

A Voter Participation



Checklist



for Nonprofits

Prepared by



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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

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

Nonprofit Voter Engagement – Tier Two

WHEN?

VOTE ACTIVITY

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

Nonprofit Voter Engagement – Tier Three

WHEN?

VOTE ACTIVITY

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

Contact us: info@nonprofitvote.org