

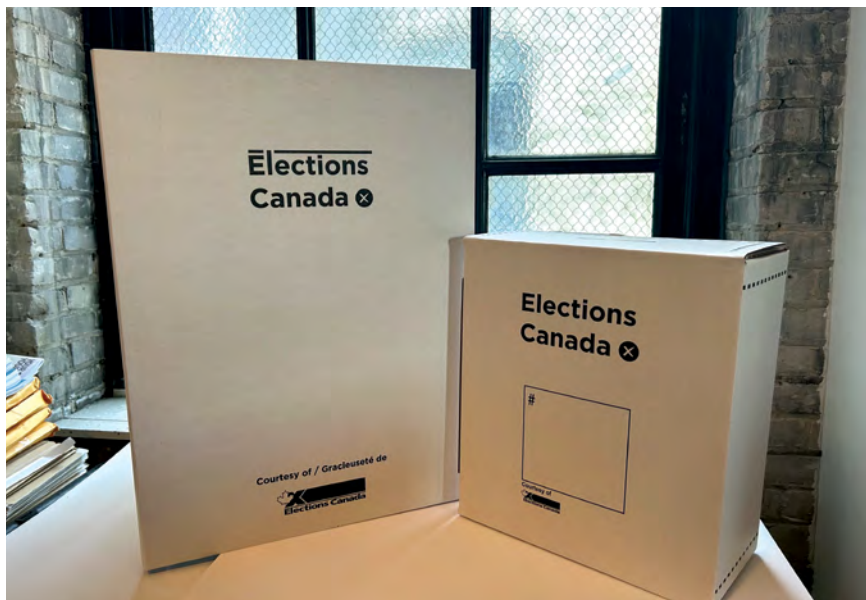
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Introduction

This manual is intended to help guide you through organizing Student Vote Day at your school. On the following pages, you will find suggestions on how to coordinate your vote and various procedures to follow.

There are several possible methods for for arranging your vote, but in all instances widespread participation is encouraged. The Student Vote experience helps demystify the voting process for students and increases their confidence about voting in the future.



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.

Designated Student Vote Days

The designated Student Vote Days will be April 23, 24, 25 and 28. If you need to vote earlier, please contact us to make a plan for ballots.

Please report your results as soon as you can or by 3pm local time on Monday, April 28.

Reporting your results by this deadline will ensure your school's results are included in the preliminary totals released on election night (Monday, April 28).

Schools that report their results after the deadline will be included in the final tallies shared after election night.



Voting Methods

The following voting methods have been designed to assist in the organization of your vote. You may choose to use one or more of these suggestions or develop another method that works for your school.

Method A: VOTE BY CLASSROOM (stationary voting scenario)

Teachers take their classes to the polling place at pre-set times throughout the day. An arrangement in which classes are called down by class or grade is suggested to ensure that students do not have the opportunity to vote more than once. When students arrive at the polling place, designated election workers instruct them on where to line up to cast a ballot. This method of voting allows for an authentic voting experience. Consider offering additional voting booths in order to process the number of students in the time allotted. Alternatively, consider arranging for classes to vote over a number of days so that all students have the opportunity to participate.

Method B: VOTING ON OWN TIME (stationary voting scenario)

The polling place is open all day, and students are only able to vote on their own time. When students arrive at the polling place, designated election workers tell them where to line up to cast a ballot. While it is the most authentic, this method of voting often leads to a lower voter turnout and a surge of voters in short periods, such as between classes and during lunch. Consider offering more voting booths in order to be prepared for high voter traffic.



Method C: HOMEROOM VOTING (in-class voting scenario)

Before the school day begins, distribute ballots to all participating classrooms. At the beginning of homeroom class, each teacher hands out the ballots to students in their class. Students vote immediately, and the teacher collects the ballots shortly after. Designated election workers collect the ballots from each class before the end of the period, using either a ballot box or envelope. All ballot boxes and/or envelopes are then taken to a secure room, where the ballots can be counted immediately or later in the day. This method makes voting very quick and easy, as it is completed in 10 minutes at the start of the day. The drawback is the experience is less authentic. You will also need to consider providing an alternative voting option for students who do not have homeroom at the beginning of the day.

Method D: MOBILE POLLING PLACE (in-class voting scenario)

During the first period of the day, designated election workers take voting stations from classroom to classroom. Generally, this method works well with three election workers per group. When every class has had an opportunity to vote, all ballot boxes are taken to a secure room where the ballots can be counted immediately or later in the day. This method of voting eliminates long lines, delays, and the disruption caused by moving an entire class to a polling place. Plan ahead so that there are enough mobile voting booths for all students to participate within one period of the day. It is suggested that you allow approximately 15–20 minutes for the mobile polling place to visit each classroom.

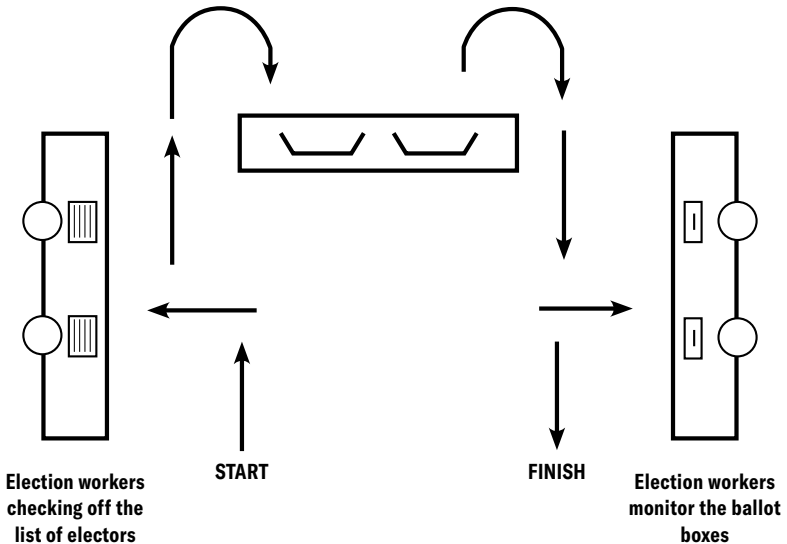


Layout of a Polling Place

If your school chooses to use a stationary voting scenario for multiple classes, we recommend that you select a spacious and accessible location such as a library, empty classroom, gym, or cafeteria. 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 election workers 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 election workers verify the ballots and monitor the ballot boxes.
- 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.



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 voting process. The following roles are suggested for Student Vote Day:

- **Central Poll Supervisor:** Manages the overall voting process, including the set up of the polling place, overseeing election workers, maintaining security and safety protocols, and recording the vote tallies.
- **Deputy Returning Officers (DROs)** are the individuals responsible for checking voter IDs, crossing voters off the list of electors, distributing ballots, and monitoring the ballot box. When the voting process is complete, the DROs count the ballots.
- **Information Officers:** Assist with setting up and closing of the polling place, greeting and directing voters, and helping with ballot counting after the polls have closed.
- **Candidate representatives (scrutineers)** are individuals appointed by a candidate to act as an observer of the voting process. In the case of the Student Vote program, the Team Leader can appoint a candidate representative for each party or candidate. Candidate representatives may be present when ballots are counted, but they may not handle the ballots in any way.

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 polling place to provide authenticity and to ensure that students do not vote multiple times. A list of electors is also an option for in-class voting scenarios.

The list of electors should include the names of all students in alphabetical order and organized in batches (e.g., A-H, I-Q, S-Z). You can produce printed lists or consider using a shared Google Sheet.

As with an actual list of electors, when a student enters the polling place and/or is handed a ballot, the DRO will check off the name of the student to indicate that they have participated in the election.

Ballots

It is strongly recommended that the Team Leader or Central Poll Supervisor 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.

If you believe there is an error on the ballot or you received the wrong ballots, please contact CIVIX as soon as possible.



Student Vote Election Requirements

Regardless of the voting method you select, the following is a list of requirements for Student Vote Day. These steps are similar to those used in the real voting process, and are designed to keep the vote secure.

Before You Begin

- No campaign materials are permitted at the polling place or on election workers. This rule is to ensure a completely impartial environment.

Preparing the Ballot Box

- Once the ballot box is folded together, the central poll supervisor will show the inside of the empty box to the election workers and candidate representatives so that they 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 central poll supervisor to show that they have authorized the ballot box for use.

Receiving a Ballot

- When a voter requests a ballot at the polling place, the DRO will fold a ballot into thirds, thereby concealing the side with the candidate names from observers;
- The DRO will verify that the ballot has been initialed by the Team Leader or central poll supervisor 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 as they choose, and refold the ballot;
- The voter will take their ballot to the DRO monitoring the ballot box;
- Without unfolding the ballot, the DRO will verify that the central poll supervisor's initials are visible on the ballot;
- Once verified, the voter will put the ballot in the ballot box;
- In the event that the ballot is poorly printed, or a voter tears a ballot or makes a mistake, the voter may return the ballot 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 or central poll supervisor will verify that each ballot box is still sealed by the seals or tape that they initialed and that neither the box nor the seal has been tampered with;
- The tape will be broken and the election workers will open the box to count the ballots;
- Candidate representatives may be present to observe that the process is completed fairly.
- The DROs 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 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 central poll supervisor to categorize according to the criteria describing a properly marked ballot;
- Ballots will not be counted again unless the central poll supervisor orders a recount to confirm the totals;
- Consider using a **Tally Sheet** to assist in the tabulation of votes (page 20), or using the electronic version on the Student Vote Day page of the election website (studentvote.ca/canada).

Statement of the Poll

- The Statement of the Poll is an accounting of the ballots for your school's election;
- 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.

Did you know? In the real election, ballots are stored securely for 10 years after an election. This means that if there is an investigation by the Commissioner of Canada Elections, the number of ballots cast during an election can still be verified.



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 checked="" type="radio"/>
TONY TEAL Banana Party / parti Banane	<input type="radio"/>
VERONICA VIOLET Pear Party / parti Poire	<input type="radio"/>
YASMIN YELLOW Independent / Indépendent	<input type="radio"/>

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

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

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

Rejected Ballot

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

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

- The voter marks the 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.

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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TONY TEAL Banana Party / parti Banane	<input type="radio"/>
VERONICA VIOLET Pear Party / parti Poire	<input type="radio"/>
YASMIN YELLOW Independent / Indépendent	<input type="radio"/>

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

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

Reporting Results

Step 1: Select your method of reporting

A Report online

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

B Report by phone

Contact the CIVIX team at 1-866-488-8775 to report your school's 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 form. These credentials will allow you or a CIVIX team member to access your school and riding information.

Step 3: Report your results

You will be asked to report the number of votes for each candidate and the number of rejected votes. 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 close of polls in your area 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 general election in any way. There has been some concern that an early release of results could influence voting decisions by electors.

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, district or division's policies regarding members of the media on school property.

Media outlets may be interested in publishing photos of your Student Vote Day or setting up 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.

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 polls close in your area on election day.

If possible, please keep us aware of all of your media activities.



Voter ID Templates

VOTER IDENTIFICATION

NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____



VOTER ID CARD

NAME _____

CLASS/HOMEROOM _____

BIRTHDAY _____

SIGNATURE _____



Election Worker Badges

DEPUTY RETURNING OFFICER

NAME _____

**STUDENT
VOTE** 
Canada 2025

INFORMATION OFFICER

NAME _____

**STUDENT
VOTE** 
Canada 2025

CENTRAL POLL SUPERVISOR

NAME _____

**STUDENT
VOTE** 
Canada 2025

CANDIDATE REPRESENTATIVE

NAME _____

**STUDENT
VOTE** 
Canada 2025

Tally Sheet

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