

**VOTER REGISTRATION ACTION PLAN**  
**FEDERAL ELECTIONS**

**In Accordance To:**

Higher Education Act Section 487(a)(23) (20 U.S.C. 1094(a)(23)):

(23)(A) The institution, if located in a State to which section 1973gg-2 (b) of title 42 does not apply, will make a good faith effort to distribute a mail voter registration form, requested and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make such forms widely available to students at the institution.

The Associated Students of Concordia University (ASCU) and the Director of Student Activities present the following plan of action in an effort to educate our students regarding voter registration for national and state elections.

**2015 Federal Election Date:** November 3, 2015 (Tuesday)

This is an off-year election, only special elections to the United States Congress will be held. There will also be gubernatorial and state legislative elections in a few states; as well as numerous citizen initiatives, mayoral races, and a variety of other local offices on the ballot.

**Voter Registration Deadline for Oregon:** 21 days before election (October 12, 2015)

**Date for Ordering Voter Registration Materials:** July 3, 2015 (Ordered June 30, 2015)

(B) The institution shall request the forms from the State 120 days prior to the deadline for registering to vote within the State. If an institution has not received a sufficient quantity of forms to fulfill this section from the State within 60 days prior to the deadline for registering to vote in the State, the institution shall not be held liable for not meeting the requirements of this section during that election year.

**Information Dispersed To:** All on ground students (both undergraduate and graduate) shall receive information regarding National and State Elections via email and general advertisement (posters and tv's). Voter Registration material will be housed in the ASCU office (Hagen 107), Information Desk/Mail Room and in Financial Aid. Email message shall include the following link to Oregon's online voter registration site:

<http://sos.oregon.gov/voting/Pages/registertovote.aspx>

(C) This paragraph shall apply to general and special elections for Federal Office, as defined in section 431(3) of title 2, and to the elections for Governor or other chief executive within such State). [1]

(D) The institution shall be considered in compliance with the requirements of subparagraph (A) for each student to whom the institution electronically transmits a message containing a voter registration form acceptable for use in the State in which the institution is located, or an Internet address where such a form can be downloaded, if such information is in an electronic message devoted exclusively to voter registration.\* [1] So in original. The closing parenthesis probably should not appear.  
\* The Higher Education Opportunity Act Section 493(a)(1) amended HEA Section 487(a)(23) (20 U.S.C. 1094(a)(23)), adding HEA Section 487(a)(23)(D)

#### **Information Dispersed By:**

- First Advertising materials and emails will go out on or before **September 24, 2015**
- Second email will go out on or before **October 1, 2015**
- Voter Registration materials will be housed in the ASCU office starting **August 25, 2015**
- Voter Registration materials will be housed at the Information Desk and in Financial Aid Office starting **September 24, 2015**.
- Final Email will go out on or before **October 8, 2015**

# Request for Voter Registration Cards

SEL 505

rev 04/14  
ORS 247.176

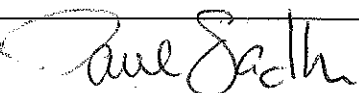
Direct all requests for fewer than 500 voter registration cards to your county elections office. All requests for 500 or more voter registration cards must be directed to the Elections Division, Secretary of State's Office, 255 Capitol St NE, Salem, OR 97310 or by fax (503) 373-7414. Voter registration card requests for 500 or more will require approximately five (5) business days to process. If you have any questions or require any additional information, please call the Elections Division at (503) 986-1518.

→ Note: We are unable to deliver to PO Boxes.

Request Information			
Date of Request July 1, 2015			
Person and/or Organization Making Request David Sadler/Concordia University			
Mailing Address (no PO Boxes) 2811 NE Holman ST			
City Portland	State OR	Zip Code 97211	County Mult
Daytime Telephone number 503-545-9363		Email Address dsadler@cu-portland.edu	

Distribution Plan		
Indicate below the amount of the voter registration form(s) you are requesting. Size of the form is indicated next to form type.		
SEL 500 English Version (9 X 12) 300	SEL 500LP Large Print Version (11 X 17) 20	SEL 500a Spanish Version (9 X 12)
Have you previously requested voter registration cards from the Elections Division or a county elections office(s)? <input type="checkbox"/> Yes. Provide amount <input checked="" type="checkbox"/> No		
How and where do you plan to distribute these voter registration cards? Do you plan to publicize? We plan to publicize and distribute the cards to Concordia University students.		
Are you coordinating with another registration drive? If so, with who and where? We have worked with the bus project in the past and hope to do so this year		
Are you interested in other voter registration materials? You will be contacted by email for regarding the materials. Yes		

Please sign below indicating that you agree to return any unused voter registration cards to the Elections Division

Signature 	Date Signed 7/1/2015
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**Note:** As of January 1, 2006, the federal Help America Vote Act (HAVA) requires individuals to provide their Oregon DMV Driver's License or Identification number or if they do not have an Oregon DMV Driver's License or Identification number the last four digits of their Social Security number. *See the reverse side for details on this requirement.*

For Office Use Only	
Number of voter registration cards provided/shipped:	
Staff person who filled request	Date request was filled/shipped
Voter registration cards were: <input type="checkbox"/> Picked up <input type="checkbox"/> Shipped	

## Information on Help America Vote Act (HAVA) and other Election Laws

HELP AMERICA VOTE ACT (HAVA) is a federal law passed in October 2002. This Act addresses improvements to voting systems and voter access and includes provisions on voter registration and voter education.

- Effective January 1, 2006, this Act requires an individual registering for the first time in Oregon to provide **one** of the following:
- An Oregon DMV Driver's License or Identification number; or
- If the individual does not have an Oregon DMV Driver's License or Identification number they must provide the last four digits of their Social Security number
- If an individual has neither an Oregon DMV Driver's License or Identification number or a Social Security number and is registering for the first time in Oregon by United States Postal Service they must include a copy of a valid form of identification.

\*Acceptable identification is: a copy of a current, valid photo identification or a copy of a paycheck stub, utility bill, bank statement or other government document showing the person's name and address; or proof of eligibility under the Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) or the Voting Accessibility for the Elderly and Handicapped Act (VAEH). If an Oregon DMV Driver's License or Identification number or the last four digits of their Social Security number or other acceptable identification is needed and it is not provided at the time of registration, the voter will be requested to supply it before the next federal election in order for their votes for federal offices to count.

## What does this mean to your voter registration drive effort?

As someone who is involved in a voter registration effort, you need to be aware of the laws that are applicable to your efforts. Each registrant must provide an Oregon DMV Driver's License or Identification number or the last four digits of their Social Security number. If the registrants do not have either of these and attest to that fact and they mail their registration card through the United States Postal Service, the registrant may be required to provide acceptable identification. In this case, let them know they need to review the voter registration card for identification requirements that may apply to them. The identification requirement in this situation is the registering person's responsibility.

## Some other election laws to be aware of and follow:

- ORS 247.012(2)(a) states that if a registration card is delivered to any person, that person shall forward it to a county clerk or the Secretary of State no later than the fifth day after receiving the card. Note: These are calendar days - not business days. It may be advisable that the person instead only provide a voter registration card to a person who requests it, leaving the responsibility of delivery it with the person who is registering.
- ORS 247.016. An otherwise qualified person who is at least 17 years of age may register to vote. Additionally, they will not receive a ballot until an election occurs on or after their 18th birthday.
- ORS 247.125 states that no person shall alter any information supplied on a registration card except an elections officer in the performance of official duties or the person who fills out the registration card for the purpose of registering to vote. It is a potential violation for a person, other than the person registering to vote, to fill in parts of the voter registration card the registering person leaves blank, such as party affiliation. Violation of this statute is a Class C Felony.
- ORS 260.665. This election law, discussed above in the section titled "General Election Laws," prohibits the use of "undue influence" for certain purposes. The specific definition of "undue influence" includes giving something of value away to induce someone to register to vote or to vote, vote in a certain way, etc. Therefore, a person who is encouraging others to register to vote must not provide anything of value to a person who may want to register to vote.