



Registrar of Voters

A Guide: How to Host Your Own Voter Registration Drive

We are excited that your school has decided to host your own Voter Registration Drive during High School Voter Education Weeks, happening April 14-25, 2025. To support this effort, the San Bernardino County Registrar of Voters provides you with helpful information about how to plan, organize and implement your event. For further information, resources or for questions, visit Elections.SBCounty.gov or contact Communications@rov.sbcounty.gov.

Step 1: Get approval from school administrators

- Work with school administrators on an appropriate date, time and location for the event.
- Recruit students to assist with planning and implementation with the oversight of your school's ASB president, advisor or similar team member.

Step 2: Get educated on the appropriate materials

There are rules and regulations set forth by the California Secretary of State that you should know.

- You may register eligible students to vote via paper voter registration applications, the California Online Voter Registration application (RegisterToVote.ca.gov), or a combination of the two.
- If you choose to provide paper voter registration applications, contact the San Bernardino County Registrar of Voters at (909) 387-8300 to obtain them. If obtaining 50 or more paper voter registration applications, you will need to submit a distribution form. You may also need to complete a short online voter registration training class.
- Review the [Secretary of State's Guide to Voter Registration Drives](#). The Secretary of State's Guide to Voter Registration Drives is designed to help voter registration drive coordinators understand their responsibilities and requirements when helping people register to vote.

Step 3: Train your team

It's important that all students and administrators involved in voter registration drive outreach understand who is eligible to vote and who is not, registration deadlines, how to correctly fill out a voter registration application, and more.

3A: To register to vote, a person must be:

- A United States citizen and a resident of California
- 18 years old or older on Election Day (or 16 or 17 years old for pre-registration)
- Not currently serving a state or federal prison term for the conviction of a felony
- Not found mentally incompetent to vote by a court

3B: Eligible voters can register at any time, though registration closes 15 days prior to an election. If an eligible voter completes a voter registration application within 15 days of an election, they will not be eligible to vote in those upcoming races unless they register to vote in person at the Registrar of Voters, an Early Vote site or a polling place. The next statewide election is the June 2, 2026, Primary Election.

3C: It is recommended that your team reviews the Secretary of State's "[Frequently Asked Questions](#)," which includes eligibility information on page 6 of the document.

- According to the Secretary of State, "workers and volunteers should have a copy of the "Voter Registration - Frequently Asked Questions" information in Appendix E when registering voters.
- For more information or for additional training insights, contact the Outreach Team at the San Bernardino County Registrar of Voters at (909) 387-8300.

Step 4: Promote your drive

Once your event's date, time and location have been set, and your team has been identified and trained, begin promoting your event. Several promotion tools identified below are included in this toolkit.

- Distribute printed flyers and/or hang flyers on appropriate school bulletin boards
- Chalk on the sidewalks and use school whiteboards/chalkboards to post event information
- Enlist the help of your school's communications administrator to post information on the school's social media pages and website
- Promote the event over the morning announcements
- Run an article in your student news channel (newsletter, newspaper, etc.)
- Send a letter home with parents that includes event information

When promoting your registration drive, notify students interested in pre-registering or registering to vote to bring their California driver license or identification number, or the last 4 digits of their social security number with them.

Step 5: Implement your voter registration drive

Once you're trained and prepped, you're ready for your event.

- Set up an eye-catching table at a highly visible area at your school
- Work in teams of two; actively talk with students and educate them on how they can be civically involved in their community
- Place marketing materials on your table, such as a flyer with a QR code to encourage students to pre-register and register to vote
- Have fun with it! Play patriotic music, decorate your table or booth, dress up in matching outfits or costumes. *However, you may not provide any incentives for registering to vote.* You may still hand out stickers or other fun giveaways, pass out snacks or lemonade, but they must not be provided as a condition of registration.

A detailed guide to hosting a voter registration drive can be found on the Secretary of State website or [linked here](#).