



Your Role in Voter Registration – WIC Staff In-service 2013

Session Focus

Target Audience: Must be completed by all WIC staff

Session Goal: WIC staff will be able to correctly implement the new requirements for the National Voter Registration Act (NVRA).

Session Objectives:

- Objective 1: By the end of the in-service, WIC staff will be able to identify their role in implementation of NVRA.
- Objective 2: By the end of the in-service, WIC staff will be able to describe how their agency meets each of the 6 NVRA requirements.

Session Planning

Materials Needed:

- In-service PowerPoint and equipment to view it
- A Copy of the updated Policy 480
- Copies of the in-service discussion guide (optional)
- Copies of Participant Signature Form, SEL-503, (optional – included in slides)
- Copies of the new “Declination only” SEL-503d

Preparation Needed:

- Review the updated Policy 480 and in-service materials

Time Needed: Approximately 1 hour

Session Outline

Time	Learning activity (Supports participant centered content/instruction) – Key Open Ended Questions - Important concepts to cover	Objective covered
5 min	Opening the session: Review slides 1-2 – What is NVRA and why is it important	1
5 min	Warm-up activity: Discuss <i>Think about it-talk about it</i> questions from slides 3 and 4.	1
5 min	Activity 1: Review slides 5-8 – Why are we talking about this now and what are the 6 core NVRA requirements <ul style="list-style-type: none"> • ? Discuss <i>Think about it-talk about it</i> questions from slide 9 	1
10 min	Activity 2: Review slides 10-13 Step 1- Offer Registration <ul style="list-style-type: none"> • Voter registration must be offered to all potential voters (applicants, participants, parents, caregivers) • ? Discuss <i>Think about it-talk about it</i> questions from slide 14 	2
15 min	Activity 3: Review slides 15 – 24 – Offering registration at address changes <ul style="list-style-type: none"> • Voter registration must be offered when addresses are changed, either in the office or over the phone. • Share the new “Declination only” form SEL-503d • Review when to use SEL-503 versus SEL-503d • Review on-line registration and what info to share if the website is emailed. • ? Discuss <i>Think about it-talk about it</i> questions from slide 25 • Identify how your agency will handle this change. 	2
10 min	Activity 4: Review slides 26 to 31 – the other 5 NVRA requirements <ul style="list-style-type: none"> • ? Discuss <i>Think about it-talk about it</i> questions from slide 32 • Identify any changes needed in your clinic operations to ensure compliance with all NVRA Requirements 	2
5 min	Closing the session: Review slides 33 -34 – Questions and Next steps <ul style="list-style-type: none"> • Develop a plan to ensure all NVRA requirements are implemented by 3/31/2013. 	2