



Precinct Committeeperson and Activist Handbook & Resource Guide

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Not authorized by any candidate or candidate's committee.

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Chapter 1

This Handbook & Resource Guide

Included in this chapter:

General Overview of the Handbook

General Overview of the Handbook

This guide is primarily designed to help you fulfill the responsibilities of Precinct Committeeperson (PC), but also contains valuable information for volunteers. The PC is the appointed or elected representative of the Indiana Democratic Party (IDP) to the neighborhoods and precincts - the vital link between elected officials, the party, and the voters.

Today, federal, state, and local races still find Democrats routinely outspent by Republicans and their special interest collaborators. An active and effective grassroots Democratic Party organization is essential to overcome this difference in campaign spending. Ultimately, no amount of money will replace the effectiveness of neighbor-to-neighbor campaigning and direct voter contact. You are joining with thousands of other Democratic precinct workers across America in this effort.

There are different ways to accomplish the goals of a PC. This handbook covers techniques that have proven most effective in most precincts. We urge you to consult your local and district-level Democratic leaders as well as the state Democratic Party for additional ideas. You can find these contacts on our website at www.indems.org under "Our Party."

Your Handbook & Resource Guide contains information, instructions, and quick reference pages to keep you organized and effective. The intent is for this to be a living document that you will add to as you become an experienced PC and as new tools become available. We recommend the following items as a minimum. Templates and work pages for many of them are included in the rest of this guide. We suggest that you keep this handbook in a 3-ring, loose-leaf notebook.

Consider adding the following items to your handbook:

- COVID-19 Guidance
- List of state, district, and county party contacts
- List of elected officials
- Calendar of all pertinent elections, meetings, and events
- A map of your precinct available through your county chair
- Election information such as election calendar from the Indiana Election Division, polling locations and walk lists available through your county chair
- Federal Voter registration forms (see Voter Registration chapter for more details)
- Absentee-by-mail (ABS-MAIL) applications
- Absentee by travel board applications (not commonly used)
- Copies of brochures on voting rights, absentee voting, etc. from the County Clerk or Election Board, if available

Additional materials or talking points (available from your County Chair or IDP), such as:

- Candidate information and literature
- Issue information
- Historic differences between Democratic and Republican positions
- Current differences between Democratic and Republican positions

Chapter 2

What It Means To Be A Democrat

Included in this chapter:

Party Values
Space for Candidate Materials

Party Values

The first step to being an effective Precinct Committeeperson is to understand what the Party stands for.

The Indiana Democratic Party brings together the political aspirations of a large and diverse group of people who share a set of core values.

What is a Democrat?

Democrats are people you see in your community: at work, at church, at the store, and at the ballpark. We come from all walks of life, but our shared beliefs and values help shape a strong state and nation where every citizen has the opportunity to succeed.

See the Indiana Democratic Party's 2020 State Convention Platform in the Appendix or at www.indems.org/ under Party Resources => Our Platform. You can also reference the Indiana Democratic Party's full rules at www.indems.org/ under Party Resources as well. In here, you will find qualifications for party office and procedures that govern the structure of our Party (some of this will be mentioned later as well).

Chapter 3

The Basics

Included in this chapter:

The Precinct
Party Organization
Job Description
Essential Functions
Election Year Responsibilities
Qualifications
Becoming a Precinct Committeeperson

The Precinct

The precinct is the smallest political unit in the country; traditionally, each precinct responds to one polling place. A precinct is where elections are won or lost. Most importantly, it is your neighborhood. You know the people, the schools, and the community centers. You have your hand on the pulse of the precinct. You understand the assets and needs of your neighborhood and have a desire to improve it.

Never underestimate the power of the precinct-based leader! It is the PC, actively participating in the Democratic Party at the precinct level, who wins elections and promotes Democratic values and ideals at the local, state, and national levels.

The Indiana Democratic Party organization begins with the Precinct Committeeperson (PC). Being a PC means utilizing the tools the county and state Democratic Parties provide you to organize your precinct and educate the voters in it. It involves a minimum time commitment of a few hours a month every month (slightly more during campaign season) and the ability to help on Election Day to help get out the vote.

Party Organization

The Party's basic organization, from local to state level, is:

- Precinct Volunteer
- Precinct Committeeperson (one per precinct, plus Vice-Committeeperson)
- County Committee and County Chair (elected by fellow PCs and VCs)
- District Committee and District Chair (elected by fellow County Chairs, Vice Chairs)
- State Committee (composed of District Chairs and Vice Chairs, DNC members and constituency caucuses)
- State Executive Committee and State Chair (elected by State Committee members; Deputy Chairs appointed by Chair)

Job Description

The Precinct Committeeperson serves as the main communication source between the Indiana Democratic Party and current and future Democrats in his or her precinct. The Precinct Committeeperson is charged with connecting the people in the precinct to the Democratic Party, and the Party to the people. The Precinct Committeeperson is responsible for filling the roles that follow, keeping in mind that it is okay to begin slowly, filling one or two at the start. Your District or County Chair is always available to provide support and answer questions. Remember, you are providing a wonderful service to the Party and to your community. Have fun!

Essential Functions

1. Obtain the precinct map and walking lists for your precinct from your county party organization and familiarize yourself with your neighbors and the geography of the precinct.
2. Get to know your Democratic and Independent neighbors:
 - Host a house party and invite your neighbors to talk about politics and issues concerning your precinct.
 - Canvass the precinct using the walking list or call list provided by your county party organization. Keep track of changes in voter data on your lists (change of address or phone, candidate preferences, etc.) and update the Voter File with the new data (through your Chair or local Dem HQ)
 - Finish your packets and return them to HQ within 20 days. See your County Chair for deadlines.
3. Register new Democratic voters, either at their door or online.
 - Canvass Democratic households and make sure all eligible voters in the house are registered at their residence address. A voter is responsible for updating their registration any time they move or change their name!
 - Check your local paper for home sales in your precinct to welcome new neighbors and register them to vote.
 - Contact members of groups you belong to and register them to vote, either in person or online (at www.indems.org)!
 - Canvass the non-party-affiliated voters in your neighborhood; encourage them to register to vote if they are not already.
4. Participate in county Democratic Party meetings, events, and activities including providing assistance to your local Democratic Party by staffing registration drives and tables, supporting local candidates, and taking part in local fundraising efforts. Eligible precinct committee persons may also be called upon to vote in a Party caucus to fill a ballot or office vacancy.
5. Be a visibly proud Indiana Democrat - display yard signs, window signs, campaign buttons, bumper stickers.
6. Recruit other volunteers in your precinct and communicate with them regularly. Adding volunteers means you can divide the precinct for more personal contact with the voters. It also means providing additional support and backup for each other and for your candidates. Develop winning strategies by utilizing the group's collective skills, contacts, and energy to get the job done!

Election Year Responsibilities

1. Reach out to all who want to volunteer within your precinct and get them active (utilizing the Party's Voter Activation Network, or VAN, database).
2. Obtain petition signatures for Democratic candidates to qualify them for the ballot when necessary. Get direction from your county party organization to be sure current forms are being used so the signatures will count!
3. Distribute Party and candidate literature through door-to-door canvassing.
4. Register voters and maintain regular contact with those newly registered voters.
5. Help identify where Independent voters stand on our Democratic candidates.
6. Hold house parties for Democratic candidates.
7. Promote absentee-by-mail, absentee-by-travel board, and absentee-in-person voting among Democratic supporters.
8. Help the Party to "chase" early absentee ballots to ensure they are returned.
9. Help ensure a strong and effective Get-Out-The-Vote (GOTV) effort in the final four days of the campaign – the Party will design the GOTV Plan; you will help implement it.
10. Recommend Democrats within your precinct to work as Poll Workers on Election Day - our front line of defense in voter protection.
11. Attend training and other party-building activities sponsored by the State Committee.

Qualifications of a Precinct Committeeperson

1. According to [state Party rules](#):
 - A. A Party member may only be a candidate for precinct committeeperson if:
 - He or she is a qualified voter;
 - He or she resides in the precinct in which he or she is a candidate;
 - His or her most recent primary vote was cast in the Democratic primary; or
 - He or she has never voted in a primary and has declared affiliation with the Party; or
 - The County Chair of the county in which the person resides certifies that the person is a Democrat; or
 - A candidate is not disqualified for not having previously voted in a primary election.
2. Even if you meet all the qualifications above, keep in mind that you need the heart and the desire to roll up-your sleeves to help achieve Democratic victories.

Becoming a Precinct Committeeperson

One becomes a Democratic Precinct Committeeperson (PC) by:

Appointment: Most PCs start out as appointed PCs because Democratic PC elections are held every four years in the non-presidential, or “mid-term,” federal election. Becoming an appointed precinct committeeperson begins with a Democrat in good standing expressing interest to their County Chair. Appointed precinct chairs need not reside in their appointed precinct, but you must live in the county where you want to serve in this capacity. It is best to reside in or around your appointed precinct, although being a PC only requires the commitment to help achieve Democratic victories. While there is a limit to the number of PCs per precinct (one Chair and one Vice-Chair of differing genders), there is no limit to the number of volunteers per precinct. Appointed PCs serve at the pleasure of the chair, and we support all incumbent Democratic elected officials.

Ballot Election: Democrats in your precinct elect one Precinct Chair during designated primary elections (the next one is 2022!). To become an elected PC, you must:

1. Meet the qualifications to run for PC according to State Party rules (see above).
2. File your declaration of candidacy with the County Clerk no later than noon, local prevailing time, on the date filing closes.
 - a. CAN-37 Forms are available from the County Clerk’s office; please do not use outdated forms! Forms for the 2018 election cycle should be ready by December 2017.
 - b. Fill out the form accurately and make sure you are registered to vote at the address you list on the CAN-37 form.
 - c. Wait to sign the document until you are in front of a notary, who must witness you signing the form.
 - d. Forms must have an original “wet” signature, and hand-delivery remains your best option to file. Your form may be hand-delivered by another individual if already notarized. A declaration of candidacy form may not be faxed or emailed!
 - e. Noon means noon on deadline day! If you file late, your declaration of candidacy cannot be filed with the county clerk.
 - f. State law does NOT require candidates for precinct committeeperson or state convention delegate to open a campaign finance candidate committee or to file a statement of economic interest (CAN-12).
3. If your race is contested, your name will be placed on the Primary Election Ballot, where all registered Democratic voters in your precinct can vote for the PC of their choice!

Term of Office

All elected PC terms run from the Primary Election of the midterm election (even numbered years) to the Primary Election four years later. Thus, even if you became an appointed PC in early 2020, to remain a PC you must become either an elected PC in the Democratic Primary in 2022 or be appointed again by your County Chair. Once in office, a Precinct Committeeperson appoints a Vice Committeeperson who must be of a different gender identity.

Elected PCs must be a registered voter in their precinct according to State Party rules. However, according to State Party Rule 11(l), if a committeeperson moves out of his or her precinct and the County chair has knowledge of the same, the chair shall notify said committeeperson by certified mail of his or her retirement in absentia as committeeperson. If the committeeperson challenges such action in writing within seven (7) days of receipt of notice, the chair shall schedule a review before the county central committee. Following this review, the committee shall vote to uphold the chair's action or find that the committeeperson is still duly qualified. A majority vote of the officers present and voting shall constitute final action.

Privileges/Removal

Whether elected or appointed, all PCs serve the same purpose: to get Democrats elected at the local, state, and national levels. PCs have certain rights and privileges by state law and Indiana Democratic Party Rules:

- PCs elect qualified replacements for office holders that have resigned or otherwise vacated local and state legislative offices and may also be asked to fill early or late ballot vacancies in an election year.
- PCs elect their respective County Chairpersons, Vice-Chairpersons, Treasurer, and Secretary.
- The total of all appointed and elected PCs combined with county Party officials constitutes the County Central Committee of the Democratic Party.

According to Rule 19 of the Indiana Democratic Party any elected Party officer including Precinct Committee Chairs can be removed for the following reasons:

- Neglect of Duty
- Willful Violation of Rules
- Conviction of a Felony
- Disloyalty to the Democratic Party
- Any course of conduct that does not promote the best interest of the Party or creates dissension within the Party.

Chapter 4

Getting Started

Included in this chapter:

Know Your Precinct
Know Your Precinct Demographics
Know Your Neighbors
Know Your Local Election Laws
Know the Issues
Know the Party Organization

Know Your Precinct

Know the boundaries, the number of houses and apartment complexes, the religious centers, schools, and businesses. Obtain a map of the area and study it. Contact your County Chair for registration counts and percentages, as well as party performances in the previous election

Precinct Information and Boundaries			
Precinct Name		Congressional District	
State House District		State Senate District	
County Commissioner District		County Council District	
City/Town Council District		School Board District	
Northern Boundary			
Southern Boundary			
Eastern Boundary			
Western Boundary			

Know Your Precinct Demographics

Become familiar with the economic and cultural makeup of your precinct, the number of union members, veterans, students of voting age, total Democratic population, Independents, etc. You will obtain this information by canvassing your precinct and by checking the walking lists provided by the Indiana Democratic Party through your county Party organization.

Know Your Neighbors

Get acquainted with the Democrats in your precinct; meet their families and learn their interests and concerns. Get to know them on a personal level as much as possible and make sure they know you are a resource for them. Give them your phone number and email address. Make sure that in households with at least one identified Democrat, you ask all the other adults if they too would like to register to vote. Keep track of young people who will be turning 18 on or before Election Day in November and get them registered to vote (see Voter Registration chapter for the special Indiana law permitting 17-year-olds to register and vote in the May primary). Most importantly, focus on relationships; build trust. NOTE: We are NOT focused on Republicans; they would be a priority only after you've gotten to know ALL the Democrats and ALL the non-primary Independent voters.

Know Your Local Election Laws

Know the deadlines for registering for the Primary and General Elections and what the calendar is for absentee voting. Be aware of the laws concerning poll workers and poll monitors. Know the facts about national, state, city and school board elections. Know the deadlines for some statewide candidates and all school board candidates to submit signatures in order to be placed on the ballot. (Independent candidates must collect signatures as a matter of ballot access.) Don't fret! You will learn all this information and more by simply attending your monthly district / county Democratic Party meetings and trainings offered by IDP.

Know the Issues

Read your local newspapers to learn about the major concerns affecting your city, county, and the state. Know the prevalent issues in your community and how people in your precinct feel about them. Stay informed by visiting the Indiana Democratic Party website and your county Party's website. Sign up on indems.org for our email newsletters and Party updates. Learn about important state issues and Democratic Party positions. Finally, stay up-to-date on what's happening in state government by visiting the Senate Democratic Caucus at http://www.in.gov/legislative/senate_democrats/ and the House Democratic Caucus at http://www.in.gov/legislative/house_democrats/.

Know the Party Organization

Get acquainted with your district and county officers, state Party officers, and elected Democratic officials. Keep up to date on Party activities. Support activities of your district and county organizations and the Indiana Democratic Party.

Chapter 5

Effective Canvassing

Included in this chapter:

COVID-19 Guidance as of 2-17-21

Canvassing

The Importance of Canvassing

Recruiting Volunteers

Neighborhood / Block Captains

Providing Service

Canvass Tools and Tips

Canvassing Techniques

Reading the Voters

Canvassing

To canvass is “to solicit political support or to determine opinions or sentiments. To seek votes, a personal solicitation of votes or survey the public opinion” (Webster’s Dictionary). As a Precinct Committeeperson, you know your constituents best. You are the precinct “opinion maker.” This means your neighbors and elected officials come to rely on you for information, advice, and help in solving public problems.

Your canvass will prove invaluable in your role as an elected or appointed PC. You will learn about the economic make-up of your precinct, what issues are important, what messages people are receiving from our candidates, and how the voters feel about the Party.

The Importance of Canvassing

Why is canvassing important?

- Door-to-Door, telephone and text canvassing is a valuable means of outreach, education, and fundraising for advocacy and non-profit organizations. Incorporating a canvass and effective database management support allows an organization to build a real grassroots membership and funding base.
- Canvassing is a valuable method for mobilizing members and creating visibility for legislative and issue campaigns. Mature canvass networks have refined strategies and techniques in petitioning, targeting, voter registration, letter writing, and other grassroots campaigns.

The best way to accomplish this task is to get to know your neighbors and their needs. Canvassing does this. A canvass is walking door-to-door or calling and getting to know the people in your precinct. Walking lists are available primarily through your District or County Chair or through the state Party and, along with your precinct map, are an important tool in canvassing. Make sure you follow through on all requests for help. If you don’t know the answers to questions, say, “I don’t know, but I will find out and get back to you.”

Recruiting Volunteers

While you are canvassing, you will meet people who want to participate in the Democratic Party. Keep them in mind for the following jobs and opportunities:

- Precinct Committeeperson / Neighborhood or Block Captain
- Volunteers: Precinct / Headquarters / Voter Registration
- Donors
- Election Day paid poll worker positions (e.g. Inspector, Clerk, Judge, Absentee Ballot Counter, etc.)
- Election Day party official such as a watcher, get-out-the-vote team, hotline operator, team captain

Keep track of the volunteers and make sure to forward that and other information you receive during your canvasses to your county Party. Ideally, as you find others in your precinct who desire to assist Democrats, you can make them members of your precinct team.

Neighborhood / Block Captains

A Neighborhood or Block Captain program can be used to assign volunteers who can be responsible for the two or three block area surrounding their homes. They will assist in voter registration when new people move into the neighborhood. They can also circulate petitions, and work on collection of absentee ballot applications (you should NEVER take a person's absentee-by-mail ballot!), early voting and GOTV efforts. Neighborhood or Block Captains are critical, especially in rural precincts and precincts with apartment buildings and gated communities. There are state laws permitting party officials to enter apartment buildings to canvass voters (IC 3-6-11-5). But there are also laws where certain gated communities can bar people from entering to conduct political activity (IC 32-21-13-7).

Providing Service

“Service” is the key word to remember in neighborhood canvassing. The voters in your precinct will come to rely on you and the Democratic Party for answers to their questions and solutions to their problems.

1. Meet everyone. Start and build a relationship.
2. Let them know “they are not alone,” that there are Democrats and others in the area who agree with them.
3. Find out what issues are most important to them and share Democratic principles and values with them.
4. Make sure everyone in the house is registered to vote at their residence address.
5. Get-Out-The-Vote prior to elections.
6. Recruit volunteers.
7. Educate on issues.
8. Educate on candidates.
9. NEVER try to convince someone you are right and they are wrong. We'll never gain support trying to convince people they are wrong. We need to respectfully meet many voters where they are at first and go from there.
10. Let them know you're a Democratic resource for them, and there are Democratic activities they can take part in and candidates they can vote for who share their values.

Canvassing Tools and Tips

Be prepared when you canvass, with:

- Precinct map
- Walking list
- Pencils and pens
- Informational literature (Party or candidate)
- Federal voter registration forms; alternatively, use your smartphone and help those individuals with a valid Indiana driver's license to register online at indianavoters.com
- Absentee ballot applications to vote by mail or, if confined to their home and need assistance, by travel board
- Boundaries for elections
- Democratic button, T-shirt, sticker, or other for identification
- Something to carry your materials in

Tips for when you canvass:

- Work in pairs when possible for safety, support, and fun
- Determine optimal time of day to visit
- Be prepared with a script: what will you say?

Canvassing Techniques: Walking

Face-to-face contact is the most effective way to meet people, exchange information, and make an impression for the Democratic Party and candidates. Your walking list contains house-by-house information in terms of registered voters and party affiliation. This will tell you who the identified Democrats in your precinct are - and which houses may not have any registered voters.

Discuss the issues that are important to THEM. You can get an idea of what those issues are by looking for the following to give you more insight:

- Bumper stickers, yard signs, or window decals: What issues are brought up? Do they indicate issue preferences? Do they indicate particular values?
- Religious items: Do they have any religious items in view? What can you tell by the nature of their religious display?
- Family: What type of family do they have? For example, if they have small children, childcare, education, and the future of our economy may be important to them. If they are an older couple, health care issues may be important, etc.
- Job: What does the person do for a living? For example, if they are a teacher, what might that indicate about their values and daily concerns? What about a tradesman or laborer?
- Compliment them: Find something to compliment them on when you introduce yourself. For example, if their lawn is beautiful, compliment them on it.

Canvassing Techniques: Calling

If you cannot walk or prefer to call people, your walking list also contains phone numbers. Calling is also a great way to break the ice, mobilize Democrats, and get the Democratic message out. A phone script can help to ensure you convey all important information during a call:

“Hello, is _____(name)___home? Hi, my name is _____(your name)_____ and I’m the Democratic Precinct Committeeperson for the _____(your precinct name)_____precinct. I live in/near your neighborhood.

(Option 1) I am calling to let you know there are lots of Democrats in our area, and that our county / district Democratic Party is holding a meeting on __ (date) __ at _____(location and time)_____. I will be there and I want to encourage you to attend also.

(Option 2) Local Democrats are meeting to organize for future campaigns. I was hoping you could tell me about some issues important to you and that need to be addressed.

Thanks for your time. Let me give you my phone number, in case I can answer any questions you may have in the future. It’s (phone number)_____. I hope to talk with you again soon. Goodbye.”

Canvassing Techniques: House Parties

Invite Democrats in your precinct to your home to meet other like-minded neighbors. At your house party, have your fellow Democrats meet candidates and learn about issues. House parties do not have to be elaborate - punch and cookies are fine - and they help build your Democratic community. For questions about hosting house parties, contact your Democratic county leadership.

Canvassing Techniques: Texting

Texting is another great way to reach Democrats in your neighborhoods. Given the nature of texting, the conversations aren’t as complex as a phone call or face-to-face conversation, but texts are effective in getting several simple responses quickly. The most popular vendors are Spoke and Hustle. The cost per text varies, depending on the vendor and length of the text, but the cost to send a text is as low as \$ 0.0075 per text. Here is an example of an intro text script.

“Hello [RECIPEINT’S NAME]! My name is [YOUR NAME] with the [COUNTY] Democrats! Our records indicate that you might be a Democrat as well, so I wanted to invite you to our next meeting on [DATE]. Can we count on you to make it?”

Reading the Voters

Things to think about while you are out walking. Take a quick look around. What do you see and what might it tell you about the person whose home you are visiting? What might each of the cues listed below tell you about the voters who live there?

Household items:

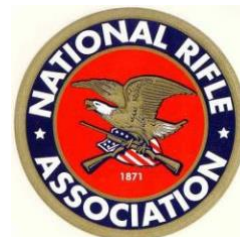
- Toys in sight
- Football, basketball, or soccer ball
- Religious symbols
- U.S. flag
- Union insignia
- Well-tended flower garden
- Expensive car
- Pets

License plate:

- Out-of-state
- Collegiate
- Environmental
- Child abuse prevention
- Veteran
- Disabled

Bumper stickers:

- Hate is not a family value
- Rainbow flag
- My child is an honor student at...
- NRA
- Buy American
- Support our Troops
- Semper Fi
- Licensed Contractors Build Confidence
- Sierra Club
- Union Yes
- Police or Fire Department



Chapter 6

Registering Voters

Included in this chapter:

Voter Registration Tips
Frequently Asked Questions: Voter Registration
Increasing Democratic Registration
Voting Information

Voter Registration Tips

You may use the federal or state voter registration paper form or, if you have access to a computer, smartphone or tablet, use indianavoters.com or the state's mobile app to register voters with a valid Indiana driver's license. The federal voter registration form may be accessed at www.eac.gov (look at the right tool bar); the state and federal forms are available at www.in.gov/sos/elections or at your county's voter registration office (usually the county clerk).

Though they ask for similar information, the state and federal form have their own "look." The federal form asks questions that may not be applicable in Indiana like a person's ethnicity or political affiliation since other states do require this information and the form has to be universal to fit all states' needs. Most of the voter's contact information is to be completed at the top of the federal form with updates coming on the lower half; the state form mingles the voter's new and updated information together.

There is one important difference between the two forms: a receipt. Indiana law requires a person taking custody of another's voter registration form to provide their name and HOME address in the affidavit section on the top and bottom of the form. The top portion is torn off and given to the voter. The affidavit in the lower section provides your information to county voter registration officials.

The federal voter registration form does NOT require a receipt be given to the voter. However, **Indiana law requires the state and federal voter registration forms to be returned to county officials no later than noon, ten days after taking custody of the form or the statewide voter registration deadline, whichever comes first. Also, a county cannot reject a federal voter registration form if it is completed correctly by the voter.**

The online voter registration system at indianavoters.com is open to Hoosiers with a valid Indiana driver's license or state ID card. The ID piece is necessary so that voter registration officials may complete the voter's record with the county using the scanned signature on file with the BMV.

While you are registering voters:

- Bring only ballpoint pens with **blue** or **black** ink.
- Use only the current version of the state's VRG-7 registration form OR the federal voter registration form.
- Valid forms MUST include the voter's 10-digit Indiana Driver's License Number, OR the last four digits of their Social Security Number OR write in "none" if the voter does not know their social security number or Indiana driver's license number
- Valid forms MUST be signed and dated by the voter

- If the voter has a disability and is unable to sign their name, then an individual may provide assistance but must complete the affidavit of assistance on the form.
- Valid forms MUST have affirmatively checked that the voter will be 18 years of age on or before the date of November's general election and a U.S. citizen.
- If you take custody of another person's INDIANA voter registration form to turn in:
- Complete the receipt at the top of the form with your name, home address, and the date you accepted their completed registration, and tear off to provide the newly registered voter.
- Complete the affidavit in the lower right section of the INDIANA voter registration form (VRG-7).
- Return state and federal voter registration forms by noon, 10 days after you take possession of the form to turn-in on a voter's behalf or by the statewide voter registration deadline set by state law, whichever occurs first.
- Encourage voters to provide a telephone number and email address.
- Don't let voters go until you check the WHOLE form for completion, signature and date.

Remind your newly registered voter that after county voter registration officials receive and process their form, a voter acknowledgement card will be mailed to them. This card will confirm the information provided on the registration form and may tell them where they vote on Election Day. Polling locations are subject to change, so it's always a good idea to double-check online at indianavoters.com or contact their county election board. If the voter does not receive a card within 3-4 weeks of completing the registration form, they should contact their county clerk or voter registration official.

It is a violation of Indiana law for an individual to pay a voter to register to vote, to apply for an absentee ballot, to vote, to tamper with an absentee or other voted ballot, or to disclose how another person cast their ballot.

Voter Registration: Frequently Asked Questions

Where do I turn in completed voter registration forms?

You can submit completed voter registration forms to either your county Democratic Party or directly to the county voter registration office.

Can a person convicted of a felony register and vote in Indiana?

In Indiana, a person is removed from the county voter registration rolls after being convicted of a crime AND incarcerated. Once released, a "convicted felon" may register to vote in Indiana, even if on probation, parole, or home detention. Each state handles voter registration and felony conviction differently; in Indiana, a person's right to vote is restored after being released from jail or prison.

Can a college student register to vote at their school address?

YES! Recent changes in Indiana law permit a student to register to vote at their home address OR school address, but they may only be registered to vote in one location.

Do I mark “yes” to the question “Will you be 18 on or before Election Day” if I’m 17 years old?

It depends. In Indiana, if you will be 18 on or before the date of November’s general election, then you’ll mark “yes” to the question even if you are still 17-years old at the time you complete the form. In fact, you can vote in May’s primary election as a 17-year-old! If you’ll turn 18 after November’s election date, then you’ll have to mark “no” and your registration will be rejected.

Does the address on my Indiana ID have to match my voter registration form?

No. However, first time voters in Indiana that register to vote by mail and do NOT include proof of residency must show an Indiana ID or a paycheck or government document or a utility bill with an address matching their registration address when they go to vote. This small universe of registered voters is being asked to prove their Indiana residency, not their identification.

Please do not confuse the issue with presenting ID when vote early at the Clerk’s office or on Election Day. When voting on Election Day or early in the Clerk’s Office, a voter will be asked to present ID which must be issued by the state of Indiana or federal government, be current or expired since the November 2016 election, and include the voter’s name and photo. Indiana’s voter ID law does NOT require the address on the ID match their registration, unless it’s to confirm residency as noted above and other types of documentation may be used to meet this requirement.

Does a person register to vote as a Democrat, Republican, or Independent?

In Indiana, no. Our state is a hybrid model where you do not declare your political party when you register to vote, but you must pick either a Democrat or Republican ballot in the May primary election. A person’s primary voting history helps the political parties and independent candidates determine if a person is likely to vote Democrat or Republican or remain a true “Independent.”

Is there a deadline to submit a voter registration form?

Yes! In Indiana, voter registration closes 29-days before a primary, general, municipal, or special election. Always be mindful of when voter registration closes in our state as other states’ deadlines may not apply to Indiana voters! Registration forms that have a postmark on or before the registration deadline must be accepted and processed by county voter registration officials.

Registration forms that are mailed and lack a postmark must be processed if received no later than the Monday immediately after the deadline date.

If I host a voter registration drive or go door-to-door and take another person's voter registration form is there a deadline to return it to county voter registration officials?

Yes. If you take custody of another person's voter registration form, Indiana law requires you to turn it over by noon, ten-days after taking custody of the voter registration form or by the statewide voter registration deadline, whichever comes first. Should you decide to mail the form to the county, the voter registration official must receive it by this deadline, so having the envelope postmarked on or before the day the form is due does not meet the legal requirement. Best advice is to hand-deliver voter registration forms to ensure you meet the deadline. If you turn in a form late, the voter's registration is still processed; however, your information may be forwarded to the county election board.

Who can register to vote online in Indiana?

A Hoosier voter with a valid Indiana driver's license or ID card may register to vote online at indianavoters.com. The valid form of Indiana ID is necessary so voter registration officials can "clip" their signature from the BMV record and import it into the county's voter registration record.

Does a person have to re-register to vote if they've never moved or changed their name?

No. In Indiana, a person residing at the same address is not required to submit a new voter registration form. Only if the person moves or changes their name is this a requirement.

Does a voter need their voter registration card to vote?

No, but it does help should their name not be on the poll book on Election Day. After processing the voter registration form, county officials will mail a voter acknowledgement card to the voter confirming their registration information and providing their polling place. Those cards are usually mailed about 2-3 weeks after the county receives the form. After this time, voters should be encouraged to contact their county clerk or voter registration office and ask for a replacement.

Am I registered to vote in Indiana immediately after turning in my voter registration form?

No. You are considered "pending" for seven days after your registration form is processed. This allows the officials to mail your voter registration card and allow it to be returned should the address not be recognized by the USPS.

What happens if I get a Republican's voter registration form?

All forms you receive must be submitted to the County Voter Registration Office, even if

incomplete or inaccurate. By law, we must register everyone who submits a voter registration form to us, regardless of political affiliation.

This is a sample federal voter registration application. Please go to www.eac.gov to download a copy along with the instructions for our state. The federal voter registration form and instructions are also available in Arabic, Bengali, Chinese, French, Haitian Creole, Hindi, Japanese, Khmer, Korean, Portuguese, Russian, Spanish, Tagalog, and Vietnamese.

Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years old on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked "No" in response to either of these questions, do not complete form. (Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)		This space for office use only.		
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)
				<input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> III <input type="checkbox"/> IV
2	Home Address		Apt. or Lot #	City/Town
				State
				Zip Code
3	Address Where You Get Your Mail If Different From Above			Zip Code
				State
				City/Town
4	Date of Birth		5	Telephone Number (optional)
	_____ Month Day Year			
6	ID Number - (See Item 6 in the Instructions for your state)			
7	Choice of Party <small>(see Item 7 in the Instructions for your State)</small>		8	Race or Ethnic Group <small>(see Item 8 in the Instructions for your State)</small>
9	I have reviewed my state's Instructions and I swear/affirm that: ■ I am a United States citizen ■ I meet the eligibility requirements of my state and subscribe to any oath required. ■ The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.			
	_____ Please sign full name (or put mark) ▲			
	Date: _____ Month Day Year			

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

Please fill out the sections below if they apply to you.

If this application is for a **change of name**, what was your name before you changed it?

A	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)
				<input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> III <input type="checkbox"/> IV

If you were **registered before** but this is the first time you are registering from the address in Box 2, what was your address where you were registered before?

B	Street (or route and box number)	Apt. or Lot #	City/Town/County	State	Zip Code

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C	■ Write in the names of the crossroads (or streets) nearest to where you live. ■ Draw an X to show where you live. ■ Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.		NORTH ↑
	Example _____ _____ Public School ●	Route # 2 ● Grocery Store Woodchuck Road _____ X	

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D	
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Mail this application to the address provided for your State.

Increasing Democratic Registration

Your goal is to increase the number of registered Democratic voters, and there are two main methods to find Democrats who are currently unregistered.

Canvassing

Canvassing is one of the most effective ways to register new Democratic voters. Not only will you be registering voters in your neighborhood, but you will also be establishing relationships with local Democrats. When canvassing Democratic households, be sure to register all other eligible voters in the household.

Tabling

Set up registration tables in neighborhoods where the majority registration is Democratic (check the VAN). This will ensure that the majority of people who approach your table are likely Democrats. If you cannot set up a booth in a heavily Democratic area, you should adorn your booth with lots of Democratic Party paraphernalia. This will increase the likelihood of Democrats approaching your booth and decrease the chances of Republicans approaching it.

Voting Information

The Indiana Election Division's website (<http://www.in.gov/sos/elections>) provides the most up-to-the-minute information regarding voter registration and voting guidelines. Besides offering online voter registration, indianavoters.com has resources for individuals to check their polling location or vote center locations, absentee ballot status, and elected officials. County Clerk contact information, including phone number and mailing address, can be found on the back of the voter registration form or by contacting your County Chair.

Chapter 7

Candidate Support

Included in this chapter:

Supporting Candidates
Qualifying Campaigning
Other Ways You Can Help
Ballot Issues
Non-Partisan Issues

Supporting Candidates

One of a PC's most important jobs is to campaign on behalf of candidates. This is where the true grassroots efforts by PCs will make the greatest difference. For the most part, your role in a campaign will be led by the candidate or the candidate's designee, whether that is a campaign manager or a volunteer coordinator, who will be following the candidate's strategic field plan. The assistance you provide is critical to a candidate's campaign.

Qualifying

A candidate should check with the County Clerk's Office or the Indiana Election Division for qualifications for individual offices, which includes complying with Indiana's campaign finance laws. Also, a candidate can go online at <http://www.in.gov/sos/elections/candidates/index.html> for more information.

Campaigning

Simply put, candidates cannot do everything that needs to be done in order to win an election. This is where they rely on volunteers to be their surrogates in terms of walking, calling, emailing, and more. This is where the time you took as a PC to canvass your neighborhood in non-election years pays off for our candidates.

Also, realize most voters will be aware of the major candidates, such as President, U.S. Senator, Governor, or Mayor, but may be less informed about the "down ticket" candidates, those running for offices such as state legislature, city council, or school board. When people don't have any information about these races, they tend to not vote in them at all. But you can change that!

Campaigning: Walking

The best way to help candidates is talking face-to-face with people in your precinct and leaving candidate literature. It is important for you to know basic candidate information, but it is more important to let them speak for themselves through their printed materials. **If you are asked questions that are not covered in the literature, do not guess what the candidate's answer is; write down the question, find the answer, and get back to the voter - or have the candidate do so if possible.**

Who you are asked to contact will depend on the candidate's field plan. The first contacts may be with Democrats who vote sporadically and persuadable Independents. Then, in order to drive high Democratic turnout during GOTV, you will likely be asked to focus on Democrats who vote consistently. Some candidates may want literature distributed only in certain areas. Enlist the help of others - perhaps you know a student needing community service credit that can be fulfilled by leaving a candidate's door hangers throughout your neighborhood.

Campaigning: Calling

If the telephone is your preferred method of communication, use it on behalf of candidates. Make sure you present the message the candidate wants to get across; ideally the candidate's campaign will prepare a script for you to use.

Campaigning: Emailing / Social Media

This is an inexpensive and effective way to reach people. It should not be overused; none of us like spam, and during campaigns some people come to dread looking in their inboxes. But when used sensibly, emails will help introduce candidates to people you know (or have contacted) and carry candidates' messages. Using social media, you can keep voters in your area aware of issues and Party and campaign events.

Campaigning: House Parties

When people actually meet a candidate, they often vote for that person because of their personal contact. For many races, especially where most if not all the candidates are unknown, personal contact may be all it takes to win that person's vote and the votes of their friends. Most voters are thrilled to meet candidates, and house parties are a valuable way to make that happen.

Campaigning: Fundraising

Campaigns run on donations. You can help get contributions for Democratic candidates by encouraging others to attend fundraisers or house parties from your precinct. In addition, fundraisers are great places to recruit volunteers! Please be sure you are coordinating fundraising events with the campaign to ensure compliance with federal and state campaign finance laws.

Campaigning: Publicity

Be a billboard. Post your candidates' signs in your yard, wear their buttons, add their bumper stickers to your car, share their Facebook updates, and most importantly share their message with your family, friends and coworkers. Anything you do increases candidate name recognition. Purchasing campaign materials can be quite costly for the campaign; any help you or your fellow Democrats can offer to offset these costs will be greatly appreciated.

Other Ways You Can Help

Have an hour or two but can't walk or call? Find out what else a candidate needs to have done. It may be something as simple as stuffing door-hanging bags or logging data about sign locations or addressing postcards for an event. Most candidates tell you that they could work on their campaigns 24 hours a day, 7 days a week. Much of that time is spent on tasks such as these.

Anything you can do to help candidates use their time more effectively is much appreciated and very useful!

Ballot Measure Issues

All of these activities also apply to ballot issues you may want to support or work to defeat. Ballot measures require signatures to qualify and committees working for or against issues also must raise funds and awareness about the measure. By working for these issues, you will find new activists and voters to bring into the Democratic Party. These often involve local policies and are a great way to get new folks engaged in the political process.

Non-Partisan Races

Although you will be working on behalf of Democratic candidates, some of the races will be non-partisan, such as school board elections. With a candidate's permission, reveal his or her affiliation when it will help the candidate, such as when you are talking to Democrats. But if you are in a heavily Republican area, let the candidate's qualifications speak on their behalf instead.

The Effort is Worth It

For candidates to succeed, they need your support. Any help you give them - whether it's stuffing envelopes, walking neighborhoods, or hosting a fundraiser - will bring them that much closer to winning the election. Winning an election alone is nearly impossible. Electing Democratic candidates to local offices is just as beneficial to the Party as winning a statewide election. Having a strong bench of candidates and Democratic office holders is vital to the long-term health of the Party.

Chapter 8

Winning Elections

Included in this chapter:

Field Efforts and Teamwork

Absentee by Mail

Get Out The Vote

Frequently Asked Questions: Voting

Field Efforts and Teamwork

Today's winning campaigns require a strong focus on field efforts, including door-to-door canvassing, phone calls, and letters - all the things you will be doing as a Precinct Committeeperson! The bottom-line goal is this: we win elections by getting all of our supporters to vote - and specially to vote early.

We will utilize a statewide campaign strategy during the final few months of the campaign. It will involve components for absentee-in-person voting, absentee-by-mail and getting out the vote.

Each county Party, district Party, club, and Precinct Committeeperson must do their part for the overall campaign plan to work. As a Precinct Committeeperson, you should encourage all the Democrats in your precinct to vote early, either in person or by mail if they meet the requirements. The higher number of likely supporters we encourage to vote early, the more likely we are to win. This is where YOU make the greatest difference!

Absentee Voting

A voter can vote absentee either in person, by mail or by travel board. A voter may vote absentee-in-person at the Circuit Court Clerk's Office, vote center or a satellite location (depending on the decisions made by your county election board)) as long as they are registered to vote in the precinct in which they reside.

If a voter wishes to vote absentee-by-mail, however, they must meet at least one of the following requirements:

- You must have a specific, reasonable expectation that you will be absent from your county of residence on Election Day during the entire 12 hours that the polls are open (6:00 am to 6:00 pm).
- You will be an election official.
- You will be confined on Election Day due to illness or injury during the entire 12 hours that the polls are open.
- You are a voter with disabilities.
- You are 65 years of age or older.
- You are a caretaker of (an) individual(s) confined to a private residence due to illness or injury and prevented from voting during the entire 12 hours that the polls are open.
- You are scheduled to work for the entire 12 hours that the poll is open.
- You are prevented from voting due to observing a religious discipline or holiday during the entire 12 hours that the polls are open.
- You participate in the address confidentiality program.
- You will have official election duties outside of your precinct.
- You are a voter eligible to vote under the fail-safe procedures in IC 3-10-11 or 3-10-12.

- You are a member of the military or a public safety officer.
- You are a serious sex offender as defined in IC 35-42-4-14(a)
- You are prevented from voting due to the unavailability of transportation to the polls.

Voting absentee by travel board is an option for voters confined due to illness or their caregivers. Additionally, voters unable to seal their ballot in their envelope or sign their name to the absentee ballot envelope must use travel board. This is a good option for voters living in a nursing home or assisted care facility, or friends or neighbors that may be in the hospital due to an illness or injury. A voter applies for travel board using the ABS-Travelling Board application, and once approved, the county makes an appointment for a bi-partisan team to deliver the ballot and assist the voter, if requested.

There are deadlines to submit applications to vote by mail, travel board or early in the Clerk's Office. Please consult the Indiana Election Division calendar brochure to note the correct dates. Absentee deadlines must be met in order for applications to be processed or ballots to be counted. Postmarks do NOT apply, even if the application or ballot is mailed on or before the deadline dates. The county election board must receive absentee applications and ballots by the deadline it to be processed. It's also important to use the current version of any absentee form. Get direction from your county party organization if you are not sure you have the proper absentee forms.

If you discover a person has not returned their ABS-mail ballot, do NOT offer to take it to the county clerk's office! It is a violation of Indiana law for an individual who is not the voter's attorney in fact, or a member of their household, or a bonded courier to hand-deliver a voted absentee ballot. Encourage the voter to either 1) mail or hand-deliver the voted absentee ballot themselves to the county clerk's office for processing on Election Day, 2) bring the unvoted absentee ballot to the county clerk's office and vote early, 3) bring the unvoted ballot to their precinct polling place or vote center on Election Day and vote a regular ballot, or 4) hand deliver their voted absentee ballot to the election board on Election Day before their stated absentee deadline. ABS-Mail ballots MUST be received by Election Day (noon, local prevailing time in most counties) to be counted. Even if the ABS-Mail ballot is postmarked on or before Election Day, the county election board must have it in their physical custody by the Election Day deadline.

Did someone apply for an ABS-Mail ballot and not receive it? The voter May 1) vote early in the Clerk's office and explain the issue or 2) go to their precinct polling place or vote center, sign the PRE-5 stating their absentee ballot did not arrive on time, and vote a regular ballot.

Under no circumstances should you take a person's sealed and voted absentee ballot to the county election board unless you are a member of the person's household, attorney-in-fact, or a bonded courier.

Get Out The Vote (GOTV)

Some voters, rather than voting early, choose to vote on Election Day. Others request an ABS-Mail ballot but neglect to return it. In order to ensure they all vote, we must have an effective GOTV program.

The final four days, including Election Day, are when 100% of our efforts are focused on ensuring that every likely supporter (who hasn't already voted) gets to the polls on Election Day. This involves an intensive door-knocking (canvassing) and phone-calling program that goes almost around the clock for the entire four-day period, until the polls close on Election Night.

During the GOTV period, we are focused exclusively on those Democrats and others who have been identified as likely Democratic supporters. We do NOT want to encourage votes for Republicans.

The four-day GOTV push requires every minute PCs can give to the effort. GOTV is a period of time when we involve hundreds of new and returning volunteers, and operate from many locations at once. It requires a lot of coordination. PCs are critical to this effort.

Frequently Asked Questions: Voting

When does in-person early voting end in the Clerk's Office?

Absentee voting in the Clerk's Office ends at noon, local prevailing time, the day before Election Day.

What are the ways I can request an absentee ballot?

- A registered voter can request an absentee ballot online at www.indianavoters.com.
- A registered voter can download an application at www.indianavoters.com and clicking "Apply Online/Get Forms" under "vote by mail or traveling board."
- Call the Indiana Election Division at 317-232-3939 or the Indiana Democratic Party at 317-231-7100 to request an application.

What is the deadline to submit an absentee application to vote by mail? To vote by travel board?

Absentee ballot applications to vote by mail must be filed with the county election board by 11:59PM, 8-days from Election Day; applications to vote by travel board are due by noon, local prevailing time, the day before Election Day. Absentee applications may be faxed, emailed, hand-delivered or mailed. However, mailed applications must be received by the deadline date in order to be processed. It does not matter if the envelope is postmarked on or

before the deadline; the county must have physical possession of the documents. Please submit travel board requests in advance of the deadline date. There are limited appointments bi-partisan teams can make during a very narrow window of time, and the county may not be able to accommodate all requests.

Is there a receipt requirement when I take custody of another's absentee application?
While you do not need to provide a receipt when taking custody of another's absentee application, you must turn in the form no later than noon, ten-days after taking custody of the form or the statewide absentee deadline for that particular form. You'll see a field asking for the date you took custody of the form on the lower section of the ABS-Mail and ABS-Travelling Board application.

May I assist a voter with completing their absentee ballot application?

Sure, though it's always best to let the voter complete the form themselves. Should a voter with a disability need assistance with signing their name, you may help as long as you are asked by the voter to provide assistance and not the voter's employer or union representative. You must also complete the affidavit section noting you helped the voter. Please note: if the voter is disabled and cannot make a voting mark or sign their name they will have to vote before a bi-partisan ABS- Travelling Board team. The bi-partisan team will visit the voter, assist them in casting their ballot, and witness the voter's signature.

May I assist a vote with completing their absentee ballot?

NO. Not under any circumstance – this even includes spouses or other family members! If a member of your family, friend, neighbor, or stranger needs assistance with voting an absentee ballot, then you must request a travel board.

Can I deliver another voter's voted absentee ballot to the county election board?

Unless you are a member of the voter's household, the voter's attorney in fact, or a bonded courier, you may NOT take custody of another person's voted absentee ballot. This is a state law that county officials take very seriously.

Will I be required to show ID at the polls? May I still get a ballot if I don't have a picture ID with me?

To vote in person on Election Day or early at the Clerk's Office or satellite location, Indiana law currently requires voters to show a photo ID: Be issued by the State of Indiana or the U.S. Government; Include the person's photo and name that reasonably conforms to the voter's registration name (yes, a voter can update their name after registration deadlines); and Be valid or expired since the date of the last general election (November 8, 2016).

You can obtain a free photo ID at any BMV that issues photo IDs. If you refuse or are otherwise unable to produce photo ID, you may still vote via provisional ballot. The Indiana

Secretary of State's office provides guidelines as to what constitutes valid ID here:

<http://www.in.gov/sos/elections/2401.htm>

Will I be required to show ID if I vote early or vote absentee?

Anybody voting by mail or travel board is not required to show ID; they must simply sign the ballot envelope. This is another argument for encouraging all eligible supporters to vote by mail. The ID requirement to vote at an early voting location will be the same as that for Election Day polling places.

How do we ensure every vote is counted?

On Election Day, we ask Democrats to work inside the polls, outside the polls, and where the votes are counted. Democratic PCs can help ensure we have Democratic volunteers in all these places. Ultimately, it is our collective eyes and ears that ensure every vote is counted.

What's the difference between being a poll worker and a poll watcher?

Poll workers are paid and trained by the County Election Board to assist in the voting process. By being inside the polls, they are in the best position to ensure everyone who has the right to vote gets to vote. Poll watchers are party volunteers who watch to make sure no forms of voter

intimidation or other practices that interfere with a person's right to vote take place anywhere near the polls. Poll watchers must have credentials issued by the state or county party chair to enter the polling location on Election Day. As a PC, you do NOT have authority to enter a polling location unless you are credentialed either as a watcher OR poll worker. Both poll workers and poll watchers will be trained by the Democratic Party regarding voter protection.

What about the results announced on Election Night by the media?

Results announced on the 11 p.m. news are NOT final. County election boards canvass votes and certify the official results a few weeks after the election. We must have volunteers to watch the actual counting of the votes and the certification process the entire way. This is just as vital to ensuring that all votes are counted as watching the polls.

Chapter 9

Recruiting Volunteers

Included in this chapter:

The Importance of Volunteers
Phoning Other Democrats
Approaching Volunteers
Handling Volunteers
Recruiting Tips

The Importance of Volunteers

Many PC tasks, especially during an election cycle, become more manageable if you recruit additional volunteers. Keep in mind these volunteers also may be future leaders of the precinct, the region, and the Party. When you're getting volunteers, be sure you know exactly what you want people to do. Define the jobs or activities, and make sure these are not simply "grunt work" or dull jobs no one else wants to do. Think about the work to be done and the skills of the volunteers you recruit, and try and match them as much as possible.

Calling Other Democrats

The number one way to get others active is to call the people in your precinct who have signed up in the past to volunteer with the Party and invite them to take part in a precinct-based activity.

Your County Chair or County PC Coordinator has up-to-date lists of who these people are (through the VAN) and would be glad to share them with you. Another method of recruiting volunteers is to call the high-efficacy Democrats in your precinct. From your lists of former volunteers and of actively voting Democrats in your precinct you will likely identify several individuals who might help and even possibly serve as neighborhood captains or new PCs.

When calling volunteers from previous years, be sure to thank them for their past service to the Party before asking them to volunteer again.

Approaching Volunteers

Here is a general way you might approach voters to volunteer:

Hello, may I speak with Mr. / Ms. / Mrs. _____? Good evening, my name is _____ and I'm a volunteer with the local Democratic Party. We're organizing our precinct to get more Democrats active in our community. _____ The coming election will be very important for our city/ county / country, and we're working to elect Democrats who agree with our values and will fight for our priorities. Would you like to hear about our plans for getting this done? We're having a meeting on (date) _____ at (time) __ at (location) _ to get organized. There's no obligation at this time other than to be interested. Will you join us?

Some people respond better when there is an issue of concern at stake:

Hello, may I speak with Mr. / Ms. / Mrs. _____? Good evening, my name is _____ and I'm a volunteer with the local Democratic Party. We're organizing our precinct to get more Democrats active in our community. We stand to lose a lot of support for people in our community unless we turn out in mass to vote. There are so many Democrats and other concerned citizens in this precinct who need to know the facts. Would you like to hear our plans for getting this done? We're having a meeting on (date) _____ (time) _____ (location) _____ to get organized.

There's no obligation at this time other than to be interested. Can we count on you?

Handling Volunteers

When you have your volunteers on board, orient them to the tasks at hand - the purpose, the desired results, and strategies for success. Make sure they know how much time is likely to be necessary to complete the task. If any training is required, find out if the state, district or county Party or a candidate may be able to provide such training and invite all volunteers you know to join in.

Make sure your volunteers are acknowledged for their work - show your appreciation and that of the candidates and the Party. Make sure you listen to volunteers' suggestions to improve how the job gets done.

Recruiting Tips

Ways to effectively recruit and maintain volunteers also include:

- Get acquainted. Hold social events in conjunction with your county Party, such as: pancake breakfasts, ice cream socials, meet the candidate coffees, etc.
- Talk to them about what issues are important to them, and consider holding another meeting where a policy issue is discussed.
- When people ask to get involved, start them slowly and try to match their skills with tasks in the precinct. Also, notify your District or County Chair immediately to assist with proper placement in a volunteer job and to arrange for appropriate training.
- Identify activists already living in the precinct, e.g. union members, teachers, conservationists, social issues interest groups, retired citizens, and other core groups usually aligned with Democratic Party positions.
- Obtain a list of supporters from elected officials or past candidates.
- Ask for people to be involved. People like to be asked, and unless they are self-directed, they usually will wait until they are asked before they get involved.

Chapter 10

Other Opportunities for Involvement

Included in this chapter:

Becoming More Involved
Overall Precinct Committeeperson Duties

Becoming More Involved

Voter Registration Committeeperson: Develops, coordinates, and implements plans with other District / County PCs and volunteers to register more Democrats.

Precinct Committeeperson / Volunteer Coordinator: Works closely with District or County Chair in training and communicating with PCs and other volunteers, and encourages greater participation by all local Democrats (remember though, PC recruitment is everyone's job!).

County Get Out The Vote (GOTV) Coordinator: Acts as liaison between the District, County and Statewide Coordinated Campaign to organize and implement the early voting and GOTV plans.

Communications / Social Media/ Education: Coordinates with State Party Communications Director to implement communications strategies, including increasing social media capacity, letter-writing campaigns, press releases, and press-related events.

Record Keeping / Data: Coordinates data management efforts, working closely with the state Party to maintain both volunteer and voter lists.

Young Democrats (YDs), College Democrats & High School Democrats: Works closely with Indiana YDs and acts as liaison with local Party volunteers to accomplish YD goals. The Indiana College Democrats can be found at <http://incollegedems.org/>; the Indiana Young Democrats can be found at <http://www.indianayoungdem.org>; the Indiana High School Democrats can be found at <http://www.inhsdems.org>.

Coalition Building: Works to establish and maintain relationships with like-minded community leaders to promote the Democratic Party message and create opportunities for mutual benefit.

Works closely with district / county Party leaders as well as the state Party to coordinate and communicate efforts to create a more inclusive Party.

Phone Tree Coordinator: Coordinates data management efforts, working closely with the state Party to maintain both volunteer and voter lists.

Newsletter: Acts as contributor or editor and organizes monthly newsletter or e-newsletter for distribution within the district or county.

Donor: Plans and hosts fundraisers for candidates and the local Party organization.

In Summary

Overall, as a Precinct Committeeperson you are called on to do five things:

Educate.

Invite all potential Party activists from every section of your precinct to strategize together and outline tasks that need to be done. Coordinate your event with a local elected official, party leader, or Democratic Party event. Educate them about the Democratic Party, our candidates, and issues of importance. Make sure they receive training through the county or district Party.

Motivate.

Keep in touch with the people in your precinct who have shown an interest in becoming involved.

Regular communication with Democrats at the precinct level will uncover many people who have never become involved in the Party because no one has asked - until now. Make sure these potential activists understand the importance of their involvement. Invite them to district / county meetings, precinct walks, and phone banks. Forward their information so they may begin receiving regular updates from the state Party and be hooked into the volunteer network at the local level.

Keep in touch! Be innovative. Communicate via email, organize a telephone tree, produce a precinct flyer, etc.

Lead.

Keep all block captains, volunteers, and precinct workers pulling together despite bumps in the road. Keep your eye on the prize! Take responsibility, making sure all volunteers are invited to monthly meetings, volunteer opportunities and special events in the district or county.

Inspire.

Help activists see themselves as political experts in the community to whom others can turn for guidance. PCs are the direct link between the Democratic Party and the voter, and they wield immeasurable influence.

Organize.

Start a precinct canvass - walking or phoning. Contact your District or County Chair for additional help, walking lists, literature, etc.

Chapter 11

Important Contact Information

Included in this chapter:

State Party Headquarters
Your County Party
Your District Party
State Elected Officials
District, County, City Elected Officials

State Democratic Party		County Democratic Party	
Indiana Democratic Party (IDP) 101 West Washington St. Suite 1110, East Tower Indianapolis, IN 46204 Phone: (317) 231-7100 Fax: (317) 231-7129 Email: info@indems.org Website: http://www.indems.org			
Party Position	Phone	Email	
County Chair			
County Vice Chair			
County Secretary			
County Treasurer			
District Chair			
District Vice Chair			
District Secretary			
District Treasurer			

Your Indiana Elected Officials

Office	Office Holder	Party	District	Contact Info
U.S. Senator	Mike Braun	R	n/a	(202) 224-4814 (317) 822-8240
U.S. Senator	Todd Young	R	n/a	(202) 224-5623 (317) 226-6700
U.S. Congressional Representative				
Governor	Eric Holcomb	R	n/a	(317) 232-4567
Secretary of State				
Attorney General	Todd Rokita	R	n/a	(317) 232-6201
State Treasurer	Kelly Mitchell	R	n/a	(317) 232-6386
State Auditor	Tera Klutz	R	n/a	(317) 232-3300
State Senator				
State Representative				
County Council				

Office	Office Holder	Party	District	Contact Info
County Clerk				
County Sheriff				
County Prosecutor				
County Auditor				
County Assessor				
County Treasurer				
County Surveyor				
County Recorder				
Mayor / Town Council President				
City / Town Council Members				
School Board Members		n/a		
Township Trustee				
Township Assessor (if applicable)				
Township Board				

Chapter 12

Party Communications

Things to place in this chapter:

Instructions or Guidance on Issues or Candidates

Minutes from Meetings

Talking Points

Miscellaneous Communications

Party Communications

Keep copies here of pertinent communications from your district, county and state Party such as newsletters, meeting notifications, fundraisers, etc.

Appendix

Included in this chapter:

The Precinct
The County
The State
Sample Postcards
Writing Letters to Voters in Your Precinct
Letters to the Editor
Sample Introduction Letter
Sample Get Out The Vote (GOTV) Letter
Sample Email Welcome
Party Platform

The Precinct

The Indiana Democratic Party organization begins with the precinct and is run by a Precinct Committeeperson and Vice Committeeperson. A precinct has several hundred residents and is where elections are won or lost. The Party roles in the precinct are:

- Precinct Committeeperson / Organizer: the person who organizes the precinct.
- Block Captain: persons responsible for voters in several blocks.
- Precinct Volunteer: people who volunteer for various Democratic activities in the precinct.

The County

You are in _____ County, which has _legislative districts. Contact information for the county is found at _____. The Party roles for the county are:

- County Central Committee (all elected or appointed PCs and VCs in the county)
- County Chair (CC)
- County ViceChair
- County Secretary
- CountyTreasurer

The State

The Indiana Democratic Party takes the leadership role for statewide Party efforts. Contact for the IDP and the State Central Committee is found at www.indems.org. The Party officers for the StateCommittee are:

- Elected and appointed officers of the committee
- District Chairs and Vice Chairs
- Elected National Committee members and National Committee officers of the state
- Two representatives of the Indiana Young Democrats
- One representative of each recognized constituency caucus

Postcards for Walking or Canvassing

Hi Neighbor!

I am your Democratic Party Precinct Committeeperson in this precinct, and I hope we will have a chance to get better acquainted between now and the November election.

Because this election is so important, I hope you will find time to discuss with me the information I'll bring around from time to time concerning our candidates, issues, and the Democratic Party. Feel free to call; I'm as close as your phone.

Name _____ Phone _____

Email _____

Only drop these at residences in predominantly Democratic neighborhoods.

Sorry we missed you!

I called to tell you that you are not eligible to vote because you have not registered at this address. I have left a registration form for you to complete and drop in the mail. Your vote is important to the Democratic Party!

For further information, please call your Democratic Precinct Committeeperson at:

Writing Letters to Voters in Your Precinct

Try to send a letter or postcard to Democrats in your precinct at least once a year during off election years and at least twice during election years. The most important letters are those meant to get out the vote, such as in the samples that follow. Notice in almost all of these letters, you should never miss an opportunity to promote what is going on in your district. This provides access to the Democratic Party and gives us more credibility.

Even if the people you write to in your precinct never attend a meeting, your letter demonstrates clearly that Indiana Democrats are proud and active. Even staunch Democrats sometimes think there's a mostly inactive Party here. That is certainly NOT the case, but to them perception is reality and people despair. We cannot overemphasize the value of one-to-one personal contact between the Party and individuals.

Also, by giving out your phone number and offering to help voters, whether it is to help them obtain basic information or ABM ballots, PCs are offering a service. If you offer to do something, make sure you follow up! Again, it takes very little effort, but in a world of low expectations, even a little effort is often greatly appreciated.

Letters to the Editor

Letters to the Editor can have a big impact on voters - just by letting others know the Democratic perspective on the issues being covered. Here are some tips for writing effective letters to the editor.

- Length: about 200 words (check individual newspaper requirements).
- When submitting a letter, supply your contact information, including a daytime phone number, for verification.
- Argue a point, but don't write an essay.
- If you are responding to a column or previous news item, give the date and headline, if possible.
- Remember, letters must be from a local resident.

Sample Introduction Letter

District 28

June 8, 2021

Dear Fellow Democrat,

My name is Ron Owen and I am the Precinct Committeeman in your precinct. I want to introduce myself to let you know that this is a very important election year and the Democratic Party is committed to changing the make-up of the state legislature to have more Democrats and breaking the super majority in the House of Representatives.

And, of course, we are fully behind there-election of Senator Joe Donnelly, to six more years in the U.S. Senate!

As a father of two school age children, I am very excited that District 28 has a strong and viable candidate to replace Republican Wes Marsh. Her name is Ginny Chin, and she is a candidate for the State House of Representatives. She lives in Danville and currently serves as President of the School Board. She truly embodies Democratic values and thinking and is badly needed in the legislature for many issues, including improvement of education in the state.

As a Precinct Committeeperson, it is my job to make you aware and get your support.

I ask that you call me ASAP so that I can stop by and get your support for Ginny. I also have together signatures from Democrats like you in order to be on the ballot as an elected Precinct Committeeperson.

Thank you for your time,

Ron Owen

Sample Get-Out-The-Vote Letter

June 8, 2021

Dear Renee,

First, if you voted in the primary, thank you very much. Both Anne Greenbert and I were elected Precinct Committeepersons for your precinct (precinct name). The grassroots work of any political party is performed by PCs, so thank you for supporting us and the Democratic Party.

Most importantly, I want to encourage you to vote in the upcoming general election. I'll be walking the neighborhood several times between now and the election. If I don't get a chance to stop at your house, or you're not in, please accept this reminder that we need your vote November 6th. Please, take the time to vote. And, please consider voting early by absentee. If you have not received an absentee-by-mail request card and would like to receive one, please give me a call and I'll have the request card sent to you.

By the way, our next district event is at the Benjamin Harrison Home on June 22nd. Join us at 7:00 p.m. for a guided tour of this internationally renowned landmark (it's located at 13th and Delaware). Our guest will be (name and office, if applicable).

Again, thanks for supporting Anne and me in the primary. We'll be serving this precinct for the next four years. If you have any questions, please give us a call: (number).

Regards, Rick McGuire

Precinct Committeeperson (County Name) Democrats

Sample Email Welcome

Hi!

At your request, we have added you to our Indiana Democratic Party email database. We will not wear out our welcome. We send email meeting alerts, news and commentary maybe once a week.

We do not add your name to other databases. However, you yourself can select which Democratic email alerts you would like to receive (look for these options below).

Our next meeting is (when) with (who) at (where). Guests include.... (specific issue-based information, i.e. redistricting, legislative, action, etc.)

We thank you for your interest.

Best regards, (your name)
Precinct Committeeperson, (your precinct)

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Want more information? Click here:

Learn all that's going on at the Indiana Democratic Party. Go to our website:
<http://www.indems.org>.

What's happening nationally? Get the latest from the Democratic National Committee at
<http://www.democrats.org> .



2020 State Party Platform

<https://www.indems.org/wp-content/uploads/2020/07/2020-IDP-Platform-FINAL-DRAFT-6-12-20.pdf>



This guidance is being issued as of March 12, 2020 from the Indiana Democratic Party for county party organizations and others who are seeking information about the Coronavirus and necessary activities during the primary election season. We will continue to monitor this issue and will provide updates or further guidance as we can.

Coronavirus/COVID-19 FAQ

What is a coronavirus?

Coronaviruses are a large family of viruses causing illness in both animals and humans, ranging from mild illnesses such as the common “cold” to more severe illnesses causing previous pandemics including SARS and MERS. The current coronavirus outbreak is caused by a “new” coronavirus. The World Health Organization emphasizes that our ability to prevent, contain, and respond to the new outbreak relies on understanding that this virus has different characteristics than previous coronaviruses, that we do not fully understand its behavior, and that we must approach this virus as a new “unknown” coronavirus. COVID-19 was first reported in Wuhan within the Hubei province of China on 12/31/19.

What are the symptoms?

The symptoms of coronavirus are fever, dry cough, shortness of breath, and muscle aches. Some patients have had other symptoms, including headache, sore throat, or diarrhea. Symptoms may appear between two and 14 days of exposure. If you believe that you may have the coronavirus, contact your health care provider immediately. Symptoms are similar to other respiratory illnesses that are circulating, such as influenza, so experiencing these symptoms alone does not necessarily mean you need to be tested for COVID-19.

What’s our advice for county parties?

We’re advising county parties limit gatherings by postponing all non-essential party events, effective immediately and to be re-evaluated in two weeks. The State Party will work with any county party needing to conduct vital party business to set up a virtual conference call or other remote options. State Party staff will limit travel and conduct party business remotely for two weeks, effective Saturday, March 14, 2020.

What’s our advice for campaigns?

We’re advising candidates to limit non-essential gatherings and postpone any large rallies and other in-person political events. We’re also advising campaigns to conduct voter contact via phone or other means virtually, to be re-evaluated in two weeks. Some campaigns have advised doing “lit drop” activities, but we advise that campaigns consider whether volunteers have any symptoms, and who they might come in contact with when doing drops. We also ask that campaigns consider liability issues when engaging volunteers.

What is the CDC’s current risk assessment?

- For most people, the immediate risk of being exposed to the virus that causes COVID-19 is thought to be **low**. This virus is not currently widespread in the United States, but new guidance encourages older adults to stay at home as much as possible.
- [New guidance encourages older adults to 'stay at home as much as possible' due to coronavirus](#)
- People in places where ongoing community spread of the virus that causes COVID-19 has been reported are at elevated risk of exposure, with increase in risk dependent on the location.

- Healthcare workers caring for patients with COVID-19 are at elevated risk of exposure.
- Close contacts of persons with COVID-19 are at elevated risk of exposure.
- Travelers returning from affected international locations where community spread is occurring are at elevated risk of exposure, with increase in risk dependent on the location.
- CDC has developed [guidance to help in the risk assessment and management](#) of people with potential exposures to COVID-19.

Prevention

What precautions should be taken to slow and prevent the spread?

Beyond cancelling and postponing travel to places identified as a high-risk area, the best day to day preventative measures to avoid being exposed to this virus are as follows:

- Stay home when you are sick.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.
 - [See CDC's Handwashing page for more information.](#)
- The CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
 - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.
 - The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings, such as at home or in a health care facility.

[The World Health Organization \(WHO\)](#) and [the Centers for Disease Control and Prevention \(CDC\)](#) have useful advice on protecting yourself as well, which we recommend reading.

What can I do to keep myself and my community safe?

We recommend reaching out to local public health officials to help you determine what is appropriate for you based on your personal situation. As leaders in your Party, please also be mindful of sharing only science-based health information, ideally from our own in-state health organizations -- emphasize the urgency of a proper and prepared response, without inciting a panicked reaction from those in your sphere.

State of Indiana Department of Health: <https://www.in.gov/isdh/28470.htm>

You can sign up for e-mail updates here from the State Health Department, get updates on case numbers and other information. Organizations are also encouraged to check in with their local county health departments.

Staff Travel

Each organization should take into account the information from our own state and county health officials. However, below are some general guidelines that may be helpful in planning your own staff guidance:

- While the CDC has warned that there are reported cases of community-spread COVID-19 in the continental United States, there are currently no domestic travel restrictions in place at this time.
- However, this is a rapidly evolving situation and those potential restrictions will change with the circumstances -- as should your guidance to staff.
- Employees should work with their supervisor/department director to review plans for all upcoming travel and events to consider whether the travel or event is necessary, or whether the need can be met via remote participation.

- In short, we strongly encourage State Parties to reduce non-essential travel.
- Employees with concerns about work-related travel should raise that issue with their supervisor/department director.

Party Events

How can we keep staff and attendees safe at events?

- **Share [everyday preventive actions with pre-registered attendees to help prevent the spread of COVID-19](#)**, including:
 - Stay home when you are sick, except to get medical care.
 - Cover coughs/sneezes with a tissue, then throw the tissue in the trash.
 - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Clean frequently touched surfaces and objects daily.
 - Try to minimize your contact with frequently touched objects—doorknobs, light switches, railings, etc.
 - Reduce unnecessary person to person contact, including handshakes.
 - Put up posters reminding people how to protect themselves from Coronavirus -- both the [CDC](#) and the [WHO](#) have flyers you can use for this purpose.
- **Clean and disinfect** commonly used surfaces before and after your event.
- **Provide** additional prevention supplies at your meeting and county convention for attendees, including soap, hand sanitizers, and tissues should your venue not have enough for your anticipated number of attendees.
- **Avoid** food options where individuals may share serving utensils and have an increased opportunity for exposure, such as buffet or family style services; instead, consider brown bag lunches from home, or personalized box lunches.
- **Identify critical job functions and positions** and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing) when possible.
- **Promote messages that discourage people who are sick from attending events.** This should include messages requesting that people leave events if they begin to have symptoms of COVID-19, which include fever, cough, and shortness of breath. They should seek medical advice promptly by calling ahead to a doctor's office or emergency room to get guidance. [See CDC guidance on what to do when sick with COVID-19.](#)
- **Limit in-person contact** at events. This means avoiding workshops where individuals may come into unnecessary physical contact; discouraging the sharing of pens; normalizing and encouraging greetings other than handshakes; forgoing handouts and asking that presenters share materials digitally; trying to seat people at least 3 feet apart, if possible; and providing opportunities to join planning meetings and events via phone or video conferencing.
- **Retain the names and contact information** of all participants for one month, to help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.

Conducting Party Business

What else can parties do to prepare?

Consider your organization's readiness for a potentially extended remote/telework situation in the event that "social distancing" policies are enacted in your state or community. This may include:

- Test your videoconferencing and teleconferencing systems to ensure that they are operational and that all necessary staff have the ability to both join and create meetings;
- Meet now to set expectations around how you would potentially manage remote work situations so that managers and staff have the tools they need to continue carrying forth our important mission;
- Ensure more casual check-ins and meetings are regularly scheduled, so that all necessary attendees can plan to attend remotely if needed;

- Be sure that, as you are making plans for any upcoming events, you are working with your venues and other vendors to include a COVID-19 clause that allows you to back out of your contract(s) with no / reduced penalty;
- Ask all staff to bring home both their work laptop and their charger every night, to ensure that any rapid developments don't lead to staffers not having their required technology at home; and
- Consider a "dry run" work-from-home day so that all employees can test their internet, video conferencing tools, cell service, ability to remotely log in to various programs / systems needed to fulfil their duties, etc.

Virtual Meeting Options

Zoom

[Zoom](#) is a video conferencing platform that allows a virtual meeting to occur with video capabilities. Zoom Meeting Hosts can individually mute and unmute participants, set limitations on participant chatbox capabilities, share their screen, conduct interactive polls, and choose to record the webinar or meeting. Zoom participants have a "hand-raising" ability as well as an in-call chatbox. The BPI has created a separate "[Zoom Call Checklist](#)" that currently lives in the Legacy Files.

MaestroConference

- MaestroConference
- Go To Meeting
- Google Hangouts
- Skype
- FreeConferenceCall
- UberConference
- Facebook Live

Conducting Elections

- Google Forms
- Vote by Mail
- SMS Polling