

Annual Orientation Compliance & Action Checklist

For Community Partners Supporting Voter Registration Activities

This checklist is an implementation aid. It does not replace current instructions from the Louisiana Secretary of State, Orleans Parish Registrar of Voters, or Orleans Parish Clerk of Court. Procedures can change; verify current requirements before each voter-registration activity.

BEFORE CONDUCTING A VOTER-REGISTRATION ACTIVITY

- Confirm that your organization has completed all then-current requirements applicable to third-party voter-registration activity.
- Confirm who is authorized to conduct the activity on behalf of your organization.
- Use the current voter-registration application and current official instructions.
- Confirm current rules for handling, safeguarding, and submitting completed voter-registration applications.
- Confirm applicable deadlines and the correct office/location for submission.
- Review procedures for eligible 17-year-olds and 18-year-olds before advising students.
- Know when online registration is appropriate and direct students only to official registration resources.
- Coordinate the activity with the school in advance and follow school policies and scheduling requirements.
- Keep the activity nonpartisan and separate from candidate, party, or campaign advocacy.
- Know whom to contact if a registration question or problem arises.

DURING THE ACTIVITY

- Provide accurate, neutral information and avoid guessing when a student has a registration question.
- Protect personal information shown on voter-registration applications.
- Follow the current official process for collecting and transmitting completed applications.
- Do not retain or use voter-registration information for an unauthorized purpose.
- Document questions or issues that require follow-up with an election official.

AFTER THE ACTIVITY

- Submit completed applications according to the current official procedure and deadline.
- Confirm that any required organizational records or documentation are complete.
- Report unresolved registration issues to the appropriate election authority.
- Debrief with the School Liaison/Partnership Team and note improvements for the next activity.
- Return to the Compass Center and official election-authority websites before the next drive to check for updates.

Official guidance controls. Verify requirements again before conducting a later voter-registration activity.

Questions / follow-up notes: