



Template Emails for Drive Organizers

[Email to School Administrator](#)

Purpose: Ask a school administrator, such as a principal, assistant principal, dean, or guidance counselor, to support your voter registration drive.

[Email to Faculty Advisor](#)

Purpose: Ask a teacher to support or help organize your voter registration drive.

[Emails to Teachers](#)

Purpose: Ask teachers to tell their students about an upcoming voter registration drive.

[Email to Students](#)

Purpose: Invite students to an upcoming voter registration drive.

[Email to Parents](#)

Purpose: Inform parents of an upcoming voter registration drive.

[Email to Local Elections Office](#)

Purpose: Make an inquiry about support or resources from your local elections office.

Email to School Administrator

Purpose: Ask a school administrator, such as a principal, assistant principal, dean, or guidance counselor, to support your voter registration drive.

To	
Cc	
Bcc	
Subject	

Dear [ADMINISTRATOR],

My name is [NAME], and I'm a current [GRADE LEVEL]. I'm writing about starting a voter registration initiative at [SCHOOL]. I believe it's important for schools to encourage voter registration among its students in order to empower our voices.

There's a nonpartisan organization called [The Civics Center](#) that provides me with most of the [materials](#) and [workshops](#) required to conduct the drive. The organization also offers materials for educators such as a [step-by-step guide for teachers](#) on how to best support their students running a drive and free [state-specific toolkits](#). I just need more information on how to set up something like this at [SCHOOL]. I'd be happy to discuss this with you further! Thank you in advance.

Best,
[NAME]

Email to Faculty Advisor

Purpose: Ask a teacher to support or help organize your voter registration drive.

To	
Cc	
Bcc	
Subject	

Dear [TEACHER],

My name is [NAME], and I'm a current [GRADE LEVEL]. I'm writing about starting a voter registration initiative at [SCHOOL]. I believe it's important for schools to encourage voter registration among its students in order to empower our voices.

There's a nonpartisan organization called [The Civics Center](#) that provides me with most of the [materials](#) and [workshops](#) required to conduct the drive, and I'd just need a faculty member to oversee us and help the drive run smoothly. The organization also offers materials for educators such as a [step-by-step guide for teachers](#) on how to best support their students running a drive and free [state-specific toolkits](#).

I believe you would make an excellent advisor to our drive because [Add why you choose this teacher!] Is this something you'd be interested in doing? I'd be happy to discuss this with you further! Thank you in advance.

Best,
[NAME]

Emails to Teachers

Purpose: Ask teachers to tell their students about an upcoming voter registration drive.

To	
Cc	
Bcc	
Subject	

Dear [TEACHER'S NAME],

My name is [NAME] and I am working with a group of students to organize a nonpartisan voter registration drive at our school! We are holding the drive on [DATE/TIME]. We want to get the word out to as many students as possible! Could you help us by announcing the details of our voter registration drive to your classes?

Here is the information:

[DATE/TIME/LOCATION]

[APPROPRIATE IDs]

[ELIGIBILITY REQUIREMENTS]

[WHERE TO GO FOR QUESTIONS]

Thank you for helping students register to vote!

Best,

[YOUR NAME]

Email to Students

Purpose: Invite students to an upcoming voter registration drive.

To	
Cc	

Bcc	
Subject	

Dear ["Class of 20XX", "Seniors", "Mustangs", etc.],

My name is [NAME] and I am working with a group of students to organize a nonpartisan voter registration drive at our school!

We are running this drive so that we all have a chance to register and make our voices heard, so we hope you will help us spread the word:

[DATE/TIME/LOCATION]

[APPROPRIATE IDs]

[ELIGIBILITY REQUIREMENTS]

[WHERE TO GO FOR QUESTIONS]

See you there!

Best,

[YOUR NAME]

Email to Parents

Purpose: Inform parents of an upcoming voter registration drive.

To	
Cc	
Bcc	
Subject	

Dear [Parent or Guardian],

My name is [NAME] and I am working with a group of students to organize a nonpartisan voter registration drive at our school!

We are excited to bring this opportunity to our community because registering to vote is the first step to becoming an active and engaged citizen. We are writing to inform you so you can support your student in taking this step.

Here is what you need to know:
[DATE/TIME/LOCATION]
[APPROPRIATE IDs]
[ELIGIBILITY REQUIREMENTS]
[WHERE TO GO FOR QUESTIONS]

Thank you for supporting your child in registering to vote!

Best,
[YOUR NAME]

Email to Local Elections Office

Purpose: Make an inquiry about support or resources from your local elections office.

To	
Cc	
Bcc	
Subject	

Dear [Elections Office/Outreach Coordinator],

My name is [NAME] and I am working with a group of students from [HIGH SCHOOL] to organize a nonpartisan voter registration event.

We are hoping that you _____
[can provide us with training on how to complete the voter registration form.]
[can attend our drive and collect voter registration applications from students.]
[can work with us to arrange a time for our eligible students to come register in person.]
[can send us XX of voter registration forms to our school.]
[can answer the following questions.]

We plan to hold the drive:
[DATE/TIME/LOCATION]

Please let me know what additional information you might need or what the next steps would be. Thank you in advance for your help.

Best,
[YOUR NAME]
