SAMPLE COUNTY
Supervisor of Elections
Fictional office for demonstration

Voter Registration Drive at Sample High School

Planning checklist: six weeks out through follow-up · Sample County Supervisor of Elections · Prepared October 1, 2026

How to use this checklist: Check a box when a task is done, and put a name in the Who column. The most important part, getting completed applications back to our office safely the same day, is under **Event day: closing and same-day return**. Numbers in brackets, like [2], point to the sources on the last page.

Event at a glance

Event date	
Hours at the school	
Where in the school (room or area)	
School contact (name, phone, email)	
Our event lead	
Application custody lead (our staff)	
Backup custody lead (our staff)	
Office intake contact (receives the applications)	
Arrive at our office by	4:30 p.m. (see note below)
Next book-closing date, if one is near (29 days before an election)	

Note on closing time: Our website lists two different hours. The Register to vote page says in-person registration is 8:00 a.m. to 4:30 p.m., Monday through Friday. The Contact page says office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Until someone confirms which is right, plan to have the applications at the office by 4:30 p.m. [11, 12]

Key terms

Pre-register	Sign up to vote at 16 or 17. A pre-registered student can vote in any election held on or after their 18th birthday. [1, 8]
Book closing	The registration deadline for an election: 29 days before the election. [1]

Custody lead	The staff member responsible for completed applications from the moment they are collected until our office logs them in.
Chain of custody	A signed, written record of who had the completed applications, and when.
Tamper-evident seal	A numbered, one-time seal that shows if a bag or box has been opened.
3PVRO	Third-party voter registration organization: any person or group outside our office that collects applications. It must register with the state first. [3]

Six weeks out

Done	Task	Who
☐	Call or email the principal or activities director at Sample High School. Offer two or three dates. Avoid testing weeks, early-release days, and holidays.	
☐	Get the principal's OK in writing (email is fine). It should name the date, the hours, and the room or area. Lunch periods in a shared space, like the cafeteria, are a popular choice.	
☐	Ask about the school's rules for visitors: sign-in, badges, parking, and any background screening for people who are not our staff.	
☐	Name an **event lead**, an **application custody lead**, and a **backup custody lead**. Both custody leads must be our staff.	
☐	Check the election calendar. If **book closing** (29 days before an election) is near the drive, put that deadline on the flyer and tell students. [1]	
☐	Ask the school how many juniors and seniors it has, so you can plan supplies. Ask for a number only, never a list of students.	
☐	Decide who will work each station. Students, teachers, and outside volunteers may greet students, hand out blank forms, and help a student who asks. **Only our staff collect completed applications.** A student or teacher who collects applications must be a registered 3PVRO or work for one; our staff do not need to register. [3, 7]	

Four weeks out

Done	Task	Who
☐	Fill in the date, time, and room on the flyer (file 2). Send it to the school for approval.	
☐	Ask the school to share the flyer: morning announcements, classroom posting, school social media, and the family newsletter.	
☐	Start filling in the volunteer schedule (file 3). Every 30-minute slot needs at least one of our staff at Registration help.	

Done	Task	Who
☐	Get enough copies of the current Florida Voter Registration Application (form DS-DE 39), in English and Spanish. The current version is on the Division of Elections Forms page. Plan on about 1.5 forms for each student you expect. If you can, put a Spanish-speaking staff member on the schedule. [2]	
☐	Gather supplies: black or blue pens (the form asks for them), clipboards, three table signs (Welcome, Registration help, Questions), printed flyers, and the quick answers in this file. [2]	
☐	Get a locking box or a bag that seals, plus numbered **tamper-evident seals**. Print two copies of the application transfer log near the end of this file.	
☐	Ask the school for its photo rules and follow them. Never photograph a completed application.	

Two weeks out

Done	Task	Who
☐	Confirm the date, hours, room, tables, chairs, and parking with the school contact.	
☐	Check that the flyer is posted and on the announcements.	
☐	Fill any open slots on the volunteer schedule. Send each person their time and station.	
☐	Check that the space works for students with disabilities: a step-free way in and a table at seated height. Anyone who wants help filling out the form gets it at Registration help.	
☐	Plan the trip back: who drives, which vehicle, and which office intake contact will receive the applications. Plan to arrive by 4:30 p.m. (see the note under Event at a glance).	

One week out

Done	Task	Who
☐	Hold a 15-minute briefing for everyone who will work the drive. Cover the stations, the quick answers, and the same-day return steps.	
☐	Remind everyone to stay nonpartisan: no campaign items, buttons, or shirts. If a student asks about parties, explain the choices without recommending one.	
☐	Remind everyone about privacy. Driver license, ID card, and Social Security numbers on the form are confidential. So is everything about a 16- or 17-year-old who pre-registers. Never read a form’s details out loud, copy a form, or take a picture of one. [10]	

Done	Task	Who
☐	Ask the school to remind students to bring their Florida driver license or ID card number, or to know the last 4 digits of their Social Security number. [2]	
☐	Pack the supplies. Test the lock or the seals. Put the transfer log inside the box.	

Day before

Done	Task	Who
☐	Confirm your arrival time with the school contact.	
☐	Load the supplies. Charge phones and any tablets.	
☐	Print the volunteer schedule with names filled in.	
☐	Check that both custody leads are still available.	

Event day: setup

Done	Task	Who
☐	Arrive 45 minutes early. Sign in at the front office.	
☐	Set up three stations with signs: Welcome, Registration help, and Questions.	
☐	Put the locked box at the Registration help table, where the custody lead can see it and reach it at all times.	
☐	Fill in the top of the transfer log: date, box or bag number, seal number, and custody lead.	

Event day: during the drive

Done	Task	Who
☐	**Welcome:** Greet students. Ask if they are 16 or older. Hand out a blank form, a pen, and a clipboard.	
☐	**Registration help:** Help any student who asks. Before a form goes in the box, check that rows 1–6 and 15 are filled in and the form is signed. The form says these rows are required. [2]	
☐	The student puts the finished form in the locked box, or hands it straight to our staff member, who puts it in right away.	
☐	**Questions:** Use the quick answers. If you are not sure, ask our staff. Don’t guess.	

Done	Task	Who
☐	Never leave the box alone. If the custody lead steps away, the backup takes over. Write the time and both names on the log.	
☐	Students under 16 can't pre-register yet. Invite them to come back after their 16th birthday, or to use RegisterToVoteFlorida.gov then. [1, 6]	
☐	Keep a running tally of blank forms handed out and questions asked. No names.	

Event day: closing and same-day return

Why the same day? For an application delivered by hand, Florida law sets the registration date as the day the Supervisor's office receives it. Bringing forms back the same day keeps that date clear, and no completed application spends the night outside our office. [9]

Who handles completed forms: only our staff, led by the custody lead. Follow these steps in order, and write each one on the application transfer log.

Done	Task	Who
☐	**1.** Stop taking forms at the posted end time. Check tables, clipboards, chairs, and the floor for forms left behind.	
☐	**2.** Two staff members, the custody lead and one other, count the completed forms. Count only. Don't read details out loud.	
☐	**3.** Put spoiled or half-filled forms in a separate envelope inside the box. Never throw a form away at the school.	
☐	**4.** Write the count, date, and time on the transfer log. Both staff sign.	
☐	**5.** Lock the box or seal the bag with a numbered seal. Write the seal number on the log.	
☐	**6.** Drive straight to our office. No stops. Never leave the box alone in a vehicle. Travel in pairs if you can.	
☐	**7.** If something goes wrong (car trouble, an accident, a delay past closing time), call the office intake contact right away. Never take applications home.	
☐	**8.** At the office, hand the box and the log to the intake contact. Check together that the seal is unbroken and its number matches the log. Then open the box, recount, and both sign.	
☐	**9.** Intake date-stamps each form with the date received and gives the forms to voter registration staff for processing.	
☐	**10.** If the count or the seal doesn't match, tell a supervisor that same day. Write what happened on the log.	
☐	**11.** File the signed log with the event records.	

Next business day

Done	Task	Who
☐	Confirm every form from the drive was entered. For any form missing required items, use our usual follow-up. The form tells applicants the Supervisor will contact them if it is incomplete. [2]	
☐	Record the totals: blank forms handed out, completed forms returned (pre-registrations and registrations, as numbers only), and questions asked.	

Follow-up (within two weeks)

Done	Task	Who
☐	Send thank-you notes to the principal, the school contact, and any student helpers.	
☐	Hold a 15-minute debrief. What worked? What should change? Write notes on this checklist and save it for next time.	
☐	Ask the school to share RegisterToVoteFlorida.gov with students who missed the drive. [6]	
☐	Pencil in the next drive, for example in the spring, for students who turn 16 later in the year.	

Quick answers for the Questions station

Read these at the volunteer briefing. If a question isn't here, ask our staff or call the office at (555) 010-0100.

Question	Answer	Source
Who can pre-register?	Students who are 16 or 17 and meet the other requirements on the flyer: U.S. citizen, Florida resident, and the rest of the list. At 18 or older, you register instead.	1, 8
When can I vote?	In any election held on or after your 18th birthday.	8
What do I need?	Your Florida driver license or Florida ID card number. If you have neither, the last 4 digits of your Social Security number.	2
Do I have to pick a party?	No. If you don't pick one, you'll be registered with no party affiliation (NPA). Florida has closed primaries: to vote in a party's primary, you must be registered with that party.	2
Is my information public?	While you're 16 or 17, everything about your pre-registration is confidential. After that, most voter information is public, including phone and email (both are optional on the form). Driver license, ID card, and Social Security numbers are never made public.	2, 4, 10
I'm already registered. Can I update my record?	Yes. Use a new form or RegisterToVoteFlorida.gov to change your name, address, or party.	1
What if my form is missing something?	Our office will contact you.	2
I'm 15.	Come back after your 16th birthday, or pre-register then at RegisterToVoteFlorida.gov.	1, 6

Application transfer log

Print two copies. Keep one inside the box. The custody lead fills in each line as it happens. Counts are numbers only; never write student names on this log.

Event	Sample High School drive	**Date**	
Box or bag number		**Seal number(s)**	
Custody lead		**Backup custody lead**	
Office intake contact		**Second staff member**	
Blank forms handed out		**Spoiled or half-filled forms**	

Step	Time	Completed forms (count)	Seal number	Name (print)	Signature
Seal number recorded before the first form					
Custody handoff during the drive (if any)					
Custody handoff during the drive (if any)					
Closing count at school: staff 1					
Closing count at school: staff 2					
Box sealed and left the school					
Arrived at our office					
Office recount: intake contact					
Office recount: witness					

Seal unbroken and number matched on arrival? ☐ Yes ☐ No (tell a supervisor today)

Notes or problems:

Sources

All checked October 1, 2026. Wording about who can register and pre-registering comes from the Florida Division of Elections. Our contact information, logo, and colors come from our website. Check these again before each drive, because forms and pages change.

[1] **Florida Division of Elections, "Register to Vote or Update your Information."** Used for: who can register, pre-registering at 16, the 29-day registration deadline, ways to register, and updating a record. Page last updated Aug. 20, 2024. https://dos.fl.gov/elections/for-voters/voter-registration/register-to-vote-or-update-your-information/

[2] **Florida Division of Elections, Forms page: Florida Voter Registration Application, form DS-DE 39 (English and Spanish).** Used for: ID numbers on the form, rows 1–6 and 15 required, black or blue pen, party choice and closed primaries, what is public, and follow-up on incomplete forms. Forms page last updated Sept. 8, 2026. The English form PDF we read (instructions dated eff. 04/24/2024; back page revised 10/2025): https://dos.fl.gov/media/704789/1s-2040-form-ds-de-39-eng-fillable-20251017.pdf. Forms page: https://dos.fl.gov/elections/forms-publications/forms/

[3] **Florida Division of Elections, "Third-Party Voter Registration Organizations (3PVRO)."** Used for: who must register as a 3PVRO, what does not require it, and the rule for students and teachers. Page last updated Aug. 27, 2025. https://dos.fl.gov/elections/for-voters/voter-registration/third-party-voter-registration-organizations-3pvro/

[4] **Florida Division of Elections, "Voter Information is Public Record."** Used for: what voter information is public and what is never released. Page last updated Aug. 7, 2026. https://dos.fl.gov/elections/for-voters/voter-registration/voter-information-is-public-record/

[5] **Florida Division of Elections, Online Voter Registration FAQ (PDF).** Used for: what a person needs to apply online. Updated August 2022. https://dos.fl.gov/media/706383/ovr-faq-eng-v20220801-final.pdf

[6] **RegisterToVoteFlorida.gov, Florida's online voter registration site (linked from source 1).** Used for: the online option on the flyer and the QR code. https://registertovoteflorida.gov/

[7] **Florida Statutes (2026), section 97.021(41), Online Sunshine.** Used for: definition of a third-party voter registration organization; it does not include employees or agents of a supervisor of elections. https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0097/Sections/0097.021.html

[8] **Florida Statutes (2026), section 97.041, Online Sunshine.** Used for: pre-register on or after the 16th birthday; vote in any election on or after the 18th birthday. https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0097/Sections/0097.041.html

[9] **Florida Statutes (2026), section 97.053, Online Sunshine.** Used for: registration date for a hand-delivered application (subsection 3). https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0097/Sections/0097.053.html

[10] **Florida Statutes (2026), section 97.0585, Online Sunshine.** Used for: confidential information, including everything about pre-registered 16- and 17-year-olds. https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0097/Sections/0097.0585.html

[11] **Sample County Supervisor of Elections website, Contact page.** Used for: office address, phone, email, and office hours (8:30 a.m. to 5:00 p.m.). https://samplecounty.example/contact.html

[12] **Sample County Supervisor of Elections website, Register to vote page.** Used for: in-person registration hours (8:00 a.m. to 4:30 p.m.). https://samplecounty.example/voters/register.html

[13] **Sample County Supervisor of Elections website, Home page.** Used for: logo (https://samplecounty.example/logo.png), brand colors from the page style (green #1D5C4D, orange #E07A2F), and social media handles. https://samplecounty.example/