The Democratic Party
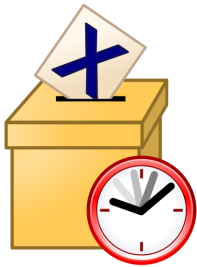## OF McHENRY COUNTY, ILLINOIS

Ballot Chase

## Let's get those ballots off the voter's kitchen table and into the mail box!

What you need to know and how to get the information you need to contact your voters.

WE'RE THE FUTURE. WE VOTE.

Ballot Chase

◊ Create a new list based on Dems who have ordered a ballot.

1.) 2022 Dem **Score** 65 –100 (double check you are on the correct Dem Score 2022 V2)

2.) **Precinct** or township, whichever you are working in

3.) **Early Voting**, click "Requested a Ballot", Choose Aug, Sept, Oct, (& Nov when the time is right)

◊ **Preview** (Do not "Run Search" yet)
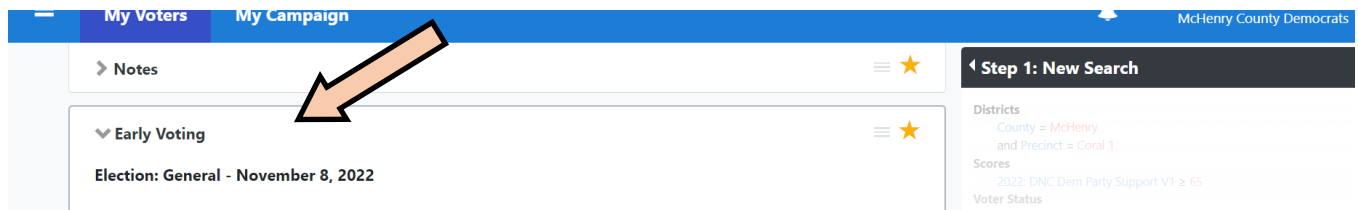
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Filter out those who have voted

◊   1.) Choose "Exclude People who have voted Early or Absentee Voted"

This will tell the system to remove the people who's ballot has been received by the Clerk.

This will be automatically updated in the saved list, see Dynamic List below.

◊ **Preview** (Do not "Run Search" yet)

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Run search

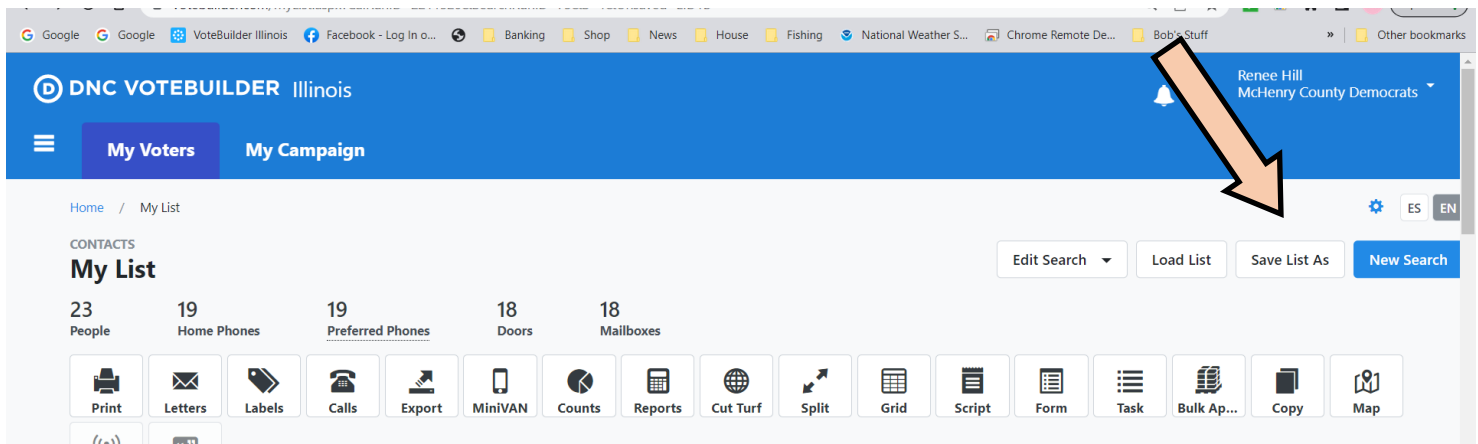These are the people who have ordered their ballot. Look at your list to determine how you will contact them. You can call directly from the list, print the list, or turn the list into a MiniVan list or Phone Bank.

Recommended: Save this list as a dynamic list and the system will automatically update the list to include people who order their ballot throughout the month.

Choose **Saved Search**
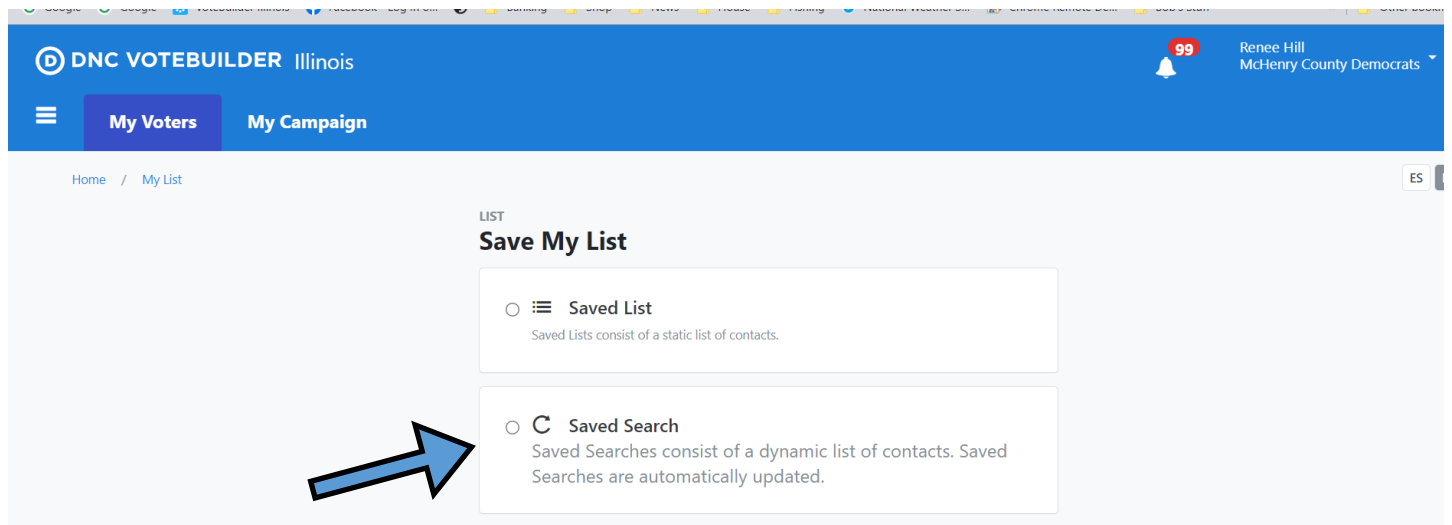
It will ask you for a **Folder**—You want to use your own folder. If you haven't already, make a new folder just for you!

Names and descriptions are very useful. Use lots of words, you will appreciate it later.

This page allows you to run the search you just built.

Click on **Run Search** to view your list of voters.

Remember to always leave a note in the voter **Notes**. This helps other volunteers when they contact the voter to know who/what the contact was.

If you are using MiniVan you will need to select a script. The script name is BALLOT CHASE. (See MiniVan 2022 .pdf for MiniVan help.) Using MiniVan allows for automatic contact recording, so notes are not necessary but are still useful when you look back at the file. Something easy like: I talked to him/her about how to send in the ballot. The system automates the date and contact person, so no need to record your name and date.

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Where is the list and how to recall it.

From your home screen:

Click on View My Folders and find the folder you created with your list. Click on that list to load it. You can manage your lists by moving the bar at the bottom to the right. Change the order of the lists by clicking on the header(s). To delete a list, open edit to find the delete button.

	People	Owner	Date Created	View Map	Last Refresh	Refresh	Print Region	Edit	Status
ot orders		Hill, R.	10/1/22					Edit	
		Hill, R.	9/30/22					Edit	
s, drop off voters, Remove Alg 50, 51, 52, 54, 57		Hill, R.	9/22/22					Edit	
f Action,		Hill, R.	9/19/22	View Map	9/19/22 9:54 AM	Refresh	Print Region	Edit	

Slide Bar here
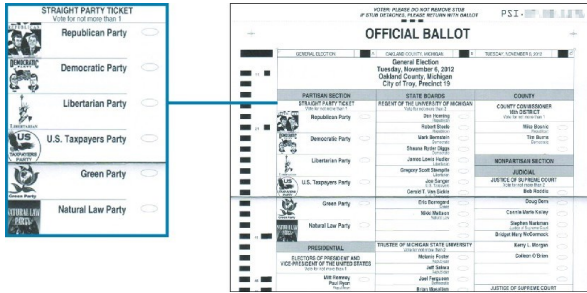
Some information about Ballots

◊ **Signatures—We've all heard about the dog getting a ballot in the mail, or the dead aunt voting.**

Truth– Signatures are verified by humans who compare up to the last 4 signatures on file at the county.

There may be instances of mismatch signature due to a first time voter (only 1 signature on file) or a medical issue that changes a signature. Signature verification is then requested by the Clerk. The Clerk will notify the voter what the steps are.

◊ **Mailing and drop box issues**

The filled out ballot goes into the "Ballot Envelope", the "Ballot Envelope" is signed (signature verification) then put into the mailing envelope. USPS Mail, put completed package into a drop box, or take it into the Clerk's office.

Problems: Signature envelope not signed, ballot not in signature envelope, signature envelope not included (see a pattern?)

◊ **Got your ballot, but want to vote in person?**

Bring the Mail Ballot with you to turn it in. Every person is issued only ONE ballot per election. Every ballot will be accounted for. It is not a problem to vote in person only after relinquishing the ballot assigned to you.

Coming Soon!

In our next lesson we will discuss making a list to help people correct their ballots if they are rejected. This is called "Curing the Ballot"