

A Voter Participation

Checklist

for Nonprofits

Prepared by the



www.nonprofitvote.org

USING THE CHECKLIST

- Start with tier one. Move on to tier two. Consider tier three activities if the capacity and urgency is there.
- Check off what you've done. Skip what you don't plan to do. Add, subtract or redo the list to suit your needs and your mission.
- Discuss the list with your Executive Director, Board Member or a committee of interested volunteers and constituents.
- Incorporate the activities into what you already do. It's not another program, but another way to fulfill your mission and goals.

Nonprofit Voter Engagement – Tier One

| AUDIENCE | WHEN? | VOTE ACTIVITY |
|---------------------------------------|--------------------------|--|
| <input type="checkbox"/> Board | <i>Anytime</i> | Discuss voter participation activities at board meeting at least once during year |
| <input type="checkbox"/> General | <i>Anytime</i> | Designate area for box/display of election and voter registration materials |
| <input type="checkbox"/> Staff & Vol | <i>Anytime</i> | Have executive director support activity |
| <input type="checkbox"/> Staff & Vol | <i>Anytime</i> | Ask new hires and volunteers if they are registered or need to update registration |
| <input type="checkbox"/> Staff & Vol | <i>7 months before</i> | Have a staff person or volunteer who is key contact/planner on vote activities for the year |
| <input type="checkbox"/> Board | <i>6 months before</i> | Ask board and staff about checking/updating their voter registration, at least once during year |
| <input type="checkbox"/> General | <i>4 months before</i> | Include election information in email/newsletter communications. Give Dates and Deadlines |
| <input type="checkbox"/> General | <i>4 months before</i> | Post election information on website |
| <input type="checkbox"/> General | <i>3-4 months before</i> | Order "Vote November 4 materials" from www.nonprofitvote.org or a local partner |
| <input type="checkbox"/> Constituents | <i>3 months before</i> | Start to incorporate voter registration into intake or other constituent activities 3 months before election |
| <input type="checkbox"/> General | <i>3 months before</i> | Post a link for people to find out "Am I Registered to Vote?" on website starting 4 mos before election |
| <input type="checkbox"/> Constituents | <i>2-4 months before</i> | Add voter registration to an outreach tabling activity by a youth group or volunteers |
| <input type="checkbox"/> Constituents | <i>2 months before</i> | Give out voter information for people with special circumstances - homeless, disability, non-citizens |
| <input type="checkbox"/> Constituents | <i>2 months before</i> | Advertise/co-sponsor a candidate or issue forum |
| <input type="checkbox"/> General | <i>2 months before</i> | Display registration deadline visibly in office 4-6 weeks before deadline. Post "Vote November 4" poster(s) |
| <input type="checkbox"/> Constituents | <i>1 month before</i> | Pass out flyers/cards before Election Day on Voter Help Lines ex: 1-866-OUR-VOTE |
| <input type="checkbox"/> Constituents | <i>1 month before</i> | Distribute sample ballots, with county or state races |

Nonprofit Voter Engagement – Tier Two

| AUDIENCE | WHEN? | VOTE ACTIVITY |
|---------------------------------------|---------------------|---|
| <input type="checkbox"/> Board | Anytime | Include statement on voter and civic engagement or active citizenship in the purpose statement for your nonprofit |
| <input type="checkbox"/> General | 9 months before | Create a Voter Engagement Plan timeline. |
| <input type="checkbox"/> Board | 7 months before | Discuss at policy or civic engagement committee |
| <input type="checkbox"/> Constituents | 6 months before | Invite your constituents to be involved in planning of voter participation activities |
| <input type="checkbox"/> Staff & Vol | 6 months before | Train/assign someone in office to fill out and delivering voter registration forms to local election office |
| <input type="checkbox"/> Staff & Vol | 3 months before | Give staff to time off (if possible) to work as a poll monitor or poll worker on Election Day. |
| <input type="checkbox"/> Constituents | 3 - 6 months before | Encourage staff, constituents to become poll workers |
| <input type="checkbox"/> Constituents | 2 - 5 months before | Send information on your issue to all candidates for a particular office |
| <input type="checkbox"/> Constituents | 2 - 4 months before | Incorporate voting into one education activity |
| <input type="checkbox"/> Constituents | 2 - 3 months before | Contact your local Election Department with a concern or question about election |
| <input type="checkbox"/> Constituents | 2 months before | Provide information Early Voting locations and Vote-by-Mail/Absentee Ballots. |
| <input type="checkbox"/> Constituents | 2 months before | Do a more intensive approach to voter registration in 4-6 weeks before the deadline |
| <input type="checkbox"/> Constituents | 2 months before | Advertise/co-sponsor a candidate or issue forum |
| <input type="checkbox"/> General | 1 month before | Put Election Date and 800 # Voter Help line in your email signature near election |
| <input type="checkbox"/> Constituents | 1 month before | Advertise rides to the polls offered by others |
| <input type="checkbox"/> General | After Election Day | Make sure your elected officials are aware of your voter participation work |

Nonprofit Voter Engagement – Tier Three

| AUDIENCE | WHEN? | VOTE ACTIVITY |
|---------------------------------------|---------------------------|---|
| <input type="checkbox"/> General | Anytime | Support election reform and voting rights efforts |
| <input type="checkbox"/> Staff & Vol | Anytime | Election Day policies mentioned in Personnel Policy in regards to time-off, holiday |
| <input type="checkbox"/> General | 6 months before | Coordinate with others on your issue to send questionnaire to candidates |
| <input type="checkbox"/> General | 5 - 6 months before | Obtain the list of voters for the precinct where your nonprofit is or primarily serves |
| <input type="checkbox"/> Constituents | 3 months before | Contact Election Department to bring in sample voting machine for your lobby or a special event |
| <input type="checkbox"/> General | 2 months before | Use your connection to a community radio station to provide voter information |
| <input type="checkbox"/> General | 2 months before | Co-sponsor a nonpartisan election event (candidate forum, debate, issue education) |
| <input type="checkbox"/> General | 2 months before | Invite all candidates to your annual meeting or a community event |
| <input type="checkbox"/> General | 2 months before | Distribute nonpartisan voter guide with candidate websites, photos, affiliations |
| <input type="checkbox"/> Constituents | 1 month before | Call list of members just before and on Election Day to ask if they need any help voting |
| <input type="checkbox"/> General | 1 - 2 months before | Actively encourage and help constituents and staff to vote early in person or by mail |
| <input type="checkbox"/> General | <i>After Election Day</i> | Use a list of voters to involve more people in your advocacy and issue work |
| <input type="checkbox"/> General | After Election Day | Invite elected officials to one of your events |
| <input type="checkbox"/> General | <i>After Election Day</i> | Become active on policy issues through a local collaboration or coalition |

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