National Mock Election & Constitutional Convention Instructions

Dear Educator:

Thank you for your interest in the 2013 YLI National Mock Election and Constitutional Convention! Simply follow the steps below, and your students can be a part of this important election! If you have additional questions, the YLI staff is happy to assist you. Contact us by email at ylihelp@virginia.edu or by telephone at 866.514.8389.

Know Your YLI Mock Election Dates!

October 7
Ballot preview and customization begins

October 21
Student voting begins!

October 31
Student voting ends at 6 p.m. Eastern Time!

November 1
Mock Election results posted!

NOTE: The YLI National Mock Election tends to work better using Firefox. If you use Internet Explorer 9 and are experiencing viewing difficulties, enable Compatibility Mode by clicking the following icon to the right of the web address field.

Part 1: Your Options and Important Information

Online or Paper Balloting?

Considering technology access is an important part of planning your participation in the YLI Mock Election. The easiest way to participate is online. All you need is a computer with internet access, the Student Instructions with Teacher Code, and a little time to vote. Our program does all of the counting, and your results are available beginning November 1. Paper ballots are an option for schools that have little access to computers or simply prefer to vote using this method. Teachers who choose the paper option must print and photocopy the ballot, tabulate the votes, and enter the results via our website. No matter your choice, your students' participation will further instill in them the importance of voting and being civically engaged.

Questions? Call YLI staff toll free at 866.514.8389 (8 a.m. to 5 p.m. Eastern) or email ylihelp@virginia.edu.

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The default ballot for students in New Jersey and Virginia includes their statewide races plus ten constitutional referenda. The default ballot for the rest of the U.S. will include those same constitutional referenda. You have the ability to add or remove races and referenda (see Ballot Customization on page 3 for more information).

Steps for Success:

1) **Know your Mock Election dates**
Online polls will be open from Monday, October 21 at 8 a.m. until Thursday, October 31 at 6 p.m. Eastern Time.

2) **Who may participate, and how many teachers need to be signed up with YLI?**
K-12 students may vote in this Mock Election. An unlimited number of teachers can be registered from a single school, but only one educator needs to be signed up in order for all students at that school to participate. However, if multiple classes in your school are participating and the teachers want to see their individual class' results in addition to the school and state, they will need to be registered and use their own Teacher Code when voting. Being registered also gives them access to YLI's supporting resources.
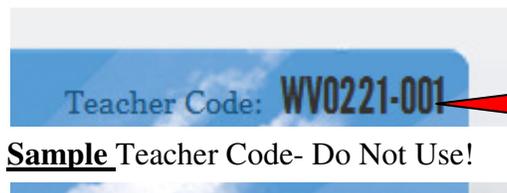
Part 2: Online Voting

The easiest way to participate in the YLI National Mock Election is online. All you need is a computer with internet access, the Student Instructions with Teacher Code, and a little time to vote. Our program does all of the counting, and your results are available beginning November 1.

1) **Reserve Computer Lab Time for Online Voting**
Computer labs make a great polling place. As soon as you decide to participate, reserve a place for your students to vote! It takes the average class about 15 minutes to vote in a lab. You can also set the YLI website as a "Favorite" link on each computer's Internet browser for easy access.

2) **Know Your Teacher Code and Print Student Instructions**
Each teacher has a unique code, and this code is how the YLI system knows which ballot to show your students and with which teacher to associate their votes. You can see your Teacher Code when you log in; it is a seven digit number beginning with your state's abbreviation. You can find it by looking in the **upper right-hand corner** of the website when you are logged in. Students will need to know the teacher code in order to vote. You DO NOT need to be logged in when your students are voting, and the Teacher Code will not give students access to your account. **Post the Student Instructions** next to the computer(s) where your students will be voting. A link to these instructions that automatically includes the Teacher Code is on the Mock Election Getting Started webpage. The instructions are also located on the last page of this document, but please remember to add your Teacher Code to this version. Visit http://www.youthleadership.net/mockelection/demo_voting to view the Mock Election Demo.

Sample Teacher Code- Do Not Use!

Teacher Code: **WV0221-001**

Sample Teacher Code- Do Not Use!

3) **Your Students' U.S. Congressional District**

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Our online Mock Election program during the election process has a default page that includes the entry of a student's home U.S. congressional district. As no congressional elections are included in the 2013 Mock Election, it does not matter what district number your students select. You may, however, use this as an opportunity to help your students learn what congressional district in which they live. Students may use the "Project Vote Smart" section of the YLI Student Portal page at www.youthleadership.net/students/ to locate their district.

4) Ready to Vote!

Once you have secured computer access, and printed your Student Instructions including your Teacher Code, your students are ready to vote.

Part 3: Paper Ballot Voting – How to create a paper ballot?

1) Log in at www.youthleadership.net and click the Mock Election link from the profile page. The National Mock Election and Constitutional Convention can be reached by clicking on the National Election tab in the center of the page. **DO NOT CLICK ON THE MY ELECTIONS TAB**.

Click the National Elections Tab

2) Click "Preview" underneath 2013 National Mock Election & Constitutional Convention link.

3) Click [Print Ballot] and a printable ballot will result.

4) Teachers must tally votes and enter them via the "Paper Ballots" link by 6 p.m. Eastern Time on October 31, 2013.

Part 4: Ballot Customization

The YLI Mock Election provides you the ability to customize your students' ballot which means you can add local races or referenda including student government elections and more. You can also remove races or referenda. Teachers from New Jersey or Virginia who only want their students to vote in the statewide races may remove the constitutional referenda. To customize your ballot, log in at

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www.youthleadership.net, click Mock Election and then the National Elections tab (see image above). Then click on the "2013 National Mock Election & Constitutional Convention" link (see below).

Name	Voting	Customizable
2013 National Mock Election & Constitutional Convention PREVIEW PAPER BALLOTS	✗	✓

Clicking the "2013 National Mock Election & Constitutional Convention" will result in a pop-up question and then take you to a page where you may preview your ballot. Click the Customization button toward the upper-right of the page. View the image below and note the Races and Referenda tabs toward the upper right. The Races tab is the default and will be visible when you are first on this page. There will be no races listed this year with the exception of teachers in Virginia and New Jersey so this section will be blank for all but those two states. You will see a link in the Default Ballot column that says "Create New Race" which you would use if you want to add a new race (e.g. mayor, student council, etc.). The view below is a portion of what you would see after clicking the Referenda tab. At the base of the list of default referenda is a link to create new referenda.

The trash can icon next to each race or referenda will move the default race to the default column and will permanently delete races and referenda that you create. Teachers of elementary students may choose to simplify their ballot by removing certain races or referenda. You can customize your ballot until 5PM Eastern, October 20. After that, the ballot is locked.

Customize Ballot for "2013 National Mock Election"

Default Races

All default races are currently in your ballot.

To **remove** one or more, **click the trash icon** on a race. Upon doing so, it will be moved here to this column. If you should choose to **add it back** to your ballot, simply **drag it over.**

Default Referenda

All default referenda are currently in your ballot.

To **remove** one or more, **click the trash icon** on a referendum. Upon doing so, it will be moved here to this column. If you should choose to **add it back** to your ballot, simply **drag it over.**

Default Ballot

RACES   REFERENDA

Executive Branch #1
The U.S. Constitution should limit th[e] ability to commit to military action by first requiring congressional consent.

Executive Branch #2
The President should be able to remove the parts of a bill that he does not support without vetoing the entire piece of legislation.

Executive Branch #3
Any U.S. citizen who is 36 years of age or older and has lived in the country for twelve years or more should be allowed to run for the Office of

> Call YLI toll free at 866.514.8389 if you need help with Customization.

Part 5: Resources, Participant Information, and Results

1) Mock Election & Constitutional Convention Resources – YLI educators can access online lesson

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plans about the Constitution, holding a constitutional convention, comparisons of gubernatorial candidates, and other election related topics via the Lesson Plans section of the YLI website. Clicking on Mock Election from the YLI Dashboard page will take you to the **Getting Started** page where you will find links to our downloadable toolkits that include decorations for your school and classroom.

    2) <u>Participant Information</u> – Online voters are asked to enter a Username when they vote. The purpose of this is so you can identify the students who have voted and whether or not any errant or fraudulent votes were cast. We suggest students simply enter their name, but you can have them enter whatever you want so long as the information identifies your individual students to you. Usernames do not need to be registered in advance of the Mock Election. By clicking on "Participation" (see below), teachers can view the Usernames of the students who voted, the grade level of the voters, the times that they voted, and you have the ability to delete errant/fraudulent votes prior to the close of the election. Teachers and YLI staff will NOT be able to see HOW students individually voted.

Name	Voting	Customizable
2013 National Mock Election PREVIEW PAPER BALLOTS PARTICIPATION	✔	✖

    3) <u>Results</u> – You may review the results of this mock election beginning Friday, November 1. To do this, return to the National Elections tab and click on the "Results" link. You will see results for your class, school, state and the nation.

(Continue to page 6 below for Student Instructions)

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NOTE: If you download and print the Student Instructions from the Mock Election Getting Started page, your teacher code will automatically be included in the document.

YLI MOCK ELECTION
YOUTH LEADERSHIP INITIATIVE

Student Instructions for Voting

From October 21 – October 31:

1. Go to **www.youthleadership.net**

2. Click on the image in the center of the screen during the Mock Election (shown at right)

CLICK HERE TO VOTE
Your vote is your voice

3. Read the welcome page and click **Start**

4. Enter your Teacher Code _(____-____)_ and click **Continue**

5. Enter a username.

   o Your teacher may have assigned a username to you

   o If not, please create a username (for example: **ajones**)

6. Select your grade level and click **Continue**

7. Select your U.S. Congressional District and click **Continue**

8. Make sure you have the correct ballot for your school and then make a selection for each office and issue. Click **Cast Ballot** when finished

9. Wait while your vote is being recorded

10. Click **Continue** once your vote has been recorded

11. Congratulations, you have completed the YLI 2013 National Mock Election and Constitutional Convention!

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