



ADMINISTRATIVE POLICY Voter Registration & Constitution Day Policy

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Effective Date: September, 2007

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Responsible Officer: SRC Librarian

Policy Owner: Julia Patton

Policy Contact: Julia Patton

POLICY STATEMENT

Register to Vote

Valley Forge Christian College will make voter registration forms available to every student on an annual basis.

Constitution Day

The institution will hold an educational program pertaining to the U.S. Constitution on September 17 of each year.

REASON FOR POLICY

1. Federal law requires Valley Forge Christian College make voter registration forms available to every student.
2. Educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year.

RESPONSIBILITIES

1. Each year, the institution gives voter registration form information to students.
2. The Storms Research Center celebrates Constitution Day each year in the library.

HISTORY

Procedures

1. Each year, the institution gives voter registration form information to students. The Storms Research Center sends out emails to each student giving them a link to the voter registration form on the “Rock the Vote” website, as well as a link to information about absentee ballots, registration deadlines for each state and a link to the SRC Voter Registration LibGuide, which includes an FAQ list that guides students through being eligible to vote, registering, and applying for an absentee ballot.

2. The Storms Research Center celebrates Constitution Day each year in the library. This is celebrated by a book display, decorations, and a trivia contest. The Voter Registration and Constitution Day LibGuide is publicized by email and a display table.

DEFINITIONS

RELATED INFORMATION

APPENDICES
