Youth democracy resource pack







A resource pack full of ideas for young people to promote voter engagement and run registration events in their local area.



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INTRODUCTION

Welcome

to the Youth Democracy resource pack!

This pack contains everything you will need to engage voters and turn young people into champions of democracy. It provides the tools to discuss the importance of voting and voter registration with young people, and train them to take that message to their peers and encourage them to vote.

This pack can be used by young people who have been through the Peer Educator training programme or on its own. It provides a variety of resources for different kinds of events and actions you can take, ranging from leaflets to download, to a step-by-step guide to running a quiz night. It includes the following:

- A presentation to give to colleagues and classmates
- A guide to hosting a quiz night to promote voter registration
- An events guide for running your own voter registration event.

It has been designed by the Scottish Youth Parliament (SYP) in partnership with the Cabinet Office. SYP are a young people's parliament, designed by young people for young people. They are committed to ensuring young people are heard and campaign on the issues which matter most to young people.

The ultimate aim of this pack is to help equip young people with the tools to train their peers so that they in turn have the confidence to encourage other young people to take part in the democratic process and have their voices heard by politicians across the United Kingdom.

Whilst originally developed for use in Scotland this training pack can also be also adapted for use across the United Kingdom.



ENCOURAGING YOUNG PEOPLE

To register to vote

This pack is designed to help you run events and provide information to your peers on how to register to vote. It is important to provide accurate information on registering to vote.

In England, Scotland and Wales you can now register online at: www.gov.uk/registertovote Registering to vote is more convenient than ever. The process takes less than 5 minutes to complete. All you need is your name, address, date of birth and National Insurance number.

For more information on registering to vote in Northern Ireland and paper registration forms go to: www.eoni.org.uk

Depending on when your event is you will need to follow the relevant information about how to register to vote.

How to register

To register to vote in England, Scotland and Wales go to: www.gov.uk/registertovote
People will need their name, address, date of birth and National Insurance number in order to register.

You can ensure you have the link displayed at your event to encourage people to register at the session. If you can't access the internet, you can still register people using paper forms. These are available from: www.gov.uk/government/publications/voter-registration-forms-paper-versions

There are various rules and regulations on who can register to vote in which elections. Make sure you check the rules ahead of your presentation or event to ensure you are giving people the most up to date information. If in doubt, refer people to the Electoral Commission website, where you can also find the contact details for your local electoral services team: www.aboutmyvote.co.uk

For more information on registering to vote if you live in Northern Ireland go to: http://www.eoni.org.uk

You can also find details for your local electoral services team at www.aboutmyvote.co.uk



THE REGISTRATION PRESENTATION

This presentation lasts about five to ten minutes and introduces young people to voter registration. It offers a quick and insightful platform to encourage them to think about their role in democracy. The presentation also provides information on how and where you can register to vote. You can find it at: www.gov.uk/government/collections/democratic-engagement-resources

There are a variety of circumstances in which you may be able to run this presentation, including:

- Lectures
- Classes
- Society group meetings
- Team, board or committee meeting
- Youth group
- Club meetings.

Alternatively, you might want to run your own registration seminar.

Materials required

- Powerpoint on removable media (via the link given in Appendix D)
- Speaking notes (see Appendix A)
- Projector/laptop
- Microphone (if required)
- · Registration Information.

Speaking notes

You can find full speaking notes for running this presentation at Appendix A. These notes enable you to run a five to ten minute presentation. However, you can expand or shorten these speaking notes if you wish.

They cover:

- Why voting is important, particularly for young people.
- How to register
- Ways to get involved and further information.



HOSTING AN EVENT GUIDE

What sort of event should I organise?

You need to decide what sort of event you would like to run and how it will encourage and inspire young people to register and use their vote.

This pack contains a guide to running a quiz night, but you could be creative and host an event which suits the needs of your friends and colleagues. For example, a voter registration coffee morning or tea break event.

What outcome are you hoping to achieve?

Before you begin organising your event, you should have an idea of what you want to achieve. This could be to encourage participants to think about the information they have heard and consider how important it is for them to vote. The outcome could be to create excitement and a buzz around your event, leading to people talking about a forthcoming election or referendum. An event is a great place to remind people that if they want to have their say, they will need to make sure they are registered to vote.

How do I organise an event?

- 1. Make a list of everything you need to do:
- Decide on a date and time
- Secure a venue
- Invite people.

- 2. Decide when you need to complete each stage of the planning:
- Who is going to organise each part of your event?
- Are you organising it alone or as part of a group?
- If you're working as a group, you'll need to assign roles
- What are the deadlines?

Who should I invite?

You could invite your friends, peers, classmates, and work colleagues to attend your event. In addition, you may want to invite some other guests including:

- Speakers is there anyone locally or within your organisation who could make a speech?
- Politicians if you're organising a hustings event*, you may want politician or councillors from across a range of parties to answer questions
- Electoral Registration Office if you're hoping to register young voters, you could invite your local Electoral Service Manager or Electoral Registration Officer or someone from your local electoral services team along to help.

^{*}Hustings (Noun): A meeting at which candidates in an election address potential voters Oxford English Dictionary



QUIZ PART 1

The quiz in this resource pack offers a fun and engaging way to encourage people to think about how much they know about politics and democracy. It involves participants in the discussion and puts their knowledge to the test.

There are a variety of circumstances in which you may be able to run this quiz, including a bespoke event or at:

- Society groups
- Student Unions
- A teambuilding day
- Youth groups
- A larger event.

Getting started

You'll find a list of things to do to organise your quiz at Appendix B. You will need to consider:

- A venue for the event
- When you would like to host it
- Who will be invited.

Which venue is best?

You will need to ensure you find the appropriate venue for your quiz. Some examples of where you could hold your quiz include:

- Employment premises
- Student unions
- Local community or youth centre.

What is the best date and time?

You need to choose a day and time when people are going to be available to attend. For example, holding a quiz during exam period is less likely to result in good attendance. However, organising a quiz during Freshers' Week for example, may attract a bigger crowd. Similarly, if you are hosting a quiz in a workplace setting, do so after the end of a project rather than when people are busy trying to meet deadlines.

Who will be the Quizmaster?

If you are not hosting the quiz yourself, you will need a quizmaster to run your quiz for you. Your student union, workplace or venue may already have a quizmaster and it could be useful to utilise these contacts. You may also have a friend in mind who would be a great quizmaster.

Quizmasters should be:

- Confident
- Comfortable with public speaking.



QUIZ PART 2

Should I have prizes?

If you want to create a bigger buzz around your quiz, or run your quiz as a 'quiz night' then you could consider prizes. These prizes can vary depending on your budget. There are a variety of ways in which you can source prizes and some ideas are outlined below:



- You can get in touch with local businesses and introduce them to the event
- You can ask from support from your college, university or workplace. They may be able to offer assistance in sourcing prizes
- You can create your own prizes. If you charge each participant a small amount to enter, then the winning team can take the jackpot home.

Marketing Support

Make sure that people know about your quiz, otherwise you won't have an audience. You can do this through a variety of different ways:

- Twitter
- Student paper
- Facebook groups
- Student radio
- Finding out a named contact in your organisation in communications to let them know about your opportunity
- Newsletters
- Intranet
- Posters and flyers
- Student association.

Resources

Materials required to run the quiz are included in the appendices of the pack. They are:

- A planning check list (Appendix B)
- A questions and answers sheet for the guiz
- Quiz answer sheets for participants (Appendix C)
- The Quiz

(if you choose to run the PowerPoint) is available to download from: www.gov.uk/government/collections/democratic-engagement-resources

HOW DID IT GO?

If you make a presentation or run a quiz night, the Democratic Engagement Team at the Cabinet Office would love to hear about the event.

Tweet us @signup2vote #Register2Vote Email DemocraticEngagement@cabinetoffice.gov.uk with the following details:

- Date of event
- What type of event did you run
- How many people were in attendance
 - How many people registered to vote.



APPENDIX A

Presentation speaking notes

These notes are also contained in the presentation

Slide 1

Thank your participants for coming and introduce yourself to your participants.

Why Vote?

One of the most crucial things you can do is sign up to vote. Being registered will give you a say on the issues that affect your everyday life. If an issue comes up you care about and want to have a say on, if you're not registered you won't have a voice when it really matters.

Slide 2

(For example, if there is an election (e.g. local, national, European etc) coming up, this would be an ideal chance for you to discuss some of the issues and information.) This could include:

- The date of the election
- The registration deadline for participating in the election
- What is the election for and who is standing for election? For example, European, UK, Scotland, Wales, Northern Ireland or Local Council?

You should highlight some of the powers of those institutions and how they affect young people and why this is relevant to them.

Slide 3

If you are registered to vote in a forthcoming election/referendum, then please encourage your friends/peers/colleagues to register and use their vote too.

If you're not registered to vote you can do so online at www.gov.uk/registertovote



APPENDIX A

Presentation speaking notes

These notes are also contained in the presentation

Slide 4

You can also find lots of information on elections/referendums at www.aboutmyvote.co.uk

Slide 5

Thanks for your time today everyone. If anyone has any questions I'm happy to take those. If anyone would like to register to vote today, please come and see me.

Thanks again!

Notes	



APPENDIX B HOSTING A QUIZ Things to do checklist

Thing to do List Complete

Planning

Choose a date Book a venue

Remember to ask the venue:

- Capacity How many people can it sit in the style you want? The number of tables/chairs at each table might have consequences for the number of people on teams
- Wi-Fi Will people be able to use social media during your event to promote it?
- Opening hours When will the venue close?

Carry out a risk assessment - venue

You should make sure you or the venue carry out a risk assessment
of the event in the venue, considering all possible consequences of
hosting the event there.

Carry out a risk assessment - the event What are the risks in running your event?

Consider elements such as:

- Participants do not come
- Equipment is forgotten or not functioning on the day
- · Your quizmaster is unable to attend
- You don't have enough quiz sheets/pen.

Make a plan before you start about how you will prepare to meet these challenges in case they happen.

Hire or borrow equipment

You will need:

- A projector (if you are choose to use the PowerPoint)
- A laptop (if you are choose to use the PowerPoint)
- A hard copy of the Quiz PowerPoint slides
- Quiz sheets (enough for every team plus some spare)
- Print copies of Appendix C
- Pens
- A Money Box (if you are charging entrants to play remember this
 is a not for profit event and the fee to play should constitute a
 prize)
- Microphone or audio equipment does your venue have these or do you need to provide them, if they are required?



APPENDIX B HOSTING A QUIZ Things to do checklist

Thing to do List Complete

Planning

- A Questions and Answers Sheet (for your Quizmaster to read out and for your marker)
- Print a copies of Appendix C.

Allocate roles

- Quizmaster
- Marker.

Decide on scoring system

- Are you going to award one point per answer?
- Will you award bonus points for comical suggestions or extra information?

Communications

Write a press release, invitation or flyer about your quiz Send it for promotion or advertising to the people who manage your:

- Intranet
- Student newspaper or internal newsletter
- Posters and leaflets
- Events calendars
- Remember to ask people to bring their National Insurance numbers.

Anything else?

Anything else? Use this space to note down any other aspects to investigate.



Round One - Music

Question	Answer	Score
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- 1. Which TV scientist used to be in D:Ream and recorded 'Things Can Only Get Better', which was the Labour Party election campaign song in the 1997 General Election?
- 2. Which French President's party was sued for using MGMT's hit song 'Kids' in their presidential campaign?
- 3. Which Bruce Springsteen song was used in Barack Obama's 2012 Presidential Campaign?
- 4. Which musical couple staged a protest against the Vietnam War from a bed in the Hilton Hotel in Amsterdam in 1969?
- 5. Which band did Bill Clinton persuade to reform for his 1993 Inaugural Ball?

Round Two - UK

- 1. What is the name of the voting system used to elect Members of Parliament to the UK Parliament in Westminster?
- 2. Who was the first female speaker of the House of Commons?
- 3. Traditionally, the Chancellor of the Exchequer is allowed to do what on Budget day, which Ministers are prohibited from doing for the rest of the year?
- 4. True or false: There are 650 constituencies in the UK represented by Members of Parliament.
- 5. When is the next UK General Election?



Round Three - Scotland

Question Answer Score

- 1. When was the new Scottish Parliament building opened?
- 2. How many MSPs are there?
- 3. Who was the first First Minister?
- 4. True or false: 94% of 18-24 years olds are registered to vote in Scotland.

Round Four - Europe

- 1. What are the three main bodies involved in making law in the EU?
- 2. Where are the two European Parliament buildings?
- 3. Across Europe, what percentage of those who were able to vote turned out in the 2014 European Parliament Elections?

 A) 55% B) 43% C) 62%
- 4. What is the motto of the EU?
- 5. How many UK MEPs are there?



Round Five - Pictures

(You can also select different MPs if you wish.)

Question Name the MPs and MSPs in the following pictures	Answer
1	
2	
3	
4	
5	
6	



Round Six - History

Question Answer Score

- 1. Who is the only British Prime Minister ever to be assassinated?
- 2. Who was Henry VIII's fifth wife?
- 3. Who was the target of the Gunpowder Plot?
- 4. In which year did Tony Blair become UK Prime Minister?
- 5. In what year did women win the right to vote in the UK?

Round Seven - Quotes

Who said what....

- 1. "One of the penalties for refusing to participate in politics is that you end up being governed by your inferiors."
- 2. "If I want to knock a story off the front page, I just change my hairstyle."
- 3. "If you can't be XXX to vote, why should we be XXX to listen to your political point of view?"
- 4. "For my brothers it was easy to think about the future. They can be anything they want. But for me it was hard and for that reason I wanted to become educated and empower myself with knowledge."
- 5. "In the course of my life I have developed five little democratic questions. If one meets a powerful person--Adolf Hitler, Joe Stalin or Bill Gates--ask them five questions: "What power have you got? Where did you get it from? In whose interests do you exercise it? To whom are you accountable? And how can we get rid of you?" If you cannot get rid of the people who govern you, you do not live in a democratic system."



Score

APPENDIX C QUIZ QUESTIONS

Round Eight - Name that building

Question	Answer
1	
2	
3	
4	
5	



Round Nine - TV

Question Score Answer

- 1. Who played President Bartlet in 'The West Wing'?
- 2. Who does Kevin Spacey play in 'House of Cards'?
- 3. Which country is TV show 'Borgen' set in?
- 4. What is Sir Humphrey's job in 'Yes Minister'?
- 5. Who created the TV shows 'Veep' and 'The Thick of It'?

Round Ten - Headlines

- 1. Which story does the following headline refer to: 'Egghead Weds Hourglass'.
- 2. Complete the following 2010 headline from the Guardian Newspaper: Leaders' TV debate: 'XXX was the night's real catchphrase.'
- 3. On which event did the Newburyport Morning Herald report on with the headline "Band Played Till End."
- 4. The Daily Telegraph ran the headline "War on America" after which event?
- 5. The Sun headline "It's the Sun Wot Won It" appeared in the paper following which UK General election?



Round One - Music

- 1. Professor Brian Cox
 - He played the keyboard

2. Nicolas Sarkosy

• Former president Nicolas Sarkozy's UMP party used the track Kids at its national congress and in two online videos without the bands permission. MGMT received a settlement of 30,000 euros.

3. We Take Care of Our Own

- The song is from the 'Wrecking Ball' album.
- It was played throughout the campaign and at democratic rallies.

4. John Lennon and Yoko Ono

• In 1969, the couple staged a protest against the Vietnam War in their bed at the Hilton Hotel in Amsterdam while on honeymoon.

5. Fleetwood Mac.

• Bill Clinton managed to get Fleetwood Mac to reform for his Inaugural Ball after using their song 'Don't Stop Thinking about Tomorrow' as his campaign song.



Round Two - UK

- 1. First Past the Post.
- 2. Betty Boothroyd.
 - She was the speaker for 12 years between 1992 and 2004.
 - You can find out more about women in the Houses of Parliament here: http://www.parliament.uk/education/about-your-parliament/history-of-parliament/groundbreaking-women/
- 3. Drink an alcoholic drink.
 - Current Chancellor George Osborne and the previous Chancellor Alistair Darling have both opted for mineral water.
 - For further budget day traditions please visit: http://www.parliament.uk/about/how/occasions/budget/
- 4. True there are 650 constituencies in the UK.
 - There are 59 Scottish constituencies and Members of Parliament.
- 5. 7th May 2020.
 - You can find out more about elections to the UK Parliament here: http://www.parliament.uk/about/how/elections-and-voting/general/



Round Three - Scotland

- 1. The 9th October 2004.
 - The Queen opened the new Scottish Parliament building.
 - It is at the foot of the Royal Mile in Edinburgh.
 - The site is a former brewery.
 - You can find out more about the Scottish Parliament building at: http://www.scottish.parliament.uk/visitandlearn/9983.aspx

2. 128 MSPs are elected in total:

- 72 constituency MSPs and 56 regional MSPs.
- The Presiding Officer is elected as an MSP but then must give up their party affiliation for the duration of their time in the role.
- You can find out more about Members of the Scottish Parliament at: http://www.scottish.parliament.uk/help/61876.aspx

3. Donald Dewar.

- A Labour MSP.
- He famously said: "There shall be a Scottish Parliament I like that."
- Further information on Donald Dewar as First Minister is available here: http://news.bbc.co.uk/1/hi/in_depth/scotland/2000/donald_dewar/default.stm

4. False

• Only 56% of 19-24 year olds are registered, compared with 94% of those aged 65+. www.aboutmyvote.co.uk



Round Four - Europe

- 1. The European Parliament, the Council of the European Union and the European Commission.
 - The European Parliament consists of representatives elected directly by the European electorate every 5 years.
 - Council of the European Union represents the governments of individual member countries and the appropriate minister for each policy field attends the meetings. This should not be confused with the Council of Europe or the European Council.
 - The European Commission represents the interests of the Union as a whole. It drafts proposals for news laws and manages day-to-day implementation of EU policies. One commissioner from each member state has responsibility for a specific policy area.

2. Strasbourg and Brussels.

• Strasbourg is the official seat of the European Parliament. The Parliament's committees meet in Brussels and the Parliament also holds some plenary sessions there.

3. 43%.

- In Belgium, where voting is compulsory, the turnout was 90%.
- Slovakia had the lowest turnout, at just 13%.
- In the UK, 36% of the electorate voted.

4. 'United in Diversity'.

- This motto first came into use in the year 2000 and aims to signify how Europeans have come together to work for peace and prosperity, whilst being enriched by many different languages, cultures and traditions.
- The EU is founded on the values of respect for human dignity, liberty, democracy, equality, rule of law and respect for human rights.

5. 73

You cand find more details about them here: http://www.europarl.org.uk/en/your_meps.html



Round Five - Pictures

- 1. David Cameron MP Prime Minister and Leader of the UK Conservative Party.
- 2. Nicola Sturgeon MSP First Minister of Scotland and Leader of the Scottish National Party.
- 3. Caroline Lucas MP MP for Brighton Pavillion.
- 4. Patrick Harvie MSP Scottish Green Party Co-convener.
- 5. Murdo Fraser MSP Convener of the Economy, Energy and Tourism Committee.
- 6. Willie Rennie MSP Leader of the Scottish Liberal Democrats.



Round Six - History

- 1. Spencer Perceval
 - You can find further details of his life and work here: https://www.gov.uk/government/history/past-prime-ministers/spencer-perceval
- 2. Katherine Howard
 - All of Henry VIII's wives:
 - o Catherine of Aragon Divorced
 - o Anne Boleyn Beheaded
 - o Jane Seymour Died
 - o Anne of Cleves Divorced
 - o Katherine Howard Beheaded
 - o Catherine Parr Survived
 - You can read more about Henry VIII here:

http://www.royal.gov.uk/historyofthemonarchy/kingsandqueensofengland/thetudors/henryviii.aspx

- 3. James VI of Scotland and I of England
 - You can read a full back ground to the gunpowder plot on the UK Parliament website: http://www.parliament.uk/about/living-heritage/evolutionofparliament/parliamentaryauthority/the-gunpowder-plot-of-1605/overview/the-plot-and-its-discovery/conspiracy-and-deception/
- 4. 1997
 - He was Prime Minister between 1997 and 2007
 - You can read more about his time as Prime Minister here:

https://www.gov.uk/government/history/past-prime-ministers/tony-blair

5. 1918

- In 1918 women over 30 were given the right to vote. It wasn't until 1928 that women over 21 were allowed to exercise this right
- A full history of women's suffrage in the UK is to be found here:

http://www.parliament.uk/about/living-heritage/transformingsociety/electionsvoting/womenvote/



Round Seven - Quotes

- 1. Plato
- 2. Hillary Clinton, 1995
- 3. Russell Brand, 2013 in an interview with Jeremy Paxman http://www.theguardian.com/world/2013/dec/28/2013-best-quotes
- 4. Malala Yousafzai http://www.bbc.co.uk/news/magazine-24379018
- 5. Tony Benn http://www.theguardian.com/politics/2014/mar/15/10-of-the-best-tony-benn-quotes-aspicked-by-our-readers

Round Eight - Name that building

- 1. Scottish Parliament
- 2. National Assembly for Wales (Senedd)
- 3. The United Nations building in New York
- 4. The Houses of Parliament or the Palace of Westminster
- 5. Reichstag
- 6. Northern Ireland Assembly



Round Nine - TV

- 1. Martin Sheen
- 2. Frank Underwood
- 3. Denmark
- 4. He is the Permanent Secretary for the Department of Administrative Affairs
- 5. Armando lannucci

Round Ten - Headlines

- 1. Marilyn Monroe marrying Arthur Miller
- 2. I agree with Nick http://www.theguardian.com/commentisfree/2010/apr/16/leaders-tv-debates-jonathan-freedland
- 3. The sinking of the Titanic http://news.bbc.co.uk/1/hi/uk/1928026.stm
- 4. The attacks on the World Trade Centre and Pentagon on the 11th September 2001 http://www.bl.uk/onlinegallery/features/frontpage/911.html
- 5. 1992



APPENDIX D ADDITIONAL RESOURCES

EVENTS

The Electoral Commission has produced a guide to holding a hustings event, which you can find at:

http://www.electoralcommission.org.uk/__data/assets/pdf_file/0007/105946/sp-hustings-rp-npc-ca.pdf

Contact us at:

Democratic Engagement Team
Cabinet Office
1 Horse Guards Road
London
SW1A 2HQ
DemocraticEngagement@cabinetoffice.gov.uk

@signup2vote #registertovote

This guide is available to download at: www.gov.uk/government/collections/democratic-engagement-resources