



## A Guide to Citizen Ballot Collection in Oregon

*“When the righteous are in authority, the people rejoice;  
But when a wicked man rules the people groan.”*

Proverbs 29:2 NKJV

### **Purpose of this document:**

To increase Oregon voter turnout by collecting ballots and delivering them to the election officials. This manual is a guideline to implement ballot collections at churches or community organizations to increase one of the fundamental functions of our society:

***ELECTIONS and VOTING.***

***Get your church or community organization involved!***

Our ballot is a pearl, a “pearl of great worth”.  
It is precious and powerful!  
Alone it appears small but combined with  
community and faith, it overcomes giants.



The ballot is our voice in how  
**“We the People”**  
choose to be governed!

### **This guide is produced by Oregon People's Vote**

*We are a non-partisan, grassroots group of dedicated volunteers, who happily, share our individual skills and time to address election and legislative transparency in Oregon, while promoting positive political involvement. We are committed to educating and raising public awareness on the election processes, and to encourage community participation in the renovation of the current election and legislative systems.*

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*“May the FAVOR of the LORD be upon you  
and establish the work of your hands;  
yes, establish the work of your hands.” Ps. 90:17*

For additional information, please contact your ballot collecting facilitator or Anna Munson at 503-409-4703.

### **Disclaimer**

The information provided in this document does not, and is not intended to, constitute legal advice; but is for general informational purposes only. Information in this document may not constitute the most current legal, elections information.

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***“Choose wise, understanding, and knowledgeable men from among your tribes, and I will make them over you.” Deut. 1:13***



America was dedicated and founded on principles that differ and are unique from any other nation: that our rights are derived from God. One of the cornerstones of this Republic is its people being active participants in the function and direction of its governance.

Chad Connelly, founder and CEO of [Faith Wins](https://www.faithwins.org/), an organization dedicated to "educating, activating and mobilizing faith leaders" states: "the estimation that between 40 million and 45 million Evangelicals do not vote, Connelly noted that "a lot of them are registered" but are "too busy." <https://www.christianpost.com/news/activist-urges-churches-to-register-everybody-ahead-of-election.html>

Low voter turnout among faith-based groups is an issue, impacting local, state, and national election results. More spiritually-minded voters would positively impact results, perhaps resulting in a greater potential of biblically rooted policies being introduced, protecting and promoting our American foundational principles.

Oregon laws are clear that the collecting of ballots is legal and has guidelines for this process. This manual is a way that organizations can help 'be the change' in our communities by guaranteeing their ballots will be hand-delivered to election officials. It is time that faith-based groups offer this service to support their congregations and the community at large.

This is one way faith can influence the community and society, preserving the freedoms that we have and the spiritual principles upon which this country was founded.

## **Ballot Collection Guidelines**

Volunteers from a church or organization's first step in conducting a ballot collection drive is to obtain permission from the church/community organization's leadership. First, meet with the leadership to discuss how to implement ballot collecting in a way that best serves your specific congregation or organization.

### **Preparation**

- Pray
- **Know** important dates (when ballots arrive and election day deadline)
- Meet with church/community leadership
- Gather supplies and ballot box (listed following)

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The earlier the church/organization begins preparing for elections, the more successful it will be. It is also important for your organization and volunteers to understand the current ballot-collecting Oregon Statutes (listed below).

## Oregon Statutes for Ballot Collecting

### ORS 260.685

(A) person, except an elections official in performance of duties, may not establish a location to collect ballots voted by electors unless:

- (a) The person prominently displays at the location a sign stating:  
"NOT AN OFFICIAL BALLOT DROP SITE"; and
- (b) The sign is printed in all capital letters in bold 50-point type.

Text Example: **NOT AN OFFICIAL  
BALLOT DROP SITE**

### ORS 260.695.3

A person may not do any electioneering, including circulating any cards or handbills, or soliciting of signatures to any petition, within any building in which any state or local government elections office designated for the deposit of ballots under ORS 254.470 (Procedures for conducting election by mail) is located, or within 100 feet measured radially from any entrance to the building.

**Make sure your collection area is beyond this.**

### ORS 254.470.6 (d)

If a person returns a ballot for an elector; the person shall deposit the ballot in a manner described in paragraph (b) of this subsection **not later than two days after** receiving the ballot.

## Ballot Collection Set-up

### Build a Team

Begin by recruiting others to help. Set up volunteer meetings to plan, pray and train volunteers.

### Collect Supplies

Suggested supplies: pens, glue sticks, tables, and signs.

Obtain secure boxes with an envelope drop for ballot collecting. Make sure your secure box is large enough for the Oregon ballot envelopes.

(example box found on Amazon):



### Signage

Attach a sign stating: "NOT AN OFFICIAL BALLOT DROP SITE" in bold capitals, at least 50-point type letters.

Text Example:

**NOT AN OFFICIAL  
BALLOT DROP SITE**

**NOTE: DO NOT** identify collection containers as "official" county or government collection boxes per ORS 260.695.

Print signs directing voters to the table as well as a notice reminding voters to sign and seal their ballots.

**NOTE:** Sample signs are attached.

# Ballot Collection, Sorting, and Delivery

## Table 1: Ballot Collection

Voters turn in their previously signed and sealed ballot envelopes to this table. Position the ballot collection boxes on the table.

## Table 2: Ballot Envelope Preparation

Voters who have arrived without signing or sealing their envelopes can use this table. Have pens and glue sticks available. **Ballot envelopes must be signed and sealed before dropping off.**

## Collection

If your organization is collecting for more than one county, each county must have a separate collection box clearly identified with the county name. If your organization is large, you may also need more than one secure drop box.

- Envelopes and ballots should be signed and sealed before being placed in the secure drop box. If the ballot envelope is unsealed, have the voter seal it before placing in the ballot box.
- Volunteers/staff should inspect ballot envelopes for signature and determine the county of the ballot to ensure that the voter correctly puts their ballot envelope in the accurate ballot box if you are collecting for more than one county. It is **IMPORTANT** that each envelope is inspected and not skimmed over. The ballot envelope color is unique to each county.
- **Never advise the voter for whom to vote.**

NOTE: Mass collection of ballots, such as during a large church service, is not recommended. During these instances, it is impossible to thoroughly inspect each envelope for proper signature, and identifying the owner of an unsigned envelope may be difficult.

## Sorting Ballot Envelopes

- For security reasons, always have two volunteers present with the ballots.
- After collection, transfer ballots to a secure place with two or more volunteers and store in a secure location (locked office, etc.) until delivery to the county elections office.
- Ballots must be separated according to the voters' registered county.
- Envelopes must be reexamined to ensure they have been filled out correctly. If an envelope is incomplete, make every attempt to contact the voter. If the attempts are unsuccessful, deliver the envelope as-is to the election office.

- If a person returns a ballot for an elector, the person shall deposit the ballot in a manner described in paragraph (b) of this subsection not later than two days after receiving the ballot per ORS 254.470.6 (d)
- DO NOT hold on to ballots longer than the days stipulated by election officials. (For example, it is recommended that ballots be delivered the next business day.)

## **Oregon People's Vote Recommendations**

1. To ensure accountability, two people should deliver ballot envelopes to election offices.
2. Take pictures of where ballot envelopes have been dropped off and document the date and time delivered. If given to a person, get their name.
3. Deliver envelopes directly to County Elections' Offices not to an outside drop box.
4. One or two weeks ahead of the ballot collection date, notify your congregation/community organization of the ballot collecting service you are providing. Communicate early and often.
5. Collect ballots only when the below items can be adhered to:
  - Trained volunteers are available to receive the ballots.
  - Trained volunteers are available to thoroughly inspect ballot envelopes when they are delivered by the voter.
  - A secure location, away from the reach of the public, is available for the storing of the ballot collection boxes and envelopes.
  - Many states prohibit any form of compensation for delivering ballots to election officials. "Compensation" typically includes goods, services, benefits, promises, monetary payment, or promise of employment, or any other form of consideration offered to another person in exchange for returning another's ballot. Therefore, to avoid any perception of impropriety, paid staff should not do any ballot collection during their working hours.



# SAMPLES

## ANNOUNCEMENTS

*Example 1*

**(Church name and location)**

### **Ballot Collection Notice**

The \_\_\_\_\_ Election will take place on \_\_\_\_\_.

We will be providing a helpful service for voters. We will be collecting ballots on the next \_\_\_\_ Sundays, before and after church services, in \_\_\_\_\_. We have a team of volunteers who will accept your ballots and hand-deliver them to the \_\_\_\_\_ County election officials.

Bring your completed ballot to the church on the dates and times listed below. Ballots will only be gathered during these times. Ballots will be delivered to the election officials within the next two days as required by law.

[date] [time]. [date] [time] [date] [time]

**IMPORTANT:** To ensure your vote is counted make sure to completely fill out your ballot, and sign and seal the ballot envelope.

*Example 2*

**(Church name and location)**

### **Ballot Collection Notice**

In our hurried schedule, it is often difficult to get to the polling place in person or mailed by the deadline on Election Day. Ballot collection at church will improve voter turnout and ensure safe delivery of ballots to election officials.

The Oregon General Election takes place this fall on Tuesday, November 5, 2024. Elections are important as they represent our voice and values.

Oregon law has provided the opportunity for vote-by-mail votes to be gathered and taken to the polling place, ORS 254.470.6 (d) requires the ballot to be **delivered within two days**.

Volunteers are conducting a ballot collection drive at the church on the following dates. If you'd like, bring your ballot to the church on these dates:

[date] [time]. [date] [time] [date] [time]

**Remember to sign AND seal your ballot envelopes!**

Once the ballot envelopes are gathered, the Ballot Collection Team will personally deliver the ballots to the county election officials within two days.

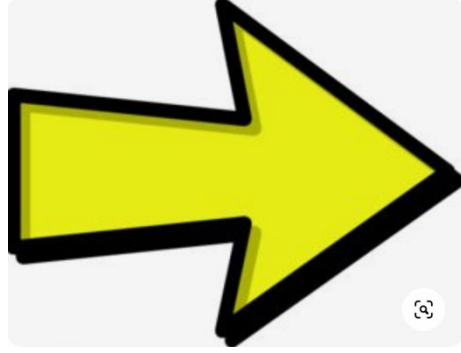
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Ballots will be delivered to County Clerk's office within 48 hours.

# PLACE YOUR BALLOTS IN THIS BOX



**ENSURE SIGNED AND SEALED!**