

# MSV: CIVICS 101

FORMING A CLUB AND BUILDING A TEAM

ENTER CLUB NAME HERE ^

**MY SCHOOL VOTES**



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**My School Votes** is an action-oriented civics program where students learn by doing. We build student leadership, advocate for local issues, create exceptional voter registration campaigns, and together, launch young people into cycles of life-long civic engagement. Our mission is to close the race and age gaps in voting and increase youth participation in our democracy.



Establishing a MSV Club in your high school will embed civics and voter registration into the fabric of your school, guarantee this work happens each school year, and instill a culture of positivity and purpose around youth participation in democracy. Forming an MSV Club is important! It will enable you to build effective campaigns to address local issues and run highly effective voter registration efforts while developing civic leadership skills in the process. MSV Clubs ensure eligible members of their school community graduate with state-issued IDs, are registered to vote, and know how to make tangible impacts that support their communities.

We encourage all schools to start a **My School Votes Club**, but also recognize your school may already be doing this work as part of another club. If that is the case, keep it up! **Use MSV: Civics 101 worksheets and trainings to support your work!**

## WHAT IS YOUR SCHOOL'S OFFICIAL PROCESS FOR ESTABLISHING A CLUB?

Identify and outline the steps you will need to take to officially establish your club.  
Your Club's supervisor will be helpful in completing this process.

## QUESTION FOR STUDENT:

Who is the staff member(s) who might help to lead this club?  
*Students, you will need an educator to supervise your club.*

## QUESTION FOR TEACHERS:

Who are the students who might want to help start and lead this club?

When building your club, you should consider the type of team you will need. The position descriptions below are simply guidance on what to consider. You may only be starting with 2-3 students and that is ok! Team members can play multiple roles and each team can look different depending on life on the ground. How you configure your Club is up to you.

## HERE ARE SOME EXAMPLES OF POSITIONS YOU MAY CONSIDER

### CLUB PRESIDENT

A student leader responsible for organizing and managing your club's activities, meetings, and work.

### CLUB VICE PRESIDENT

A student leader who will work closely with the Club President to organize and manage activities, meetings, and work.

### DIGITAL DIRECTOR

A student leader responsible for creating and managing a Club's instagram account.

*(NOTE: This should be done in accordance with MSV guidelines along with your school rules)*

### COMMUNICATIONS DIRECTOR

A student leader responsible for amplifying and promoting the Club, its work and activities to the school community.

### DATA DIRECTOR

A student leader responsible for maintaining data related to Club actions.

*(Ex: meeting attendance, Voter ID and Registration progress, student surveys)*

### EDUCATOR SUPERVISOR

The teacher or school staff person responsible for overseeing and supporting the Club.

## PARTICIPATION LEVELS

### I - LEADERSHIP CIRCLE

Develop strategy, plan and lead meetings, and plan and lead activities

### II - REGULAR MEMBERS

Participate in regular meetings and execute activities

### III - CASUAL MEMBERS

People who generally show up for actions



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# CLUB RECRUITMENT

Engaging and recruiting members from across the student community is essential to your Club's long-term success. It is important to create a diverse team that represents your student body demographically and values all skill-sets and interests. While there are a variety of effective ways to add members to your team, the most important is connecting with students in a "one-on-one" conversation. Although it sounds simple, when executed well this individual conversation will allow you to learn about someone's priorities, engage them successfully, and ultimately get them on your team!

### WHY WOULD SOMEONE JOIN YOUR MSV CLUB? WHY DID YOU FORM OR ARE A PART OF THIS CLUB?

Completing this prompt will help you understand what is important and how you will share that.

One-on-one meetings are an essential part of recruitment. They should be intentional and include an ASK. Before you make an ask, be sure to know 1) the goals of your work 2) why you do the work 3) why you need the person you're talking to 4) and how they can participate. The most important part of this conversation is to LISTEN: to your conversation partner's priorities, obstacles, and where your goals align. At the end of the conversation, you make the ask, this might be to fill a specific role on your team or simply join a meeting!

### BRAINSTORM 3-5 TEACHERS AND STUDENTS YOU MIGHT REACH OUT TO AND ASK TO FORM A LEADERSHIP STRUCTURE.

Begin to add names and what messaging would resonate with them. MSV Club leaders and members should be expected to join weekly meetings (or as set by the Club), be interested in building community, and contribute to executing each Week of Action.



# RECRUITMENT PLAN

Completing this grid will provide you with a recruitment strategy and game plan.

We want to recruit \_\_\_\_\_ students to our MSV club this year. Place your Club recruitment goal here.

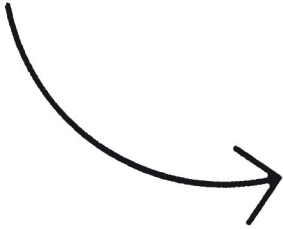
<b>WHERE WE WILL RECRUIT</b> <small>(i.e. reaching out to our friends, DMing classmates, morning announcements, make posters to have throughout the school)</small>	<b>WHEN WE WILL RECRUIT</b> <small>(be specific about when you are reaching out to folks)</small>	<b>WHO WILL BE DOING THE RECRUITMENT?</b> <small>(be specific about who is doing what?)</small>	<b>GOAL FOR STUDENTS RECRUITED</b>
<i>Example: reaching out to five friends</i>	<i>Week of September 20</i>	<i>Zakiya</i>	5
<i>Example: DMing Instagram accounts on our school Instagram account</i>	<i>Week of September 20</i>	<i>Steve, Vijay</i>	5





# LET US KNOW ABOUT YOUR CLUB!

Whether starting an MSV Club or working within an existing school club, we'd like to add you to our community. Complete this form to be included! By joining, your Club commits to conducting itself in a *non-partisan* fashion, being action-oriented, and engaging your student community in an inclusive way.



## NON-PARTISAN:

Not biased or partisan, especially toward any particular political group.

## EXAMPLE:

**Do:** Ask what issue may be important to someone

**Don't:** Advocate for or against an issue





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# HOST AN EFFECTIVE MEETING

## WHAT ARE THE OUTCOMES YOU HOPE TO ACHIEVE AT THE END OF YOUR FIRST MEETING?

Completing this prompt with your Club officers will create your agenda.

## PRE-MEETING

### WHEN?

Give yourself enough time to find a location, plan, and recruit for your meeting. Check calendars to ensure it doesn't interfere with holidays or school/local events!

### WHO?

Who will help you plan this meeting?

Who will you invite?

### HOW?

How will your fellow students register for your meeting?

How/Where will they attend?

How will you promote this meeting in your school?



## REMIND REMIND REMIND:

Just like you always confirm you're going to meet up with your friends, you should also confirm the details of the meeting with everyone who has registered!

### DURING

Set-up space and have any materials prepared.

Stick to an agenda. Think about your goals for that time and what would help push the work forward.

Leave time for other members to share their opinions and ideas or ask questions.

Make sure to include everyone and have fun! Bring snacks, take pictures, post on social media!

### POST-MEETING

Thank everyone!

Follow-up with any next steps (action items, next meeting time, tasks for followup).

Begin taking action!



# MY SCHOOL VOTES

Our parent initiative **When We All Vote** is a nonpartisan initiative of Civic Nation, a 501c3 non profit, on a mission to increase voter participation in every election and make sure EVERY voice is heard. This means we don't refer to any candidates or positions at any time. We will never advocate for either but only that you get active and involved. As members of the My School Votes community, our communication must be strictly nonpartisan, and cannot include any mention of candidates or specific positions. MSV does not support or oppose candidates for public office or take a stand for or against any political party. We encourage active and informed participation in American democracy.

## *EXAMPLE LANGUAGE YOU CAN USE:*

**If someone asks whether your club is planning to support a certain candidate or how it plans to act on a specific issue, you can say:** “I'm hearing that that is important to you. MSV is non-partisan so we don't advocate for or against any candidate or party. We want to give every one the chance to make their voice heard!”