MUSLIM VOTES MATTER

Booth Captain Operations Manual

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2025 Federal Election

Thank you and **Jazakum Allahu Khairan (May Allah reward you with goodness)** for stepping up as a Booth Captain! This federal election is a pivotal opportunity for Muslims across Australia to unite as a powerful voting bloc and advocate for **justice and accountability.** Your role is not just about logistics—it is a form of striving in the way of Allah, inspired by the hadith of the Prophet Muhammad ﷺ:

> **"Whoever among you sees an evil, let him change it with his hand; if he is unable to do so, then with his tongue; and if he is unable to do so, then with his heart—and that is the weakest of faith."** (Sahih Muslim)

As a Booth Captain, you are helping to "change evil with the hand" by ensuring the Muslim community has the tools and guidance to vote in alignment with justice and accountability. Remember to renew your intention, aiming to serve Allah and contribute positively to society.

What Does a Booth Captain Do?

A Booth Captain's role is to ensure the smooth running of your allocated polling booth on election day. More specifically, this includes:

- **Being the key contact** for Muslim Votes Matter (MVM) staff, volunteers, and Electoral Officers.
- **Coordinating volunteers** at your booth, ensuring everyone is supported and motivated.
- **Managing logistics,** including MVM materials such as scorecards, banners, and t-shirts.
- **Maximizing voter engagement** by ensuring as many voters as possible see and receive our scorecard, helping them to make informed choices.

Preparing for Your Role

Please take the time to read through this guide thoroughly, as well as the **Booth Volunteer Guide.** Both contain essential information to help you lead effectively on election day. Your leadership will empower volunteers and ensure a positive impact at your booth.

If you have any questions or need further clarification, please reach out to the MVM team. Together, we can make a difference, InshaAllah.

Yours in solidarity,
The Muslim Votes Matter Team

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Key responsibilities checklist

Before election day

- ☐ **Read through** this Booth Captain Operations Manual and Booth Volunteers Guide.
- ☐ **Collect your booth kit** which will include 'How to Vote' cards, Vests/T-Shirts, Banners, Placards & Refreshments.
- ☐ **Recruit volunteers for your booth**.
- ☐ **Ensure your volunteers are trained**. At a minimum make sure they have read and understood the Booth Volunteers Guide. Please also encourage them to attend the online training before the election (or watch the recording at www.muslimvotesmatter.com.au/2025-team.
- ☐ **Confirm volunteers a day or two before .** When you call:
    - Re-introduce yourself and let volunteers know you will be their Booth Captain to make sure everything runs smoothly during the day.
    - Remind volunteers to look through their Booth Volunteers Guide that was sent to them and confirm that they've read it.
    - If your volunteer is under the age of 16 they will need to bring a guardian.
    - Remind volunteers to show up 15 minutes before their shift begins.
    - Remind volunteers about the location of the booth and ask if they know how to get there.
    - Invite volunteers to the attend the MVM election after party near you.
- ☐ Remember that the collateral must be at least 6 metres from the entrance to the polling booth.

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Election Morning

- ☐ **Arrive** as soon as possible after Fajr and in any event no later than 7am to set up the Booth.

- ☐ **Meet the Electoral Officer** at the polling booth center in the morning to let them know MVM volunteers will be handing out 'How to Vote' cards scorecards throughout the day. You will be the key point of contact for the Electoral Officer throughout the day. If the Electoral Officer has any questions that you're not sure to answer, call or message MVM HQ on **WhatsApp +61478885535** or if you want to check on your obligations under election law, you can call the AEC hotline on 13 23 26 or check their website .

- ☐ **Choose the space for where volunteers will be handing 'How to Vote' cards.** Aim to the be the first or last point of contact for a voter heading into the polling booth – they'll be bombarded with information so we want to be memorable. Being in this position is preferred by any volunteer handing out for any party. Politely hold your ground if a volunteer from a political party tries to take our spot. Remember that you must be at least 6 metres from the entrance to the polling booth.

Election Day

- ☐ **Greet and check-in with volunteers.** Make sure they have everything they need including 'How to Vote' cards and T-Shirts. If volunteers don't turn up, and you can't contact them, see if some of the volunteers for the later shifts can come earlier. You will also need to brief volunteers on the Important Things to Remember that are at the end of this guide. These are important legal requirements that we need to follow.

- ☐ **Create a fun and safe culture for volunteers and one that strengthens the MVM Community.** Make connections with and between volunteers. Make sure that they are staying hydrated and energised (see the safety checklist below). Make sure that you thank them and invite them to the MVM election after party.

- ☐ **Provide occasional coaching if and when necessary.** It can be quite an art to gaining voters' attention, and this can be a great learning opportunity for everyone.

- ☐ **Take pictures of volunteers!** Share it with MVM via **WhatsApp** to **+61478885535** straight away.

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- [ ] Remind volunteers about the MVM election after party near you.

Election day – afternoon/evening

- [ ] **Pack up** polling booth materials (scorecards, etc.) at 5pm.
- [ ] **Recycle** any leftover scorecards.
- [ ] Head on down to the MVM election after party near you.

Safety Checklist

Please follow these safety measures to ensure everyone's wellbeing:

- Identify and minimize potential hazards (e.g., slip/trip risks, security, weather).
- Confirm the availability of toilets and handwashing facilities at the polling booth.
- Bring adequate drinking water, hats, sunscreen, and use available shade.
- Check weather conditions via the Bureau of Meteorology (www.bom.gov.au) and dress appropriately.
- In the rare event of feeling unsafe or uncomfortable due to a member of the public or another volunteer, remove yourself from the situation safely and contact the Community Engagement Coordinator immediately.

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Important Things to Remember

1. **Where we stand:** Maintain a 6-metre distance from the polling booth entrance at all times.
2. **What we wear:** Always wear your MVM T-Shirt while handing out scorecards. Remove or cover it if entering the polling area to cast your vote or use the facilities.
3. **What we display:** All signage must include the authorisation statement.
4. **What we're giving out:** Do not distribute materials from political parties or other groups while representing MVM.
5. **Electoral Commission staff:** Follow directions from Australian Electoral Commission staff**.**