

college civics

Microwave Dinner Events

pre-made planning committees & agendas

Planning Committee Tasks

| Due | Tasks |
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| | |
| | Logistics Team |
| | Confirm the date and time of your event |
| | Reserve a reasonable size space for your event, if applicable |
| | Arrange for a microphone, computer, screen & projector, if necessary |
| | Get a parking pass from campus security for your guest speaker, if necessary |
| | Reserve a parking space with cones close to the event location for your guest speaker |
| | Arrange for beverages and snacks at the event, or contact campus catering |
| | Arrange transportation to and from the event for student attendees, if necessary |
| | Set up and decorate the event location, if necessary |
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| | Communications Team |
| | Advertise the event via email, posters, facebook, etc. |
| | Extend personal invitations to specific faculty or clubs, asking for their students to attend |
| | Contact campus and local media (newspaper, radio, tv) to arrange an interview at the event |
| | Notify your Public Information Office (PIO) about the event details |
| | Update your team regularly to manage expectations regarding attendance |
| | Manage the RSVP list and send periodic reminders |
| | Ask the President's Office if the President will attend the recognition ceremony |
| | Man a sign-in sheet the day of the event |
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| | Master of Ceremony |
| | Obtain materials for the event such as decorations, certificates, t-shirts and prizes, etc. |
| | Speak at the event (greet the audience, introduce the speaker, etc.) |
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| | Guest Speaker Liaison |
| | Provide the guest speaker's staff with regular updates |
| | Provide guest speaker's staff with your personal cell phone number |
| | Ask for a short introduction about the guest speaker to read at the event |
| | Arrange for your guest's transportation to and from the airport, if necessary |
| | Greet the guest speaker and escort him/her to every location on the agenda |
| | If yours is a meal-time event, make sure your guest eats before it is time to speak |
| | Return your guest to wherever you met; the parking lot or the airport |
| | Email photos of the event to your guest speaker's staff after the event |
| | |

Classroom Visit Agenda

Total time: 30 minutes

1. Introduce your guest speaker (*2 minutes*)
 - read a short introduction provided by the guest speaker
 - state the purpose of the speaker's visit to the class
2. Speaker talks to the class (*15 minutes*)
 - message: "voting affects everyone, regardless of your major or career"
3. Facilitate Q&A (*10 minutes*)
 - with 10 minutes left, thank your guest and ask for questions from the audience
4. End on time
 - thank your guest speaker and the student audience
5. Return your guest speaker to where you met
 - or escort your guest speaker to the next classroom

“I Will Vote!” Photo Contest Agenda

Total time: 45 minutes

1. Create a photo gallery* (*planning & set-up*)
 - go to the College Civics “I Will Vote!” online gallery at www.vote.wa.gov
 - use the “search” function to find all the photos submitted from your school
 - print copies of the photo finalists and create a viewing gallery at the event
 - create a ballot and provide a ballot drop-box for people to choose the winner
2. Tour the photo gallery (*10 minutes*)
 - walk with your guest to quickly view the photos on display
 - briefly introduce your guest to some of the student artists
 - ask your guest to cast a ballot
3. Introduce your guest speaker (*2 minutes*)
 - read a short introduction provided by the guest speaker
 - state the purpose of the speaker’s visit
4. Keynote address by your guest speaker (*15 minutes*)
 - message: “express yourself: pledge to vote”
 - while your guest is speaking, empty the ballot box and count the votes
5. Announce the art contest winner (*2 minutes*)
 - ask you guest speaker to announce the art contest winner and award the student artist a prize
6. Facilitate Q&A (*10 minutes*)
 - ask for audience questions for your guest speaker or the winning student artist
7. End on time
 - thank your guest speaker, all the student artists, and the audience
8. Return your guest speaker to where you met

* See Appendix 3 for sample rules and instructions.

Civics Game Agenda

Total time: 1 hour

1. Introduce your guest speaker *(10 minutes)*
 - read a short introduction provided by the guest speaker
 - state the purpose of the speaker's visit
 - quickly outline the rules of the game
2. Play the game* *(25 minutes)*
 - the MC and guest speaker co-host the game
 - facilitate game play by reading questions, keeping score, etc.
3. Keynote address by your guest speaker *(15 minutes)*
 - message: "make civics fun"
4. Facilitate Q&A *(10 minutes)*
 - ask for audience questions for your guest speaker
5. End on time
 - thank your guest speaker, all the student artists, and the audience
6. Return your guest speaker to where you met

*See Appendix 1 for Civics Double Dare. See Appendix 2 for Fact or Crap.

Service Project Agenda

Total time: 1.5 hours

1. Introduce your guest speaker *(2 minutes)*
 - read a short introduction provided by the guest speaker
 - state the purpose of the speaker's visit
2. Keynote address by your guest speaker *(15 minutes)*
 - message: "voting and volunteerism; two sides of the same coin"
 - guest speaker says a few words about the importance of service and their personal connection to the topic
3. Facilitate Q&A *(10 minutes)*
 - ask the audience for questions for your guest
4. Service Project *(45 minutes)*
 - Call attention of the audience and give instructions for the service project
 - Give specific instructions: if it is on or off campus, if people need to be divided into teams, what the goals of the project is, etc.

Note: If someone from an outside service organization is present, make sure to at least introduce them, and time permitting, let them talk briefly about their organization
5. End on time
 - Thank your guest speaker and the student audience
6. Return your guest speaker to where you met

Optional agenda items:

1. "Civic Excellence Award" student recognition *(15 minutes)*
 - introduce your guest speaker personally (handshakes) to the gathered ASB officers, faculty and staff, the college President, and the student civic award recipient *(5 minutes)*
 - call the attendees to order
 - ask your guest speaker to read a short statement about your student award recipient *(5 minutes)*
 - the name and statement about the student award recipient should be sent in advance to the guest speaker's office
 - the Office of the Secretary of State will provide a special Certificate of Civic Excellence
 - your guest speaker calls forward the student recipient and presents the award
 - your guest speaker discusses the value of service *(5 minutes)*
2. Guest speaker recognition *(5 minutes)*
 - thank your guest speaker for coming to your campus
 - if appropriate, present your guest with a small gift or award
3. Media interview *(5 minutes)*
 - if appropriate, schedule a media interview with your guest speaker
 - serve as a point of contact for campus and local news

Appendix 1 Civics Double Dare

Sample Questions & Challenges

Instructions:

- Divide the group into four teams.
- Host asks the teams civics trivia questions in turn. Questions are originally worth 10 points. If a team doesn't know the answer, they "dare" the next team.
- The next team can either answer the question for double the points (20), or "double dare" the third team for triple the points (30).
- The third team either has to answer the question, or they can choose a "physical challenge." If a team answers a question wrong, they lose five points.
- All three teams send a representative (or two depending on the challenge) to participate in physical challenges. Physical challenges are worth 50 points.
- Whichever team reaches 150 points first wins!

Civics trivia questions:

- What is Washington's primary election system called? (**Top Two**)
- How many languages are Washington State voter registration forms available in? (**eight**- English, Chinese, Spanish, Cambodian, Korean, Laotian, Russian and Vietnamese)
- What are the four ways to register to vote in Washington? (**online, paper form via mail, in person, or at the DOL**)
- What are three places you can find information about the measures and races that appear on your ballot? (**Voters' Pamphlet, online Voters' Guide, local newspapers or county pamphlets**)
- What is the deadline to register or change an address before an election? (**30 days**)
- After a voter registration drive, how many days do you have to return the completed forms you've collected? (**one week/five business days**)
- What publicly elected official presides over elections at the county level? (**County Auditor**)
- How many elected members are there in the Washington State House of Representatives? (**97**)
- What online tool can Washington State voters use to register for the first time, change their address and view their voting history? (**MyVote**)
- What was the last group to gain voting rights in Washington? (**18 year olds**)
- If you're an out of state student, in how many places can you be registered to vote? (**one**- must choose home or school)

Physical challenges:

- **WA State Pictionary:** Each team sends up a representative. The rep draws a word out of a hat and has to draw a picture of that item. The words will all be Washington themed such as the state symbol, the Goldfinch, Mt. Rainier, etc. Whichever team guesses their picture correctly first wins. (This can also be done with PlayDoh or clay as a sculpting activity instead of drawing)
- **Ballot drop box:** Each team sends up a representative. The reps are each given three ballots to make into paper planes. At the opposite end of the stage, there is a cardboard box labeled "ballot drop box." Whichever rep is able to get their ballot plane into the cardboard ballot drop box first wins. (Make this a two person activity and have another team mate hold the drop box)

- **Rhyme time:** Each team sends up a representative. The reps have thirty seconds to come up with as many words as possible that rhyme with the word “vote” and write them on their poster. Whoever comes up with the most words when time is up wins. (This can also be done in teams of two).
- **Campaign crawl:** This is a relay race where each team will have to go through the basic steps of filing for candidacy. First, a representative for each team will have to gather five signatures on their petition from other team members. The last person to sign must then run the petition to the other side of the room to “file” for candidacy by putting it in a folder held by a third team member. After the petition is in the folder, the third team member “campaigns” by taking a pack of stickers (found in the folder) and sticking them to ten members of their team. The last of person to get a sticker must crawl to back the original person who circulated the petition. Whatever team reaches the original person first wins!
- **Elections Catchphrase:** This is played just like regular catchphrase but with fun voting and elections words! Each team sends up one representative. Each person is given a stack of elections and voting terms. The emcee starts a timer and the two representatives take turns describing a word to their team. When a team guesses the word correctly, it is the other team’s turn. When the buzzer on the timer goes off, the person who is not describing at that time wins for their team.

Appendix 2 Fact or Crap

Sample Questions

Instructions:

- Divide the group into teams. This game works best with two teams but can be played with more.
- Each team selects a spokesperson.
- The MC reads a statement. Each team helps their spokesperson decide if the statement is true or false by calling out “fact” or “crap.”
- Ultimately, it’s up to the spokesperson to make a call and answer for their team. Each correct answer earns a point for that team.

Voter registration statements

- **I can list my dorm room as my address when I register to vote.**
Fact: If you live on campus, you may list your dorm room or campus apartment as your residential address. PO boxes may not be used as residential addresses, but can be used as mailing addresses.
- **I cannot register to vote in Washington if I am an out of state student.**
Crap: You may register to vote if you have lived in Washington at least 30 days. You must use your Washington address as your residential address. You may vote in only one state.
- **In Washington, you have the choice of voting with an absentee ballot or going to a poll site.**
Crap: Washington is an entirely vote by mail state. Mail elections are an alternative to polling place voting. Prior to each election a ballot is automatically mailed to every eligible registered voter to the address on record.
- **I can register to vote online.**
Fact: With our new MyVote system, it’s easy to register to vote online. With MyVote you can also update your address, look up your representatives, view your voting history, etc.
- **When you register to vote in Washington, you must also register with a political party.**
Crap: Washington State does not register voters according to political party.
- **Paper voter registration forms are available in eight languages.**
Fact: We offer voter registration forms in English, Chinese, Spanish, Cambodian, Korean, Laotian, Russian and Vietnamese.
- **Unlike most other states, Washington does not have nominating primary elections.**
Fact: Almost all other states in the country conduct nominating Primary Elections. In these states, the primary is for the political parties, because the purpose of the primary is to select each political party’s nominee who will represent the party in the General Election.

In Washington, the primary is for the voters and candidates because the purpose is simply to winnow the number of candidates down to two. The candidates are not representing any

political party when they appear on the ballot; they are only representing themselves. Candidates have great freedom to describe the party that they prefer.

- **Tie breaker: What is Washington's primary election system called?**
Top Two (see explanation in previous question)

Appendix 3 “I WILL VOTE” photo contest

Sample rules and instructions

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|  | <p>rules</p> <ol style="list-style-type: none"> 1. photos must be submitted before April 1, 2012 2. photos must feature the theme “I WILL VOTE” 3. photos must be appropriate for public viewing 4. photos of candidates for running for public office in 2012 will be not be accepted 5. only submit a photo if you are eligible to vote; photos of dogs, babies, statues and other non-voters will not be accepted |
|  | <p>submit photos online</p> <ul style="list-style-type: none"> • www.vote.wa.gov • email iwillvote@sos.wa.gov <p>only submit .jpeg photos</p> |
|  | <p>disclaimer</p> <p>when you submit a photo, it becomes part of the Office of the Secretary of State’s “I WILL VOTE” social media campaign. The agency has the right to use or edit any submitted content, or deny any submission. To report an inappropriate photo or technical issue, email iwillvote@sos.wa.gov.</p> |
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