Voter Help Events: Checklist

Vote from Abroad•org
Absentee Ballots for Americans

All tables should be equipped with:

1. Participant Sign-in sheet: [DA Events](#) or [VFA (non-partisan)](#)

2. [Guide to Submitting FPCAs--VFA](#)

3. *[For backup in case internet access goes down:*
   Downloaded PDF version of [Voter Assistance Guide (VAG)](#) (have on tablet or laptop)
   -Or- printed copy (very bulky)

4. Pens

5. Blank white paper (to provide signature to photograph and upload to form)

6. Smartphones with apps to scan signed FPCAs to send as a Fax
   (For apps, search for "fax app for Android/iPhone")

7. Envelopes--C4 or #10 size (to mail in signed form if needed)

8. *Postage paid templates (if diplomatic pouch, military mail or US mail available):
   > [FPCA C4 Postage Paid Template](#) or [FPCA #10 Postage Paid Template](#)
   >* [FWAB C4 Postage Paid Template](#) or *[FWAB #10 Postage Paid Template](#)
      [*if close enough to election date]

9. Optional: Stamps for postage to US
   Optional: Have payment app (eg, Square, Venmo) for voters to buy stamps
   [stamps provided at cost, FEC rules say we can't give stamps away for free!]

10. Name tags for volunteers

11. Banners, business cards and signs: > [VFA Cards Banners Posters (Wiki)](#)

12. Giveaway treat: cookies, candy, etc

13. Flyers for upcoming events

In addition, if Event has Internet connection:

1. One or more Laptops connected to [www.VoteFromAbroad.org](#),
   Have a tab open to the online Voter Assistance Guide (VAG): [www.fvap.gov/guide](#)
   Use "incognito mode" or "private window" to ensure voter's information is not saved inadvertently

2. Laptop power adapter

3. Wifi connection OR a smartphone with a Wi-Fi hotspot

4. Printer -- to print out the form for fax or mail submission (not needed for email submission)
   [Wireless printers are useful, example: HP Officejet all-in-one 250 Mobile]

5. Printer power cord

6. Cable between laptop and printer (if needed)

7. Powerstrip with extension cord

8. Paper for printer

9. Fillable FPCA downloaded on laptop *[backup in case internet access goes down]*
   You can also have multiple blank Federal Post Card Application (FPCA) forms but this is a last resort if there's no internet access at all

10. Fillable FWAB downloaded on laptop [*if close enough to election date]
    [backup in case internet access goes down]
    You can also have multiple blank Federal Write-in Absentee Ballot (FWAB) forms but this is a last resort if there's no internet access at all]

If Event does NOT have Internet connection and smartphones aren't available, also have on hand:

1. Fillable FPCA downloaded on laptop or multiple blank Federal Post Card Application (FPCA) forms

2. Fillable FWAB downloaded on laptop or multiple blank Federal Write-in Absentee Ballot (FWAB) forms [*if close to election date]

3. Clipboards (to write on when filling in form)

4. Volunteers assigned separately to:
   a. obtain contact information for voters via sign-in sheet
   b. review hand-written FPCA for legibility, signature and date
   c. review VAG for specific State requirements and updates
   d. obtain voter's specific LEO contact information from VAG