, I live in the local East Lansing area for school, and I want to vote in East Lansing. Register to vote using either East Lansing address, submit to local clerk in East Lansing area. Can register online, by mail, or in-person.

- My permanent address is located somewhere in Michigan other than the local East Lansing area, and I want to vote where my permanent address is. Register to vote using your permanent address, please submit to clerk in the area of your permanent address, or to the Ingham county clerks office (which can send your registration to the correct clerk) in person or by mail. Can also register online.

- My permanent address is in a state other than Michigan, and I want to vote at my permanent address in another state. Please refer to the link below for more information on registering and voting outside of the state of Michigan. Link- Campus Vote Project- 50 State Student Guides

Please note- your MI issued drivers license/state ID and your voter registration must have the same address. If you choose to register to vote in a city in MI that differs from your permanent address in MI, your drivers license address will automatically change to the one you are registered to vote at. The secretary of state’s office will mail you a sticker with the address you used to register that you can place on your license.

PLEASE SEE PAGE 6 OF THIS DOCUMENT FOR REQUIREMENTS OF DOCUMENTATION AND DEADLINES. AFTER OCTOBER 24TH, ALL REGISTRATIONS MUST BE RECEIVED IN-PERSON BY THE LOCAL CITY OR TOWNSHIP CLERK’S OFFICE, AND YOU MUST PROVIDE PROOF OF RESIDENCY.
How to Register?

there are multiple ways to register to vote/fill out the application, though not all options are equal in ease, and each has different requirements. This information is for people who wish to vote in MI.

1) Register to vote online

Requirements-
Valid Michigan drivers license or state ID
Submitted on or before October 24th 2022

Link- Online Registration Form

2) Register to vote by mail

Requirements-
Meet federal identification requirements (listed within link below)
Application postmarked at least 15 days before election day
Mailed to your city or township clerk

Link- State of Michigan Voter Registration Application

3) Register to vote in-person

Requirements-
If on or before October 24th 2022 --> You must have photo ID or complete the affidavit of voter not in possession of ID at your local township or clerk's office
If after October 24th 2022 but before 8 PM on election day --> You must provide proof of residency (see page 10), along with photo ID and go in-person to your local city or township clerk's office

4) Register to vote in-person/by proxy drop off/drop off

Requirements-
At Secretary of State (SOS) office, county clerks office, public assistance office, or voter registration drive.
Meet federal identification requirements (listed within link below)
Must be received by local city or township clerk on or before October 24th 2022. Note that forms need to be received by clerk by this date. If using by proxy drop-off (like a registration drive), plan appropriately

Link- State of Michigan Voter Registration Application

Note- Option 3 is the ONLY option to register if after October 24th 2022. For all those last minute registrations, you MUST do them in-person at your local city or township clerk's office and you MUST provide proof of residency.
On the next two pages you will find a copy of the Voter Registration Application.
State of Michigan Voter Registration Application
and Michigan Driver’s License/State Identification Card Address Change Form Instructions

qualifications
To register to vote in Michigan you must be:
- A Michigan resident (at the time you register) and a resident of your city or
township for at least 30 days (when you vote).
- A United States citizen.
- At least 18 years of age (when you vote).
- Not currently serving a sentence in jail or prison.

residential & mailing address
You may only register to vote in one place. If
you have more than one place of residence,
you may register to vote in the place where
you are currently located or the place you
intend to return. For example, students
attending college may register in their
hometown or at their campus address, and
temporary in-patient residents of nursing
homes may register at their home address or
at the medical facility.

If you would prefer to receive mail related to
your voter registration or driver’s
license/state identification card at an address
other than your residential address (ex. PO
Box), you may provide a mailing address
where indicated on the form. If you provide a
mailing address, it won’t appear on your voter
information card or driver’s license/state
identification card.

criminal convictions and registering to vote
If you have a past criminal conviction and are
no longer in jail or prison, you can register
and vote. You also can register and vote if you
are in jail and awaiting trial or sentencing. If
you are currently serving a sentence in jail or
prison you can’t register or vote.

deliver to your city or township clerk
Mail or deliver this completed application
directly to your city or township clerk. Find
your city or township clerk’s address at
Michigan.gov/Vote.

registering by mail – special requirements for first-time voters

Are you registering to vote in Michigan for the first time?
If you have never voted in Michigan and choose to submit this form
by mail or through a voter registration drive, you must meet the
federal identification requirement as explained below.

federal requirement – provide identification
To comply with the identification requirement, you must:

(1) Enter your Michigan-issued driver’s license number
    or Michigan-issued state ID card number where requested on
    this form.
    or

(2) If you do not have a Michigan-issued driver’s license or
    Michigan-issued state ID card, provide the last four digits of
    your Social Security number.
    or

(3) Send one of the following forms of identification when mailing
    this form to your county, city or township clerk: a COPY of a
    current and valid photo identification (such as a driver’s license
    or state ID card from any state) or a COPY of a paycheck stub,
    utility bill, bank statement or a government document that lists
    your name and address.

***DO NOT SEND ORIGINAL ID DOCUMENTS BY MAIL***
If this requirement applies to you and you don’t provide the
information identified above, you must provide an acceptable form
of identification before you vote in the first election in which you
wish to participate.

Note: The identification requirement doesn’t apply if you: (1)
personally hand-deliver this form to your county, city or township
clerk’s office instead of mailing this form or submitting it through a
voter registration drive, (2) are disabled or (3) are eligible to vote
under the federal Uniformed and Overseas Citizens Absentee Voting
Act.

questions?
Contact your city or township clerk if you have any questions.

Your application isn’t valid until accepted by your city or township
clerk. If your application is accepted, your clerk will mail you a voter
information card within 3 weeks. You can verify your voter
registration status by going to Michigan.gov/Vote.
If you have a Michigan driver’s license or state ID card, you can register to vote online. Start the process at Michigan.gov/Vote.

Complete this form to register to vote or update your registration information.

1. Please print all information clearly using black or blue pen.
2. Sign the form.
3. Mail or drop off the form to your city/township clerk.

Find your city/township clerk and more information at Michigan.gov/Vote.

Phone number/email provided will be used for official election purposes only.

The voter registration deadline is 15 days before Election Day. If you submit this form through a voter registration drive or deliver it to a county clerk or secretary of state office, you must postmark it at least 15 days before the election.

You can register any time up through Election Day by going to your city or township clerk office with residency verification.

If you have a Michigan driver’s license (DL) or state identification card (ID), you must use the same address for voter registration and DL/ID.

This form will also change your DL/ID address. You'll be mailed a sticker with your new address to put on your DL/ID.

If you have never voted in person in Michigan and choose to submit this form by mail or through a voter registration drive, review the instructions on page 1. You might need to provide additional ID.

More instructions can be found on page 1.

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State of Michigan Voter Registration Application
and Michigan Driver's License/State Identification Card Address Change Form

**qualifications**

- Yes / No I am a United States citizen.
- Yes / No I am at least 17.5 years old and will vote only after I turn 18.

If you are not a U.S. citizen, DON'T complete this form.

**Michigan-issued driver's license/Michigan-issued state ID card number**

- [ ]

If you don't have a Michigan-issued driver's license or Michigan-issued state ID card, provide the last four digits of your Social Security number:

- [ ]

- I don’t have a valid Michigan-issued driver’s license or Michigan-issued state ID card, or a Social Security number.

**personal information**

*required information*

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**Complete to join permanent absent voter application list:** [ ] I want to vote absentee in all future elections. Automatically send me an application for every election.

**signature**

I certify that:
- I am a United States citizen.
- I am at least 17.5 years old and will vote only after I turn 18.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.
What Counts as Proof of Residency?

Provide two of these documents as proof of residency where required

- Michigan driver’s license or state ID
- MSU LiveOn
- Financial aid documents
- University registration forms
- Bank statement
- Credit card bill
- Utility bill
- Signed and executed lease
- Pay stub
- An insurance policy
- Other government documents

Note that any document you choose to provide must include your name and current address.

More Important Info On Registering

You can ONLY be registered in one place. This means that you cannot be registered in both your home-state and MI if you are out-of-state. If desired, you can cancel your voter registration in one place and re-register somewhere else.

If you can't remember if you are registered to vote, or where you are registered to vote, visit the link below to check.

Link- Michigan Voter Information Center

You can search for your city or township clerk's office at the link below.

Link- Your Voter Information

After Registration

You will receive a registration card in the mail after your application has been processed. You are not required to bring this card on election day, but it will contain valuable information about where your polling place is.
Requesting an Absentee Ballot in Michigan

Once you are registered to vote in MI, you can request a no reason absentee ballot (to vote in the MI election). All registered MI voters are eligible to request an absentee ballot.

Just like registering to vote, there are multiple ways you can request an absentee ballot with different deadlines.

1) **Online**- fill out application online to request absentee ballot

   Requirements-
   Registered voter prior to applying
   Received before 5 PM the Friday before election day

   Link- Online Application for Absentee Ballot

2) **Call your city or township clerk**- to request an application be mailed to you that you can then submit by mail or in-person to your local city or township clerk’s office

   Requirements-
   Received by 5 PM the Friday before election day (If mailing, you are recommended not to do so within 2 weeks of election day)
   If mailed- mailed at least two weeks before election day

3) **Download and print**- an application that you can submit by mail or to your local city or township clerk's office

   Requirements-
   Received by 5 PM the Friday before election day (If mailing, you are recommended not to do so within 2 weeks of election day)
   If mailed- mailed at least two weeks before election day

   Link- Downloadable Application

4) **Request in person**- while at your local city or township clerk's office

   Requirements-
   Be a registered voter at the time of your visit
   Requested before 4 PM on the day prior to election day
Within two weeks of election day, MI SOS recommends that all requests be made in-person at your Local City or Township Clerk’s office to avoid any postal delays. You can even fill out your ballot right then and there.

Note: If you’re registering to vote or updating your address by appearing at your clerk’s office on Election Day, you can request an absent voter ballot at the same time you register. If you request your AV ballot the day before the election or on Election Day, you must vote the ballot in the clerk's office.

If you are an out-of-state student who opted to register in your home-state, refer to your state's specific laws and requirements on absentee ballots.

After Requesting Absentee Ballot

Your ballot must be received by your local city or township clerks office by 8 PM on election day.

Your completed ballot can be submitted via mail, delivered in-person to your local city or township clerk's office, or be placed in their dropbox. Again- if it is within 2 weeks of election day, MI SOS recommends submitting via in-person delivery.

To check the status of your ballot, visit this MI SOS link below and search for your voter information.

Link- Your Voter Information
Helpful Resources to Utilize and Share with Members

The Michigan Secretary of State has a Michigan Voter Education Center with quite a bit of comprehensive information on voting and voter registration. Think of this as a one-stop-shop for voting information if you have a valid MI drivers license or state ID.

Link- Michigan Voter Information Center

The East Lansing City Clerk's Office has lots of experience navigating students through voting questions. Even if you register somewhere other than East Lansing, they are available to assist you in finding the correct spot for your applications and registrations.

Link- East Lansing City Clerk

vote411 provides links to register to vote, and you can also find out what's on your ballot in all 50 states.

Link- Vote411

MSUvote has great student specific information for both in-state and out-of-state students.

Link- MSUvote

Rock the Vote has a lot of youth-focused voter resources, the link below includes information on how to host your own voter registration event.

Link- Rock The Vote Registration Event Info

Now What?
You've received a crash-course in registering to vote! Congratulations! You didn't need to take that step, but now your event will be that much better. Now it's time to take that information to your RSO members or to the public, and help them to register to vote. Be sure to remember the nuances of in-state and out-of-state requirements. In addition to the information in this guide, we recommend watching this Secretary of State video on registering to vote.

Link- SOS Voter Registration Video
Your Registration Event

General-

- Remain non-partisan. Do not provide financial incentive for people to register to vote, or cast a ballot.
  - Do not offer money, prizes, or other incentives with monetary value for registrations or voting.
  - Ex. If you want to offer cookies, you must offer cookies to all who attend your meeting or who stop by your table, regardless of if they register to vote with you. You cannot offer prizes contingent on registering or voting.
- Do not coerce or force anyone to register. You can however have a registration "elevator pitch"
- Consider connecting with a local experienced group such as the League of Women Voters for assistance during your event.
- Please communicate with the City Clerk's Office if you plan on registering others to vote.
  Inform them of when you will be hosting your drive, when you plan to drop off any paper applications you may have received, and if/when students will be encouraged to go to the office in City Hall or one of the satellite offices. You can find the contact information below.
  - Link- East Lansing City Clerk
    - jshuster@cityofeastlansing.com
- Recognize that for students who wish to register via paper for an address in MI outside of East Lansing, their registrations must be returned to the Ingham County Clerk's office. The East Lansing Clerk will not be able to handle those applications at this time. (This is where online applications come in handy!).
- Recognize that you will not be able to register students who wish to vote out of state.
- Keep in mind the deadlines you must adhere to. Return all applications to the clerk's office no later than October 24th, 2022.
  - If you are taking applications to the Ingham County Clerk's office, return these much earlier than October 24th, 2022 to allow the office time to direct them to the appropriate clerk's office in MI.
Preparations-

- Have all forms/electronic signups ready to go, along with pens, clipboards, and an envelope to collect all registrations at the end.
- While online voter registration is the most seamless approach, for out-of-state students who wish to vote in the local East Lansing area, paper applications may be required. (Remain inclusive!)
- Know where to return your completed registration forms
- Make sure to publicize your event via social media, and come up with creative areas to table like a busy class hall. (If you are holding a registration event for the public, rather than your members)
- Have enough members from your RSO to manage collecting new registrations while also maintaining registrations you have already receive

During the Event-

- Check all registration forms for completion of essential information
  - Over age of 18 unless pre-registering, US citizen, identification requirement, signed and dated
- Keep track of all those you have registered for your records
- Consider highlighting resources such as vote411 after registration so that people can be informed of what’s on their ballot.
  - For many students, knowledge of candidates and issues can represent a huge voting barrier. Do your best to create an equitable space for voting.
- MSU will have a satellite clerks office on campus from October 10th- November 8th. Consider using their presence as a resource for your RSO

After the Event-

- Return your completed paper registration forms to the correct place
- Maintain a record of all those you registered both by paper and online
- Be proud that you have impacted American democracy, and have encouraged others to use their voice

MSU's Rules

If you are planning on hosting a registration drive on MSU’s campus, please refer to MSU’s guidelines on tabling

Link- MSU Rules + Regulations on Tabling
Thank you for reading!

We hope this guide is helpful for your student group as you work on voter registration in the East Lansing community. Your hard work and dedication makes a noticeable difference, and MSUvote is incredibly proud to work with you. If you have any questions- again- don't hesitate to reach out. We're here to support you.

Please follow the regulations, advice, and deadlines of the SOS above the recommendations in this guide. While we have made ample effort to ensure that everything is in alignment with the SOS, if you ever notice differing instructions between this guide and the SOS website, please follow the SOS.