

# Speakers' Bureau Toolkit



[www.sss.gov](http://www.sss.gov)

What Everyone Needs to Hear  
About Registration

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## For Local Board Members (LBMs) and State Resource Volunteers (SRVs)



We deeply appreciate your involvement and commitment to the Selective Service mission. As one of the Selective Service's more than 10,000 LBMs and SRVs who volunteer and support the Agency you play a critical role in our nation's security readiness. The Speakers Bureau initiative is purely voluntary, but you will have an opportunity to apply your agency knowledge and experience. You will have a real impact in your local community - every day - by helping inform influencers about the importance of Registration. It's the

law, a civic duty and the benefits that men will lose for life when they fail to register.

The resource pages in this toolkit are provided to help you learn and prepare for your outreach efforts. We ask all volunteers to commit to the program and become well versed with each page before publicly speaking. It's important that we speak with "one voice" to organizations.

Again thanks for your active support.

### Purpose and Goals

The Selective Service System's Speakers Bureau exists to assist the Agency with informing the public about a young man's requirement under the Military Selective Service Act to register for a possible military draft. Within thirty days after his eighteenth birthday, a young man must register with Selective Service - numerous benefits such as student financial aid for college are tied to the registration requirement. If a man fails to register, he will be ineligible for Federal student financial aid, job training, and Federal employment. Also, many States require a man to be registered to qualify for State student financial aid.

As a member of the Selective Service System's Speakers Bureau, you play a vital role by helping to inform young men about the registration requirement, and your efforts will positively influence a young man's future by ensuring he registers and remains eligible for the many benefits tied to that requirement. As a speaker, you will know your efforts helped many young men obtain a brighter future; because of you, a young man will learn of and comply with the registration requirement ensuring he remains eligible for these important benefits. Your main goal is to promote awareness of the registration requirement and the need to ensure men remain eligible for these benefits.

# Rules of Engagement

**Group and Organizations:** To assist you in choosing the correct organizations to address as a Selective Service System speaker, it's important to understand who the influencers are and how a young man learns he must register. He might learn about the registration requirement on his own because of Selective Service's public awareness campaigns, but often a young man will learn he needs to register from his parents, teachers, high school guidance counselor, sports coach, or college admission counselor. Therefore it's important to know what organizations these influencers belong to – below is a short list of possibilities:

- Rotary/Lions clubs.
- The local Parent Teachers Association (PTA).
- Teacher or high school principals associations.
- All local professional associations such as the Chamber of Commerce.
- Athletic organizations such as booster clubs, coaches associations, or athletic governing bodies.
- Civic-minded or public service organizations.
- Local unions such as the plumber's or carpenter's unions.
- Police associations.
- High school or college counselors associations.
- High school Assembly

You might also consider these potential influencers:

- Local radio and TV stations.
- Radio or TV personalities.
- TV or newspaper reporters.
- A high school's newspaper or the school's journalism teacher.

The Selective Service System's Public and Intergovernmental Affairs Office can assist you in identifying groups and organizations you might wish to contact. For assistance, please write to [SpeakersBureau@sss.gov](mailto:SpeakersBureau@sss.gov).

## Additional Resources

[Five Ways to Project Confidence in Front of an Audience - By Carmine Gallo - Harvard Business Review](#)

# Speakers' DO's and DON'Ts

Public speaking can be a daunting challenge for many people. To make your presentation easier, you can follow these DO's and DON'Ts:

## DO's

- **Do** dress appropriately for the presentation.
- **Do** speak to the organization and not at it.
- **Do** have an engaging presentation.
- **Do** answer “what’s in it for me” (such as helping a young man remain eligible for benefits tied to the registration requirement).
- **Do** challenge the audience by not “dumbing it down”.
- **Do** use stories, examples, and metaphors.
- **Do** use humor (but only if you’re funny).
- **Do** be focused on the message.
- **Do** allow sufficient time for questions and answers.
- **Do** provide useful handouts.
- **Do** know your audience.
- **Do** project your voice and speak to the person at the far end of the room.
- **Do** tell the audience how they can help.
- **Do** be:
  - Confident and assured.
  - Knowledgeable about your topic.
  - Prepared.
  - Clear and concise.
  - Honest.
  - Engaging.
  - Relaxed.
  - Passionate.
  - Smile.

## Don'ts

- **Don't** read from the slides.
- **Don't** allow the presentation to go over the allotted time.
- **Don't** be a self-promoter.
- **Don't** repeat past speeches if you addressed this organization previously.
- **Don't** ask the audience to hold an impromptu question to the end of the presentation. Answer the question immediately.
- **Don't** ramble on aimlessly.
- **Don't** use humor unless you have practiced it.
- **Don't** hide behind the podium.
- **Don't** present topics you are not passionate about.
- **Don't** use jargon or acronyms unless you define them for the audience.

# Volunteer Liability Release Form

***Please read the following information very carefully. If you agree to the conditions, please email [SpeakersBureau@sss.gov](mailto:SpeakersBureau@sss.gov) with the subject line “Speakers’ Bureau Liability Release Form.” In the body of the email, please put your full name, the current date and that you agree to the conditions of the release form.***

## Volunteer Liability Release Form

In consideration of my desire to serve as a volunteer in the Selective Service System’s “Speakers Bureau”, I hereby assume all responsibility for any and all risk of property damage or bodily injury that I may sustain while participating in any voluntary effort to assist the Agency with informing the public about a young man’s requirement to register under the Military Selective Service Act to ensure he remains eligible for the many benefits linked to the requirement and that any future draft is as fair and equitable as possible

Further, I, for myself and my heirs, executors, administrators and assigns, hereby release, waive and discharge the Selective Service System and its officers, directors, employees, agents and volunteers of and from any and all claims which I or my heirs, administrators and assigns ever may have against any of the above for, on account of, by reason of or arising in connection with such volunteer efforts or my participation therein, and hereby waive all such claims, demands and causes of action.

Further, I expressly agree that this release, waiver and indemnity agreement is intended to be as broad and inclusive as permitted by the law, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I currently have no known physical or mental condition that would impair my capability for full participation as intended or expected of me.

Further, I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

## Sample Email



# Frequently Asked Questions and Answers (FAQs)

## What is Selective Service Registration?

Registration is a way our government keeps a list of names of men from which to draw in case of a national emergency requiring rapid expansion of our Armed Forces. By registering all young men, Selective Service ensures that a future draft will be fair and equitable.

## What are the penalties for failing to register with Selective Service?

Failure to register with Selective Service is a violation of the Military Selective Service Act. Conviction for such a violation may result in imprisonment for up to five years and/or a fine of not more than \$250,000. Although prosecutions for failing to register are rare, those who fail to register may be ineligible for federal student financial aid (including federal loans, grants, and work study), state-funded financial aid (including loans) in many states, most federal employment, some state employment, security clearance for contractors, job training under the Workforce Innovation and Opportunity Act (formerly known as the Workforce Investment Act), and U.S. citizenship for immigrant men.

## What is the Mission of the Selective Service System?

The mission of the Selective Service System is to register men and maintain a system that, when authorized by the President and Congress, rapidly provides personnel in a fair and equitable manner while managing an alternative service program for conscientious objectors.

## Why aren't women required to register?

The law as written now refers specifically to "male persons" in stating who must register and who would be drafted. For women to be required to register with Selective Service, Congress would have to amend the law.

The constitutionality of excluding women was tested in the courts. A Supreme Court decision in 1981, *Rostker v. Goldberg*, held that registering only men did not violate the due process clause of the Constitution, largely because of the restrictions then-in-place regarding women serving in combat.

On December 3, 2015, Defense Secretary Ash Carter announced the lifting of all gender-based restrictions on military service.

On September 19, 2017, Congress created the National Commission on Military, National, and Public Service to review the Selective Service process and consider ways to increase participation by all Americans in military, national, and public service.

Among the issues likely to be addressed by the Commission is whether women should be required to register with Selective Service. The Commission, composed of eleven commissioners who bring together diverse experiences from service in the military, public office, on Capitol Hill, and with not-for-profit organizations, intends to issue its final report no later than March 2020 and conclude its work by September 2020.

As an independent federal agency part of the Executive Branch, the Selective Service System will continue to only require registration by men unless Congress expands registration to women.

### **Why do we have the Selective Service System?**

- Selective Service provides a hedge against unforeseen threats and a relatively low-cost “insurance policy” in case of a national emergency
- The Selective Service system reminds youth that public service is a valid part of American citizenship
- Peacetime registration of America’s young men ensures that any future draft, if needed, will be fair and equitable

### **Who needs to register?**

All men between the ages of 18 and 25 must register within 30 days of their 18th birthday, but late registrations are accepted until a man reaches his 26th birthday.

### **Where can a person register for Selective Service?**

- [Registration forms \(SSS Form 1\)](#) are available at any U.S. post office and a fillable PDF form is available at [www.sss.gov](http://www.sss.gov)
- If you have a social security number, the quickest and easiest way to register is online at [www.sss.gov](http://www.sss.gov)
- Some high schools have a faculty or staff member who serves as a Selective Service registrar.

### **What happens if a man hasn’t registered with Selective Service prior to his 26th birthday?**

Once a man reaches his 26th birthday, he can no longer register with Selective Service.

### **What if a person is a U.S. citizen living or visiting outside the U.S. when it is time to register?**

They should register via [www.sss.gov](http://www.sss.gov) or go to the nearest U.S. Embassy or Consulate for help registering with Selective Service.

### **What happens if a person is older than 25, failed to register with Selective Service, but was unaware of the requirement to register with Selective Service?**

Once you reach age 26 it’s too late to register.

However, a non-registrant may not be denied any benefit if he can “show by a preponderance of the evidence,” i.e., more likely than not, that his failure to register was not knowing and willful. The burden is on the person seeking employment or benefits to prove that failure to register was not knowing and willful, and the decision whether to grant employment or benefits is made by the agency from which the non-registrant is seeking employment or benefits. An applicant in this situation should request a Status Information Letter from the Selective Service System by going to the following website: [www.sss.gov](http://www.sss.gov).



## **What is a Status Information Letter?**

The Status Information Letter from Selective Service states the facts surrounding a person's registration status.

## **Do immigrant men need to register?**

Yes. With very few exceptions, all males between ages 18 and 25 must register with the Selective Service System (SSS) within 30 days of arriving in the United States. This includes U.S. born and naturalized citizens, parolees, undocumented immigrants, legal permanent residents, asylum seekers, refugees, and all males with visas of any kind which expired more than 30 days ago.

## **Can men under the age of 18 register for Selective Service?**

Yes. Selective Service accepts early registrations as young as 17 years and 3 months. If an applicant registers early, Selective Service will hold their information until 30 days before their 18th birthday. At that time, Selective Service will process their registration and the registrant will receive a registration acknowledgment card in the mail confirming their Selective Service registration.

## **Are disabled men, or men with medical conditions, required to register with Selective Service?**

Yes, in most cases.

The only process now in effect is that men, between the ages of 18 through 25, register with Selective Service and keep their registration record current during that period. Neither the Military Selective Service Act nor the Presidential proclamation provide an exemption from registration because of a man's mental or physical condition unless certain criteria are met. The requirements for exemption are:

- If a man is placed in a hospital, nursing home, long-term care facility, or mental institution on or before his 18th birthday, had no breaks of institutionalization of 30 days or longer, and remained institutionalized until his 26th birthday, he is not required to register.
- If he is confined to home, whether his own or someone else's (including group homes), on or before his 18th birthday and cannot leave the home without medical assistance (for example, by ambulance, or with the help of a nurse or EMT), and remained homebound until his 26th birthday, he is not required to register.

Proof of the individual's circumstances must be provided to Selective Service. Once Selective Service has the documentation, a determination is then made by Selective Service as to whether or not the man qualifies for exemption from registration.

## **What if a person changed their gender identity from the sex assigned at birth?**

Selective Service bases the registration requirement on gender at birth and not on gender identity or on whether they've had a sex change.

- Individuals who are born female and changed their gender to male are not required to register with Selective Service.

- U.S. citizens or immigrants who are born male and changed their gender to female are still required to register with Selective Service.

### **Are men who are religiously or morally opposed to participating in war required to register?**

Yes, men who are religiously or morally opposed to participating in war as a conscientious objector must still register with the Selective Service System. There is no classification for conscientious objection until Congress and the President vote for a return to conscription.

### **Does Selective Service System share any information that would indicate a man's immigration status?**

The Selective Service System has not now, nor in the past, collected or shared any information which would indicate a man's immigration status, either documented or undocumented. Selective Service has no authority to collect such information, has no use for it, and it is irrelevant to the registration requirement. Consequently, there is no immigration data to share with anyone.

### **What information is collected on the Selective Service System registration form?**

The only information a man provides when he registers with Selective Service is the following:

- Full name
- Date of birth
- Gender
- Social security number (if he has one)
- Current mailing address

### **How does a person determine if they are registered with the Selective Service?**

If somebody is unsure of their registration status, they should go to "Verify Now" at [www.sss.gov](http://www.sss.gov). They will be prompted to enter their last name, social security number, and date of birth. This will provide their registration status with Selective Service and provides a link to immediately obtain a verification letter from Selective Service.

If they are not successful in verifying their registration status online, they can call the Selective Service registration information line at 1-847-688-6888

### **How can a person get a replacement registration acknowledgment card?**

You can obtain proof by going to "Verify Now" at [www.sss.gov](http://www.sss.gov)

If you are successful, you will find the option to print an official letter of verification from Selective Service which provides your Selective Service registration number and date of registration. Copies of proof of registration may also be obtained by calling Selective Service at (847) 688-6888 or writing to: Selective Service System, P.O. Box 94638, Palatine, Illinois, 60094-4638. Make sure to provide your name, date of birth, social security number, and current mailing address.

# Model Letter for the Speakers' Bureau

[Insert Date]

[Insert Addressee Name ]

[Insert Organization ]

[Insert Address ]

RE: Request to speak about Selective Service registration

Dear [Insert Mr./Ms. and then last name]

My name is [Insert your full name] and I volunteer my time with the U.S. Selective Service System's *Speakers Bureau*. The *Speakers Bureau* is composed of Selective Service volunteers, including Local Board Members and State Resource Volunteers, and is focused on informing community influencers about the importance of registration with Selective Service.

Young men who fail to register with the Selective Service prior to reaching the age of 26 may face a lifetime of adverse consequences. Failure to register by age 26 may preclude non-registrants from receiving federal student loans and grants, federal job training under the Workforce Innovation and Opportunity Act, federal jobs or security clearance as a contractor, and can delay the citizenship process. Additionally, many states have passed laws preventing non-registrants from working in state and local government jobs, obtaining a driver's license, etc. Recently, we have discovered several large private employers also require a Selective Service number.

Accordingly, I ask that I have the opportunity to speak at your [school/organization/group] to raise awareness about the importance of Selective Service registration so that we can help our nation's young men fulfill their civic duty and avoid the adverse consequences associated with failing to register.

Thank you for your time and consideration.

Sincerely,

[Insert your name]

# General Telephone Script

## OUTREACH CALLS:

- *This draft is for you to use as a framework when you telephone Outreach Agencies for a meeting.*
- *Please assess the caller and adapt/improvise to them and your style.*

Hello, I'm (your name) calling on behalf of the U.S. Selective Service System.

Have you heard of the Selective Service System? (Allow them to explain).

The Selective Service System is the federal agency responsible for registering all men between the ages 18 to 26.

We are meeting with a number of community organizations and influencers in **Town**.

I am calling to set up a brief meeting with you and your Director (and staff, etc.) to tell you about an important issue and how it impacts men ...and families .... **Town?**

We are *reaching out* in **Town?** because your registration rates are lower than in many (or most) other counties.

We would like to inform your staff about the importance of Selective Service registration and the impact it may have on the lives of men.

**We only need 15-20 minutes of your time.** We are setting up meetings in **Location and dates**.

We'll provide you with handouts and important information about how you can help your young men/clients/students.

## DEPENDING ON THE RESPONSE:

- *If there is absolutely no way to set up a meeting, please get a good name and email so that we can email information*
- *If you leave a voice mail give your call-back number now and record your attempt on the log sheet.*
- *As time permits, you can use this, below:*

You may be aware that Selective Service registration is the law and a civic duty. But did you know that men who fail to register before they turn 26 years of age lose benefits, often for life, that can derail their path to success?

Furthermore, when men fail to register, in **Town**, local businesses can lose the funding that accompanies these programs. For example, local communities and businesses can lose funds that are linked to college loans, training programs, or getting a federal or municipal job. Finally, immigrants – documented and undocumented – can have their citizenship process delayed.

So, as you can see, this is really valuable information and critical to a man's success. This is extremely important for the people you represent and serve. Far too many men in **Town** jeopardize benefits and opportunities linked to registration. These benefits could help propel them toward a better future.

Our Goal is to inform all **Town** men and influencers so that they can make an informed decision.

We really need your help to get this message out. I hope you and your staff are available to meet on **date**.

We appreciate your time and Thanks for listening.

# Speech Template

## Opening Remarks:

Thank you for this opportunity to address your organization today. My name is (insert name), and I'm a volunteer for the United States Selective Service System. I've been with Selective Service for (insert your number of service years) years, and I serve as (a Local Board Member). \_\_\_\_\_  
(Briefly describe role of LBM).

How many of you recall when you – or your son – registered around 18 years of age? I wonder if it occurred to you or others when they registered that the Registration Program/Process/System is a critical element of our national security and defense, it's important to communities, and it critical to all men living in the country. Simply put, registration is a law, a civic duty, and assures that men can apply for college loans, access to job training programs, all federal and postal jobs and many municipal and contractor positions throughout the country.

Selective Service is a small independent Federal agency charged with registering young men for a possible military draft. No one has been drafted since 1975, but President Jimmy Carter reinstated registration in 1980 after the Soviets invaded Afghanistan. Since then, men born after 1959 are required to register with Selective Service within thirty days of their eighteenth birthday. Doing so ensures a young man remains eligible for benefits tied to the registration requirement. For instance, a man must be registered to qualify for Federal student financial aid for college, Federal job training, and Federal employment. Also, many States have tied their State student financial aid assistance programs to the registration requirement.

Selective Service has an extensive public awareness campaign to help educate young men about their responsibility to register. The Agency releases public service announcements for radio and television, and Selective Service conducts a computer matching program to help identify those who have not registered. The Agency will send reminder notices informing men of their responsibility. By law, a man must register within thirty days of turning eighteen, but the Agency can accept a man's registration up until he turns twenty-six, at which time the door to many benefits tied to registration will be closed

permanently. Despite the Agency's efforts to educate men, too many of them fail to register, which negatively impacts a young man's future. I'm asking you today to help get the word out about registering with Selective Service – your efforts will positively impact a man's future and provide a great service to your country.

**Slides:**

*At this time, the speaker can present the slides. Remember not to read them verbatim, but here are some important highlights:*

- Selective Service was established in 1940.
- The draft was in effect through both World Wars, Korea, and Vietnam.
- No one has been drafted since 1973.
- President Gerald Ford stopped registration in 1975, but President Jimmy Carter reinstated it in 1980, and registration has been in effect since then.
- Registering is important to our national defense.
- It's the law and a civic responsibility as well as a rite of passage.
- Failing to register can result in lost opportunities for life such as student loans, job training, and Federal employment.
- Men 18 thru 25 must register including immigrants and male U.S. citizens living overseas.
- Men can register online at <https://www.sss.gov>; at the local post office.

*At this point in the slides, the speaker can discuss how the audience can help:*

- Point out that posters and brochures are available after the presentation.
- Emphasize that the audience are influencers who can educate young men about registration and the benefits tied to registering.
- Encourage teachers, principals, and coaches to become registrars at their schools.
- Cover the registration outreach slide.
- Talk about the Agency public website at <https://www.sss.gov>.
- Conduct a question and answer session.

**Closing Remarks:**

In closing, thank you for your time today. I hope I'm leaving you with a better understanding of the Selective Service System's mission and the importance of registration. And, how critical registration is to our nation's readiness. Selective Service and Director Don Benton thank you for your time today, and I'm available after the presentation should you have additional questions. Please take whatever materials you need, and I can also put you in touch with the Agency's public affairs office if you require additional assistance.



# Speakers' Bureau Action Form

Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Speech Location: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Organization:

High School / School Board

American Legion

Boy Scouts

Boys & Girls Club

Church Group

Lions Club

PTA

Rotary Club

VFW

YMCA

Council Meeting

\_\_\_\_\_

Comments:

After each speaking event, please email completed form to  
[SpeakersBureau@sss.gov](mailto:SpeakersBureau@sss.gov).