YOU CAN VOTE

A MANUAL FOR TRAINERS
# YOU CAN VOTE

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ABOUT THIS KIT

WHAT THIS TRAINING KIT CONSISTS OF

This training kit consists of 10 large posters and a training manual. There are two copies of each poster in the envelope. The manual gives you a detailed guide on how to run a voter education workshop. This includes step by step notes on each poster.

WHY WE PRODUCED “YOU CAN VOTE”

South Africa is preparing for a national election. For the first time, all South Africans will be able to vote for a new government to represent all people.

But many people do not know what an election is or how to vote. We have developed this training kit for those people who would like to learn about voting, but who often find it very difficult to get information. This kit is especially for people living in rural areas, for women and for those who struggle to read. But it can be used by other people too.

The ten posters in this training kit have not only been designed to tell people HOW to vote. The posters also aim to help people understand what an election is, and what they can expect before and after the election takes place. Very importantly, the posters also encourage people to discuss WHY they should vote.

HOW THIS KIT WAS PRODUCED

The Training Centre organised a workshop for rural trainers and women living in rural areas. People came from all over South Africa to contribute to this workshop. At the workshop we discussed how we could carry the message of voter education into the rural areas. After we had decided which messages were most important, the people in the workshop suggested which images should be used to carry these messages.

We then worked with a community artist from the Storyteller Group who made these ideas come alive in picture form.

After testing in a rural community how people responded to the pictures, the artist developed the pictures into large colour posters. This testing process also guided us in the writing of the training manual.
HOW TO USE THIS KIT

IMPORTANT:

Read the whole of this section before you run your workshop.

The guidelines in this training manual are designed to help you feel more confident about running a workshop. But they are not rules which have to be followed.

WHO CAN USE THIS KIT

You do not have to be a teacher or an experienced trainer to use this training kit. With the help of the manual to guide you through each poster step by step, you will be able to introduce people to the most important facts about voting and enable them to learn from each other.

HOW THIS MANUAL IS ARRANGED

The notes for each poster are arranged under the following headings:

**DESCRIPTION**
- This says what the poster looks like.

**AIMS**
- These say what the poster was designed to do.

**KEY POINTS**
- These are the most important things that people should remember.

**INSTRUCTIONS**
- **Read these carefully.** They say what you, the trainer, should do when you use the poster.

**QUESTIONS**
- These are to encourage people to share their ideas and not just listen to you. The questions are arranged under sub-headings to guide you. They will help people to learn from their own experience, and to work out many facts for themselves.

**NOTES FOR USING THIS POSTER**
- **Read these notes very carefully.** They give a lot of information. They also suggest ways of dealing with your group.

**EXTRA INFORMATION:**
In a few places you will find some extra notes. These will not interest everybody.
USING THE POSTERS

It is very important for everyone to see the posters clearly. The posters are the seeds for discussion. If people cannot see the posters clearly they will not be able to participate actively in the workshop. Use a pointer when you ask questions about certain details in the poster. If people find it difficult to see the details from where they are seated, then encourage someone to come up closer and explain to everyone what they can see.

Put the posters up one by one. They are numbered from one to ten and the manual suggests how to use them in this order. Do not put up a poster before you are ready to use it. If you have a lot of wall space available, you may wish to move the posters to one side once they have been discussed, and leave them up for the whole workshop. In this way it is easy to refer back to them if you want to.

ENCOURAGING DISCUSSION

This training kit has been designed in such a way that the trainer’s role is to enable people to learn from their own experience and from each other.

It is very important for people in the group to talk about the posters. When you put up a poster, allow enough time for people to look closely at the picture and discuss it amongst themselves. Then encourage them to share their ideas. Do not correct anyone who describes something that is not meant to be there. Keep collecting ideas from the group and repeat them so that everyone can hear. Try to encourage everyone to speak and to ask questions if they are uncertain. In this way you will build up a clear word picture that highlights the important details in each poster.

If people ask difficult questions, then try to work out an answer with everybody. If one person in the group is talking too much, then ask other people to answer questions.

Remember not to lecture to people. Ask questions, listen carefully to people’s answers and guide the discussion. People learn best when they do things themselves and when they TRY TO FIND THEIR OWN ANSWERS. In this way people also remember what they learn.

THE SIZE OF THE GROUP

Try not to hold workshops with more than 20 people. If the group is larger than 20, make sure that you have trained another person to help you. Give this person the second set of posters that are in your training kit. Put up the two posters in such a way that everyone can see. Each person in your workshop must SEE the posters clearly and HEAR what everyone in the group is saying.
SEATING PEOPLE

If you are using a hall or a room with chairs, arrange the chairs in a **half-circle** around you, so that people are seated as close as possible to you and the posters. Do not stand on a stage above the people. Rather create a half-circle of chairs facing a side wall.

In the same way, if the workshop is taking place outside, allow people to form a half-circle around you next to a wall or a surface where you can put up the posters.

HOW TO PUT UP THE POSTERS

Always hang the posters on a **flat, steady surface**. Do not let them flap in the wind.

There are different ways of putting up posters on different surfaces. If you want to run many workshops, be careful not to damage your posters. Here are some ideas:

- **Hammer two nails into a wall. Then tie a long piece of string between the two nails and use pegs to hang up the posters.**
- **Make small loops of tape with the sticky side facing outwards. Place them in each corner at the back of the poster. Masking tape is best. Remember to remove the tape before you fold up the posters.**
- **Drawing pins or pres-stik can also be used.**
THE LENGTH OF THE WORKSHOP

People need time to discuss the posters. But do not let them sit for too long. They will get very tired and will not remember anything. You should allow people to have a short 10 minute break when you see that they are becoming sleepy or restless.

HOW TO RUN A SHORTER WORKSHOP

If you are short of time and you wish to run a short session only teaching people HOW TO VOTE, then use only Posters 6 and 7 (see pages 29 to 38).

HOW TO RUN A MINI ELECTION

It is a good idea to give people a chance to practise voting. If you have time, also try to run a mini election. At the end of this manual there is a section explaining how to do this (see pages 51 to 53).

If you wish to run a mini election, you will need to be very well prepared. You will need a pen or pencil for each person in the workshop. You will also need photocopies or hand drawn copies of the voting paper on page 56. You can make your own cardboard ballot box and voting booth. You will also need a few tables.

LANGUAGE

This manual is only available in English. However, as the trainer, you must use the language that people feel comfortable with. These notes are only here to guide you. In the notes we explain some of the special terms used when talking about voting.
ORGANISING THE WORKSHOP

THE PEOPLE

You need to decide who should attend the workshop and how you will invite them. For example, you could announce the workshop at an important community event. You could also work with an organisation such as a women’s group or a church group. Remember not to invite too many people. 20 is the best number for your workshop. Remind people often, so that they do not forget to come.

Find out as much as you can about the people who will come to the workshop. Are they old or young? Men or women? Will it be a mixed group? During the workshop this will help you to use examples which are meaningful to the people in your group.

THE DATE AND TIME

Decide when the workshop should be held, for example whether a Saturday or a Sunday would be best. With some groups, such as elderly women, you can probably meet during the week. If the workshop will last for a whole day, you will need to make arrangements for lunch.

THE PLACE

You can use a church hall, community centre or even a school classroom. But you do not need to use a room. You can run your workshop outside, as long as you have a wall or a large flat surface such as the side of a van, where you can put up the posters. There must also be enough light. If people are outside, they should not look into the sun.
CHECKLIST

Before your workshop, check that you have made all the following arrangements:

FOR YOURSELF
- The training kit: the posters and the manual.
- A second set of posters if the group is large.
- Something for putting up the posters.
- A pointer.
- A watch so that you can check the time.

FOR MAKING CROSSES
- Pencils or crayons: one for each person.
- Blank paper: enough for everyone in the group.
- Practice page with blank blocks: photocopies or hand drawn copies of page 54 in the manual.

FOR THE MINI ELECTION
- A few pencils or crayons.
- Voting papers: photocopies or hand drawn copies of page 55 in the manual.
- A ballot box.
- A voting booth.
- Tables.

THE MEETING PLACE
- A good surface for putting up posters.
- Seats arranged in a half-circle, as close as possible to the wall.
- Enough light.

FOOD
- Something to eat or drink at breaks.
THE WORKSHOP ITSELF

WELCOME AND INTRODUCTIONS

Welcome people to the workshop. Especially if people have travelled far, tell them how glad you are that they have come.

Introduce yourself and if necessary say what has made it possible for you to be there. For example if you were asked or assisted by another organisation, you can thank them for asking you or for helping you.

Explain to people that you will be talking to them about voting. Tell them that they will be participating actively in the workshop and that you look forward to hearing their ideas.

Tell people when the workshop will end so that they know what to expect.

Ask people to introduce themselves one by one. Even if they know each other, it will help you as the trainer, especially if you do not know the people.

Before you put up the first poster, make sure that everyone is comfortable and that they can hear you clearly.

REMEMBER

■ Do not put up a poster before you are ready to use it.
■ Let people have a break when they are tired.
■ Ask questions clearly, pointing to the poster when you need to.
■ Encourage people to share their ideas.
■ Listen carefully to what they say.
■ Build on people’s ideas to summarise the main points.
■ Before you move on to a new poster, ask if anybody has any questions.

IMPORTANT:

Read through ALL the questions and notes for each poster before your workshop.
TALKING ABOUT VOTING

DESCRIPTION
This poster shows a voter education workshop. A woman is talking to a group of people about elections.

AIMS
■ To set the scene for the workshop.
■ To let people talk about what an election is.
■ To introduce some of the characters who will appear in many of the posters.

KEY POINTS
■ What is an election?
■ An election for the whole of South Africa will happen soon.
■ This election will be different to elections that have happened before.

INSTRUCTIONS
■ Guide people through the questions on the next page.
■ Point clearly to what you are asking people to look at, for example the woman standing, or the map.
■ If people find it difficult to see some of the details in the poster, then encourage somebody to stand up and come and look at it from nearby. This person can then tell everybody else what they can see.
A VOTING WORKSHOP
1. What do you think is happening in this picture?
2. Where do you think this workshop is taking place?
3. What is the woman who is standing doing?
4. What are the other people doing?
5. How do you think they are feeling?

OTHER VOTING EXPERIENCES
1. Has anybody here ever voted before?
2. When did you vote? Who did you vote for? How did you vote?

THE COMING ELECTION
1. What can you see on the wall, just behind the woman who is standing?
2. What does this map show?
3. Does it include the homeland areas?
4. Has there ever been an election for the whole of South Africa before?
5. When will this election happen?
6. How can people learn about voting so that they feel ready when the election comes?
7. How would you like to learn about elections and voting?
NOTES FOR USING POSTER 1

A VOTING WORKSHOP

Allow people to say what they see. As we said in the first part of the manual, never say to people that their answers are wrong. Let people share as many ideas as possible before you summarise and say that this picture shows a woman in a rural area, talking to people about voting. Some people might not have heard the word workshop before. Explain that a workshop is when people get together to learn from each other in an informal way.

When people describe the feelings of the group in the picture, their answers will probably show how they are feeling themselves. Listen carefully and be sensitive to people’s feelings.

Some people might say that the people in the picture are feeling scared or confused. You could reply that it is natural for people to be a bit scared if they have never voted before, or if they have had a bad experience of voting. Try to calm people’s fears by saying that this election will be different to any other elections held before and that they are being taught all about voting so that they will know exactly what to do.

OTHER EXPERIENCES OF VOTING

Find out as much as you can about people’s own experiences of voting. Remember what people say, and try to build on these experiences throughout the workshop.

You may find that people have voted before in homeland elections, or that they have voted for church or community leaders. Explain that any election is about choosing leaders. In the coming election we will be choosing the leaders for the whole country.

THE COMING ELECTION

People may not recognise the poster behind the woman standing as a map. If they do not know what a map is, explain that this map is a drawing which shows the whole country: the Transvaal, the Cape, Natal, the Orange Free State and all the homelands. The map is to show that this is a national election, in which everyone can vote. This election will also include the homeland areas.
WORKING FOR DEMOCRACY

DESCRIPTION
This poster shows people working in the fields, with the crops in three different stages of growth.

AIMS
- To summarise some of the important lessons of the workshop.
- To motivate people to vote.

KEY POINTS
- Each person's vote is secret.
- It is important that everybody should vote in the election.
- We must be patient after the election, because changes will happen slowly.
- People have the right to vote for different parties in the election.

INSTRUCTIONS
- Guide people through the poster from left to right, pointing to the different stages of growing crops and asking people what they can see.
**QUESTIONS FOR POSTER 10**

**OUR VOTE IS SECRET**
1. What is the woman in the front of the picture doing?
2. Can you see the seed that the woman has just planted? Why not?
3. Do you think we can say that our vote is like the seed that has just been planted in this picture? Why?

**EVERYBODY MUST VOTE**
1. How many plants grow from one seed?
2. How many seeds must the woman plant to get a good crop?
3. If we say that our vote is like a seed, then why is it important for as many people as possible to vote?
4. Do you think that if only a few people vote in the election we will see any changes in our country?

**WE MUST BE PATIENT AFTER THE ELECTION**
1. What do you see in the field in the middle of the picture?
2. How long does it take for a mielie plant to grow to this height?
3. Why does the plant not appear immediately after the seed has been planted?
4. If we say that our vote is like a seed, how long do you think it will take for us to see some changes after the election?
5. Do you think we must give up hope if it takes a very long time for the changes to come?
DIFFERENT PEOPLE CAN VOTE FOR DIFFERENT PARTIES
1. Why do you think that there are two different crops in the middle field?
2. Do you think that all people all over the country should plant the same crops?
3. How does a person decide which crop to plant?
4. If we say that our vote is like a seed, do you think that everybody should have to vote for the same party?
5. Do you think that only one party should be represented in the new government?

WORKING TOGETHER AFTER THE ELECTION
1. What are the people doing in the field in the background?
2. Do the plants grow well if the people do not care for them properly?
3. Is it an easy job to harvest melies?
4. If we say that voting is like planting a crop, do you think that our lives will be easier after the election?
5. Do you think that we will see changes in our lives if we just wait for the new government to do something for us?
6. What can we do ourselves to improve our lives?
OUR VOTE IS SECRET

Once a seed is planted in the ground, nobody can see it. In the same way, once we have placed our voting paper in the ballot box, nobody will know which party we have voted for.

EVERYBODY MUST VOTE

A seed is very small and only gives rise to one plant. To have a good crop, one needs to plant many seeds. Each person has only one vote. Therefore if only a few people vote, their votes will not be able to change anything. But if many people vote, then their voices will be heard and there will be change. It is important that everybody should vote in the election.

WE MUST BE PATIENT AFTER THE ELECTION

A seed grows slowly. At first we can see nothing, but slowly the new plant appears above the ground and after many months it will bear fruit. In the same way, immediately after the election, we will probably see very little change in our lives. A country changes much more slowly than a mielie plant grows. But we should not give up hope. Slowly we will see change and the new government will start to bear fruit.

DIFFERENT PEOPLE CAN VOTE FOR DIFFERENT PARTIES

It is good to have different types of food, even though some crops are more important than others. A person must decide which crop grows best on his land. Different people choose to grow different crops. In the same way, people must decide which party suits them best. In an election, people do not all have to vote for the same party. Some parties may be stronger than others, but each party has a role to play, representing the wishes of different people.

WORKING TOGETHER AFTER THE ELECTION

People have to work hard to help their crops to grow well. Then they must work hard to harvest the crop. In the same way, we must not just sit and wait for our lives to change after the election. We must organise ourselves and do whatever we can to help to improve our lives. We will have to work hard to harvest the fruit of a new government. The government cannot do everything on its own, and we cannot do everything on our own. The government and the people need to work together.
MINI ELECTION

At the end of the workshop it is good for people to have a chance to **practise voting** themselves.

**YOU WILL NEED**

- At least two tables (four tables if possible).
- A ballot box.
- A voting booth.
- Voting papers (use photocopies/hand drawn copies of the voting paper on page 55).
- A few pencils or pens.
- A long piece of string to tie around the ballot box.

**HOW TO MAKE A BALLOT BOX**

Find a medium-sized cardboard box that can be closed. Cut a slit in one side, about as wide as your hand, big enough for people to drop their folded voting papers in.

**HOW TO MAKE A VOTING BOOTH**

Find a large cardboard box and cut off the top, the bottom, and one side. This will leave three sides standing. Stand this booth at the edge of a table.

**HOW TO ORGANISE YOUR MINI ELECTION**

A) Decide who will be officials and who will be voters in your mini election.

You will need six people to play the roles of the officials:
1. Official to check ID books.
2. Official to check voters’ hands.
3. Official to mark voters’ hands.
4. Official to issue voting papers.
5. Official to guard the ballot box and count the voting papers after the election.

You can choose specific people to play these roles, or you can allow people to choose the roles themselves. Anyone who does not play the role of an official will play the role of a voter. It is good if the officials can count the votes themselves, but you may need to help them.
B) Arrange the furniture and equipment.

1. Place two tables together to form a long, straight surface.
2. Leave some open space and place one table on its own, with the voting booth on top, so that nobody can see into it.
3. Place the fourth table (or a chair) at the end, with the ballot box on top of it.
4. Place a pile of voting papers at the end of the long table.
5. Place a pen or pencil in the voting booth.

C) Tell the officials what they must do and where they must stand.

1. The first official must stand (or sit) at the beginning of the long table. This official must check the voters’ ID books.
2. The second official must check that there is no mark on the voters’ hands.
3. The third official must mark the voters’ hands. She/he must stand next to the second official at the long table. Because we do not have the special liquid that will be used to mark people’s hands in the real election, the official can just make a mark with a pen on the outside of each voter’s hand.
4. The fourth official must hand out voting papers. She/he must stand at the end of the long table. Each voter can only receive ONE voting paper.
5. The official who guards the ballot box must open the box at the very beginning of the election and show everyone that it is empty. Then the box must be sealed (you can tie some string around it). During the election, the official must stand behind the table and make sure that all the voters place their voting papers in the box.
6. The monitor is allowed to walk about freely and check that the voters know what to do.

D) Explain to the voters what will happen during the mini election, and then let the voting take place.

1. When the officials have taken their places, allow the voters to stand in a queue, a small distance from the long table.
2. Voters must pass before all the officials one by one.
3. To vote, they must place a cross on the voting paper next to the party they like best.
4. Then they must fold their voting papers and drop them into the ballot box before sitting down again.
5. Give everyone a chance to vote.

E) Count the votes.

1. All officials must watch the counting process and make sure that it is done correctly.
2. The official who guarded the ballot box must empty the voting papers on to the table in front of everybody.
3. The voting papers must be counted one by one.
4. Make a separate pile for each party, and a pile for spoilt voting papers.
5. Count the number of papers in each pile and write this number down.
6. When all the papers have been counted, announce the results in order, starting with the party that received the most votes and ending with the party that received the fewest votes. Give the exact number of votes for each party, and also give the number of spoilt papers.

**DISCUSSION**

After the mini election, it is important to discuss any questions or comments that people have.

1. If people do not ask many questions, then you can go through the following questions with them:
   - How did you feel as you stood in the queue?
   - How did you feel as you passed before the officials?
   - How did you feel when you were alone in the voting booth?
   - Are you sure that nobody could see which party you voted for?

2. Examine a few spoilt papers (if there are any). Pass the spoilt papers around and ask people to tell you what is wrong with them (see page 38). Also show that it is impossible to find out who marked these papers. Each person’s vote is secret.

**IMPORTANT:**

Remind people that the real election will be slightly different to this, but the steps will be the same.