

Enrol to Vote Campaign Toolkit

This toolkit is designed to help you organise in your school or community to ensure that as many people as possible are enrolled to vote in the general election in November, and to make sure they have a plan for voting either on election day or earlier.

This toolkit is a paper-copy version of our webpage guide. You'll find this at ppta.org.nz/enroltovote. The web version will be the most up-to-date version of this document.

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Scan here to view the ppta.org.nz/enroltovote webpage

Intro: Why is the PPTA helping people get ready to vote?

Election law has changed since our last general election.

Recent changes to election law mean that pre-enrolment will determine whether or not New Zealanders can vote.

You must be **enrolled to vote by October 25**, or you won't be able to vote in the November General Election. You are no longer able to enrol on election day.

If you're enrolled in the wrong electorate will only be able to cast a party vote.

You cannot move between the Māori and Electoral role within 3 months of an Election. **The last day to change role is 6 August**, unless you're voting for the first time.

In 2023, around 450,000 people either enrolled to vote or updated their details during the early voting period or on election day.

Law changes also limits the timeframe in which people on the Māori roll can elect to change to the General Role.

Supporting people to vote is part of how we protect and promote democratic rights

As the union representing secondary teachers, we have a responsibility to stand up for our ākonga and protect their democratic rights. Many of our students turn 18 during election year. Restricting their ability to enrol and vote close to or on election day will undermine efforts to encourage lifelong civic participation, create a generation of disenfranchised youth, and signal that the system is not built to serve or welcome them.

Teachers are uniquely positioned to reach rangatahi and communities

Secondary teachers interact with rangatahi and their whānau every day. This makes them uniquely placed to reach those who need help navigating the electoral system. Teachers also possess the professional skills and commitment to help build relationships and teach others about the ins and outs of voting.

Section 1: Make use of the Electoral Commission

The Electoral Commission is the organisation that runs New Zealand's parliamentary elections and keeping the electoral rolls up to date. They are an independent Crown Entity which means we work independently from government.

It's their job to help all eligible New Zealanders enrol to vote and make sure they know how to vote on the day, so they have a lot of great resources you can make use of.

You can hard copies of enrolment forms and other resources directly from the Electoral Commission website, here: <https://elections.nz/getting-involved/order-resources>. These include:

- The official enrolment form (English only)
- The get ready to enrol and vote brochure (English and Māori)
- How to get on the unpublished role brochure (English only)
- Māori electoral role brochure (English and Māori)
- Teaching resources from curriculum levels 2 – 5 (English only)

The Electoral Commission website also has digital materials you can download including factsheets, brochures, social media tiles, and teaching resources. Check out the digital resources here: <https://elections.nz/getting-involved/download-resources>

Section 2: Talking about the Election at school

New Zealand's Teaching Council Code of Professional Responsibility (Ngā Tikanga Matatika), states that teachers are allowed to hold political views—but there are clear limits on how they express them, especially around students.

Teachers are not classified as public servants under the law, so they don't have to be politically neutral, however they must not use their position of authority to unduly influence students. You can see the Teaching Council's advice here: [Guidance for teachers: Managing personal beliefs](#)

Whether you are talking to colleagues or students about voting, there are some things you definitely can do, and others things we advise against.

What's okay:

- Helping people enrol to vote or to check if they are enrolled
- Sharing information about how voting works, such as how to find their local polling station, what the experience will be like, and what they can and can't do in the voting booth.
- Helping them find out the relevant information about which electorate they are in, who they can vote for, and how to find the policies of different political parties.
- Discussing the difference between the Māori and General electoral rolls and how to choose the right one for them, although note that it is now an offense to tell someone which roll to choose.
- You can say who you are voting for and why, so long as you don't stray into promoting this choice over others.
- Encouraging people to talk to others about enrolling and voting.

What to avoid:

- Telling students who to vote for
- Making values statements about politics (including left vs right) that could 'unduly influence' students' thinking.

Section 3: Organising an activity to get people enrolled and informed about voting

How you plan to engage with a group of people will vary depending on who they are, and what kind of activity you are organising. It's important to identify who your audience are before you plan what you're going to do. Here are some things to consider:

Does your group need this information? Some groups of people are highly engaged with politics and are enrolled and vote regularly. These are not the right people for this mahi – choose a group of people who are new to voting (because of age or if they have recently gained residency) or who have not voted before or don't vote often, for whatever reason. It doesn't matter if this group is five people or fifty, the process is the same.

What kind of activity will work best? The two most common activities will be meeting-style, or a stall. Play to your strengths and your opportunities. If you are comfortable running a meeting or have an upcoming meeting you could run a session in, go with that. If you prefer to engage one-on-one or you have an event that you could run a stall at, that could be the better option.

Are you the best person to deliver this message? If you are trying to engage with Year 13 students who can vote, working with your school student leaders might be a lot more effective than a teacher talking to students. If there is a trusted person in your community group like a church minister or group leader, they may be the best person to lead the discussion.

Who else do you need to check in with? If you are working with students outside of class time, or your branch on school grounds (outside of a branch meeting), then you may need to talk to your senior leadership team. If you are talking to a community group, you may need to check in with whoever runs the group.

Timing and location are key. You need time and space to let people check their details, help them enrol, ask questions etc. If you are running a meeting-style session, make sure you allow enough time so that you are not hurriedly handing out an enrolment form as people head out the door. If you are running a stall, make sure you have table space where people can fill out a form.

What resources do you need to have with you? We strongly recommend that you have paper copies of the enrolment form that you can hand out, help people fill in, and then post for them or scan and email them in. Enrolling online is an option, but it requires a drivers licence, passport, or RealMe account, which can be tricky, particularly for students. We also recommend that you have a phone/laptop/data projector set up so that you can show people how to check if they are enrolled online, how to find their electorate etc. They can do this on their phones.



Plan for both steps: enrolling *and* making a plan to vote. Enrolling to vote is the crucial first step, but it also needs to translate into voting. Helping people to plan the details of what voting will look for them will help make sure this happens. This will include how to get informed about candidates and parties, how to find a polling booth, planning transport options, thinking about who will come with them etc.

Be prepared for questions that might come up. You don't have to know all the answers, just where to find them. Things like finding out if you are eligible to vote (particularly for those on visas or new residents), the difference between the party vote and the electoral vote, what to expect in a polling station, how to find information about party and candidate policies etc. For first time voters this may all be new information.

What if someone doesn't want to enrol or vote? You don't have to convince them. You can give an outline of why voting is important, but the main thing is that you help those who want to vote get organised to do so.

Section 4: Enrol to Vote Activity Checklist

Prior to the day:

- Define your audience/target group.** Choose a group that is new to or less familiar with enrolling and voting. This could be senior students or migrant teachers for example.
- Organise a time and date.** Consider things like when people will be available (e.g. during or outside of school hours, if there are other events on) where you will have enough time for the process, or if there is an event that you could join.
- Organise a trusted person (or team) to deliver the message** e.g. talk about why it is important to vote and encourage people to enrol
- Let others know about your plans where necessary** e.g. your principal, group leaders etc.
- Organise a suitable space.** This could be venue that has enough room to seat everyone somewhere they can fill in a form, or if you are running a stall make sure there is space for people to access a hard surface to write on.
- Get the word out.** Let people know that you will be helping them enrol and learn about voting, and where and when that will happen. Use your school's or community's established social media groups or newsletters to promote the activity you are running and voting in general.
- Familiarise yourself with the enrolment form** so you can answer questions
- Familiarise yourself with relevant electoral commission pages** so you know where to find the information you will be leading people to
- Make a brief run sheet or talking points** for your activity.
- Request hard copy enrolment papers from the Electoral Commission** website in plenty of time.

On the day:

- Bring hard copy enrolment papers & pens, and posters/QR codes
- Set up your space so that people are comfortable, can see the material they need to engage with, and have space to fill out forms.
- Follow your run sheet / interact with people who come to your stall
- Collect in any completed enrolment papers
- Scan and email completed enrolment forms to enrol@vote.nz or post them to:

Electoral Commission
Freepost 2 Enrol
PO Box 190
Wellington 6140

Important note: the law requires you to keep completed enrolment forms in a locked container if you don't post them immediately. This could be your car glove box, for example.

Sample run sheet

This is an example of a meeting-style session, feel free to adapt it or create your own. It is based on a group of 20 people who have an hour together.

What	Who	Time
Welcome & Housekeeping	Organiser	5 minutes
Purpose and reason for the session – outlining why it’s important to vote and what you will cover in the session	Trusted messenger	10 minutes
Are you enrolled to vote? Check on the Electoral Commission site: [link]	Organiser to lead; group on their phones	10 minutes
Enrolling: give those who aren’t time to fill in their hard copy forms	Organiser to lead; group writing	20 minutes
A plan to vote: Encourage each person to make a plan for when and how they will vote: <ul style="list-style-type: none"> - What electorate they are in - When voting opens and closes - Where to find their polling station - What candidates are standing in their electorate - Who will they take with them 	Organiser to lead; group on phones	10 minutes
Wrap up: collect in enrolment forms; let people know that they will receive a letter from the Electoral Commission confirming their enrolment.	Organiser & Messenger	5 minutes