



VOTE POP UP

A Kit for Community Groups
to Ignite Voter Participation

Vote PopUp:

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Vote PopUp is generously funded in part by:



Thanks to your confidence and support, more Canadians are informed about when, where and ways to register and vote so they can exercise their right to vote and have a voice in their democracy.

This kit would not be possible without the generous sharing of ideas and approaches by the following organizations:

- **Boys and Girls Club of Canada**, bgccan.com/Pages/BGCC_Splash.aspx
- **CIVIX**, civix.ca
- **VoteKit Calgary**, votekit.ca

Samara Canada* is dedicated to reconnecting citizens to politics. Established as a charity in 2009, we have become Canada's most trusted, non-partisan champion of increased civic engagement and a more positive public life.



Samara Canada's research and educational programming shine new light on Canada's democratic system and encourage greater political participation across the country to build better politics, and a better Canada, for everyone.

*A *samara* is the winged "helicopter" seed that falls from the maple tree. A symbol of Canada, it is also a reminder that from small seeds, big ideas can grow.

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Publisher: Samara Canada

Lead writers: John Beebe and José Ramón Martí

Editor: Angelika Glover

Photographer: John Beebe

What Is Vote PopUp?

For newcomers to the democratic process, the act of voting can be intimidating or confusing. Vote PopUp is a creative new way for civic leaders and organizers to engage their communities in the lead-up to the October 19th federal election.

Vote PopUp is an easy-to-use, do-it-yourself kit designed to give first-time or infrequent voters the opportunity to practice casting a ballot prior to the election and to affirm their commitment to political participation. It also provides groups an excellent opportunity to connect with communities during election time. Vote PopUps can be integrated into existing programs like adult education classes, held at community centres or at public events like music festivals or farmers' markets.

Why Use this Kit?

Canadians are frustrated with politics, but they value democracy. Almost 40% of Canadians report that they have not discussed politics in the last year. Yet, politics is how we make decisions, and if some voices are not heard, how do we know we're making the right decisions?

For first time or infrequent voters, the mechanics of voting can be a barrier to participation. Vote PopUps can help demystify the process and provide participants authoritative information about how, when and where to vote.

By holding a Vote PopUp you're not simply voicing your commitment to one of our most fundamental democratic rights, but showing that you actively uphold that right.

Create a safe space:

Vote PopUps create a safe space for community members to engage and consider what matters to them. While organizers and participants may hold strong views about the upcoming election, it is critical to the success of the program that they refrain from any partisan comments during the activity.

- **Strengthen and celebrate community**

Vote PopUps serve to inspire greater involvement in community. By inviting people to consider the issues that affect them, they're more likely to engage their neighbours in political conversation and action.

- **Provide opportunities for local leadership**

Vote PopUps give local leaders and groups the opportunity to showcase their civic involvement by taking the lead in organizing the activity. These organizations also have the ability to make Vote PopUps both fun and meaningful. For Canadian youth and new citizens voting for the first time in a

federal election, local organizations can provide a critical and trusted source for non-partisan information. For people who care deeply about their community but cannot yet vote because of their age or citizenship status, Vote PopUps allow them to experience our democratic process hands-on.

How to Use this Kit:

1. Plan Your Vote PopUp

- A planning timeline and list of roles and responsibilities
- Ideas for engaging participants the day of the vote

2. Train Your PopUp Team

- Guidelines and instructions for training members of the team

3. Hold Your Vote PopUp

- Clear, step-by-step instructions for how to setup and run the activity

4. Beyond Your Vote PopUp

- Ideas about how to follow-up with participants and continue building interest and excitement in the federal election

5. Tools and Materials

- Planning and event checklists, educational materials, sample ballots, and other tools to help you run the activity

6. Frequently Asked Questions

- Answers to commonly asked questions
- Visit samaracanada.com/election/votepopup for more FAQs

Need help?

If you have any questions about using the kit or organizing your Vote PopUp, we're here to help! Email Samara Canada at info@samaracanada.com or go to the FAQ section on our website for more information.

1. Plan Your Vote PopUp

Step 1: Choose a time and place

When?

Vote PopUps can happen any time before advance polling starts on **October 9th, 2015**.

Where?

What makes a great location:

- Wherever your group normally meets or other community gathering spaces (community centre, classroom, senior housing, library, etc.)
- Large groups of people hanging out (county fair, farmers' market, music festival, public plaza, etc.)
- Internet access and power for computers
- Prominent location so it is easy to find, with a protected space for people to vote
- Room for large tables and some chairs

A note about locations:

When holding a Vote PopUp at a public event like a festival, it is important to coordinate closely with the event organizers to ensure access to an appropriate space with room to recreate a polling station and protect "voter" privacy.

Step 2: Recruit a PopUp Team

The number of people needed to run a Vote PopUp will depend on the location and duration of the event.

When held as part of an existing program, a polling station can be run with 3 to 4 people. At a public event, each polling station should have at least 5 people and, depending on the duration and scale of the event, many more people will be helpful.

The PopUp Team should include:

- **Team Leader** – responsible for recruiting and training the PopUp Team and overseeing the activity on polling day. Choose someone who is willing and able to take on a leadership role. After the activity, they should complete the online feedback survey, tally and announce the election results and publicize the great work.
- **Logistics Coordinator** – responsible for securing the location and ordering and preparing materials.
- **Outreach Officers** – in a public setting, they are in charge of persuading people to participate and directing participants to Poll Officers. Choose people who are welcoming and enjoy engaging people they may not know. This role may not be required during existing programs or other non-public events.

- **Poll Officers** – in charge of carrying out the voting procedures. Choose people with a high attention to detail. A minimum of two officers per polling station.
- **General Support** – available to jump in on any role and replenish supplies.

For additional support, once the election period has officially started, contact your local Elections Canada office to request the assistance of a **Community Relations Officer**. Local Elections Canada offices can be found online using the Voter Information Service at elections.ca.

Step 3: Design an engagement strategy

To effectively engage people around voting, think about the questions and issues that most interest or concern the community and invite participants to vote on them. We recommend not listing actual parties or candidates on the ballot to keep the event non-partisan and to avoid any confusion with the actual federal election. That leaves many options from serious to playful. Here are a few examples:

“Vote for what matters to you”

- This option allows people to connect their concerns and interests to the election and works well in all settings
- List the top five federal issues in your area (transit, public safety, jobs, taxes, environment, etc.)
- Provide an “other” option for people to list their own ideas

“Vote for your favourite vegetable (or fruit, or animal, etc.)”

- This playful option works well at farmers’ markets or county fairs

“Vote for your favourite band”

- This works well at music festivals or battles of the bands

“Vote for the movie to play at the next movie night” or “the snack to serve at our next picnic”

- This option gives groups that meet regularly something to vote on that has real consequences

Make up an option!

Step 4: Create incentives for participating

While optional, free giveaways can increase engagement in places where participants are just passing by. However, whenever incentives are used, be sure to give participants this reality check: *incentives are not used on Election Day to avoid any undue influence.*

Ideas for incentives:

- **Food or drinks:** Always popular. Seek a local sponsor to keep costs down.
- **A chance to win:** Enter participants in a draw to win a prize (concert tickets, gift certificates, etc.). Again, seek a local sponsor. *Reality check: Offering rewards for voting in real elections is strictly prohibited!*
- **Stickers or buttons:** Easy and inexpensive. (See template in the Tools and Materials section.)

Other tips for attracting participants:

- Invite a local celebrity to participate in the vote.
- Include a political trivia game with prizes.
- Design a backdrop for participants to take pictures in front of and share on social media. *Reality check: Photos cannot be taken in a real polling station so place your backdrop away from the polling area!*

Step 5: Prepare materials for voting day

At least two weeks before the Vote PopUp:

- Order ballot boxes, voting screens and educational materials from Elections Canada. See Tools and Materials section for a complete list and order numbers. (Note: Educational materials and electoral maps are available for download at elections.ca.)

Vote Pledge

Invite everyone to make a public pledge to vote. If participants are not eligible to vote because of their citizenship status or age, they can be asked to pledge to “stay engaged.”

Tips for Vote Pledges:

- On a large poster, ask people to finish the sentence “I am voting because...” or invite them to add their name or signature
- Display the Vote Pledges in a prominent public space and invite others to add their names or ideas (using large sticky notes or butcher paper, for example)
- Have participants tweet their Vote Pledges
- Hold a press event



- Prior to the start of the election, these items can be ordered directly from Elections Canada by calling 1-800-463-6868. After the start of the election, contact your local Elections Canada office.
- Order T-shirts, lanyards or other items that can be used to identify the PopUp Team.

Before the Vote PopUp:

- Reserve one or more computers with Internet connection – highly recommended
- Print sample ballots, educational materials and signage
- Prepare ballots, allowing at least 10% extra for spoiled ballots
- Set aside large tables and some chairs
- Get markers, pens and pencils
- Create signs leading participants to the PopUp Space in locally used languages
- Create or arrange for incentives, decorations, activities or entertainment



2. Train Your PopUp Team (Training Guide)

The training required will vary depending on the background of the team and the setting for the Vote PopUp.

When conducting a Vote PopUp during an existing program, provide team members with the training materials ahead of time and allow one hour to review materials and walk through the process just prior to the activity.

When conducting a Vote PopUp at a public event, hold a training session 2 to 3 days before the Vote PopUp. During training, team members will familiarize themselves with voting procedures and practice outreach techniques. This is also a great time to hand out T-shirts, lanyards or other items that will identify the team.

Guidelines for all team members:

Remain politically neutral – You can answer questions about who is running for office or how to vote but don't give your opinion. Remind people that what is important is *their* opinion. You can also direct people to external resources for more information about candidates and issues.

Everyone can participate – Even people not eligible to vote in the upcoming election or who lack the proper identification should be allowed to participate in the activity as a way to practice and experience voting.

It is not only about voting – Participants who don't want to vote can also check their voter registration, get information about their electoral district or polling place, learn about different identification and voting options or simply make a pledge to vote in the federal election.

Make it fun – Your attitude will set the tone. If participants are nervous or reluctant, say things like, "I had the same feeling when I first voted."

What to say when people say "No"

People may say "voting is a waste of time" or "they're all crooks" or "I don't have time."

A great first response can be "I understand" or "I have felt that way." Explain that Vote PopUp is an opportunity to vote on the chosen subject. If there are other incentives for participating, mention them.

Another great way to engage them is to ask, "What matters to you and why?" Listen carefully to their response. Being listened to may be enough to change their mind.

For people who say they don't have time, offer them information or a chance to take the Vote Pledge.

If they still don't want to participate, thank them and politely urge them to consider voting on Election Day.

Step 1 Review – Hand out the guides to the various roles and review the responsibilities.

Step 2 Review – Look over the Elections Canada materials that you will refer to and distribute during the activity. The “My Voter’s Guide” and “Have your ID ready” tear-off sheet will be most valuable when working through different scenarios such as those below.

Step 3 Practice – Have each team member try out the Online Voter Registration Service and the Voter Information Service so they can become familiar with the types of instructions and responses that will appear when potential electors use these systems. Both services can be found at elections.ca.

Step 4 Practice – Have someone play the role of participant and run through a variety of scenarios, including the following:

Scenario 1: Nervous first-time voter who has a driver’s licence with their current address.

Scenario 2: Experienced voter who has received their Voter Information Card.

Scenario 3: Resident who, because of age or citizenship, is not eligible to vote.

Scenario 4: Voter who has recently moved and does not have identification with current address.

Step 5 Remind – Make sure the team knows where the Vote PopUp is taking place and when they need to be there.

Five things you may not know about polling stations and Election Day:

1. If you make a mistake on your ballot, just return it to the polling officer and they will give you a new one.
2. Partisan or electioneering signs are not permitted in polling stations.
3. Photos are not allowed in the polling station (sorry, that means no voting selfies!). However, photos are allowed outside the polling station (selfies with the Elections Canada sign outside the polling station!).
4. Incentives for voting are not provided (not even stickers) – just the satisfaction of adding your voice.
5. Want a job? Elections Canada is the largest employer in Canada on Election Day. Find out about job opportunities at elections.ca.

Roles and Responsibilities

Outreach Officers

During a public event, the Outreach Officer's job is to invite people to participate in the Vote PopUp and then direct them to the correct Poll Officer. This is the most important job because it is the first point of contact for the general public. Here are some basic guidelines.

Do:

- Stand in a prominent spot and approach everyone
- Introduce yourself by name
- Invite people to share their opinion about the subject of the Vote PopUp (e.g., "What matters to you?" or "What's your favourite band?")
- Offer them an incentive, if available
- Explain the process will take less than 5 minutes

Avoid:

- Asking people if they plan on voting in the upcoming election
- Starting by asking people to take part in a mock vote
- Discussing partisan issues

Potential participants have four possible responses when asked to participate:

1. If participants are interested in taking part in the activity, direct them to the correct Poll Officer:
 - If participants are eligible to vote, direct them to Poll Officer 1 to check their registration and, if polling locations have been announced, the location of their polling place.
 - If participants are not eligible to vote or do not wish to confirm their registration or polling location, direct them to Poll Officer 2 to review ID and voting options and to cast a ballot.
2. If participants are eligible to vote but they do not wish to check their registration or cast a ballot, explain that some electoral districts and polling places have changed. If polling locations have been announced, direct them to Poll Officer 1 to confirm their polling place. If locations haven't been announced, give them information about how to find their polling place and invite them to sign the Vote Pledge, if offered.
3. If participants already know their polling location, invite them to sign the Vote Pledge, if offered.
4. If individuals do not wish to participate, thank them and remind them that Election Day is **October 19th, 2015**.

When are polling locations announced?

Some polling places have changed since the last federal election. Polling locations and hours for the 2015 federal election will be made public on or around **September 23rd, 2015** and can be found on Elections Canada's website (elections.ca) and the Voter Information Cards mailed to registered voters on the above date.

Poll Officer 1

Poll Officer 1 informs the participant about recent changes to many electoral districts and how to use the Elections Canada website.

Materials to have handy:

- "Am I registered to vote?" handout
- "Get ready to vote" flyer
- "Voter's checklist" infographic
- Voter Information Card sample

When the participant approaches the table, ask them to check if they're registered at their current address using the Online Voter Registration Service. Access the service by clicking the "Check your voter registration" button at elections.ca. Remember to refresh the page after every participant.

- A. If they are registered at their current address and polling locations have been announced, confirm their polling location. If the locations aren't yet available, tell them how to find their polling location – using the Voter Information System or their Voter Information Card – once it's announced.

OR

- B. If they're not registered, unsure if they're registered or need to update their address, help them register or update their address online. If they're unable to register online, clearly explain that they can still vote without being registered in advance – they simply need to bring appropriate identification and proof of current address. (Poll Officer 2 can provide them with a list of ID options.) They can also call Elections Canada at the phone number provided in the educational materials. If possible, confirm the location of their polling place.

If you are unable to access the Internet during the activity or the participant is reluctant to enter their personal information in the computer, give them instructions on how to access the Elections Canada website, including the "Am I registered to vote?" handout.

Once they've checked their registration and polling location, they're ready for the next step!

Poll Officer 2

Poll Officer 2 informs the participant about different ID and voting options.

Materials to have handy:

- "Have your ID ready" list of ID
- "Voter ID" infographic
- "4 ways to vote" infographic
- Ballots

1. Explain to participants that they will need to prove their identity and current address to vote in the federal election. For most people that will be a driver's licence, but there are many other options for proving identity and current address. (Use the "Voter ID" infographic as a quick reference or see "Have your ID ready" for a complete list.)
2. Confirm that they have identification that complies with Elections Canada's requirements. If they do not, they can still cast a ballot today but make sure they know what they will need when they vote in the federal election.
3. Finally, explain that if they are unwilling or unable to vote on Election Day, there are other ways to vote ahead of time. Offer them a "4 ways to vote" infographic from Elections Canada explaining their options.

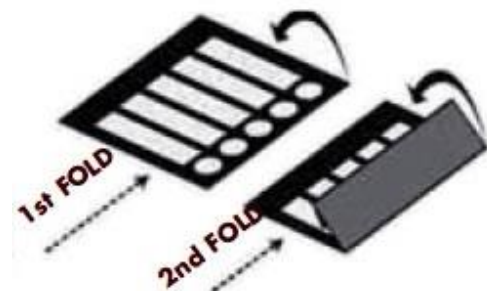
Poll Officer 2 then hands the participant a ballot and explains how to cast it.

1. Start by folding the ballot twice as shown below. Once it's folded, initial the outside and hand to participant.
2. Remind participants what they are voting about and instruct them to go behind the voting screen to mark their choice. Warn them that marking more than one choice will result in a spoiled ballot.
3. When the participant has finished marking their choice, check the ballot for your initials and instruct them to place their folded ballot in the ballot box.

Team Leader

In addition to overseeing the PopUp, the Team Leader:

- Congratulates participants
- Hands out stickers or other incentives
- Invites participants to take a voting pledge and/or post a picture on social media
- Explains how and when the results of the vote will be shared



3. Hold Your Vote PopUp

The ballots are printed, the PopUp Team is assembled and the day is about to start! Hold a short team meeting before you begin. Inform the team of any last-minute changes and spread positive energy throughout the group. Remember that if you're smiling it may give them a reason to do the same. Have a cell phone on hand at all times as well as the Vote PopUp Kit and any accompanying notes.

Keep in mind:

Vote PopUps may look or feel different than actual polling places. That's okay because their main purpose is to prepare participants for voting and allow them to practice casting a ballot, much as they would in a federal election. If participants have questions about other aspects of voting or the electoral process, refer them to the Elections Canada website, your local Elections Canada office or an Elections Canada Community Relations Officer.

Setting Up the PopUp Space

The layout of the PopUp Space is crucial to the success of the activity. Spaces will vary significantly so consider what makes the most sense in your particular case. (Refer back to page 5 for tips on selecting a great location.)

At each polling station, have one processing table where Poll Officers process participants and at least one voting table where participants mark their ballots. Setup one polling station per group of 20 to 30 participants per hour. Setup additional polling stations if necessary.

The processing table should be rectangular and large enough to easily accommodate a ballot box, the ballots, Elections Canada materials and a computer, if available. Make sure there are chairs for the Poll Officers. The voting table should be behind or next to the processing table and must have space for voting screens and pencils but it should be clear of anything else. Make sure there is always a pencil at each voting screen. Post an "Instructions for Electors" sign on the inside of each voting screen so participants know how to get a new ballot if they spoil their first one and what to do once they've correctly marked their ballot.

Display several "Employment on Election Day" flyers in visible locations throughout the space.

During the activity, Outreach Officers should be standing where people enter the space and not behind the processing table. The Poll Officers should be seated behind the processing table.

Taking Down the PopUp Space

When the activity ends, have a quick wrap-up session with the team and thank members for their time and energy. Try to do this before you start putting things away. If you plan to announce the results, have one or two people count the ballots or seal the ballot box before it's taken away. Make sure to gather any remaining materials.

Announcing the Results

The polls have closed and the votes have been counted – it's now time to announce the winner! Use this moment as an opportunity to expand the conversation about voting and what's important to your community. If the outcome is significant, organize a formal announcement or celebration.

Spread the word during community events and programs and through newsletters and social media. If participants voted on a specific course of action, see that it happens! Think about how the results may affect your future plans or goals. Have they taught you something about your community? If so, what? This is also a good time to remind people about the upcoming federal election.

Completing the Online Survey

To continue improving the Vote PopUp Kit, Team Leaders should complete the online survey after going through the entire activity. The survey only takes a few minutes and can be completed online. Information gathered will be kept confidential and will only be used to make the activity better. Your feedback is greatly appreciated!

Find a link to the survey at: samaracanada.com/election/votepopup.



4. Beyond Your Vote PopUp

The Vote PopUp may be over, but democratic engagement has just begun:

- Build on the interest in the election that the Vote PopUp has sparked. Organize or attend an all-candidates night. Invite a wide range of advocacy organizations to share their views about the election.
- Start an “I vote because I care about...” social media campaign.
- Nominate everyone on your PopUp Team for Samara’s Everyday Political Citizen contest: samaracanada.com/everyday-political-citizen
- Consider making Samara’s Democracy Talks an ongoing part of your community programming: samaracanada.com/samara-in-the-classroom/democracy-talks
- Follow Elections Canada’s social media channels
 - Twitter: twitter.com/ElectionsCan_E
 - Facebook: facebook.com/ElectionsCanE
 - YouTube: youtube.com/ElectionsCanadaE

For more civic engagement tools and discussion about Canadian democracy, visit: samaracanada.com.

To learn more about our federal elections, visit: elections.ca.



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Vote PopUp: Planning Checklist

- ☐ Choose a time and place
- ☐ Find a PopUp Space
- ☐ Recruit a PopUp Team
- ☐ Design an engagement strategy (determine voting issue and choices)
- ☐ Order a ballot box and voting screens
- ☐ Order and/or print Elections Canada educational materials
- ☐ Secure one or more computers and Internet access – highly recommended
- ☐ Print and prepare ballots (allowing at least 10% extra for spoiled ballots)
- ☐ Print and cut out “Are you registered to vote?” handouts
- ☐ Print Instructions for Electors – one per voting screen
- ☐ Print map of local electoral district(s)
- ☐ Set aside processing and voting tables and chairs for Poll Officers
- ☐ Get T-shirts, lanyards or other items to identify team members
- ☐ Obtain sponsorship for food or other incentives
- ☐ Create signs directing people to the Vote PopUp in locally used languages
- ☐ Create social media backdrop, signs and other decorations
- ☐ Arrange any accompanying activities or entertainment

Vote PopUp: Voting Day Checklist

- ☐ Ballot box
- ☐ Voting screens
- ☐ Ballots
- ☐ Elections Canada educational materials
- ☐ “Are you registered to vote?” handouts
- ☐ Instructions for Electors signs
- ☐ Employment on Election Day flyers
- ☐ Computer(s) – with adequate power supply
- ☐ Internet access
- ☐ Map of local electoral district(s)
- ☐ Tables and chairs
- ☐ Direction signs
- ☐ Items used to identify team members
- ☐ Materials for Vote Pledge (e.g. large sticky notes or butcher paper)
- ☐ Social media backdrop and/or signs
- ☐ Markers, pens and pencils
- ☐ Stickers, buttons or other incentives

Elections Canada Order List

Contact Elections Canada to order the following items. Some items can also be ordered in large print, Braille, DAISY or other formats. Information is available in multiple formats and languages.

Estimate the quantity of items you will need before contacting Elections Canada.

Item number	Item	Quantity
EC 50250	Ballot box	
EC 50240	Voting screen	
EC 99606	Short seals (4 per box)	
EC 99607	Long seals (2 per box)	
EC 90205	Get Ready to Vote (informational flyer)	
EC 90189	Have your ID ready (List of ID) – pads of 50	
EC 90246	My Voter's Guide (booklet)	
EC 90309	Students – Get ready to vote (postcard)	
EC 94046	Voter's Checklist Poster	
EC 94036	Voter ID Poster	
(Available in late August)	Vote in 6 Steps Poster	
Online	Accessible voting (infographic)	To download, go to elections.ca > Click "Elections" > Click "Get Ready to Vote in 2015"
Online	Vote in 6 steps (infographic)	
Online	Voter ID (infographic)	
Online	Voter's checklist (infographic)	
Online	Maps of Electoral Districts	To download, go to elections.ca > Click "Resource Centre" > Click "Electoral Districts"

To place an order with Elections Canada before the election starts, call **1-800-463-6868** or send an email to **info@elections.ca**.

For people who are deaf or hard of hearing, call **TTY 1-800-361-8935**.

After the start of the election, contact your local Elections Canada office. Find your local Elections Canada office online using the Voter Information Service at **elections.ca**.

Please print or photocopy any material included in this kit, rather than ordering extra copies.



The image shows a blank ballot template with two identical sections, labeled 'TOP' and 'BOTTOM'. Each section contains six vertical columns for marking choices. Each column has a white circle at the top and a white rectangular box below it. The background is dark gray. The text 'dnpdoto' is printed diagonally across each column. The word 'TOP' is printed vertically on the left side of each section, and the word 'BOTTOM' is printed vertically on the right side of each section. The entire template is enclosed in a dashed border.

MARK ONLY ONE CIRCLE



After marking the ballot once, refold it so as to conceal the marking, but to show the initials of the poll officer on the back.

Return the ballot to the poll officer, who will confirm their initials and return the ballot to you.

Deposit your ballot in the ballot box.

A ballot spoiled or marked in error may be exchanged for another.























LOOKING FOR A JOB ON ELECTION DAY?

Elections Canada is hiring!

To apply for available positions,
go to **www.elections.ca** and
click the Employment button
or call **1-800-463-6868**
for more information.



<p><input checked="" type="checkbox"/> Am I registered to vote?</p> <hr/> <ul style="list-style-type: none"> • Check or update your registration now at elections.ca/register • Problem? Call 1-800-463-6868 <p style="text-align: right;"><small>samaracanada.com</small></p> <div>   </div>	<p><input checked="" type="checkbox"/> Am I registered to vote?</p> <hr/> <ul style="list-style-type: none"> • Check or update your registration now at elections.ca/register • Problem? Call 1-800-463-6868 <p style="text-align: right;"><small>samaracanada.com</small></p> <div>   </div>
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⊗ Vote PopUp sticker/button template



Get ready to vote

- ☒ Make sure you're registered
- ☒ Watch for your voter information card
- ☒ Check that you have the right ID



elections.ca

☐ Make sure you're registered

Check your registration if you've moved, never voted before or are a student living away from home.

Go to elections.ca/register now. It's easy and will save you time when you go vote in the upcoming federal election.

☐ Watch for your voter information card

If you're registered, you will get a voter information card in the mail after the election is called. It tells you when and where to vote.

Check your name and address on the card. If there are errors, or if you don't receive a card, go to elections.ca or call us to update your information.

☐ Check that you have the right ID

Here are your options:

Show one piece of government-issued ID with your photo, name and address. For example: your driver's licence.



OR

Show two pieces of ID. Both pieces must have your name, and one must also have your address. For example: your health card plus a utility bill, or your student card plus a bank statement.

OR

Take an oath. Show two pieces of ID with your name and have someone who knows you attest to your address. This person must show proof of identity and address, and be registered in the same polling division. This person can attest for only one person.

Go to elections.ca for the full list of accepted ID, details on accessibility, and to learn about the many ways you can vote.

elections.ca | 1-800-463-6868 | TTY 1-800-361-8935

This information is available in other formats.

Have your ID ready

Show:

- your **driver's licence**, **OR**
- your **provincial or territorial ID card**, **OR**
- any other government card with your photo, name and current address, **OR**
- **two pieces of ID**. Both pieces must have your name, and one must also have your address.



Pieces with your name:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • health card • Canadian passport • birth certificate • certificate of Canadian citizenship • citizenship card • social insurance number card • Indian status card • Canadian Forces identity card • Veterans Affairs health card | <ul style="list-style-type: none"> • old age security card • hospital card • medical clinic card • label on a prescription container • identity bracelet issued by a hospital or long-term care facility • blood donor card • CNIB card • credit card | <ul style="list-style-type: none"> • debit card • employee card • student identity card • public transportation card • library card • liquor identity card • parolee card • firearms licence • licence or card issued for fishing, trapping or hunting |
|---|---|---|

Pieces with your name and address:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • utility bill (e.g. electricity; water; telecommunications services including telephone, cable or satellite) • bank statement • credit union statement • credit card statement • personal cheque • government statement of benefits • government cheque or cheque stub • pension plan statement • residential lease or sub-lease | <ul style="list-style-type: none"> • mortgage contract or statement • income tax assessment • property tax assessment or evaluation • vehicle ownership • insurance certificate, policy or statement • correspondence issued by a school, college or university • letter from a public curator, public guardian or public trustee • targeted revision form from Elections Canada to residents of long-term care facilities | <ul style="list-style-type: none"> • letter of confirmation of residence from a First Nations band or reserve or an Inuit local authority • letter of confirmation of residence, letter of stay, admission form or statement of benefits from one of the following designated establishments: <ul style="list-style-type: none"> – <i>student residence</i> – <i>seniors' residence</i> – <i>long-term care facility</i> – <i>shelter</i> – <i>soup kitchen</i> |
|---|--|---|

We accept ID cards and documents issued in their original formats. For documents issued electronically (such as e-statements or e-invoices), we accept printouts or you may show them on a mobile device.

You have ID but can't prove your address?

Take an oath: Show two pieces of ID with your name and have someone who knows you attest to your address. This person must show proof of identity and address, and be registered in the same polling division. This person can attest for only one person.

This information is available in other languages and formats.

**Ready
to vote**

elections.ca

1-800-463-6868 | TTY 1-800-361-8935



EC 90189 (10/2014)

Vote in 6 steps

Once you're registered, here's what you can expect when you go to vote at your polling place.

1

When you enter the polling place, an election worker greets you and shows you to the right table.



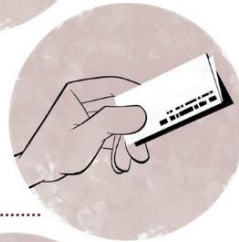
2

At your table, show your proof of identity and address.



3

The election worker will initial, fold and hand you a ballot.



4

Go behind the voting screen, mark and refold your ballot to keep it secret.



5

Return your ballot to the worker so they can tear off the tab.



6

Put your ballot in the box.



**Ready
to vote**

elections.ca | 1-800-463-6868 | TTY 1-800-361-8935

Elections Canada

Voter ID

Get ready to vote in the 2015 federal election

You have several options for proving your identity and address:

- 1** Show 1 piece of government-issued ID with your photo, name and current address.

Examples:



OR

- 2** Show 2 pieces of ID.

- Both must have your name
- One must have your current address

Examples:



OR

- 3** Take an oath.

- Show 2 pieces of ID with your name, **and**
- Ask someone who knows you to attest to your address

The person attesting for you must:

Show proof of identity and address

Be registered in the same polling division

Attest for only one person



Contact Elections Canada for everything you need to know to be ready to vote.
elections.ca | 1-800-463-6868 | TTY 1-800-361-8935

Ready
to vote

Elections Canada

Students — Get ready to vote

✓ Am I registered to vote?

- Check or update your registration now at elections.ca/register.
- When you're registered, you'll get a voter information card in the mail that tells you when and where to vote.

✓ Which address do I use to register?

- If you live in two places — one while at school, the other while away from school — choose which you consider home and use that address to register.
- You vote for a candidate in the riding where your home address is located.



✓ When and where can I vote?

- In your home riding, you can vote on election day or on advance voting days.
- Home or away, you can vote by mail or at any Elections Canada office. Deadlines apply.

✓ What ID do I need to vote?

Here are your options:

- Show one piece of government-issued ID with your photo, name and address (e.g. driver's licence); **OR**
- Show two pieces of ID. Both pieces must have your name, and one must also have your address (e.g. student card plus a bill, lease or letter from your school/residence administrator); **OR**
- Take an oath. Show two pieces of ID with your name and have someone who knows you attest to your address. This person must show proof of identity and address, and be registered in the same polling division. This person can attest for only one person.



We accept ID cards and documents issued in their original formats. For documents issued electronically (such as e-statements or e-invoices), we accept printouts or you may show them on a mobile device.

elections.ca | 1-800-463-6868 | TTY 1-800-361-8935

Ready to Vote

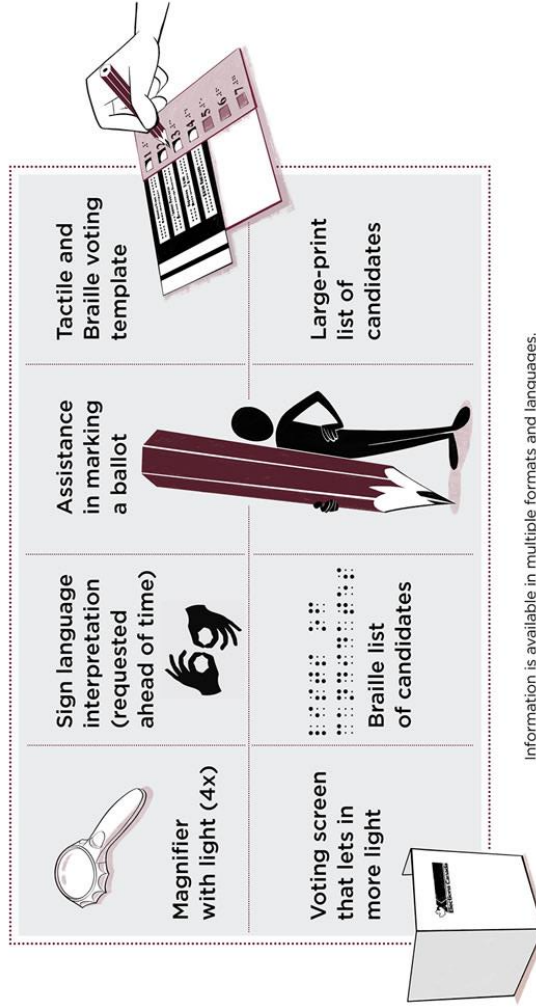


EC 90309 (10/2014)

Accessible voting

Get ready to vote in the **2015 federal election**

Election day tools and services:



Information is available in multiple formats and languages.
Contact Elections Canada to order print, large print, Braille, DAISY or other formats.

Ready to Vote

Contact Elections Canada for everything you need to know to be ready to vote.
elections.ca | 1-800-463-6868 | TTY 1-800-361-8935



Voter's checklist

Get ready to vote in the **2015 federal election**

- ☒ Make sure you're registered



- ☒ Watch for your voter information card in the mail



- ☒ Check that you have the right ID



- ☒ Choose one of the many ways to vote



- ☒ Find out who the candidates are in your riding



- ☒ Mark your calendar with key dates



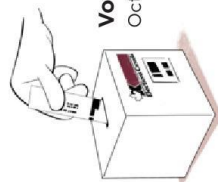
**Ready
to vote**

Contact Elections Canada for everything you need to know to be ready to vote.

elections.ca | 1-800-463-6868 | TTY 1-800-361-8935



4 ways to vote



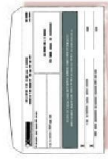
Vote on election day
October 19, 2015



Vote on an advance voting day
Away or busy on election day?
You can vote on October 9, 10, 11 or 12



Vote at any Elections Canada office across Canada
Go before the deadline —
6:00 p.m., Tuesday, October 13



Vote by mail
Apply by 6:00 p.m. on
Tuesday, October 13

**Ready
to Vote**
October 19, 2015

Contact Elections Canada for everything you need to know to be ready to vote.
elections.ca | 1-800-463-6868 | TTY 1-800-361-8935



6. Frequently Asked Questions

When should I hold a Vote PopUp?

Vote PopUps can be held any time before advance polling begins on **October 9th, 2015**. Ideally, Vote PopUps should be held far enough in advance of Election Day so as to allow participants enough time to prepare for voting, such as securing proof of identification and planning transportation to the polling place. Vote PopUps can also be held months before Election Day, but you will want to make sure that participants remember when it is and what they need to bring. If they're registered and up-to-date, they should receive a Voter Information Card in the mail informing them of the election date and their polling location and hours.

How many people do I need to run a Vote PopUp?

The size of your PopUp Team will depend on where you are running the activity and how many participants you expect. Generally speaking, if you have at least 20 to 30 participants per hour, you will want to have at least 3 to 4 people running the vote. If your Vote PopUp is open to the public, you will want to find another 1 or 2 people – at least – to do outreach and increase participation.

Does it cost anything to run a Vote PopUp?

Most of the materials you'll need to run a Vote PopUp are free or easily acquired. The ballot box and voting screens can be ordered free of charge from Elections Canada and the educational materials can be downloaded for free. You likely already have access to basic supplies like tables, chairs, pens and paper. The only additional costs are if you plan to provide food, refreshments or other incentives. Consider seeking event sponsors or donations to cover these costs – or think creatively about how to get (or make) them for free!

What if I am missing some of the items on the checklist?

Not to worry! If you're unable to obtain any of the items on the checklist then use your own initiative and creativity to make the activity work. The most essential items are the ballots, ballot box and voting screens – and even these can be improvised if necessary.

Who can participate in a Vote PopUp?

One of the best things about Vote PopUp is that anyone can participate! You should invite everyone to take part in the activity, regardless of age, citizenship status or political interest. The advantage of Vote PopUp is that it allows anyone to experience the voting process and to feel more engaged in their community.

Why is it important for Vote PopUp to remain non-partisan?

While participants are encouraged to have and express their political opinions, the purpose of Vote PopUp isn't to endorse or identify with a specific political party or candidate. Vote PopUp is designed to enable everyone in your community to learn about and experience the voting process. By remaining non-partisan, everyone will feel welcome to participate and you will avoid alienating or distracting people from the voting process. Using real-life political parties or candidates may also create the false impression that Vote PopUp is in fact an official election. To be sure, remaining non-partisan does not prevent communities from using Vote PopUp to vote on important political issues, like jobs, the environment or education.

What if I don't have a computer or Internet access?

Although Internet access is recommended, it isn't required. If you're unable to connect to the Internet during the activity, direct participants to the Elections Canada website. Give them an "Am I registered to vote?" handout with the Elections Canada website and phone number. This information can also be found on Elections Canada educational materials.

What if participants prefer not to enter their personal information on our computer?

No problem! Encourage participants to access the Elections Canada website from their personal computer or hand-held device. Give them an "Am I registered to vote?" handout with the Elections Canada website and phone number. This information can also be found on Elections Canada educational materials. They can send questions to Elections Canada at info@elections.ca.

Does the kit come in any other languages?

Unfortunately, we are only able to provide the kit in English at this time.

How do I fill in the choices on the sample ballots?

It is recommended that you print out the sample ballots page, write down the choices with a marker and then photocopy it as many times as you need. Remember to make an additional 10% for spoiled ballots.

Why doesn't the Voter Information Service provide any information about polling places?

Polling locations and hours for the 2015 federal election are made public on **September 23rd, 2015** (or shortly thereafter) and can be found on Elections Canada's website (elections.ca) and the Voter Information Cards mailed to all registered voters on the above date. If you are accessing the Voter Information Service prior to this date, it will not contain information about polling places.