



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.

Create a new list based on Dems who have ordered a ballot with these criteria:

- 2022 Dem Party Support V Score : **65 –100**
- **Choose the precinct or township**, whichever you are working in.
- **Early Voting**: Click "Exclude People Who Have Voted"

▼ Early Voting

Election: Primary - March 19, 2024

☒ Exclude People Who Have Early Voted or Absentee Voted

☐ Include Only People Who Have Early Voted or Absentee Voted

- **Early Voting Status**: "Include Only" "ALL" people who :

Requested Party Ballot

☒ Democrat

☐ Green

☐ Other

☐ Republican

Ballot Type Name

☒ Absentee

☒ Automatic

☒ Disabled Voter

☐ In Person

☐ Military Inside US

☐ Military Outside US

☐ Non-Resident Civilian

☐ Nursing Home Voter

☐ Overseas Voter

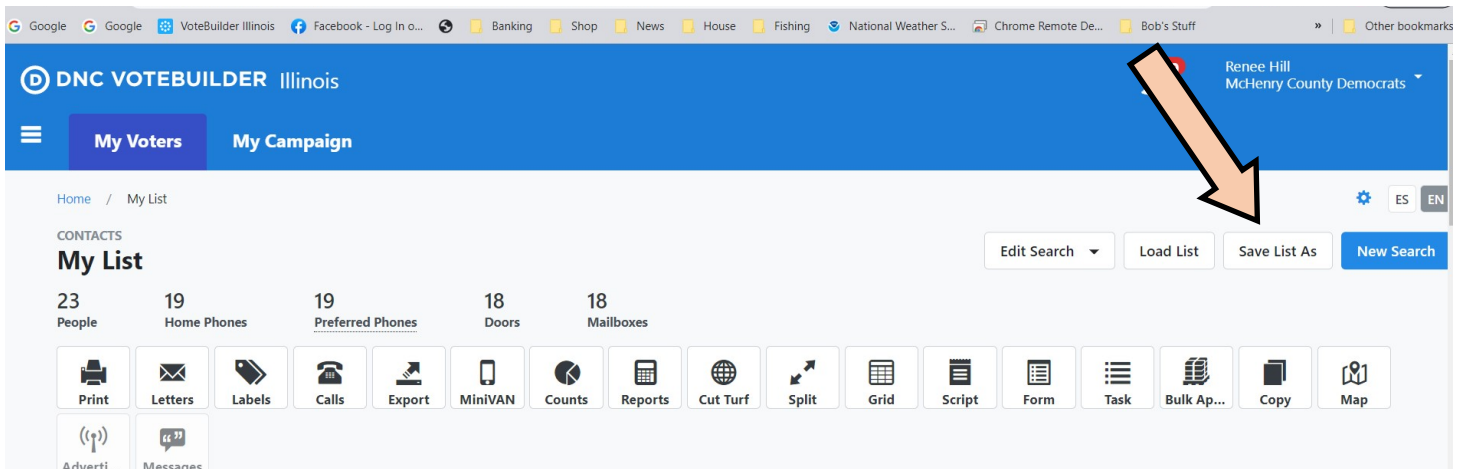
☒ Temporarily Absent Student



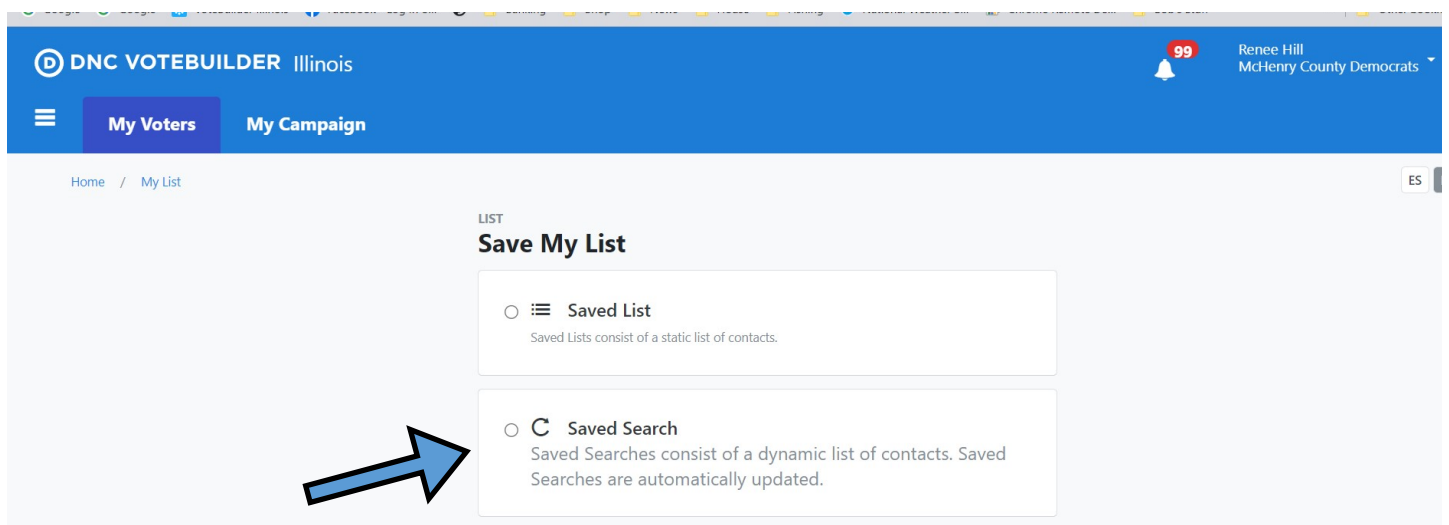
- **Run search!**

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. MiniVan and Phone Bank will automatically update the voter file with your notes and contact.

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.



- Save your search. Choose **Saved Search**





VoteBuilder 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.

A screenshot of the "Saved Search" form in VoteBuilder. The form has a blue header bar. Below the header, there are three radio buttons: "Saved Search" (selected), "New Search", and "Replace an existing Search". Below these is a "Folder*" field with a dropdown menu showing "Renee Hill Gen Elect 2022". An orange arrow points to this field. Below the folder field is a "New Folder" radio button. Further down are "Name*" and "Description" text input fields. The "Name" field contains "Renee's Ballot Chase" and the "Description" field contains "Dynamic list of Cor 1 & 2 for 65+ ballot orders".

This page allows you to run the search you just built. Click on **Run Search** to view your list of voters.

A screenshot of the "Edit Search" page in VoteBuilder. The page has a blue header bar. Below the header, there is a "LIST" label and a "Run Search" button. An orange arrow points to the "Run Search" button. To the right of the "Run Search" button are "Save As" and "Delete" buttons. Below these buttons is a "Name*" text input field containing "Very important list of Ballot chase". Below the name field is a "Description" text input field. At the bottom of the page, there is a "Created By" field containing "Hill, Renee (10/5/22)" and a "Committee" field containing "McHenry Co Dems".



Use the [Notes](#) area to leave information about the voter that you cannot capture using activist codes or script answers. This helps other volunteers when they contact the volunteer to know who/what the contact was. *Examples: Door hanger drop 3/4/24; beware-has mean dog; napping children-do not ring doorbell from 2-4*

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 and Virtual Phone Bank allows for automatic contact recording, so certain 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.

A screenshot of the McHenry County Democrats website. The top navigation bar is blue with a hamburger menu icon on the left, followed by "My Voters" and "My Campaign" tabs. On the right of the bar, there is a bell icon and the text "Renee Hill McHenry County Democrats". Below the navigation bar, there are two columns of expandable sections. The left column contains "Scores", "Activist Codes", "Notes", "Voting History", "Contact History", and "Addresses". The right column contains "Also at Primary Address", "Districts", "Voter File VANID", "Vital Stats & Contact Preferences", "Likely Party", and "Actions". A blue arrow points to the "Notes" section in the left column. At the bottom right, there is a blue button labeled "Save All" and two white buttons labeled "Save Page Layout" and "Save All".

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- **Find your list.** Start on the Home Screen.

The screenshot shows the 'My Voters' tab in the software. The top navigation bar includes 'My Voters' and 'My Campaign'. On the right, the user is identified as 'Renee Hill, McHenry County Democrats'. The main content area is divided into several sections:

- Left Sidebar:** Contains links for 'My Requests' (35 New), 'My Export Files' (0), 'My PDF Files' (0), 'Counts/Crosstabs Outputs' (0), 'Follow Ups' (0), 'Support Requests' (7), 'Contact the Admin', and 'Request a User Account'. Below this is an 'Administrative Menu' with links for 'Polling Locations', 'Reports • Forms • Labels', 'MiniVAN', and 'Exports'.
- Quick Look Up:** A section with a 'Quick Look Up' button.
- Lists:** A section with links for 'Create A New List', 'Go to My List (23 People)', and 'View My Folders'. An orange arrow points to 'View My Folders'.
- Canvassing:** A section with links for 'Canvass Results' and 'Turfs'.
- Load Data:** A section with links for 'Quick Mark', 'Scan Bar Codes', 'Script View', 'Grid View', 'Form View', and 'Run Bulk Uploads'.
- Quick Tasks:** A section with links for 'Manage Relationships' and 'Virtual Phone Bank'.

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.

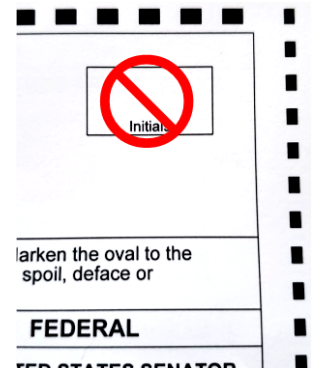
| | People | Owner | Date Created | View Map | Last Refresh | Refresh | Print Region | Edit | Status |
|---|--------|----------|--------------|----------|-----------------|---------|--------------|------|--------|
| ot orders | | Hill, R. | 10/1/22 | | | | | Edit | |
| | | Hill, R. | 9/30/22 | | | | | 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 | |

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FAQs about Ballots:

- Why don't we need to show an ID to vote? How can signatures alone verify VBM ballots?
 - Signatures are verified by humans who compare up to the last 4 signatures on file at the county.
 - Two Election Judges at each polling place, one a Democrat and one a Republican, must compare your signature on your ballot request or envelope with the signatures in the pollbook.
 - There may be instances of a mismatch signature due to a first time voter (only 1 signature on file), a medical issue that changes a signature, or a signature that has changed over time. Signature verification is then requested by the Clerk. The Clerk will notify the voter what the steps are.
- Marking your Ballot:
 - DO NOT INITIAL YOUR BALLOT in the initial box, should there be one. That's just for Election Judges.
 - **Fill in the oval** to the left of your choice. **To cast a write-in vote, darken the oval to the left of the blank space provided and write the candidate's name in that space.** If you make a mistake, bring your ballot to a polling place (early or regular or to the Clerk) and get a new one.
- Mailing and Drop Box Instructions:
 - The completed ballot:
 - is put into the "Ballot Envelope";
 - the "Ballot Envelope" is signed (for signature verification);
 - The "Ballot Envelope" is put into the "Mailing Envelope".
 - Put the "Mailing Envelope" into USPS Mail, into a drop box, or take it into the Clerk's office.
 - Where things go wrong: Signature envelope not signed, ballot not in signature envelope, signature envelope not included. You need to use all of the envelopes in the correct order.
- Got your VBM 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. By relinquishing the ballot sent to you, you get a new ballot and can vote in person
 - Didn't get your VBM ballot? Call Clerks office at 815-334-4242. They may have received your VBM ballot back. You can vote in person too, but may need a provisional ballot. It will be counted if no other ballot assigned to you has been returned to the Clerk.





Ballot Rejection

Ahhh!!!! It's been rejected!
Now What?

WE'RE THE FUTURE.
★ WE VOTE.

Create a new list based on Dems who have a rejected ballot.

- 2022 Dem Party Support V2 Score : **65 –100** (Make sure you are using the right score.)
- **Choose the precinct or township**, whichever you are working in.
- **Survey Questions**: Click **"2024 Voter Protection: 24 IL Ballot Cure"** Mark these boxes below
- **Preview** (Do not "Run Search" yet)

▼ Survey Questions

Question

2024 VoterProtection: 24 IL Ballot Cure

Responses

☐ Made Plan to Cure

☐ Did Not Make Plan

☐ Already Cured

☒ Ballot Missing

☒ Deceased

☒ Envelope not sealed

☒ No Signature

☒ Non Matching Sig

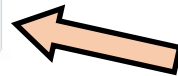
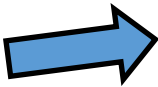
☒ Not in Precinct

☒ Undeliverable

☒ Unofficial Envelope

Input Type

Contact Type

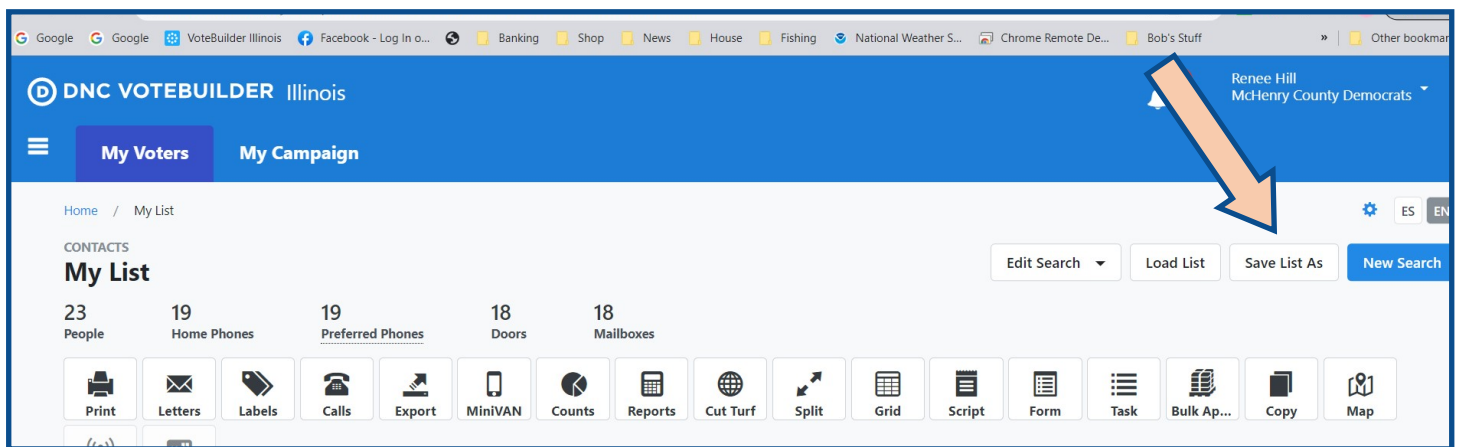




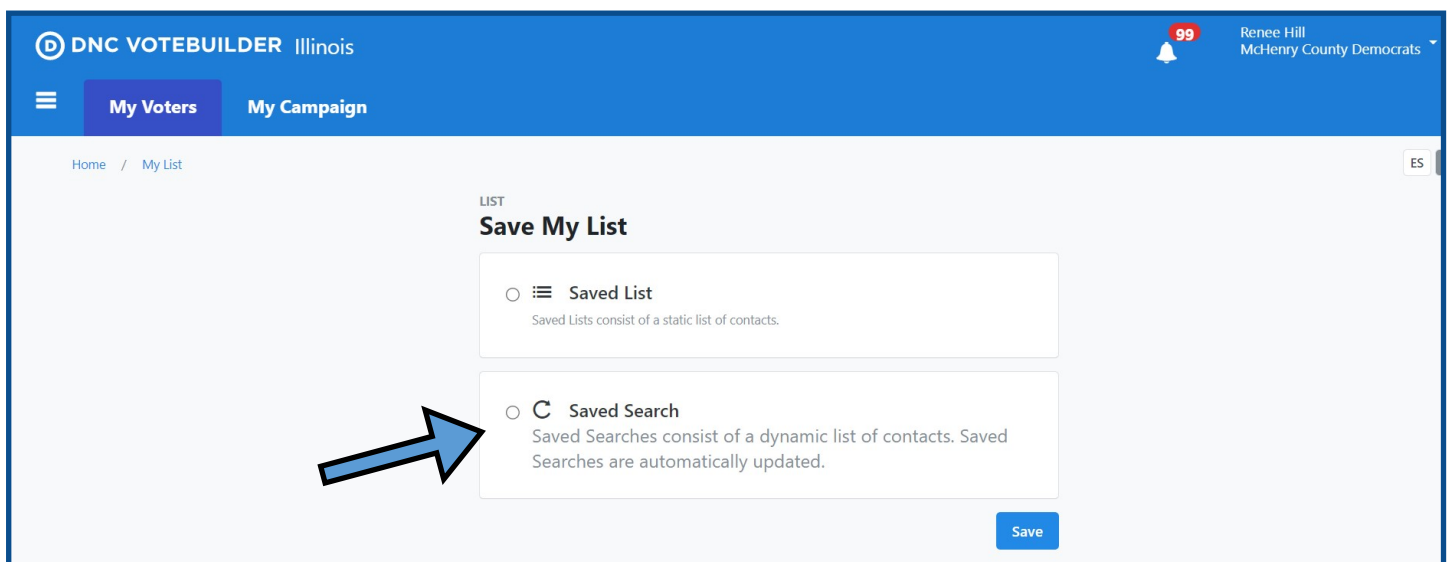
- **Run search**

These are the people who have had their ballot rejected. 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.



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Use the **Notes** area to leave information about the voter that you cannot capture using activist codes or script answers. This helps other volunteers when they contact the volunteer to know who/what the contact was. *Examples: Door hanger drop 3/4/24; beware-has mean dog; napping children-do not ring doorbell from 2-4*

If you are using MiniVan you will need to select a script.

- The script name is **BALLOT REJECTION**.
- 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 CURE the ballot.*
- The system automates the date and contact person, so no need to record your name and date.

A screenshot of the McHenry County Democrats web application interface. The top navigation bar is blue with a hamburger menu icon on the left, followed by "My Voters" and "My Campaign" tabs. On the right of the bar, there is a bell icon and the text "Renee Hill McHenry County Democrats". Below the navigation bar, there are two columns of expandable sections. The left column includes "Scores", "Activist Codes", "Notes", "Voting History", "Contact History", and "Addresses". The right column includes "Also at Primary Address", "Districts", "Voter File VANID", "Vital Stats & Contact Preferences", "Likely Party", and "Actions". A blue arrow points to the "Notes" section in the left column. At the bottom of the interface, there are buttons for "Save All", "Save Page Layout", and "Save All".

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| | People | Owner | Date Created | View Map | Last Refresh | Refresh | Print Region | Edit | Status |
|---|--------|----------|--------------|----------|-----------------|---------|--------------|------|--------|
| orders | | Hill, R. | 10/1/22 | | | | | Edit | |
| | | Hill, R. | 9/30/22 | | | | | Edit | |
| rop off voters, Remove Alg 50, 51, 52, 54, 57 | | Hill, R. | 9/22/22 | | | | | Edit | |
| ction, | | Hill, R. | 9/19/22 | View Map | 9/19/22 9:54 AM | Refresh | Print Region | Edit | |

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Why was the ballot rejected?

- **Envelope Problem**

Probably means that the ballot envelope and/or postage envelope were not properly assembled. The only cure is to go to the Government Building, 667 Ware Rd, Woodstock, ask for your ballot and assemble the ballot, ballot envelope properly and turn in.

- **Signature Problem and First Time no ID**

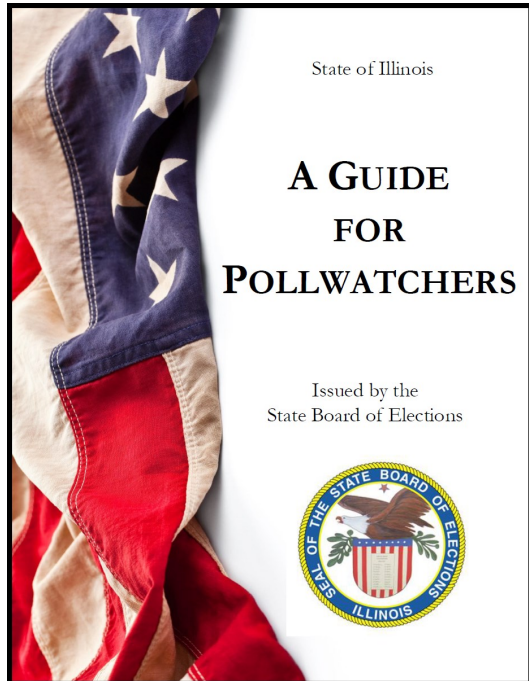
Call Clerks office at 815-334-4242 to receive an affidavit of signature via email or USPS. Voter can fill out affidavit and scan and include a scan of proper identification and return to clerk's office via email, mail or in person. 667 Ware Rd, Woodstock

NOTE: You may offer to scan paperwork, print, offer a ride to the voter to cure the ballot.



Pollwatcher Guide

From www.McHenryDems.org/About/Resources



Precinct Committeepersons and Local Election Officials

Precinct committeepersons are political party officials and they must have proper pollwatcher credentials in order to remain in the polling place. Local election officials (municipal clerks, township clerks, school board secretaries, etc.) must also have valid pollwatcher credentials to remain in the polling place.

Whether a PC or pollwatcher, you are there to observe the election process in the polling place. You are NOT Election Judges. Election Judges have authority. You should listen, point out accessibility issues, and challenge a voter (WITH A REASON).

Credentials

Every Pollwatcher must have signed Credentials for the precinct you are entering. Every time you exit a polling place and then reenter, you will need a new set of Credentials. Even if it is to step out to use the facilities, you need to present new Credentials.

Hint: Print one, fill it out with your information and make copies of the signed document and have them with you.

Pollwatcher Duties:

Before the Polls Open

Before the polls open, pollwatchers may observe the set up procedures and may observe the printing of the Zero Tape Reports.

During Voting Hours

During the day, pollwatchers have the right to be near enough to the judges to visually examine the voter's signed Application to Vote, compare voter's signature with the signature preprinted on the Application to Vote, and observe the general conduct of the election.

At no time may pollwatchers be so close to the judges that they interfere with the orderly conduct of the election. While they may observe, they are not allowed to touch any election supplies or materials. At no time may pollwatchers be so close to the voting booth that the secrecy of the voter's ballot is in jeopardy.

After the Polls Close

Pollwatchers present at the close of the polls may observe the counting and tallying procedures. They may remain until all procedures are completed. Pollwatchers are also entitled to observe the verification of the registration status of provisional voters during the two week period following an election and may be present when the election authority makes the determination of whether or not to count such provisional voter's ballot. While they may not interfere in any way with such procedures, they may call to the attention of the election authority any violations of election laws.

They should request a results tape after all other tapes are printed.

Remember - What to bring: Quiet time activities like a book. Bring a tablet to make notes if needed.

What to wear: No candidate clothing, hats or other wear. This would be considered electioneering.