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Effective Date: September 2007

Last Updated: September 2017

Last Reviewed: January 2020

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 will make voter registration forms available to every student on an annual basis.

Constitution Day

The institution will hold an educational program pertaining to the U.S. Constitution on September 17 of each year or the closest weekday if the 17th falls on a weekend.

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 institution gives voter registration form information to students. The Storms Research Center sends out emails to each student giving them a link to an online voter registration form, as well as a link to information about absentee ballots, registration deadlines for each state and a link to the Constitution Day and Voter Registration LibGuide, which includes an FAQ list that guides students through being eligible to vote, registering, and applying for an absentee ballot.

2. The Storms Research Center, on the main campus, celebrates Constitution Day each year in the library. This is celebrated by a book display, decorations, and a trivia contest. The Constitution Day and Voter Registration LibGuide are distributed to all students.