

Some schools may opt to hold elections for selected *JA BizTown* positions. These elections are not required; however, the following guide is offered to assist teachers, should they decide to use this option.

The in-class activities can vary greatly depending upon teacher interest and time. Following are suggestions:

1. Elections can be held while still conducting the interview process. If elections are scheduled first, do not release the results to students until the interviews are completed. All candidates should participate in interviews and indicate second and third choice jobs, if not elected.
2. Announce the positions that will be elected positions for your class visit to *JA BizTown*. Candidates should declare their interest in running for a position by completing an **Intent to Run for Office Form**. Share a deadline for submitting the form to the classroom teacher.
3. Depending upon the number of students interested in each elected position, you can create the election ballot immediately or you may hold a primary election prior to the general election. For example, there may be three or four students in several classrooms of the school interested in becoming Mayor. Therefore, you can have each classroom elect one candidate to represent them in the general election. The entire grade level would then elect a Mayor from the winners of the classroom primaries.
4. Establish a calendar that includes the following benchmarks:
 - a. Due date for Intent to Run for Office Forms
 - b. Due date for Campaign Manager Forms
 - c. Deadline date for Voter Registration
 - d. Date of Classroom Primary (optional)
 - e. Date of General Election
5. Some or all of the following positions may be used:
 - **Candidates** (*Mayor and/or other positions*) Refer to the Job Descriptions found in *JA BizTown Jobs, of the Curriculum Guide* for details concerning the Mayor and other *JA BizTown* positions.
 - **Campaign Managers** (*one per candidate, or a team of individuals*) These individuals assist the candidates during the election process by helping with slogans, posters, speeches, etc. Their primary job is to help the candidate win votes!
 - **Voter Registration Clerk** (*might have assistants, or teacher can perform this role*) This individual maintains the list of eligible voters prior to Election Day and is responsible for verifying that each voter has registered before casting his or her vote.
 - **Election Board** This individual is responsible for overseeing the election calendar, creating and enforcing campaign rules, and generating the ballot.
 - **Campaign Press Team** This team assists the Campaign Managers and Candidates by providing ideas for ads, press releases, posters, etc.
 - **Speech Writers** These individuals assist the Campaign Press Teams.

- **Voting Process Innovators** *These individuals create and manage the physical ballot process with Election Board approval.*
 - **Campaign Ad Creators and Developers** *These individuals help the Campaign Press Team, if necessary (posters, radio, TV, etc.).*
 - **News Reporters** *These individuals seek the news and write an article for the JA BizTown Newspaper.*
 - **Ballot Counters** *These individuals help the Election Board by counting and verifying votes.*
6. Post Classroom Election Rules: There should be no negative campaigns and speeches. Posters and advertisements should be pre-approved by the teacher. Citizens are encouraged to limit financial spending or only use available classroom materials.
 7. Distribute the **Intent to Run for Office Form** (see template on the following page) with a required date for filing.
 8. Allow the campaign process to proceed for two or three days. This process may include posters, campaign buttons, and/or speeches. All must operate within the class rules regarding expenses and appropriate behavior. (Refer to the **Campaign Manager Form** template.)

Note: To avoid a “popularity contest” during the election process, consider having candidates write a speech, but have another person, or the teacher, read the speeches anonymously. This system encourages citizens to vote on content and ideas, rather than on specific individuals. Ask citizens to cast their ballots. After the ballots are collected, each candidate can deliver his or her speech in front of a group for a public speaking exercise.
 9. Ask citizens to return to page 29 in the Citizen Guide. The Voter Registration Clerk (or teacher, if no Clerk is appointed) should initial all **Voter Registration Cards** and record the voters’ names on the **Eligible Voter List**. (Refer to the template.) Only those whose names are recorded on the list will be allowed to vote. Registration is a required responsibility for those desiring to vote.

Note: Please **do not** cut the **Voter Registration Card** out of the Guide. Later, in Unit 4, citizens will cut out the card and place it with their simulation paperwork for their *JA BizTown* visit.
 10. A **Ballot** template is provided for the election process. A **Referendum Ballot** is also offered as an optional exercise if the class has a question it would like to consider.

Ultimately, teachers have the final say regarding the election winners.

All candidates should publicly thank those who supported them. They and their campaign teams should clean up all campaign materials.

JA BizTown® Intent to Run for Office Form

Note: (1) A teacher or Election Board Member completes Part A.

(2) The individual Candidate completes Part B.

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Part A

This **Intent to Run for Office** notice must be completed and filed by the date of _____ and the time of _____.

Part B

I, _____ (print your name), hereby declare my intention to run for the following *JA BizTown* position:

_____.

- I understand that my name will appear on the *JA BizTown* ballot for this position and an election will be held.
- I understand that, if elected, I will try very hard to do the best job I can at *JA BizTown*.
- I took the pledge in Lesson One, and I am a citizen of *JA BizTown*.

I agree with the above statements.

(Candidate's signature)

(Date)

Eligible Voter List

The Voter Registration Clerk (or teacher) maintains this list. Only citizens on this list may vote on election day. Citizens must show their **Voter Registration Card** to the Clerk before this date and time in order to be added to the list. Date/Time: _____

Citizen's Name Print your name, and write your signature below it.	Voter Presented a Valid Registration Card. (Write <i>yes</i> or <i>no</i> .)	Filing Date (Today's date)	Authorization of Election Official (Record your signature or initials.)
Sam Citizen <i>Sam Citizen</i>			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Make additional copies of this page, as needed.

JA BizTown® Campaign Manager Form

(1) Teacher (or Election Board Member) completes Part A.

(2) The Campaign Manager completes Part B.

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Part A

This form must be completed and filed by this date _____ and time _____.

Part B

I, _____ (print your name), hereby declare my intentions to support the following candidate in his/her efforts to be elected to the following *JA BizTown* position.

Name of Candidate I support: _____.

Position my Candidate seeks: _____.

- I will support my candidate and make no negative statements about his or her opponent.
- I will be ethical in my actions and observe the election process rules.
- I took the pledge in Lesson One, and I am a citizen of *JA BizTown*.

I agree with the above statements.

(Signature)

(Date)

======(tear off)=====

What does a Campaign Manager do? Campaign Managers assist candidates with their campaigns by:

- helping to make posters
- creating slogans
- practicing campaign speeches
- encouraging others to vote

JA BizTown® Ballot

A ballot is a form (paper, voting machine, punch card, etc.) used by a voter on Election Day. The ballot should be marked in private so that no one else is aware of how an individual votes. Ballots vary in length depending upon the number of candidates and positions to be filled.

1. Mayor of JA BizTown

Vote for one candidate only. Make a check mark in the space next to the person's name for whom you wish to vote.

Name _____ { }

Name _____ { }

Name _____ { }

Name _____ { }

Name _____ { }

2. Radio Station DJ of JA BizTown

Vote for one candidate only. Make a check mark in the space next to the person's name for whom you wish to vote.

Name _____ { }

Name _____ { }

Name _____ { }

Name _____ { }

Name _____ { }

Please fold your completed ballot in half and place it in the ballot box.

JA BizTown® Referendum Ballot

A referendum refers to the legal process of giving voters the chance to *approve* or *reject* a proposed law, policy, or constitutional amendment.

Referendum on: _____

Proposition: _____

Vote for one option only by placing a check mark in the space next to your answer.

{ } YES { } NO

Please fold your completed ballot in half and place it in the ballot box.

JA BizTown® Speechwriting Tips

Effective speeches have a *theme* that flows through the beginning, middle, and end of the speech. Themes help the audience to remember the speech and find meaning in the points being made. For example, some themes begin with an inspirational quote that is mentioned again near the end of the speech.

1. When writing a speech, think about the message you want to give. *The purpose of my speech is...*
2. Tell *JA BizTown* citizens that you know what will be required of you at *JA BizTown*. (Be certain you have read your job description.)
3. Give reasons why citizens should support you in the election. *I think I am the best candidate for my position because...*
4. Remember, your main goal is to have *JA BizTown* citizens vote for you on Election Day! So, at some point, ask citizens for their votes.
5. Always thank your audience for their time and attention.