TRAINER'S MANUAL FOR VOTER REGISTRATION WORKSHOP
For a workshop to run, you need:

- participants to train (the recommended number of participants is no more than 30)
- a place to train them
- a date and time to do the training on (remember that the workshop lasts 45 minutes)

your Voter Registration Training Kit. This kit consists of the following:

- a trainer’s manual
- a portfolio case
- flipchart paper (about 4 sheets)
- non-permanent marker pen
- a soft cloth
- a pack of prestik
- a roll of masking tape
- poster one on the characters in the story
- poster two on levels of democracy
- poster three on scene of breakdown of services
- poster four on steps in local government elections
- poster five on registration form
- completed registration form for Miss Zondi (1 copy)
- blank registration forms for participants (one per participant per workshop)
Before the workshop begins, you need to do the following:

arrange chairs and tables in a semi-circle around the point where you will stand

make sure there is something behind the point where you will stand which you can stick your posters to (e.g., a wall or flipchart stand)

put up posters one, two and three. Cover posters two and three with blank flipchart paper stuck on with prestik

Please note the following on using your training manual:

the need for the trainer to return to the Elections and Balloting Project to replenish materials, has been limited in the design of the workshop. With the exception of the registration forms, participants do not take away any material

the workshop begins with a story. The purpose of the story is to capture participants’ interest about the need to register for local government elections. The story also gives other important information. For these reasons it is important that participants are absorbed by the story and you therefore need to read it in as exciting a way as possible

where aids or part of a poster is mentioned in the “what you do” or “what you say” column, they are printed in bold for ease of reference

once you have put up posters, they can be left up until the end of the workshop

as this workshop focuses on registration, you need to ensure that participants do not steer the discussion towards the detail of local government elections. This will be dealt with in another workshop
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<tr>
<td>1 Min.</td>
<td>1.</td>
<td>INTRODUCTION</td>
<td>Welcome to the workshop on registration for local government elections.</td>
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<td>My name is: ............... and I will be spending 45 minutes with you in which we will learn about why and how to register for the local government elections which are to be held in October this year.</td>
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<td>I am your trainer today. I have been trained to conduct this workshop by the Elections and Balloting Project of IMSSA. IMSSA is a non-profit, non-government organisation with experience in voter education. I do not represent any political party and I have been invited to conduct this workshop by: ........... (Explain in your own words the organisation or person who invited you).</td>
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<td>2.</td>
<td>STORYTELLING ON REGISTRATION</td>
<td>I am going to start the workshop by reading you a story which tells of four people talking about the local government elections.</td>
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<td>12 Mins.</td>
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<td>While you are listening to the story, I want you to listen for all of the reasons why some of the people in the story do not want to register to vote in the local government elections. At the end of the story, we will discuss the story and you will have a chance to share your ideas on the story in pairs.</td>
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</table>
Put up **posters one, two and three**. Cover posters two and three with blank flipchart paper stuck on with prestik. **These posters should ideally have been put up before participants enter the training area.**

Read the story below as if you are reading a story from a storybook. This means that you should be very familiar with the story and read it fluently with expression. The above posters must be used to illustrate the story where indicated. You should therefore be able to point to the posters without a break in the story.

Point to the **characters** on **poster one** as you describe them.

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<td>Poster one, two and three Flipchart paper and prestik</td>
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There are four people in this story.

First of all, there is Miss Zondi, she is a young woman, a college student. She is talking to Mma Moyepi, who is an older woman, a domestic worker. Uncle Dlamini works for himself as a house painter. These three are standing waiting for a bus, and with them is also Mr Davidson. He is dressed in a business suit and he works in an office in town. We are going to listen to these people as they are talking.

First of all Miss Zondi looks at her watch and says: **“Hey, these buses, whenever you want them they**
“Don’t come! I am going to be late for my classes.”

“Where are your classes, my child?” says Mma Moyepi.

“My classes are in town, but today I must go first of all to the library to register as a voter.”

Uncle Dlamini is listening and now he says: “Yes, it is most important to register, I have already done so myself.”

“But what is this registering?” says Mma Moyepi. “I am an old woman and it seems to me that nowadays there are changes all the time in this country of ours! I know nothing about this registering.”

“Well, Mma,” says Uncle Dlamini, “we must certainly all register, but let me try to explain to you if I may. You know that last year was a great year in our history. We had our national elections and for the first time we all had the chance to vote for our new government. If you remember that time of the elections, there were two papers to put into the box.”

Now everybody is listening to Uncle Dlamini, and it is Mr Davidson who speaks. “Excuse me,” he says, “I too am interested in what you are saying because I am like Mma Moyepi here and I know nothing of this registration. Even last year, with the elections, I was not altogether clear about the two papers. I
Reveal section one of poster two.

Point to the **houses of parliament** in section one of poster two.

Point to the **law books, table with cabinet ministers around it** and the **judge** in section one of poster two.

Mma Moyepi agrees with him. She says: “Yes, it was confusing for many people, especially for those of us who are no longer young.” Mma is looking at Miss Zondi while she is speaking.

Miss Zondi laughs and she says: “Truly, Mma, I understand. At college our teachers explained to us very clearly about the elections of last year.”

“They told us that we would make two votes - one for the national government - that is for the people who go to parliament.”

“We voted for this national government last year in April.”
Point to the **ballot box** in section one of poster two.

Reveal **section two of poster two**.

Point to the **ballot box** in section two of poster two.

Point to the **hand collecting taxes**, the **mealies**, the **schools** and the **dam** in section two of poster two.

Point to **Mr Dlamini** in poster one.

“The other vote was for the provincial government, and this is the smaller government that controls the different regions of our country. The national government is over all, but the provincial government is just for a part. I believe there are nine provinces and each one has its own provincial government.”

“Our provincial government is responsible for some decisions on things like collecting taxes, agriculture, education and dams.”

Mr Davidson says: “Yes, you have explained that for us, but now we still do not know what this new registration is for. Do people who work for themselves have to register?”

“Yes,” says Uncle Dlamini , “it is for every person who is above the age of 18 years, no matter what they are doing. Let us see if this young lady can tell...”
“Here is my understanding of the matter,” says Miss Zondi, “we must register now for the new voting that will take place later on this year. This time the voting is for local government and we are registering so that we can take part. Last time we were all checked with ink on our fingers to see if we had voted before, but this time there will be a proper register which will list all voters. This is called the voters’ roll. This voters’ roll will be used instead of the ink.”

“If your name is not written there, you will not be able to make a vote in the local government elections. When you go to vote in the local government elections, you will need to show your ID book and the people running the voting station will rule off your name to show that you have voted. This is how they will make sure that no-one votes twice.”

Mma Moyepi shakes her head. She gives a big sigh and she says: “Forgive me, my child, but why must we do this voting again? We have our new governments now, both the big one and the smaller one as you have told us.”

“But this time Mma,” says Uncle Dlamini, “the election will be for local government. It is the smallest government of all, but it is also important because it
As you read the list of things which local government will be responsible for, point to them in section three of poster two.

Point to the **ballot box** in section three of poster two.

“We will be voting to choose those who will take charge of airports, sewerage, traffic police, rubbish removal, water, roads, libraries, parks, dog licenses, town planning, fire services, abattoirs, electricity supply, clinics and ambulance services.”

“These are the things of our daily life and now for the first time all of us South Africans have a chance to say how we would like these things to be done in the very place where we are living.”

“We have a democratic government in our country now, and it is the right of each one of us to make a choice as to who will have power in the local government. In the old days most of us had no voice in these matters, but now if we do not make this choice in the local government elections, then we cannot complain if things go wrong. To vote is not only our right, it is also our duty as citizens of a democratic country.”
Miss Zondi is speaking again and she says: “Yes, it is most important that we should vote in the local government elections, because those who are chosen are responsible to us, to all of us, since it is our votes that have given them their places. Those who are in government in a democratic country are not there for themselves, they are there because we have voted for them to be there.”

Mr Davidson is listening to this, and now he says: “Hey, but I don’t know if I want my name on this list or voters’ roll, as you call it! What if I am a little bit late with my repayments and they come to find me and take my hi-fi away?” He is laughing, and the others are laughing too, but then he says: “No, I mean it, I don’t like the idea of my name in that book, and anyway, it seems to me as if it’s a lot of trouble to do this registering. I’m busy, and I can’t just leave work and go off.”

Mma Moyepi says: “Well, even an old lady like me can understand that we must all take part in voting now that it is our right to do so, and even if my name is in this book, I can agree to that, since I see that it is necessary. But my homeplace is not here and I too cannot leave my work to go there and register, and that is my worry.”
“Mma, there is no need for you to go back to your homeplace to register,” replies Miss Zondi. “You can just give the address where you are living, and in fact that is what you must do, as you will also make your vote at the same place where you registered.”

“But where must I register?”

Uncle Dlamini tells her: “You will find registration tables in many places. Just look out for a table with the papers, and be sure that you have your ID book with you! Those who are at the tables are there to help you with the forms, and they will be happy to do so.”

Mma Moyepi says: “But I don’t even have an ID book and I didn’t need one for the other elections, so why do I need one for this election?”

“Well, you must get one,” says Uncle Dlamini, “and you too, my friend,” he says, speaking to Mr Davidson, “I hope you have an ID book and can see the need to register.”

Uncle Dlamini says: “Tell me, Mma, did your employers not speak to you about this registration?”

“No, not at all,” says Mma Moyepi, “why do you ask me that?”
Reveal **poster three**. As you read the list of services which would break down, point to them in poster three.

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<td>“I am asking you because I have found that there are some people who think that if they were registered on the voters' roll in the old days then that is enough. But that voters' roll is no longer in use. I am sure that Miss Zondi here will agree with me if I say that everyone must register and vote because we will only get the kind of city we want if we ourselves choose good people for our local government. Otherwise everything can just fall apart.”</td>
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<td>“I do agree with you,” says Miss Zondi. “Imagine if we don’t vote in the local government elections. I think that the places where we live will suffer and we won’t enjoy our new democracy. Imagine a scene where the streets are full of <strong>rubbish</strong> and <strong>sewerage</strong>, and <strong>robots</strong> no longer work. Where will you go if you are sick and there are no <strong>clinics</strong>? If there is no <strong>ambulance</strong> to take a person to hospital and if <strong>light</strong> and <strong>water</strong> are not properly provided? What if our <strong>parks</strong> were not cared for and <strong>dead animals</strong> were to be found in busy places? Wouldn’t you feel helpless then - nobody to complain to.”</td>
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<td>“But many people live in poor conditions like this anyway,” comments Mr Davidson.</td>
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<td>15 Mins.</td>
<td>3. DISCUSSION OF STORY</td>
<td>As you finish reading the story, put your notes down, look at the participants, point to poster three and ask the following question in the main group:</td>
<td>‘You’re right,” replies Miss Zondi, “but now for the first time we all have a chance to influence these conditions and make them better.”</td>
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<td>Help allocate pairs if needed.</td>
<td>Mma Moyepi is still worried and asks: “You have told us of awful things which could happen in the places we live my child. How can we stop this from happening?”</td>
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<td>Allow pairs time to discuss their answers.</td>
<td>Can you answer Mma Moyepi? How can we stop the breakdown of services which this poster and the story describe?</td>
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<td>Ask volunteers to answer the following question in</td>
<td>Turn to the person next to you and discuss your answers to this question. You do not need to agree on your answers. The purpose of discussing them is to learn from each other. Once you have discussed them, I will ask for people in the group to share their ideas if they want to.</td>
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the main group:

Gather responses from volunteers. The main response should be:
   we could register to make sure that we can vote in the local government elections

The above response must be given. If it is not given, ask probing questions until you get it.

Other responses could include:
- we could participate in civic organisations
- we could lobby government

Ask the following question in the main group:

What can we do to stop the breakdown of services in the poster and story?

You have correctly said that one of the ways of stopping the breakdown of services in the story and the poster, is to vote in the local government elections. As we heard in the story, we can only vote in the local government elections, if we register as voters. This workshop will tell you how to register.

At the beginning of the story I asked you to listen for all of the reasons why some of the people in the story did not want to register to vote.
Allow pairs time to discuss their answers.

Ask volunteers to answer the following question in the main group:

Gather responses from volunteers. The responses should be:

- people do not know about registering
- people think that if they work for themselves, they do not need to register
- people think that because they voted last year, they do not need to vote again
- people are afraid of having their names on the voters’ roll because they think that this will mean that they can be traced
- people think that it will take a lot of time to

Turn to the person next to you and discuss why you think some of the people in the story, or people in your own experience, do not want to register to vote. You do not need to agree on your answers. The purpose of discussing them is to learn from each other. Once you have discussed them, I will ask for people in the group to share their ideas if they want to.

What are the reasons why some of the people in the story and in your experience, do not want to register to vote?
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- people think that they have to go to their home to register, even if they stay near their workplace
- people do not know where to register
- people do not have ID books
- people think that because they did not have to have an ID book in the last election, they do not need one for the local government elections
- people do not know about local government elections
- people think that if they were registered on a voters' roll before, they do not have to register on the new voters' roll

The above responses must be given. If they are not given, ask probing questions until you get them.

You have correctly listed a number of reasons why some of the people in the story and in your experience, do not want to register to vote in the local government elections.

There are many people around us who have these reasons for not registering to vote. Some of you may even not have registered for these reasons.

As we heard in the story, some of the worries which people had about registering, were because they did not know enough about registering and voting in the
The purpose of this workshop is to give you the information which you need so that you do not have the same worries about registering which some of the people in the story had. For example, we will talk about how and where you need to register.

From the story we already know a lot more about registering. For example; we know the kind of things which local governments are responsible for, we know that everyone over 18, no matter who you work for, should register. We also know that even if you voted last year, or were registered on a previous voters’ roll, you still need to register on the voters’ roll for these elections to vote this year. Even if last year you did not need an ID book to vote, you need an ID book to vote in these elections.

The story also told us that you need to register in the place where you will be voting. This means that if you stay and work away from home, and will be voting where you stay and work, you should register where you stay and work, and not at your home.

We know from the story that people are worried about having their names in the voters’ roll because they think that once their name and address are in the voters’ roll, someone could look up their name and address and come and visit them, or reclaim their furniture; or intimidate them in some way.
Ask the following question in the main group:

**Why do you think that a voters' roll is being used for these elections instead of ink on voters' fingers?**

Gather the response from volunteers. The response should be:

- in these elections we are voting in specific areas for people and parties to represent us in local government. Unlike the national elections in which voters could vote at any voting station in the country, in these elections voters will have to vote in the area in which they are registered because the votes will be counted up for each area separately. The voters’ roll will show the area in which a voter is registered to vote and a voter will only be allowed to vote in the area in which he/she is registered.
The above response must be given. If it is not given, ask probing questions until you get it.

Gather responses from volunteers. The responses could be:
- this helps the government to plan things like schools, clinics, hospitals
- this helps towns and cities to plan where houses, parks, shops etc. should go
- this helps the government to plan future elections (eg; how many ballot papers need to be printed etc.)

In addition to enabling voters to vote in the local government elections, the voters’ roll, once it is established, will be used for future elections and will be the first accurate record of all adults in South Africa, which we have ever had.

Why do you think our country needs an accurate record of all adults?
Put up **poster four**.

Point to the **registration form** and the **places where you can get registration forms** under point one of poster four, as you discuss them.

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<td>7 Mins.</td>
<td>4.</td>
<td>STEPS IN LOCAL GOVERNMENT ELECTIONS</td>
<td>We have been talking about the voters’ roll and some of the issues around voter registration. For the rest of the workshop we will talk about the steps you need to take to register for the local government elections.</td>
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This poster shows the steps you need to take to register for the local government elections.

The first step is to register. In order to do this you need to get a registration form.

You can get a registration form from places like libraries, clinics, administration offices and rates halls in your area. You will also find that political parties and local authorities are putting up tables in busy places, like shopping centres, where you can get a registration form. If you get a registration form from a table which is run by a political party, you do not necessarily have to vote for that political party.

We will discuss how to complete the registration form in detail at the end of the workshop. We will
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Point to the **ID book** under point one of poster four, as you discuss it.

Point to the **house next to the ID book** under point one of poster four as you discuss it.

Point to the **envelope being posted in the post box** and, next to it, the **places where you can return a completed registration form** under point one of poster four as you discuss them.

In order to complete the registration form you need to know your identity number which is in your ID book.

If you do not have an ID book, you can apply for one at your local Department of Home Affairs. If you want to vote in the local government elections, you must have an ID book. You need it not only to register, but also to vote on the actual day(s) of the local government elections.

In order to complete the registration form you also need to write in your address. This address should be the address where you live, in the area in which you will be voting. If you live in an informal settlement, the existing local authority must give you an address.
Once you have completed your registration form you can either post it to the address which is on it, or you can hand it in at any one of the places where you can get a registration form (ie: libraries, clinics, administration offices, rates halls and voter registration tables). You do not necessarily have to hand your registration form in at the same place where you collected it from. You also do not necessarily need to complete it immediately. You could take it home if you wanted to and if you needed someone to help you complete it.

Voters have until the 26 April this year to register. Once this time is up voter registration will close and no more voters will be able to register. The voters’ roll will then be drawn up using all of the information from the registration forms which have been handed in. Once the voters’ roll is drawn up, the transitional local authority running the local government elections, will be able to decide on the areas which people will vote in, and where the voting stations will be in these areas. These areas, which are called wards, will be publicised so that voters will know where to vote.

The second step is to vote in October in the local government elections.
Point to the **ID book** and **voters’ roll** which is **being ruled** off in point two of poster four as you discuss them.

Point to the **ballot boxes** in point two of poster four as you discuss them.

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<td>In order to vote you need to take your ID book with you to the voting station. When you show your ID book to the people running the voting station, they will look in the voters’ roll to see if your name is there. If you have registered in the area in which you are voting, your name will be in the voters’ roll and the people running the voting station will rule a line through your name to show that you have voted.</td>
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Once your name has been ruled off on the voters’ roll, you will be given two ballot papers to mark and to put in the ballot boxes. One ballot paper will be for you to vote for a political party, and the other ballot paper will be for you to vote for a person. If you vote in a large city like Durban or Johannesburg, you will be given three ballot papers, the third ballot paper will also be for a political party.

This workshop is only about voter registration. You will need to find out about who you want to vote for and the detail of how the voting will work. The Elections and Balloting Project will conduct other workshops like this which can teach you these things as well as information from the television, radio and newspapers.
Point to the **local government scene** at the bottom of poster four as you discuss it.

Once the voting has ended for the local government elections, the votes will be added up and members of local governments will start work. In the poster you can see a woman who is a member of the local government talking to a group of citizens. This represents local government.

Put up **poster** five, point to and complete in marker pen, the relevant sections as you discuss them using the information which you have on the completed registration form for Miss Zondi.

Complete the “poster,” form exactly like the completed registration form.

The last thing for us to do is to discuss in detail how you complete the voter registration form.

The voter registration forms will be available in five languages: English, Afrikaans, Zulu, North Sotho, and Xhosa, in Gauteng.

Each province has decided which languages the form will be available in, in that province.
Hold up completed registration form for Miss Zondi for participants to see.

This poster shows a blown up copy of the form. The form you will complete is this size.

The form will have a title at the top of it which will show the metropolitan area to which you belong (eg; Durban, Cape Town, Johannesburg). This title is the area that is responsible for collecting your registration forms.

We can see on the form that there are a number of sections with blank blocks which need to be completed.

I will complete these blocks on the form using the information from Miss Zondi of our story.

The first section which needs to be completed is the identity number. Miss Zondi’s identity number is 7007030106081.
Complete the blocks for the **identity number** using the number 7007030106081.

Ask the following question in the main group:

Gather responses from volunteers. The response should be:
- Zondi

The above response must be given. If it is not given, ask probing questions until you get it.

Complete the blocks for the **surname** using the name Zondi.

Complete the blocks for the **first names** using the names Duduzile and Elizabeth.

The next section to be completed is the surname.

What should I write in this section?

The next section to be completed is the first names.

Miss Zondi’s first names are Duduzile Elizabeth.

The names which you use to complete the registration form should be the same names which appear in your ID book.

The next section to be completed is the address.
As you can see this shows that you must complete one kind of address or another: either the address where you live, or, the address where you pay electricity, etc. If you live, and pay electricity at the same address, then this is the address which you must fill in. The reason you can fill out an address where you do not live, but pay electricity etc., is that some people own more than one house and therefore may fill out more than one form. If you can register in more than one place because you own property in more than one place, then you could vote in all of the places that you have registered in. You can only vote once in a place. It is a criminal offence to falsify information, (eg; to claim that you live somewhere, or own property, where you do not).

I will now complete Miss Zondi’s address.

She lives in a house at number 34 Tambo Avenue, Zone 10, Pimville, Johannesburg, 2344 and this is where she gets her post.

If your address does not fit into the blocks, you can write it in neatly alongside the blocks.
Point to the blocks for **building** and **name** and **P.O.** Box.

Ask the following question in the main group:

Gather responses from volunteers. The responses should be:

- because Miss Zondi does not live in a flat and these blocks are for a flat address
- because Miss Zondi does not have a post box address as she gets her post where she lives

The above responses must be given. If they are not given, ask probing questions until you get them.

As you can see I have not completed the first blocks in the address section and the blocks relating to the P.O. Box.

Why did I not complete these blocks?

If Miss Zondi did have a post box address, then she would need to complete the blocks relating to the post box as well as the address for where she lives.

The next section to be completed is the telephone numbers.

Miss Zondi’s telephone number at home is 8876541. As she is a college student she does not have a work telephone number.
Complete the blocks for the **telephone numbers** using the number 8876541.

Point to the **basis of claim** section near the bottom of the form.

Ask the following question in the main group:

Gather responses from volunteers. The response should be:

- the section “I live at this address”

The above response must be given. If it is not given, ask probing questions until you get it.

Complete the block for **I live at this address** using a

<table>
<thead>
<tr>
<th>TIME</th>
<th>ITEM</th>
<th>WHAT YOU DO</th>
<th>WHAT YOU SAY</th>
<th>AIDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you do not have a telephone at home or at work, you would leave these blocks blank.

The next section to be completed is the basis of claim. This means, whether you live at the address you have written, or whether you do not live there, but pay electricity there.

As you can see from these blocks, you need to mark one block or the other, depending on the address that you have filled in the address section of the form.

Which block should mark in this section?
Point to the blocks marked yes and no in the age section.

Ask the following question in the main group:

Gather responses from volunteers. The response should be:
- yes

The above response must be given. If it is not given, ask probing questions until you get it.

The next section to be completed is the age. Miss Zondi is 25 years old.

Which block would you mark for Miss Zondi?

The reason you would mark the yes block for Miss Zondi is because she is over 18 years old. As we know only people over 18 can vote in the local government elections. Even if you are 17 now, but will be 18 by the date of the elections, you can fill out a form, because your ID number will show that you will be 18 at the time of the elections.

The last section of the form to be completed is the signature.
<table>
<thead>
<tr>
<th>TIME</th>
<th>ITEM</th>
<th>WHAT YOU DO</th>
<th>WHAT YOU SAY</th>
<th>AIDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Miss Zondi's name and putting today's date.</td>
<td>You should put the date that you complete the form.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Give a registration form to any participant who requests one.</td>
<td>If we look at the way I have completed this form, we notice that I have only used one letter or number per block and I have written neatly. You must use a pen when completing a form.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If you need any help in completing this form either because you cannot write or because the form is still not clear to you, you should ask for help from the places where you can collect forms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>If you would like a registration form to take away with you, they are available from me.</td>
<td>Registration forms for participants</td>
</tr>
</tbody>
</table>