

## 2024 MI Voter Friendly Business Guide

Because we know small businesses thrive when our democracy thrives, helping encourage participation in democracy is important.

### Vote Friendly Business Checklist

#### 1. Provide time off to vote on and/or before election day (Time to vote)

- a. Sign up at [Time To Vote](#) to join the movement of other businesses making the commitment to provide employees time off to vote.
  - i. No specific way you have to provide this, could be paid or unpaid
  - ii. Additional resources provided to businesses to help implement different ways to ensure people have the time to vote
- b. Check out our video with Patagonia, a founding member of Time to Vote, [here!](#)

#### 2. Publicize and distribute company-wide how to register to vote information

- a. Registration deadlines
  - i. You can register at any time up to **8 p.m. on Election Day in person at your city or township clerk's office**. Any other [voter registration application](#) method, including online or mail-in registration forms, must be received or postmarked **at least 15 days before the election**.
  - ii. Check out and share this quick video that explains how to register [here](#).
  - iii. So if you aren't able to go in person at your city or township clerk's office, registration needs to be submitted online or postmarked by:
    1. **July 22nd** to vote in the primary on August 6th
    2. **October 21st** to vote in the general election of November 5th
- b. Registration methods
  - i. [Find your clerk](#) for in person voting
  - ii. [Register online](#) if you have a driver's license or Michigan state id card
  - iii. [Print, fill in, and mail application](#)

#### 3. Set a company-wide registration goal

- a. A registration goal is a great way to ensure there are no barriers to voting for your employees.
- b. You can create an incentive to sharing confirmation employees are registered with an inspiring [book about voting](#), a sticker, etc.
- c. Collective goals that reach 100% participation could be rewarded with an employee party, delicious catered snack for the breakroom, a masseuse to give back massages on site.
- d. Beyond employees you could aim to get a certain number of people to visit the website to learn how to register online. Creating a QR code for customers to easily scan in person or on your website is an easy way to track your impact.

#### 4. Publicize and distribute company-wide how to vote information

- a. Vote absentee!

- i. **Within two weeks of election day, to avoid possible postal delays, we recommend making your request in person at your local city or township clerk office. You'll be able to fill out and submit your ballot while there.**
  1. Online – Registered voters can request an absentee ballot online through our [absentee voter request form](#) before 5 p.m. the Friday before the election.
  2. In person at your local city or township clerk's office.
  3. Call your city or township clerk and ask that an application be mailed to you.
  4. Download an application to return by mail or in person to your local clerk or township.
- ii. Returning your absentee ballot:
  1. Absentee ballots must be in the possession of your city or township clerk drop box by 8 p.m. on Election Day. Postmarks are not accepted except from military or overseas voters. You can return your ballot in the following ways:
    - a. Mail your ballot at least two weeks before Election Day (postage is already paid).
    - b. Return your ballot to one of your city or township's drop boxes.
    - c. Bring your ballot to your city or township's early voting center.
- b. Early Voting!
  - i. You can vote at your city or township's early voting center. It is just like voting at your polling place on Election Day.
  - ii. In-person early voting starts **10 days before Election Day** (on a Saturday) and ends the Sunday before Election Day. Early voting centers are open for eight hours each day; visit [Michigan.gov/vote](https://Michigan.gov/vote) to find out when your center is open.
- c. In person!
  - i. Know the ins and outs of voting in person with this [helpful guide from the State of Michigan](#).
    1. Carefully follow instructions as laid out on voting materials
      - a. DO NOT vote for more candidates than the section allows for, your vote will be void and none of your candidates will receive your vote.
      - b. Properly fill in the circles provided. See this [example](#).
      - c. Know the [rules surrounding write ins](#) - A write-in vote cast for an individual who has not filed a Declaration of Intent does not count.
    2. While not required, it helps to bring photo identification (such as a driver's license, state ID, or passport) with you when you vote.
    3. Find your city or township's polling place at [Michigan.gov/vote](https://Michigan.gov/vote).