

Table of Contents

Introduction	3
COVID Considerations	4
Student Vote Day	5
Voting Methods	6
Layout of the Polling Station	7
Suggested Guidelines	8
Student Vote Election Requirements	10
Properly Marked Ballots	13
Reporting Results	15
Media Relations	16
Voter ID Templates	17
Election Worker Badges	18
Tally Sheets	20

Introduction

This manual is intended to help guide you through Student Vote Day at your school. On the following pages, you will find suggestions on how to coordinate the vote using paper ballots and instructions for reporting your results.

If voting with paper ballots is not feasible, please contact the CIVIX team to discuss online voting options.

There are several possible methods for running Student Vote Day at your school, but in all instances, widespread participation is encouraged. By practicing now, students will be more inclined and prepared to participate in the voting process in the future.

Some of the suggested voting methods have been adapted slightly because of the COVID-19 pandemic. However, please use your best judgment and consult with your school administration to determine an approach that will work best for your school while adhering to the most up-to-date public health guidelines.



Here is a list of items you will need for your Student Vote Day:

- Ballot boxes**
- Voting screens**
- Ballots**
- Statement of the Poll (reporting form)**
- Seals or tape (if desired)**

You may wish to use your own seals or tape for securing the ballot boxes to ensure they are not tampered with during the voting process.

COVID Considerations

Below are some suggestions for in-person voting during the pandemic:

- Consider having each class or cohort coordinate their own vote to avoid large gatherings or co-mingling of students.
- Be sure to practice physical distancing if using a stationary polling station. Add markers on the floor, if possible.
- Have students use their own pencils or pens to mark their ballot.
- Teachers can count the ballots, or election workers can be limited to a small group of students.
- Ask election workers and student voters to wear masks, if possible.

Be sure to check with your school administration to ensure that all activities are being conducted in accordance with the most up-to-date health and safety requirements.

If you have any questions or concerns about how any materials or activities could be adapted to meet the specific requirements at your school, please contact CIVIX.



Student Vote Day

The official Student Vote Day for the 2021 federal election is Monday, September 20.

Breaking from tradition, we are encouraging schools to vote on the official election day due to the limited time period.

Please submit your results to CIVIX by **5pm in your time zone on September 20**. This provides CIVIX with time to prepare the results platform and media announcements before the close of polls in the general election.

Results received following the deadline will be added the following day.

If the designated Student Vote Day does not fit with your schedule, we encourage you to hold your vote earlier. Please contact the CIVIX team to discuss any related accommodations and to ensure you receive your ballots in time.



Voting Methods

The following three voting methods are suggested for organizing the vote during the pandemic. These methods limit mixing of classes and in some cases reduce close contact. You may also choose to develop another method that works for your school.

Method A: CLASSROOM POLLING STATION

To limit contact between classes, you can organize a polling station for each participating classroom. The polling station can be situated in the classroom or in a nearby hallway when not in use. Assign one poll clerk to mark voters off the list of electors and provide voters with a ballot. Assign another poll clerk to monitor the ballot box. Process students one at a time and maintain physical distancing throughout the process. Have each class count their own ballots and provide tallies to the organizing team/class. Alternatively, you can collect the ballot boxes from each class and have the organizing team count all the ballots.

Method B: VOTING AT DESKS

Distribute ballots in advance to all participating classrooms along with envelopes or ballot boxes. At the beginning of homeroom class, each teacher hands out the ballots to students in their class. Students vote immediately at their desks. Afterwards, the teacher collects the ballots with an envelope or ask students to deposit their ballot in a ballot box. All ballot boxes and/or envelopes are then taken to a secure room, and the ballots can be counted by the organizing team at the appropriate time.

Method C: COMMON-AREA POLLING STATION

Teachers take their classes to the polling station at pre-set times throughout the day. A schedule can be created to ensure that students do not have the opportunity to vote more than once or mix with other classes. When students arrive at the polling station, designated election workers instruct them on where to line up to cast a ballot. This method of voting allows for an authentic experience of visiting a polling station. Consider offering additional polling stations in order to process the number of students in the time allotted. Alternatively, consider arranging for classes to vote over more than one day so that all students have the opportunity to participate.

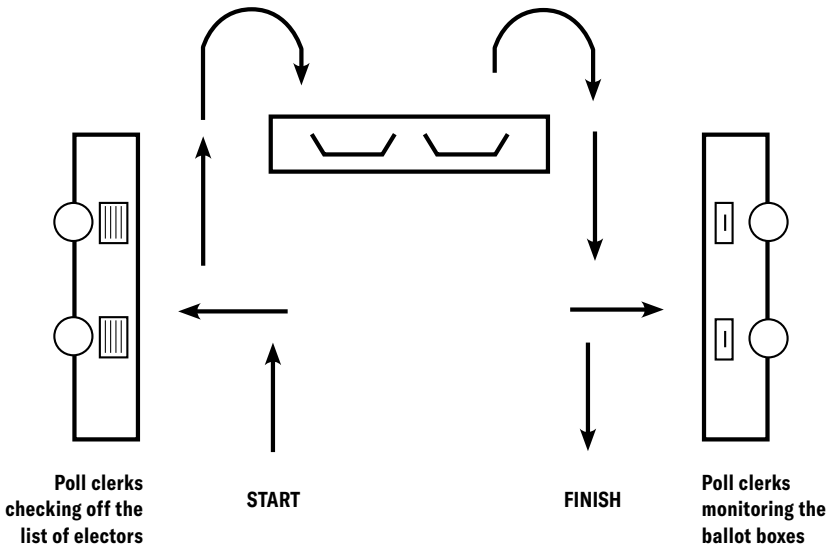
Layout of a Polling Station

If your school chooses to use a stationary polling station for multiple classes, we recommend that you select a spacious, ventilated and accessible location such as a library, empty classroom, gym, or cafeteria. You can also consider outdoor locations, weather permitting. Make sure the location is well-known and students are informed of the location before Student Vote Day. Where circumstances allow, we suggest the following area layout to process a maximum number of students quickly for optimum efficiency.

- Set up desks or tables in a 'U' shape around the perimeter.
- Seat the poll clerks along one side to process voters and distribute ballots as they enter.
- Voting booths are situated on the next bank of desks/tables. Voters go behind the voting screen or desk and mark their ballot.
- Once they have voted, students take their ballot to the tables/desks lining the third side, where poll clerks verify the ballots and monitor the ballot boxes.

TEACHER NOTES

- The entrance should be along the fourth 'empty' side, where there are no tables, to allow easy access and queuing without disrupting the flow of students between tables.
- To allow for greater physical distancing, the layout could be adjusted to have just one election worker and voting screen per table.



Suggested Guidelines

Roles for Student Vote Day

We strongly encourage students to take on the roles of election workers so that they have a greater experience of the election process. Below is a summary of possible roles inspired by official roles in the federal election.

- **Deputy returning officers (DROs)** are the officials responsible for conducting the student election and counting the votes. They are the only election workers allowed to handle the ballots during the counting process.
- **Poll clerks** are the individuals who staff the polling station. They are responsible for checking ID (optional), crossing voters off the list of electors, distributing ballots, and collecting ballots. When the voting process is complete, the poll clerks assist the deputy returning officers by totaling the ballots counted and filling in the vote tally sheet.
- **Candidate representatives (scrutineers)** are generally individuals appointed by a candidate to act as an observer of the election process on polling day. In the case of the Student Vote program, the Team Leader can appoint a candidate representative for each party or candidate. Candidate representatives may also be present when ballots are counted, but they may not handle the ballots in any way.
- **Student Vote Team Leader (an educator or administrator)** is the official liaison between the school and CIVIX and in charge of overseeing the entire process.

If you proceed with having students take on the roles of election workers, consider providing identification badges (refer to page 18 for templates).



Creating & Using a List of Electors

A list of electors is recommended when using a stationary voting scenario to provide authenticity and to ensure that students do not vote multiple times. This list will include the names of all students. This list can usually be provided from the main office upon request of a staff member.

A list of electors is also an option for in-class voting scenarios. An extra copy of the class attendance sheet is a simple way to create the list of electors for each class.

Similar to an official election, when a student enters the polling station and/or is handed a ballot, the poll clerk will cross off the name of the student to indicate that they have participated in the election.

Ballots

Student Vote ballots include the names of the local candidates running in your school's riding. Please check your ballots upon receipt to make sure you have the correct ballots. Contact CIVIX immediately if you believe you received the wrong ballots or there is an error.

It is strongly recommended that the Team Leader (or an appointed deputy returning officer) initial the reverse side of each ballot before the commencement of Student Vote Day. This helps to validate the official Student Vote ballots for your school and ensure a secure voting process.



Student Vote Election Requirements

Regardless of the voting method you select, the following is a list of requirements for Student Vote Day.

Before You Begin

- No campaign materials are permitted in the polling station or on those who work at the polling station. This rule is to ensure a completely impartial environment.

Preparing the Ballot Box

- Once the ballot box is folded together, the deputy returning officer will show the inside of the empty box to the poll clerks and candidate representatives so that all of the election workers can verify that the box is empty;
- Next, the ballot box will be sealed using seals or tape (optional);
- The seals or tape will be initialed by the Team Leader to show that they have authorized the ballot box for use at the polling station.

Receiving a Ballot at the Polling Station

- When a voter requests a ballot at the polling station, the poll clerk will fold a ballot into thirds, thereby concealing the side with the candidates' names from observers;
- The poll clerk will verify that the ballot has been initialed by the Team Leader (or appointed DRO) and will hand the folded ballot to the voter;
- The voter will take the ballot behind a voting screen to unfold the ballot in private, mark the ballot for their choice, and refold the ballot before leaving the voting booth;
- The voter will take the marked ballot to the poll clerk monitoring the ballot box;
- Without unfolding the ballot, the poll clerk will verify that the Team Leader's initials are visible on the ballot;
- Once verified, the voter will put the ballot in the ballot box;
- If a voter tears a ballot or makes a mistake on their ballot, the voter may return the ballot to the poll clerk and request a new one. The first ballot will be declared a spoiled ballot, and the DRO will write "spoiled" on the back of the ballot and keep it to the side. The spoiled ballot is not placed in the ballot box.

Counting the Ballots

- If using seals/tape, the Team Leader will verify that each ballot box is still sealed by the seals or tape that they initialed before the polls opened and that neither the box nor the seal has been tampered with;
- The tape will be broken by the deputy returning officers, who will open the box to count the ballots;
- Candidate representatives may be present to observe that the process is completed fairly.
- The DRO will sort the ballots and count them as such:
 - VALID** – A ballot that has been properly marked for one candidate (see page 13).
 - REJECTED** – A ballot that has not been marked properly and is declared invalid by the DRO (see page 14).
 - SPOILED** – A ballot that has been kept separate and never placed in the ballot box because it was mistakenly marked or torn and exchanged for a new ballot.
- Any questionable ballots will be left to the Team Leader to categorize according to the criteria describing a properly marked ballot;
- Ballots will not be counted again unless the Team Leader orders a recount to confirm the totals;
- Consider using a Tally Sheet to assist in the tabulation of votes (page 20).



Statement of the Poll

- The Statement of the Poll is an accounting of the ballots for Student Vote Day at your school;
- This accounting includes the number of valid ballots, rejected ballots and spoiled ballots;
- The Team Leader will verify the results and sign off on the form;
- This form will constitute the official results of the election at your school.

TEACHER NOTE

Please keep the Statement of the Poll form for one month after the Student Vote parallel election in case your results need to be confirmed by CIVIX.



Properly Marked Ballots

Valid Ballot

To be counted for a candidate, a ballot must clearly indicate the voter's choice. A voter may mark their ballot in any way that they want in the circle next to the name of the candidate.

The following examples have been provided to demonstrate a properly marked ballot:

- The voter uses a checkmark;
- The voter marks an X;
- The voter uses another type of mark;
- The voter shades the circle.

BRODY BLUE Apple Party / parti Pomme	<input type="radio"/>
TONY TEAL Banana Party / parti Banane	<input checked="" type="radio"/>
VERONICA VIOLET Pear Party / parti Poire	<input type="radio"/>
YASMIN YELLOW Independent / indépendant	<input type="radio"/>

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VERONICA VIOLET Pear Party / parti Poire	<input checked="" type="radio"/>
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Rejected Ballot

A ballot will not be counted towards any candidate when it does not clearly indicate the voter's choice.

The following examples have been provided to demonstrate a rejected ballot:

- The voter marks their ballot for more than one candidate. This applies even if different symbols are used for different candidates, such as a checkmark for one candidate and an X for another;
- The voter marks the ballot in a way that identifies themselves;
- The voter leaves the ballot blank. There is no option to formally "decline" your ballot at the federal level.

BRODY BLUE Apple Party / parti Pomme	①
TONY TEAL Banana Party / parti Banane	②
VERONICA VIOLET Pear Party / parti Poire	③
YASMIN YELLOW Independent / Indépendent	④

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VERONICA VIOLET Pear Party / parti Poire <i>Bob</i>	<input type="radio"/>
YASMIN YELLOW Independent / Indépendent	<input type="radio"/>

Reporting Results

Step 1: Select your method of reporting

A Report by phone

Contact the CIVIX team at 1-866-488-8775 to report your school's results.

B Report online

Please visit www.studentvote.ca/vote/canada and follow the prompts to submit your results.

Step 2: Enter/provide your School ID and Poll Code

Your school ID and poll code are located on your Statement of the Poll. They will allow you or a CIVIX team member to access your school and riding information.

Step 3: Report your results

Report the results of your parallel election using the Statement of the Poll form. You will be asked to report the number of votes for each candidate and the number of rejected ballots. Please review the definitions on page 11.

CONFIDENTIALITY NOTE:

We require that you and your students keep your school's Student Vote results confidential until the official polls close on election day.

This confidentiality is very important to ensure that Student Vote results are released at the appropriate time and do not interfere with the official election in any way. There has been some concern that an early release of results could influence the outcome of the election.

Any school that releases the results of its election early will be removed from the Student Vote tallies and will be indefinitely suspended from participating in future programs.

Media Relations

While it is not necessary to contact the media regarding your Student Vote Day, media engagement is an option that you may wish to consider. Always remember to consult your school board or division's policy regarding members of the media on school property.

While media may be unable to visit your school during the COVID-19 pandemic, media outlets may be interested in publishing photos of your Student Vote Day or setting up virtual interviews with you or your students. If you are interested in media attention for you and your students, please contact the CIVIX team to be put on a list of schools for media requests. You can contact CIVIX via email at hello@civix.ca or by phone at 1-866-488-8775.

Alternatively, you and your students can contact members of the media and make your own arrangements:

- Consider developing a working relationship early on – reporters tend to enjoy tracking the progress of one school or class in their community;
- Consider asking editorial staff to print articles or op-ed pieces written by students.
- Offer to share your own high-resolution photos or videos for publication.

We highly recommend keeping CIVIX aware of all of your media activities. Always ensure media releases have been signed in advance by any students (or their parents/guardians) in the photos.

Please remember that no matter how close a relationship you form with the media, you cannot divulge the results of your school's election before the close of the official polls.



VOTER IDENTIFICATION

NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____



VOTER ID CARD

NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____



DEPUTY RETURNING OFFICER

NAME _____

**STUDENT
VOTE.**
Canada



POLL CLERK

NAME _____

**STUDENT
VOTE.**
Canada



CANDIDATE REPRESENTATIVE

NAME _____

PARTY NAME _____

CANDIDATE REPRESENTATIVE

NAME _____

PARTY NAME _____

Tally Sheet

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