



Students Learn, Students Vote Checklist

Higher education's focus on civic engagement not only helps students to better understand their impact on those around them, it creates better students. Encouraging and assisting your students to vote will establish participatory habits that will last well beyond their collegiate experience. Incorporating democratic engagement into campus life creates structure and stability for students as they explore what their political beliefs are, and how they would like to engage in the democratic process.

The Higher Education Act of 1965 requires institutions to distribute voter registration forms to their students. However, beyond that, instructions and guidance are vague. The Campus Vote Project and Young Invincibles have created a more measurable (and manageable) set of guidelines for schools to follow to create a more voter friendly campus.

The *Students Learn, Students Vote Checklist* a 4-step process to integrate civic engagement into campus culture.

The Checklist

1. *Lead*: Ensure a person is appointed by a respected campus leader to lead your student civic engagement programs.
2. *Assess*: Measure your campus voting rate.
 - a. One example of how to measure your campus voting rate is by registering for the National Study of Learning, Voting, and Engagement (NSLVE), a study that coordinates with the National Student Clearinghouse to match public voting records with anonymized student enrollment records, allowing you to effectively measure the registration and voting rates for your school.
 - b. NSLVE is free, confidential, and protective of student privacy.
 - c. More information can be found at: <http://activecitizen.tufts.edu/research/NSLVE>
3. *Engage*: Convene a meeting of relevant administrators from student affairs, academics affairs, government relations, as well as faculty and student leadership to discuss a campus-wide effort to increase civic learning and participation.
4. *Plan*: Draft and submit a written plan for increasing your campus-wide civic engagement.
 - a. Submit your plan to SLSVChecklist@gmail.com.

Things to Consider When Writing Your Plan

You can write your plan in the format that works best for you and your institution. We've seen reports work just as successfully as a well-built PowerPoint presentation.

[You can see CVP's planning worksheet here.](#)

Your plan should address each of the following:

- **Basic information**
 - Who will be managing this effort? Please provide their name, phone number, email, job title, office within the academic institution.

- **Your coalition**
 - Who are the other team members who will be involved with these efforts? Example members include student leaders, deans, staffers and faculty. If not yet known, what are the academic institution's offices that will be involved?
 - Who else in your coalition will carry leadership responsibilities in implementing the plan?
 - Who are your community partners?

- **Your checklist**
 - What promising practices are you going to implement for each of the following? If you are already implementing any additional best practices please list those as well.
 - Voter Registration
 - Voter Education
 - Ballot Access
 - Get Out the Vote
 - What resources do you have available to you? Please include all community partner resources as well.
 - What additional resources would be helpful to you as you begin implementing your plan?
 - If you anticipate any significant implementation challenges, how will you navigate them?

- **Your timeline**
 - How often will your coalition meet?
 - With the goal of having additional civic engagement practices in place by the next election, what are you going to have completed halfway through and at the end of each semester between now and then?
 - At what point in the next year will you evaluate the successes and challenges of your current plan once it is completed?

- **Measuring success**
 - What is your plan for gathering data to measure impact?
What is your plan to learn from that data?