



GEORGIA  
**SECRETARY OF STATE**  
BRAD RAFFENSPERGER





Dear Ambassador,

Congratulations on your selection as my office's Ambassador for your high school! This is a high honor, and you should be proud of your accomplishment. This wonderful program will give you the opportunity to grow as a leader among your peers, to learn more about Georgia government, and to help register your friends to vote. You will also learn what it takes to set up a business, start a rewarding career and how to be financially successful.



I am excited to welcome you to this program because you will one day be the leaders of the United States. Voting is the cornerstone of our great democracy. Even though you may not have had the opportunity to cast your first ballot, this program will allow you to become engaged in the elections process in a very meaningful way. Strong businesses are also essential in keeping our communities vibrant and growing. This program will help guide you and your peers to career and financial success that will benefit you for a lifetime.

You will be presented with new challenges, but these challenges will help prepare you for college and the world beyond.

As young leaders, it is very important that you and your friends make sure your voice is represented in our government. This program will help accomplish this goal, and my staff is available and ready to assist you and your faculty advisor as you serve as an Ambassador this year. We have built a team in the Secretary of State's office to help assist you and support you through this journey.

Sincerely,

Brad Raffensperger  
SECRETARY OF STATE

**To Learn more about the Office of the Secretary of State, visit [sos.ga.gov](https://sos.ga.gov)**

# Ambassador Responsibilities



The goal of the Secretary of State's Ambassadors Program is to provide high school students an opportunity to engage as a leader within their school and community. Through this program, you will gain leadership experience by learning about and teaching Georgia civics to your peers, learning about voter registration, and encouraging other students to register to vote. You will become educated on business requirements and financial literacy programs to well prepare you for the future. You will work in a team environment to create a dialogue that gets first-time high school voters educated, excited, and engaged about elections, career opportunities and financial security.

## There are three basic responsibilities for serving as an Ambassador:

### 1. You will learn about Georgia government and the importance of voting.

You will receive a lot of assistance from the Secretary of State's office to help you learn about these important topics. Not only do you have this guide that gives you an overview of Georgia Civics and voter registration, but you will also attend the Ambassador Kick-Off Event where you will learn from the Secretary of State staff about voter registration and how to engage your friends at your school. Additionally, you will receive resources from the Secretary of State's office on Georgia's legislative process. In January, Student Ambassadors will visit the Capitol, where students will get the opportunity to see legislators in action during session. Ambassadors will also meet with their local legislators and learn more about their House and Senate districts as well.

### 2. You must encourage your friends to get involved.

You can accomplish this objective every day you are at school. Tell your friends about what you have learned and how they should get involved in your community by registering to vote, volunteering as a poll worker, attending a civic meeting, or staying up to date on important current events. To help guide you in sharing these important goals with your friends, you should speak to at least five classes in your grade level or below at your high school about the importance of getting involved in the community. Although you can do this at any point throughout the year, you should speak to these classes before the voter registration deadline.

### 3. Encourage your peers to register to vote when they are eligible, volunteer as a poll worker, and actually vote in elections.

Voter registration is the most important responsibility of being a Secretary of State's Ambassador. So often, high school students become eligible to vote but do not register. It is important that you and your friends' voices are heard in the process. The only way that can happen is if they register to vote and then vote on Election Day. Fulfilling this responsibility through the Ambassador's program is easy as well. We've outlined responsibilities for each of the grade levels on the next page.

## Grade Levels

At your school, you should have at least three students serving as Ambassadors: a senior, a junior, and a sophomore. However, if you attend a larger high school, you may have many more. There are three different grade levels that participate in this program so that you can build knowledge and experience about the Ambassador Program at your school. Also, having at least three students ensures that there are enough helping hands for the projects you will do throughout the year!

### Seniors

Seniors are the leaders of the Ambassador Program in each school. They are in charge of planning meetings, setting goals, and scheduling events. Seniors should set the tone and the direction for the Ambassador Program at each school. They are ultimately responsible for the impact of the program at their high school. Therefore, Senior Ambassadors should work hard to ensure all the Ambassadors work as a team to accomplish these goals. Seniors will also play a particularly important role as they encourage their classmates to register to vote once they are eligible.

### Juniors

Juniors are the drivers of the Ambassador Program in each school. Once the Seniors have provided a vision for the Ambassador Program at their school, the Juniors should work with the Seniors to help execute that vision. The focus of the Junior year will be learning about voting, the process of registering to vote, and will assist Seniors in meeting goals and planning events. Juniors should also educate their classmates about the importance of registering to vote once they become eligible. They should also encourage their classmates to volunteer at a polling location or elsewhere in their community.

### Sophomores

Sophomores are the supporters of the Ambassador program in each school. Once the Seniors have provided a vision, and the Juniors begin driving the vision, sophomores should support those efforts and pitch in when and where they are needed. By working with the upper classmen, Sophomores will learn how to be an effective Ambassador. Moreover, the focus of the Sophomore year will be to learn about Georgia government, civics, and the electoral process. They will also assist Senior and Junior Ambassadors with meeting goals and planning events.





## Ambassador Program Competition

As Georgia's Chief Elections Official, the Secretary of State is required to conduct secure, accessible, and fair elections. This duty includes providing opportunities for voter registration and promoting voter education. The Corporations Division serves Georgia businesses in registering corporations, LLCs, and limited partnerships. The Professional Licensing Boards Division of the Secretary of State's Office provides administrative support to 42 licensing boards. In addition, the Secretary of State Securities Division regulates securities activity statewide, protecting against investment fraud and promoting financial literacy.

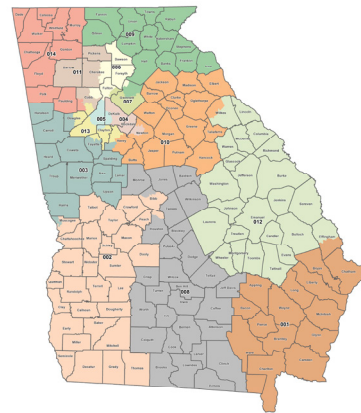
Throughout the program your team will actively work to educate your peers about Georgia Civics and encourage them to register and vote. For each event that you conduct you will receive points towards our regional and statewide competitions. You will submit your points throughout the year through the Ambassador website: [studentambassadors.sos.ga.gov](https://studentambassadors.sos.ga.gov). Upload your proof within one week of your event. We will keep track of everyone's points and keep you updated on the rankings. At the end of the semester, the school with the highest number of points will receive a prize along with their name added to the Ambassador Cup. The trophy will be housed at the winning school for the following year.

Below is a list of events and possible points. There is no limit to how many of each event can be conducted.

ACTIVITY	POINT VALUE
Host a Money Talks event at your school	1,500 points/per event
Funding the Future event at your school	1,500 points/per event
Work at a Polling Place on Election Day	1,000 points/student
Work as a Page at the State Capitol	1,000 points/student
Host a Local Debate	1,000 points/race
Recruit Poll Workers	1,000/person
Host a Career Fair	1,000 points
Volunteer at a County Elections Office	500 points/student
Meet with a Local Elected Official	500 points
Host a Voter Registration Drive	500 points
Attend a Civic Meeting	200 points/student
Share an SOS Office Announcement	200 points
Serve in an Elected Position	200 points
Host an Opinion Poll	100/poll + 1 additional point/vote
Volunteer with Registered Charity	100 points/hour of service
Bonus Points	Varies

## Competition Regions

Throughout the school year, teams will organize and carry out various activities. For each activity the students complete they will receive points towards regional and statewide competitions. Regions are determined by Congressional Districts, which are shown in the color-coded map below. At the end of the year, schools who achieve the most points will be celebrated at the State Capitol.



## Student Ambassador Program Point Guidelines



### Host a Money Talks/Funding the Future Event at Your School

***1,500 points/per event***

The Secretary of State's office is committed to bringing financial literacy to every school and student in Georgia. As an Ambassador, you can help deliver this important message by working alongside our office and school's administration to host a MoneyTalks or Funding the Future event at your high school.

Reach out to our office to start this process - but don't wait too long, these events will need advanced planning!



**Work at a Polling Place on Election Day**  
***1,000 points/Student***

Election Day is a very important day. Now, more than ever, county election offices are counting on young, adaptable leaders to serve their communities on election day. Contact your local county elections office and ask how you and your team can serve at a Polling Place on Election Day.

- Serve with your County Election Office at a polling place on election day.
- Points are based on # of SAs serving at the polling place on election day.

**Serving as a Page for Student Ambassador Day at the State Capitol in January**  
***1,000 points/Student***

The Georgia Legislative Session is an important part of the year that affects Georgians all over the state and serving as a Page during the session is your opportunity to be a part of it. Reach out to your State Representative or State Senator and ask how you and your team can serve as Pages during the legislative session! Make sure to reach out early, as spots fill up quickly.

- Points are based on the # of SAs serving as Pages during the legislative session.



**Host a Local Debate**  
***1,000 points/race***

A great way to bring your community together is through public discourse, and there's nothing more exciting than hosting a debate during an election year! This is an opportunity for student ambassador groups to come together and host a debate at your school with local candidates running for public office. (State Senate, State House, county commissioner, sheriff, etc.)

- Host a debate featuring local race candidates at your school.
- Points awarded to the Student Ambassador team per debate hosted. (1,000 points per race).

**Recruit Poll Workers**  
***1,000 points/person***

Bring a friend or two or three! You can invite your friends and family to be Poll Workers at a local polling place on Election Day. Please submit a photo of you and your friends at the polling place, but be mindful of photo restrictions at the polling place. All of the information that you need to get started can be found on your county's website. The contact information for your county can be found by visiting this website: [elections.sos.ga.gov/Elections/countyelectionoffices.do](https://elections.sos.ga.gov/Elections/countyelectionoffices.do).

- Points are based on the # of poll workers recruited.

**Host a Career Fair**  
***1,000 points***

The Secretary of State's office handles over 140 professional licenses, ranging from athlete agents to barbers to plumbers. SA may host a career fair in their school in order to spread awareness about the variety of jobs available. Ambassadors will work with their school administrators as well as local businesses / licensed professionals in order to plan this event. SA may help teach their peers how to craft a resume and other job focused tips during a career fair as well.

- The career fair must feature at least three professionals licensed by the Secretary of State's office, but it isn't limited to that! Feel free to get professionals from a broad variety of careers to attend.
- You may find a list of our licensed professionals here: [sos.ga.gov/licensing-division-georgia-secretary-states-office](https://sos.ga.gov/licensing-division-georgia-secretary-states-office)



### **Volunteer at your County Elections Office**

#### ***500 points/Student Ambassador***

While Election Day is very important, you can volunteer to help your county elections office anytime! Your team can volunteer for voter registration training, help prepare for election day, and so much more! Contact your local county elections office and ask how you and your team can serve.

- Serve with your county elections office.
- Points are based on the # of SAs serving with the county elections office, each day of volunteering is a separate event.

### **Meet with a Local Elected Official**

#### ***500 points per elected official***

Connect with an elected official (Secretary of State, State Representative, State Senator, sheriff, etc.) to have a meeting with your team of ambassadors. Your team should prepare some topics of discussion around an issue your group is interested in.

- The meeting needs to be planned in advance, and not part of another event. For example, if you page at the Capitol and meet an elected official, that would not count. However, if you paged at the Capitol and arranged an individual meeting with a legislator, that would count for this submission.
- The elected official must be from Georgia.



### **Host a Voter Registration Drive**

#### ***500 points***

Dedicate a few hours of your day to help others register to vote. Holding a voter registration drive is easy; all you need is your laptop and the Online Voter Registration System. You can set up a registration booth at school or at a community event and help others register to vote today!

- Points are awarded per registration drive.

### **Attending a Civic Meeting**

#### ***300 points/Student Ambassador***

Attend school board meetings, city council meetings, etc. to gain insight to what is going on in your community and the changes being made.

- Meetings must be civic in nature (government or near-government organizations). (Ex: school board meetings, city council meetings, chamber meetings, etc.)
- SAs must attend these meetings in-person.
- Points are based on the # of SAs attending the meeting.



### **Serve in an Elected Position**

***200 points***

Student Ambassadors are leaders both in and outside of the classroom, and they understand that every vote matters! Earn points when you are elected to serve in a leadership role. These can include class President, Treasurer of a school club, team Captain, etc. If you have questions as to whether a position will count towards the competition, please don't hesitate to ask. Please submit photos of you serving in your position and a brief description of your role.

- Points are awarded when a Student Ambassador is elected to a leadership position.
- Student Ambassadors must be voted into their position.



### **Share Secretary of State Announcements**

***200 points***

Our office often publishes important press releases, and we want to make sure you and your community aren't missing a beat. These releases vary from publishing a calendar on our website with important election dates and voter registration deadlines, or even investor alerts to protect our citizens from common financial scams. Your team will earn points sharing these important dates and alerts from our office.



- Elections Dates, Voter Registration deadlines, and investor alerts are available on the SOS website
- Teams create their own Facebook/ Instagram/ Tik Tok posts with information regarding key election dates & offices to be filled, voter registration deadlines, common scams, etc.
- Points are awarded once per announcement.

### **Host an Opinion Poll**

#### ***100 points***

You can demonstrate the voting process to your peers by hosting an opinion poll online or in person. While Student Ambassadors are free to write their own poll questions, topics are limited to politics and current events. Teams are limited to posting 1 poll per week for points. You can post your polls on Instagram or Facebook, or you can host a booth at lunch to collect results in person. Take advantage of every opportunity to get involved! Please submit a photo of your poll question and results.

- Host either a physical or digital poll and encourage your peers to participate.
- Topics are limited to politics and current events.
- Teams are limited to 1 poll per week.



### **Volunteer with a Registered Charity**

#### ***100 points/hour of service***

As a Student Ambassador, you are encouraged to come together with our peers and neighbors to give back to your community. These volunteering opportunities may take a variety of forms, there are endless opportunities to serve!



- Points are based individually per hour of service with the registered charity of your choosing.
- Any online / virtual volunteering must be pre-approved by the Secretary of State's office.
- All students must submit their charity along with their points for our office to verify its registration. Each charity must be a Georgia charity registered with our office.

### **Various Monthly Points**

#### **& Bonus**

Our office will offer numerous opportunities for bonus points throughout the year. These will be shared on our social media periodically! We may designate a month to focus on a Division of our office which will offer special opportunities for activities and points.

Each month we will select a few activities which have gone above and beyond. The selected activity will be featured on our Instagram and the team will receive additional bonus points. Take lots of photos so we can show off your hard work!

- These points will be based on the criteria laid out on our social media. If you have any questions, please feel free to reach out to us!
- Any featured events will be selected by staff based on coordination, quality of work, creativity, and a number of other factors.

# Planning an Event

## Planning an Event

Planning an event with any organization for any purpose can be a stressful and time-consuming task. However, an event can be used to really impact people. You can use an event as an Ambassador to have a big impact on people to get them excited about registering to vote and participating in democracy.

### Before the Event

- Know the goal of your event.
- First decide on a date, time, and location to hold your event.
- Then make sure you get permission.
- Gather your friends.
- Publicize your event.
- Train your volunteers.
- Explain your goals.
- Talk about each person's role at the event.
- Prepare the day before your event.
- Breathe easy and do not panic - if you have prepared, your event will be great!

### The Day of Your Event

1. Arrive an hour before your event starts.
2. Set up whatever you will use - including your table and swag.
3. Tell your volunteers to arrive a few minutes before you anticipate needing their help. It is always better to have more time than not enough.
4. Remind your volunteers how you need them to help.
5. Have fun!

### After Your Event

1. Thank your volunteers! Without your team your event could not have happened. Talk about the impact your event had and the difference each one of them made! Talk about the successes you shared and any problems that were encountered.
2. Think about future events. Think about the lessons you learned with your first event. Also think about whether you want to host another event and begin making those plans.
3. Share the success of your event! Post pictures of your event and don't forget to use the hashtags!

**#GASOAmbassadors**  
**#gavotes**





# Georgia Government

Georgia's government resembles the federal model, with an executive, legislative and judicial branch maintaining a balance of power. Like the federal government, these branches each have checks to ensure no one branch becomes too powerful, preserving a democratic form of government.



## Executive Branch

The executive branch of Georgia's government is led by the Governor. This branch oversees the enforcement of laws and the administration of the state. The Governor is the chief executive of the state of Georgia. Like the President, he or she is limited to two four-year terms. The Lieutenant Governor is similar to the Vice President. He or she is president of the State Senate and becomes Governor if there is a vacancy in the Governor's Office.

The executive branch is divided into agencies to ensure efficient administration. Some agency heads are appointed by the Governor, but others are elected by the citizens. Among the elected executive officers are the Secretary of State, the Attorney General, the School Superintendent, as well as the Commissioners of Labor, Agriculture, Insurance, and Public Services.

## Legislative Branch

The legislative branch, also called the Georgia General Assembly, consists of the State Senate and the State House of Representatives. The State Senate has 56 members and the State House has 180 members. Legislators serve local districts and are elected to two-year terms. There are no term limits for members of either body.

The General Assembly meets every year for a 40- day legislative session. The session always begins on the second Monday in January and usually lasts to April. During the session, legislators submit and pass bills and resolutions that affect the state of Georgia.

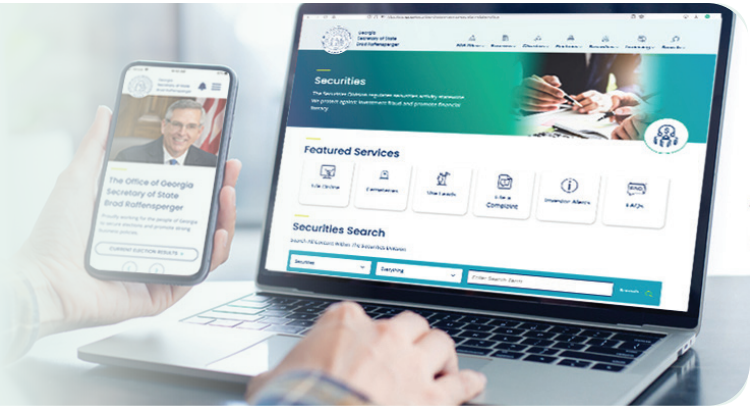
## Judicial Branch

The judicial branch consists of all the courts in Georgia. The highest court is the Georgia Supreme Court, which has seven justices. In addition to the Supreme Court, there are also seven other courts that hear cases around the state.



# Georgia Secretary of State's Office

The Georgia Secretary of State's office is responsible for a wide variety of administrative and regulatory duties. Among these are administering elections, regulating state securities and charities, managing the professional licensing boards, and receiving corporation filings.



To organize these various responsibilities, the Secretary of State's office is divided into five divisions: Corporations, Securities, Charities, Elections, and Professional Licensing. Below are descriptions of these divisions and the duties they are charged with executing.



## Corporations Division

The Corporations Division helps facilitate commerce and supports businesses in Georgia by serving corporations, limited liability companies (LLCs) and limited partnerships. These are all formed by filing with our Corporations division. Any business which conducts business in Georgia must file with the Secretary of State's office, including foreign (out-of-state) entities.



## Securities Division

The Securities Division is charged with the administration and enforcement of the Georgia Uniform Securities Act. The Securities Division registers securities offered or sold in Georgia, oversees firms and individuals selling securities of provided investment advice in Georgia, enforces the Securities Act through civil and administrative penalties, and promotes investor education. In cases where criminal activity has occurred, our office may refer them to the Attorney General for prosecution.



## Charities Division

The Charities Division enforces the laws regulating charitable organizations, paid solicitors, and solicitor agents.



## **Elections Division**

The Elections Division organizes and oversees all election activity in Georgia, including voter registration, and state, county, and federal elections. This division is responsible for certification of election results, qualification of candidates, preparation of ballots, and election forms and materials. The division also maintains the Georgia Voter Registration System to ensure that voter registration lists are current. Investigation into election fraud and enforcement of state election law occurs through the division as well.

By setting overall state election policies, training local officials, and educating voters, the division plays a key role in keeping Georgia elections secure, accessible, and safe. The Elections Division also provides Great Seal certification for authentication of public documents for foreign use.

As a Secretary of State Ambassador, you will interact primarily with this division of the Secretary of State's office. You will be working to educate your peers about the importance of voting and registering them to vote when they are eligible. This program has a support team within the Elections Division (see last page) that will help assist and guide you as you participate this year.

Georgians are fortunate to have many different ways they can cast a ballot in an election. In addition to traditional Election Day voting, Georgia also offers voters the ability to vote up to 21 days before Election Day at advance voting locations. There is also a 45 day period before Election Day where voters can vote absentee ballots by mail. These various options make Georgia a state with exceptional access to the polls.



## **Professional Licensing Division**

The Professional Licensing Boards Division of the Secretary of State's office serves as administrative support to the 40 licensing boards housed with the agency. In addition to staffing the board meetings, the agency assists the boards with processing applications for licensure, license renewals, and complaints. Although the Professional Licensing Boards Division of the Secretary of State's office provides administrative and clerical support to assist the boards in carrying out their licensing responsibilities, the agency does not directly oversee or direct the actions and decisions of the boards.

# Voting in Georgia

## 3 WAYS TO CAST A BALLOT

### 1. Election Day Voting

The form of voting that most people are familiar with is traditional Election Day voting. This voting opportunity is where each county opens specific precinct locations for Election Day canvassing. This type of voting only occurs on Election Day when polls are open from 7:00 AM to 7:00 PM.

If you are curious about where your precinct is located, you can look it up on the MVP Page of the Secretary of State's website ([mvp.sos.ga.gov](http://mvp.sos.ga.gov)). Your county Board of Elections can also provide you with a map showing all the precincts in your county and where the voting locations are located.



### 2. Advance In-Person Voting

Advance in person voting is very popular. This period begins on the 4th Monday before Election Day and runs through the Friday before Election Day.

The hours for advance voting are Monday through Friday from 9:00 am to 5:00 pm. In addition, counties are required to open during the second and third Saturdays before Election Day to conduct advance voting from at least 9:00 AM to 5:00 PM but could be as long at 7:00 AM to 7:00 PM. Counties can also choose to open their offices for voting on the second and/or third Sunday prior to Election Day.



The advance voting period is very beneficial to voters because of how convenient it is. A busy professional does not have to wait until Election Day to squeeze in time to go by the polls. He or she can go by the advance voting location during lunch or between errands.

### 3. Advance by Mail Voting

Absentee voting by mail is the third way a Georgian can cast their ballot. The absentee by mail period begins 78 days ahead of the election. Any registered voter can request an absentee ballot for any reason to be mailed to their home. The voter only has to take the ballot, vote, sign it, and return it to their county elections office so that it is in hand by 7:00 PM on Election Day.

## VOTER IDENTIFICATION

For voters that choose to vote on Election Day or during the advance in-person period, Georgia law requires they must show a form of photo identification when they check-in at the polls. There are many different kinds of acceptable voter ID, but the intent is the same – to ensure that no voter fraud occurs at the polls.

Below, there is a list of the acceptable forms of identification for in-person voting. If a registered voter does not have one of the forms of acceptable voter ID, the State offers a free Voter Identification Card. A Voter Identification Card can be issued at any county registrar or Department of Driver Services office free of charge. The Voter Identification Card may be used for voting purposes only.

### Acceptable Forms of Voter ID

State and federal law require a form of ID when a person registers to vote. The required ID can be any one of the following items and can be submitted with a voter registration application or at the voter's first time voting at the polls:

- A Georgia Driver's License which was properly issued by the Department of Driver Services.
- A valid employee identification card containing a photograph of the voter and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other entity of this state.
- A valid Georgia Voter ID card
- A valid U.S. passport ID
- A valid U.S. military photo ID
- A valid Tribal photo ID





# Voter Registration 101

## Qualifications to Register

- Must be a citizen of Georgia and the United States
- Must reside at the address shown on voter registration application
- Must be at least 17 1/2 years of age to register
- Must be 18 years of age by Election Day
- A person may not register to vote if they have been convicted of a felony and are under the term of their sentence. However, after a felony sentence has been served, a person may register to vote.
- Also, no person who has been determined by a judge to be mentally incompetent may register, remain registered, or vote unless the disability is removed.



## Voter Registration Frequently Asked Questions

### ***Do I have to register by political party in Georgia?***

No, Georgia does not register voters by political party.

### ***Do I have to re-register if I move?***

Yes. Voters are required to notify the Board of Registrars' office of their county of residence whenever they move.

### ***When is the latest I can register for the next election?***

You must register no later than the 5th Monday prior to the next election. Mail-in applications must be postmarked by this deadline.

### ***Do I have to re-register for each election?***

No, you only need to register once. If you have not voted in three years, please contact your county Board of Registrars' office, or look up your status on [mvp.sos.ga.gov](https://mvp.sos.ga.gov).

### ***Where do I vote?***

After your county receives your voter registration form, you will receive a precinct card in the mail which will state the location of your polling place and your local, state, and federal districts.

## Georgia VoteSafe Program



State law requires that voter lists be made available to the public. These lists include the names and addresses of registered voters. In 2009, the Georgia Legislature enacted the VoteSafe law to provide for the confidentiality of residential addresses of certain voters who have been, or may be subject to, acts of family violence, stalking, or who currently reside in a family violence shelter. Applicants who are interested in program participation should be directed to the Secretary of State's online VoteSafe website at [sos.ga.gov/page/votesafe](https://sos.ga.gov/page/votesafe).

## Using Paper Applications



Georgians can register to vote in two ways. Through the Online Voter Registration (OLVR) or by filling out a paper application.

You may encounter a scenario when someone prefers or needs to register using a paper voter registration application. This could occur if someone does not have a valid Georgia Driver's License or ID card. You should know that there are some specific rules that apply to these applications. What you need to know is listed below, but if you ever have a question regarding a paper application, please contact a team member in the Secretary of State's office or your local Board of Registration. It is important that every application is processed correctly.

## Security of Applications



Individuals who complete a paper voter registration application always have the option to mail the application themselves. But note, if you register someone to vote with a paper application and you volunteer to turn the application in for the individual, you must keep all completed original voter registration applications in a secure and confidential manner at all times until the applications are submitted to the appropriate Board of Registrars.

Voter registration applications contain confidential information. You may not open or share any information contained on a voter registration application. Doing so is against the law and carries criminal penalties. Applications are very important documents and must be submitted as soon as possible after they are completed. The law only allows ten (10) days at most for a third party (you) to send the application to the Secretary of State's office or Board of Registrars. This period is shorter if it is within two weeks of a voter registration deadline. You should always turn over paper voter registration applications to the correct County Elections office as soon as possible.

## Copying Voter Registration Applications



A person may only make copies of an original voter registration application if they have the express, written consent of the applicant. A copy can only be used to aid the applicant with verifying the timely and proper receipt and processing of his or her application by the Board of Registrars. In your work as a Secretary of State's Ambassador, you should never have a reason to make a copy of a completed voter registration application. If you have a question regarding this issue, please contact a team member at the Secretary of State's office.



## Mandatory Requirements



- **You must inform** all applicants that they are not officially registered to vote until their eligibility has been determined by the Board of Registrars. Also inform them that, if they have not received notification of the disposition of the application within three to four weeks of submitting the application, the applicant should contact the appropriate Board of Registrars to determine if such applicant's eligibility has been determined and the applicant's name entered on the official list of electors.
- **You must inform** all Georgia applicants of the availability of an online registration status check and polling place locator service on the Secretary of State's website and encourage all applicants to access it in advance of a primary or Election Day to verify their registration status and correct polling place at: [mvp.sos.ga.gov](http://mvp.sos.ga.gov).
- **You must inform** all applicants that, if they are registering to vote for the first time in the jurisdiction by mail or through a private entity, they must present current and valid identification.
- **You must inform** all applicants of their right, under certain circumstances, to cast a provisional ballot in the event that their names do not appear on the official list of electors at the polls.

## Prohibited Activities



- **You cannot** represent to any person that you are an employee of the Secretary of State or a member of a Board of Registrars.
- **You cannot** make any statement to an applicant or take any action that would discourage a qualified applicant from registering to vote.
- **You cannot** be inebriated or otherwise impaired by drugs, alcohol, or other substances.
- **You cannot** conduct voter registration where illegal or criminal activities are being conducted.
- **You cannot** accept a completed registration application from the applicant unless the application has been sealed by the applicant.
- **You cannot** copy a completed registration application without the express, written permission of the applicant.
- **You cannot** conduct voter registration activities in places where alcoholic beverages are sold and consumed on the same premises.





## About Secretary of State Brad Raffensperger



Brad Raffensperger is Georgia's 29th Secretary of State, first elected in 2018 and overwhelmingly re-elected in 2022.

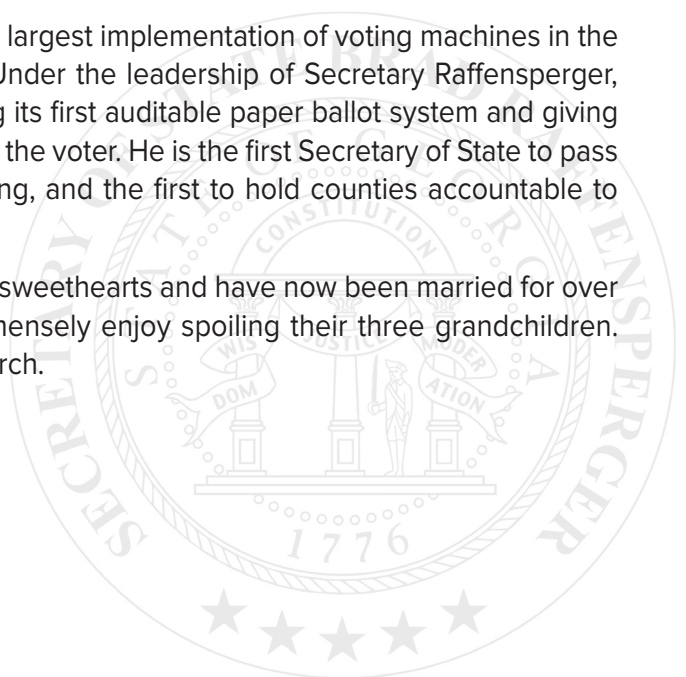
Secretary Raffensperger is a lifelong conservative Republican. He moved to Georgia 40 years ago to raise a family and start a small business. As a licensed structural engineer, Professional Engineer, licensed in 40 states, and a licensed General Contractor in Georgia, and other states, Raffensperger successfully founded Tendon Systems, a provider of high-strength steel for construction projects. Under Raffensperger's ownership, Tendon Systems grew to become the southeast's largest post-tensioning specialist contractor with approximately 150 employees and projects in over 40 states. Brad also founded Trillium Structures, a structural design consulting firm with commercial mid-rise and high-rise projects throughout the southeast.

Raffensperger was elected to the City Council in Johns Creek, Georgia. Three years later he was elected to the Georgia House of Representatives where he then served for two-terms, and in 2018 Georgia voters elected him Secretary of State.

The Secretary's top priority is secure and accessible elections.

As Secretary of State, Raffensperger delivered the largest implementation of voting machines in the history of this country, on time and on budget. Under the leadership of Secretary Raffensperger, Georgia modernized its election system by adding its first auditable paper ballot system and giving the power to secure Georgia's elections directly to the voter. He is the first Secretary of State to pass legislation requiring photo ID for all forms of voting, and the first to hold counties accountable to voters by expanding polling places.

Brad and his wife Tricia started out as high school sweethearts and have now been married for over forty-five years. They raised three sons and immensely enjoy spoiling their three grandchildren. They are members of North Point Community Church.





## Your Support Team

As you work this year as a Secretary of State's Ambassador, do not worry if you have questions or any issues come up. There is a whole team of people at the Secretary of State's office that is ready to help you!

Below are just some of the key people that are in the office ready to support you. There is also a dedicated email address and hotline where you can call to receive immediate assistance for any of your questions.

All questions, email: [ambassadorsupport@sos.ga.gov](mailto:ambassadorsupport@sos.ga.gov)

Student Ambassadors website:  
[studentambassadors.sos.ga.gov/SitePages/externallanding.aspx](http://studentambassadors.sos.ga.gov/SitePages/externallanding.aspx)

MAGGIE HAISTY, PROGRAM DIRECTOR  
404-805-8528



@gasosambassadors



@gasosambassadors

GEORGIA  
**SECRETARY OF STATE**  
BRAD RAFFENSPERGER

