UNIVERSITY OF VALLEY FORGE

**ADMINISTRATIVE POLICY**

# Voter Registration & Constitution Day Policy

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Effective Date: September, 2007

Last Updated: July, 2019

Responsible Officer: Vice President of Academic Affairs

Policy Owner: Library Director

Policy Contact: Library Director

## POLICY STATEMENT

### Register to Vote

The University of Valley Forge partners with Because I Care ( https://www.becauseicare.us/) to ensure all students understand voting rights and privileges, and have access to the forms needed to register to vote.

### Constitution Day

The Storms Research Center dedicates one display case to Constitution Day. This display offers free copies of the U.S. Constitution, educational materials, and often an interactive game to promote conversation about the U.S. Constitution.

## REASON FOR POLICY

1. Federal law requires the University of Valley Forge to 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 or the closest weekday if the 17th falls on a weekend.

## RESPONSIBILITIES

1. Each year, the institution provides voter registration information to all students.
2. The institution provides educational programming on Constitutional history and issues to all students.

## PROCEDURES

1. Each year the Library Director coordinates ordering and distributing to students the materials supplied by Because I Care.
2. Each year the Library Director oversees the design and content of the Constitution Day Display.