

VOLUNTEER OPPORTUNITY: VOTER REGISTRATION DROP BOX TENDER

 **FORWARD MONTANA FOUNDATION**

ABOUT THE GIG:

Forward Montana Foundation is the largest, non-partisan voter registration organization in Montana. Our voter registration drop boxes are placed throughout our communities to provide voter registration (VR) services in locations frequented by young and underrepresented communities where they can register at their convenience! Drop Box Tenders maintain box(es) across our communities, furthering our reach and impact.

RESPONSIBILITIES INCLUDE:

- **Drop Box orientation**
 - ◆ Attend a 30 minute orientation at our office (where applicable) or virtually
- **Checking and Restocking Drop Boxes**
 - ◆ Collect completed VR forms from the box and restock it with pens, hand sanitizer, and blank forms every 2 weeks.
 - ◆ Check that the box is still in a highly visible location/orientation
- **Managing VR Forms**
 - ◆ Deliver VR forms to the Field Manager.
- **Communicating with the Forward Montana Foundation Team**
 - ◆ Tell the Field Manager when boxes are checked and if they need any repairs
 - ◆ Relay any info from the Box Host(s) to the Field Manager

WE'RE LOOKING FOR SOMEONE WHO IS...

- Trustworthy with sensitive information – ensuring all VR forms are turned into the office
- Timely, making sure to visit the box when the host location is open
- Consistent in when they go to drop boxes and visit the office
- Depending on Box location, access to a car, bike, or bus may be needed to travel between the box and our office.

LOGISTICS:

- **Time Commitment:** 30 minutes to 1 hour every two weeks
- **Location:** Bozeman, Four Corners, Belgrade, Livingston, Billings, Missoula, or Helena

INTERESTED?

- For Bozeman area locations, email **Emma Bode** at emma@forwardmontana.org expressing your interest!

- For Billings area locations, email **Pari Kemmick** at pari@forwardmontana.org
- For Missoula area locations, email **Lucia Heutmaker** at lucia@forwardmontana.org