



ELECTION 2018---KIDS VOTING MISSOURI

---Easy Steps for Starting/Implementing a Kids Voting Missouri Program---

1. District selects a Kids Voting Missouri (KVMO) District Liaison
2. KVMO Liaison meets with Kids Voting MO Program Director
3. District Liaison attends the Kids Voting Missouri Kickoff (Tuesday, September 11th)
4. District Liaison works with Building Principals to choose two (2) teachers from each building to serve as Teacher Building Leaders (TBL's)
5. District Liaison & TBL's become familiar with the Kids Voting Missouri web site---
www.kidsvotingmissouri.org and understands how to access the following:
 - ☆ Kids Voting USA grade-level activities
 - ☆ Sandy's Helpful Handouts
6. District Liaison helps to identify a District and/or Building Tech person to help ensure computers have latest Adobe software
7. District Liaison counts out & then distributes the "I Voted Stickers" to each school building in a Timely Manner—helps to get a printout of school by school enrollment figures prior to Election days
 - ☆ **"I Voted Stickers"**—Stickers come 500 to a roll. Districts normally utilize volunteers to help count out stickers by enrollment for each school building. These are given to TBL's to be given out after students vote in Election 2018.
8. Ensure that students become informed voters **BEFORE** Election Day
9. Kids Voting MO uses Kids Voting USA's on-line voter system called DoubleClick Democracy. With the click of a mouse, students will be able to cast their Kids Voting MO ballots.
 - ☆ Make sure TBL's understand how DoubleClick Democracy works and how to access ballots
 - ☆ Kids Voting provides special ballot URL's and log on information—make sure TBL's have this information
 - ☆ You might want to hold a TBL meeting and DEMO the ballot & how to log on and vote
10. Kids Voting Ballots:
 - ☆ There will be 1 "official KVMO" ballot for grades 4-12
 - ☆ There will be 1 "special ballot" for grades K-3
 - ☆ Each ballot style will have its own unique URL and will be available to DEMO to students beginning in mid September. While in DEMO mode, students can get familiar with the candidates & issues & practice voting. **NO votes count while ballots are in DEMO mode.**
 - ☆ **In order for votes to actually be counted**, Kids Voting needs to change the Ballots from DEMO to ACTIVE Mode---turning ballots to ACTIVE mode is done based on the schedule of voting provided to Sandy Diamond, Kids Voting Coordinator
11. Voting Day(s):
 - ☆ Work with TBL's to set up a calendar and schedule for voting in each school—reserve computer labs, rolling carts, libraries well in advance of voting day(s)
 - ☆ Make sure computers have the latest software, especially Adobe Reader
 - ☆ Use students (Junior Poll Workers) to help decorate polling areas, check students in at "Check In areas" and help younger students read the ballot—after each student votes, the Jr. Poll Workers can also pass out the "I Voted Stickers."
12. Ballot Results:
 - ☆ Directions on how to get ballot results will be sent out in late October—please share with teachers in each building