

# VOTING + ELECTIONS

## TOOLKIT



COLORADO LEAGUE of  
CHARTER SCHOOLS



Because your vote matters.  
REGISTER. SHARE. ACT  
Election Day: **November 8th**

# VOTING + ELECTIONS

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# TOOLKIT

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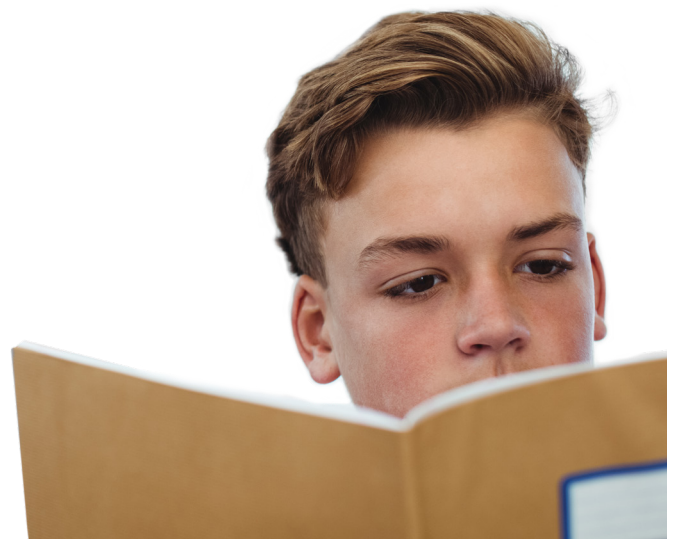
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## Introduction

Engaging your school community in elections is a critical way to empower your staff, families, and community members to use collective action for the benefit of our schools and our students. By encouraging civic engagement and voter participation at your school you'll not only be helping influence positive election outcomes for charter schools, but will also be building a greater sense of community impact throughout your school community.

We've put together this toolkit to provide you with everything you need to engage members of your school community in the election season from registration through Election Day.

**Voter Registration:** Get all of your questions answered about the voter registration and voting process in Colorado answered.

**Election Phases and Samples:** Find sample emails, social media posts, graphics, and additional engagement ideas at each phase of the election cycle.

**DO'S and DON'Ts:** In section three you'll find a helpful guide to the "do's" and "don'ts" of political elections for charter boards, administrators and members, and employees to help guide your engagement strategies this election season.

If you need additional information or support to build greater electoral engagement in your school community, please reach out to the Advocacy Team at the Colorado League of Charter Schools at: [advocacy@coloradoleague.org](mailto:advocacy@coloradoleague.org). Thank you for helping us be stronger together!

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## Section 1: Voter Registration and Voting Information

In this section, you'll find the basics of voter registration and voting in Colorado to help inform you and your school community. We'll cover the common questions related to elections from who is eligible to register to vote, to important registration and voting deadlines, to tracking your ballot to ensure your vote is counted. Further resources and links are included to ensure you have all you need to confidently navigate election season.

### Voter Registration

#### Registration Requirements

To register to vote in Colorado, you must be:

- A citizen of the United States
- A Colorado resident for at least 22 days before the election you'd like to participate in
- At least 16 years old to register, but you must be at least 17 years old to vote in a primary election and 18 years old to vote in other elections
- Not be serving a sentence of detention or confinement for a felony conviction

## How to Register

There are three primary ways to register to vote in Colorado:

- Online at [www.GoVoteColorado.gov](http://www.GoVoteColorado.gov) with a valid state driver's license or state issued ID card from the Colorado Department of Revenue.
- With a printable registration form that is available at the Secretary of State's website, the county clerk and recorder's office, and federal post offices. Completed forms can be mailed, faxed, or scanned and sent through email to your county clerk and recorder's office.
- In-person at a voter registration drive or at one of the following locations:
  - Colorado Department of Motor Vehicle offices when you apply for a driver's license or are updating your driver's license information
  - Public assistance offices
  - Recruitment offices for the U.S. armed forces
  - Additional federal, state, or local government office or any non government office that chooses to provide voter registration service or applications
  - A county voter service and polling center

## Viewing and Updating Your Registration

To view your voter registration information and/or make any updates to your registration including name changes, party affiliation changes, and contact information changes, visit [Go Vote Colorado](http://GoVoteColorado.gov) on the Colorado Secretary of State's website.

## Voter Registration Deadlines

In Colorado you can register to vote through Election Day if you plan to vote in-person. To receive a mail ballot in Colorado, you will need to:

- Register to vote or update your voter registration at [www.GoVoteColorado.gov](http://www.GoVoteColorado.gov) at least eight days before Election Day.
- Submit a voter registration application at any of the approved locations mentioned earlier at least eight days before Election Day.
- Submit an application through a voter registration drive no later than 22 days before Election Day.



## Voting in Colorado

### Get Informed

A key part of voting is doing your research to find out more about the candidates and issues you'll be considering. Here are just a few of the ways you can get informed about what's on your ballot to get you started:

- Colorado Ballot Information Guide (Blue Book): The purpose of the Colorado Ballot Information Guide, more commonly referred to as the "Blue Book", is to provide Colorado voters with the text of each initiated or referred constitutional amendment, law, or question on the ballot, as well as an impartial analysis of the proposed measures. Each analysis includes a summary of the proposed measure, the pros and cons of passing the measure, and a brief overview of the potential fiscal impact if passed. English and Spanish versions are sent directly to voters via mail and are also accessible here: <https://leg.colorado.gov/content/initiatives/initiatives-blue-book-overview/ballot-information-booklet-blue-book>. Many counties also produce similar voter guides to the Blue Book.

- **Sample Ballots:** Many counties provide sample ballots prior to the election to give you a preview of what you'll be voting on that election cycle. You can find the links to each county's clerk and recorder office which would provide the sample ballots here on the Colorado Secretary of State's website: <https://www.sos.state.co.us/pubs/elections/Resources/CountyElectionOffices.html>
- **Candidate and issue websites and social media:** Most candidates and issue campaigns have individual web pages and social media accounts with more information on the background of the candidate or issue, more specifics about the policy positions of the candidate or policy behind a ballot measure, and endorsements
- **In-person events and forums:** Attending candidate forums, debates, and election information sessions in your community can be a helpful way to connect with the people behind the platforms and compare and contrast candidates.
- **Local news, radio, and television:** Knowing how a candidate plans to represent your area or how a ballot measure can impact your community is critical information to inform your voting. Local news, radio, and television can provide helpful insights on how candidates and issues fit into your local context.



## Voting Deadlines

To ensure your vote is counted, keep the following deadlines in mind:

- Mail in – Ballots must be postmarked 8 days before Election Day.
- In person – The deadline to vote in-person is 7:00 PM on Election Day.

## Voting Identification

If you plan to vote in-person at a polling center, you must have an approved form of identification. The following documents are acceptable forms of identification per Section 1-1-104(19.5), C.R.S., Secretary of State Rule 2.3:

- Department of Revenue. (Note: documents issued to not lawfully present and temporarily lawfully present individuals under Part 5 of Article 2 of Title 42, C.R.S. are not acceptable forms of identification.)
- A valid U.S. passport.
- A valid employee identification card with a photograph of the eligible elector issued by any branch, department, agency, or entity of the U.S. government or of Colorado, or by any county, municipality, board, authority, or other political subdivision of Colorado.
- A valid pilot's license issued by the federal aviation administration or other authorized agency of the U.S.
- A valid U.S. military identification card with a photograph of the eligible elector.
- A copy of a current (within the last 60 days) utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector.
- A Certificate of Degree of Indian or Alaskan Native Blood.
- A valid Medicare or Medicaid card issued by the Centers for Medicare and Medicaid Services.
- A certified copy of a U.S. birth certificate for the elector.
- Certified documentation of naturalization.
- A valid student identification card with a photograph of the eligible elector issued by an institute of higher education in Colorado, as defined in section 23-3.1-102(5), C.R.S.
- A valid veteran identification card issued by the U.S. department of veterans affairs veterans health administration with a photograph of the eligible elector.
- A valid identification card issued by a federally recognized tribal government certifying tribal membership.

- Any form of identification listed above that shows your address must show a Colorado address to qualify as an acceptable form of identification.

The following documents are also considered acceptable forms of identification for voting:

- Verification that a voter is a resident of a group residential facility, as defined in section 1-1-104(18.5), C.R.S.
- Verification that a voter is a person committed to the department of human services and confined and eligible to register and vote shall be considered sufficient identification of such person for the purposes of section 1-2-210.5, C.R.S.
- Written correspondence from the county sheriff or his or her designee to the county clerk indicating that a voter is confined in a county jail or detention facility.

## Locations

See Appendix A for links to each county's in-person polling location and drop-box locations for mail ballots. You can also visit [www.GoVoteColorado.gov](http://www.GoVoteColorado.gov) to locate your nearest voting center.

## Accessibility

For more information on voting accessibility resources, visit:

<https://www.coloradosos.gov/pubs/elections/accessibilityResources.html>

## Track Your Ballot

The BallotTrax system tracks and sends email or text notifications of the status of your mail ballot from when it's mailed to you to when it's been counted. You can sign up for BallotTrax here:

<https://colorado.ballottrax.net/voter/>.

## TXT2Cure

To help voters in Colorado provide additional information necessary to resolve problems with their mail ballots and ensure the votes get counted, the Colorado Secretary of State provides the TXT2Cure system. To utilize TXT2Cure, text the word "COLORADO" to the number 28683 and follow the prompts for "Cure My Ballot".



## Section 2: Engaging Others in Elections

When it comes to elections there is strength in numbers! Engaging others in your school community in the election cycle is critical to achieving positive outcomes to support charter schools and charter students. In this section, we've provided tools and resources for community electoral engagement broken down by the key phases of the election season: voter registration, making a voting plan, engaging non-voters, early voting, final voting turnout, and post-election.

## Voter Registration

Ensuring those in your school community are registered to vote and/or have updated voter registration information is the first step in community electoral engagement. Providing helpful tools and resources can make this an easy process for your school community and a strong start to electoral involvement.

[Click here for a sample email & sample social media posts on voter registration](#)

## Other Engagement Opportunities:

- Host a virtual or in-person voter registration drive. Find the rules and requirements for hosting a voter registration drive here: <https://www.sos.state.co.us/pubs/elections/VoterRegDrive/VRDhome.html>
- Have handouts available at your school with relevant voter registration information families and staff can take home.

## Making a Voting Plan

Once those in your school community are registered to vote, encouraging them to make a plan for voting - including where they plan to vote, when they plan to vote, and how they'll inform their voting - can help encourage voter participation.

[Click here for samples of a voting plan email & a voting plan social media post](#)

## Early Voting

Since every voter in Colorado receives a mail ballot, early voting is both possible and easily accessible. You can encourage voters in your school community to fill out their ballots before Election Day to help avoid missing deadlines and missing out on key voter participation.

[Click here for a sample email & sample social media posts on early voting](#)

## Final Voter Turnout

As with any kind of campaign, the final hours of election season are crucial to success. There is also natural momentum and excitement around Election Day that is important to leverage with one last push for members of your school community to vote.

[Click here for a sample of a final voter turnout email & a social media post](#)

## Other Engagement Opportunities:

- Encourage members of your school community to share photos of their "I Voted" stickers to social media.

## Post-Election

Though the election is over, there is still opportunity to connect with your school community and ensure that everyone is informed on the outcomes of the election and the potential impacts. Providing post-election outreach and information is also a helpful way to remind those in your community that their vote and engagement mattered and is appreciated.

[Click here for a sample of a post-election email & a post-election social media post](#)

## Other Engagement Opportunities:

- As mentioned in the sample social media post, host a Town Hall to review the election results and how the results could impact your school community. (and reach out to the Colorado League of Charter Schools if you need support planning and hosting a post-election event!)
- Work with members of your school community to reach out to your newly elected officials and get a head start on building those relationships.
- Think about other advocacy opportunities you could engage members of your school community in throughout the year and share those opportunities out.

## Engaging Non-Voters

There may be individuals in your school community who are not eligible to vote for a variety of reasons. It's important not to count these people out - they still are a part of your school community and have a stake in the election outcomes. Recognizing the role these individuals can still play in elections and providing them ideas of how to engage can help to ensure they feel seen and connected to both your school community and the election.

Some ways to get ineligible voters involved in elections in your school:

- If they're ineligible due to being students who are underage, start a "future voter" campaign with your students where they share why they'll vote in the future, why voting is important to them, and the overall need for civic engagement in your school community.
- Encourage them to support voter registration and turnout in your school community by helping inform others on how to vote and what candidates and issues will be on the ballot this year.
- Post-election, engage them in your outreach to newly elected officials and any initial relationship building between your school and their elected representatives.

[Click here for tips on how to engage ineligible voters in your community](#)

[Click here to read more about guidance for electoral engagement for charter schools](#)

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## FIND YOUR LOCAL VOTING CENTER - Appendix A

[Click here to see a list of county voting locations and ballot drop box locations](#)

Sign up for ACT at [www.coloradoleague.org/page/takeaction](http://www.coloradoleague.org/page/takeaction)

# ACT

ACT *for* CHARTERS TODAY