Volunteer Schedule: Voter Registration Drive at Sample High School

Sample County Supervisor of Elections · (555) 010-0100 · elections@samplecounty.example

Event date		*Optional. Type the date of the drive.*
Start time	**10:00 AM**	**← Change this one cell (for example, type 9:30 AM). Every time slot below updates.**
Last slot ends	2:00 PM	8 slots of 30 minutes (4 hours). The starting value of 10:00 AM assumes a drive during lunch periods. Need more slots? Copy the last three rows, paste them below, and add 1 to the slot number. Need fewer? Delete rows from the bottom.

Only our office's staff collect completed applications. Keep at least one staff member at Registration help in every slot. See the Station guide tab.

Slot	Start	End	Station	Volunteer name	Phone	Email	Notes
1	10:00 AM	10:30 AM	Welcome				
1	10:00 AM	10:30 AM	**Registration help**				
1	10:00 AM	10:30 AM	Questions				
2	10:30 AM	11:00 AM	Welcome				
2	10:30 AM	11:00 AM	**Registration help**				
2	10:30 AM	11:00 AM	Questions				
3	11:00 AM	11:30 AM	Welcome				
3	11:00 AM	11:30 AM	**Registration help**				
3	11:00 AM	11:30 AM	Questions				
4	11:30 AM	12:00 PM	Welcome				
4	11:30 AM	12:00 PM	**Registration help**				
4	11:30 AM	12:00 PM	Questions				
5	12:00 PM	12:30 PM	Welcome				
5	12:00 PM	12:30 PM	**Registration help**				
5	12:00 PM	12:30 PM	Questions				
6	12:30 PM	1:00 PM	Welcome				
6	12:30 PM	1:00 PM	**Registration help**				
6	12:30 PM	1:00 PM	Questions				
7	1:00 PM	1:30 PM	Welcome				
7	1:00 PM	1:30 PM	**Registration help**				
7	1:00 PM	1:30 PM	Questions				
8	1:30 PM	2:00 PM	Welcome				
8	1:30 PM	2:00 PM	**Registration help**				
8	1:30 PM	2:00 PM	Questions				

Slot	Start	End	Station	Volunteer name	Phone	Email	Notes

Times use the start time in cell C6. Name, phone, and email columns are left blank on purpose.

Station guide

Station	What this person does	Who can do it	Supplies
Welcome	Greet students. Ask if they are 16 or older. Hand out a blank application, a pen, and a clipboard. Point them to Registration help.	Our staff or approved volunteers, including student helpers.	Blank forms (English and Spanish), pens, clipboards, flyers.
Registration help	Help students who ask. Before a form goes in the locked box, check that rows 1–6 and 15 are filled in and the form is signed. The student puts the form in the box or hands it straight to our staff.	At least one of our staff at all times (the custody lead or the backup). Volunteers may help a student fill out a form, but they do not collect completed forms.	Locked box or sealed bag, transfer log, spare pens.
Questions	Answer questions using the quick answers in the planning checklist. If you are not sure, ask our staff. Stay nonpartisan.	Our staff or trained volunteers.	Quick answers page, flyers, office phone number (555) 010-0100.

Why only our staff collect completed forms: under Florida rules, a student, teacher, or outside group that collects voter registration applications must be registered with the state as a third-party voter registration organization (3PVRO), or be an agent of one. Handing out blank forms and helping a student who asks does not require that. Our staff are not a 3PVRO.

Sources (checked October 1, 2026): Florida Division of Elections, Third-Party Voter Registration Organizations page, https://dos.fl.gov/elections/for-voters/voter-registration/third-party-voter-registration-organizations-3pvro/ ; section 97.021(41), Florida Statutes, https://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0097/Sections/0097.021.html . Full source list: planning checklist (file 1).