Voter Registration Events: Checklist

Vote from Abroad.org
Absentee Ballots for Americans

All tables should be equipped with:

1. Participant Sign-in sheet: DA Events or VFA (non-partisan)
2. Guide to Submitting FPCAs--VFA (Upd: Feb 2019)
3. 2019 Scheduled Elections--VFA (Upd Feb 2019)
4. Voting From Abroad FAQs (2019)
5. Downloaded PDF version of Voter Assistance Guide (VAG) (have on tablet or laptop)
   -Or- printed copy (very bulky)
   *Be sure to check for all Errata updates: www.fvap.gov/guide/errata
6. Pens
7. Blank white paper (to provide signature to photograph and upload to form)
8. Smartphones with apps to scan signed FPCAs to send as a Fax
   (For apps, search for "free free fax app for Android/iPhone")
9. Envelopes--C4 or #10 size (to mail in signed form if needed)
10. *Postage paid templates (if diplomatic pouch, military mail or US mail available):
    > FPCA C4 Postage Paid Template or FPCA #10 Postage Paid Template
    > FWAB C4 Postage Paid Template or FWAB #10 Postage Paid Template
      [*if close enough to election date]
11. Optional: Stamps for postage to US
    [provided to voter at cost, FEC rules say we can't give away for free!]
12. Banners, business cards and signs
    > VFA and DA downloadable graphics: DA Wiki Logos & Graphics
13. Giveaway treat: cookies, candy, etc
14. Flyers for upcoming events

In addition, if Event has Internet connection:

1. One or more Laptops connected to www.VoteFromAbroad.org, (also have a tab open to the online Voter Assistance Guide (VAG): www.fvap.gov/guide)
   Use "incognito mode" or "private window" to ensure voter's information is not saved inadvertently
2. Laptop power adapter
3. Wifi connection OR or a smartphone with a Wi-Fi hotspot
4. Printer -- to print out the form for fax or mail submission (not needed for email submission)
5. Printer power cord
6. Cable between laptop and printer (if needed)
7. Powerstrip with extension cord
8. Paper for printer
9. Fillable FPCA downloaded on laptop (as backup)
10. Fillable FWAB downloaded on laptop (as backup) [*if close enough to election date]

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Or, if Event does NOT have Internet connection, also have:

1. Multiple blank [Federal Post Card Application (FPCA)](#) forms
2. Multiple blank [Federal Write-in Absentee Ballot (FWAB)](#) forms [*if close to election date]
3. Clipboards (to write on when filling in form)
4. Volunteers assigned separately to:
    a. obtain contact information for voters via sign-in sheet
    b. review hand-written FPCA for legibility, signature and date
    c. review VAG for specific State requirements and updates
    d. obtain LEO contact information from VAG