

**TRAINING & RESOURCE
MANUAL
for
REPUBLICAN
PRECINCT COMMITTEEMEN**

Illinois Republican State Central Committee
GOP Training Subcommittee
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Forward

With this *Manual*, the 2014-2018 Illinois Republican State Central Committee has attempted to create a resource that can be used by Precinct Committeemen and Captains throughout the state. Due to variations in local custom and practice, however, we have noted in Appendix A those instances where consultation with your local party leadership and experienced Precinct Committeemen is recommended.

I. Introduction

As Ronald Reagan once said, “Freedom is never more than one generation away from extinction. We didn't pass it to our children in the bloodstream. It must be fought for, protected and handed on for them to do the same, or one day we will spend our sunset years telling our children and our children's children what it was once like in the United States when men were free.”

**To achieve our vision for “a stronger, freer America,”
Republicans must win elections.**

In 2010, the race for Governor in Illinois was lost by only 3 votes per precinct.

In 2014, the race for Governor in Illinois was won by 14 votes per precinct.

The difference?

A powerful grassroots effort at the precinct/ward level
by Committeemen and volunteers.

Similarly, in 2012, the election for United States Congressman in the 13th Congressional District was decided by 1002 votes in 605 precincts. The outcome was determined by less than two votes per precinct.

If you were a Republican Precinct Committeeman (PC) in the 13th Congressional District during that 2012 election, your efforts (in concert with your fellow PCs) made the difference in ensuring the District was won and represented by a Republican versus a Democrat. It may have been:

- the two new voters you registered; or
- the two extra voters you reminded to vote; or
- the two undecided voters to whom you promoted the Republican candidate, Rodney Davis.

As a Committeeman, you can play a significant role in determining which party controls Congress.

The most important political work is started and carried out in the precincts.

The goal of this *Training & Resource Manual for Republican Precinct Committeeman* is to help you in your efforts to elect Republicans. While you may want to read it cover-to-cover, we hope it is designed for your ongoing use as a reference when questions arise for which you need answers or assistance.

Throughout this *Manual*, the terms, “Precinct Committeemen,” “County Chairmen” and “State Central Committeemen” are used. These are the terms used in the Illinois statutes. The authors and the Illinois Republican Party use these words herein as they appear in state law. We recognize and celebrate the fact *many* women hold these positions.

II. Precinct, Ward & Township Committeemen

Every voter in Illinois resides in a precinct. There are over 10,000 precincts in the State of Illinois in 102 counties. Some of these precincts are included in the 50 wards and 30 townships in Cook County. In each precinct, ward or township, voters are entitled to elect a Committeeman to represent them in the Republican Party.

Precinct Committeemen are elected to a two-year term in general primary elections in even-numbered years. Ward and Township Committeemen in Cook County are elected to four-year terms during the general primary elections. Ward Committeemen were elected at the 2012 general primary election and will run again in 2016, 2020 and so on, during Presidential election years. Township Committeemen were elected at the 2014 general primary election and will run again in 2018, 2022 and so on, during Illinois Gubernatorial election years. Committeemen are voting members in the political organization of the Republican Party, called the “Central Committee” in each county.

III. How to Become a Precinct Committeeman

There are three ways to become a Precinct Committeeman:

- Gather enough signatures to appear on the ballot to run for election in the primary and win, or
- Qualify as a write-in candidate on the ballot and win election, or
- Appointment by your County Chairman.

A. Appear on the Ballot . . . and Win!

The base of the Illinois Republican Party is the voters who ask for Republican ballots at the primary every two years. Our Republican voters not only choose our nominees for the General Election, outside of Cook County they elect the Precinct Committeeman for their precinct, provided one or more people have filed for the position.

1. Nominating Petition

To appear on the ballot as a candidate for Precinct Committeeman, a registered voter who lives in the precinct must obtain the signatures of at least ten registered voters who also reside in the precinct. A candidate may sign and circulate his or her own petition. A registered voter may sign the petition for more than one candidate for the same office, however, a voter may NOT sign the petitions for candidates of more than one political party during an election cycle.

For example, a voter may sign the petitions of two competing candidates for Republican Precinct Committeeman in the voter's precinct. If, though, that same voter then signs the petition of any Democrat, the signature — if challenged — may be struck from all the partisan petitions the voter signed.

No petition may be circulated more than 90 days before the last day for the filing of such petitions. Petitions may be filed not more than 113 nor less than 106 days prior to the date of the primary.

2. Statement of Candidacy

A Statement of Candidacy must be filed with the nominating petitions. This form, along with the nominating petitions, may be obtained from your local County Clerk or from the Illinois State Board of Elections.

3. Loyalty Oath

An Illinois statute requires candidates file a "Loyalty Oath," 10 ILCS 5/7-10.1. A relic of the Cold War, the law became effective in 1951. A 1969 federal court decision, *Communist Party of Illinois v. Ogilvie*, declared the law unconstitutional. The statute, however, has never been repealed.

As a result, most sources now state that the Loyalty Oath is "optional." Some Republicans have no problem swearing an oath that they are, "not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization, or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the constitution of this State;" and that they, "do not directly or indirectly teach or advocate the overthrow of the government of the United States or this State or any unlawful change in the form of the governments thereof by force or any unlawful means," while other Republicans find it distasteful to follow an unconstitutional law. Let your conscience be your guide.

4. Cook County Variations

As is often the case in Illinois, the rules are a little bit different in Cook County. In Cook, the party is organized by 50 wards in Chicago. Outside the City of Chicago, Cook County is organized by 30 townships. Voting is still done by precincts, but Cook County "Precinct Committeemen" represent many more than one precinct. At the time of this writing, the number of precincts in a ward range from 23 to 57. The City of Chicago contains over 2,000 precincts. Regarding the Cook County suburban townships, as of today Hanover Township, for example, contains 44 precincts.

Committeemen elected in Chicago wards, known as Ward Committeemen, serve four year terms. Ward Committeemen will be elected in 2016. Ward Committeeman petitions must contain no less than the number of signatures equal to 5% of the Republican primary electors of the Ward, but no more than 8% of those same electors or 50 more than the minimum, whichever is greater.

Committeemen elected in Cook County Townships, known as Township Committeemen, also serve four year terms. Township Committeemen will next be elected in 2018. Township Committeeman petitions must contain no less than the number of signatures equal to 5% of the Republican primary electors of the Township, but no more than 8% of those same electors or 50 more than the minimum, whichever is greater.

Because of the large number of voters they represent, a Ward or Township Committeeman is arguably more like a downstate County Chairman than a Precinct Committeeman. In Cook County, Precinct Captains are appointed by the Ward or Township Committeeman. Deputy Committeemen, who assist the Ward, Township or Precinct Committeeman, are utilized by some Central Committees. The terms, "Precinct Captain," and, "Deputy Committeeman," do not appear in Illinois state law.

B. Be a Write-In Candidate . . . and Win!

Alternatively, a registered voter who lives in the precinct may file a Declaration of Intent to run as a write-in candidate for Precinct Committeeman — or any other office, for that matter. In the primary, a write-in candidate for Precinct Committeeman must get at least ten write-in votes (and more than any candidate for PC who may be on the ballot and more than any other write-in candidate) to get elected.

There are strict deadlines that must be met regarding the filing of the Declaration of Intent to have your votes counted as a write-in candidate. Such deadline may be more than sixty days before the election. Considering the difficulties in mounting a successful write-in campaign, it is almost always preferable to complete a nominating petition and appear on the ballot.

C. Be Appointed

In every Illinois county, 29 days after the primary, the elected Precinct Committeemen (or Ward and Township Committeemen in Cook County) meet at the County Convention. The first major task of the County Convention is to elect (or re-elect) a County Chairman to lead the county party for the next two years.

If no one was elected Republican Precinct Committeeman in your precinct, notify your newly-elected County Chairman of your interest in making this commitment. Any support from other Precinct Committeemen and elected officials would be helpful in gaining you the appointment.

IV. Powers and Duties of a Precinct Committeeman

A. Overview

1. Statutory Powers

Illinois statutes outline the following legal powers of Precinct Committeemen:

- to vote to elect a County Republican Chairman in his/her County (at the County Convention held 29 days after the Statewide Primary);
- to vote to elect one Republican State Central Committeeman to represent his/her Congressional District (every 4 years, in gubernatorial election years);
- to vote for candidates to fill vacancies on the ballot for County Board.

2. Duties

Duties of Precinct Committeemen related to winning elections!

- Passing petitions for candidates
- Participate in the selection of Election Judges
- Electing party candidates
- Registering voters
- Recommending/endorsing candidates
- Distributing candidate information
- Driving voter turnout
- Pollwatching

B. Passing Petitions for Candidates

1. Nominating Petitions

One of your first activities as a Precinct Committeeman – or as a candidate for PC yourself – will be to obtain signatures on nominating petitions. You must be a United States citizen and a registered voter in the precinct in which you live. A candidate can sign his or her own petition for office. A voter may sign a petition for more than one candidate for the same office **as long as** the voter only signs petitions for candidates from one party during an election cycle.

The general primary is held every two years in Illinois. Each Republican Precinct Committeeman needs to run for election. For most, it is a simple process. Just obtain a packet from the County Clerk containing a Statement of Candidacy and Nominating Petitions. Fill out all the blanks, get at least nine other registered Republican voters to sign the Nominating Petition pages (since you can sign your own petition), have it notarized and file it with the County Clerk. These forms and instructions can be downloaded from various websites (see Appendix B) and may also be distributed to Committeemen at Republican meetings prior to the filing deadline. Getting signature usually takes less than an hour. All Republican candidates for office need to do the same, but the number of signatures of registered voters they need to obtain is much higher, often running into the hundreds, if not thousands. These candidates really appreciate it if the Committeemen also circulate their nominating petitions at the same time. That process only adds a few minutes to your task and subtracts hours of work for the candidates' campaigns. The only difference between the Committeeman's petitions and the candidates' petitions is one does not fill in the page number for the other candidates' nominating petitions. The candidates will want their petitions returned a week or so before the first day to file, so they can organize and number their petitions. Most races for Precinct Committeemen are uncontested.

2. Gathering Signatures

The best way to get signatures of registered voters is to start with a list of registered voters in your precinct of voters who always vote Republican in primaries. Saturday mornings and Sunday afternoons (when favorite sports teams are not playing on TV!) are the best times to get signatures in your precinct. If rain is in the forecast, bring a gallon-sized or larger ziplock bag to protect your petitions from the rain. Signature-gathering in the rain, although a bother, often impresses the voters and make them more willing to answer the door and sign your petitions. Usually, though, only about one in four households will actually answer the door.

One issue to consider is how many candidates' petitions to pass at one time. Naturally, you'll want to include your own petition! Some veteran Republicans suggest passing six or less petitions at a time. Some enthusiastic Republicans will sign every petition you have. Others may only be willing to sign one or two. Honestly, you'll just have to play this one by ear and let your experience be your guide.

Ring the doorbell or knock on the door of those pre-screened Republican households and, if someone answers, make your pitch something like this: *"Hello, my name is John Smith. I am the Republican Precinct Committeeman for this precinct. I am trying to get on the ballot a group of our candidates. Signing the nominating petition does not mean you have to vote for these candidates. It just means people will have a choice on Election Day."*

Some voters may want to know a little bit about the candidates. Here is a sample: *“The first person I am seeking to get on the ballot is Bob Jones who is running for State Representative. He is currently a County Board member. He wants to apply the same cost-savings measures to the State of Illinois he has used in our county to save taxpayers’ money. He wants to run against the incumbent Democrat, who has literally stated he wants to, ‘tax to the max.’ Would you please sign this petition to help get Bob on the ballot?”*

Hold up your clip board with the nominating petitions and hand the voter a pen. Make sure they sign the petition in cursive and they do not print their name, unless they tell you they always print their signature. When they are finished, flip up to the next page and give the voter a line or two about the candidate. When they are finished, ask the voter if there are any more registered voters at home. The signers have to sign the petitions in your presence. At the end, thank the voter for the signatures.

3. Avoiding Challenges

Occasionally a Committeeman’s Nominating Petitions are challenged by an opponent. Legal requirements to have a challenge-proof nominating petition are numerous. See attached checklist in Appendix C for helpful guidelines. If you are a candidate facing a primary challenge, have a fellow Committeeman who is a lawyer or a Chairman of a Republican Organization go over your nominating petitions before filing.

C. Voting for Party Officers

Generally, appointed Precinct Committeemen have the same powers and duties as elected Precinct Committeemen. Only elected PCs, however, have the power to vote at the County Convention.

The County Convention is held 29 days after the primary. At the County Convention, each elected Precinct Committeeman casts as many votes as voters who asked for Republican ballots in that PC’s particular precinct. The Precinct Committeeman’s vote is **not** based on how many votes that particular PC received in his or her election.

The County Convention meets within the respective county and, “proceed(s) to organize by electing from its own number a chairman and either from its own number, or otherwise, such other offices as such committee may deem necessary or expedient.” Note the County Chairman must be a member of the County Republican Central Committee, in other words, a Precinct Committeeman like you. If your county elects other officers, they may need not be PCs.

Every four years, during the gubernatorial campaign cycle, the last official act of the County Convention is to cast votes for members of the Illinois Republican State Central Committee. State Central Committee candidates are elected by Congressional District. The State Central Committee (SCC) is like the Board of Directors of the Illinois Republican Party. See *The Organization of the Republican Party* (Appendix D.)

In Presidential election years, by state law the last official act of the County Convention is to choose delegates to the State Convention. There is no requirement such delegates be Precinct Committeemen. Ward and Township Committeemen choose the delegates to represent their respective Wards and Townships at the State Convention.

D. Filling County Board Nomination Vacancies

Subsequent to the primary, if no Republican candidate files for the County Board District which includes your precinct or if the nominated candidate withdraws or dies, you as a Precinct Committeeman in the County Board District may be asked to serve on a, “County Board District committee.” The task of such a committee is to nominate someone as the Republican County Board candidate in that District. Often the County Chairman will convene such a committee. The County Chairman and State Central Committeemen have the statutory duty to fill other vacancies that occur on the Republican ballot after the filing deadline (up to 15 days prior to the General Election.)

E. Election Judges

1. Recruitment and Selection

Elected Precinct Committeemen are barred by state law from serving as Election Judges, while appointed PCs, if otherwise qualified, are allowed by state law to be Election Judges. Some counties, however, do not allow even appointed PCs to serve as Election Judges.

In most counties, by custom, Precinct Committeemen have a role in the initial selection of Election Judges. Recommendations by Committeemen are often ratified by the election authority and, ultimately, the County Circuit Court.

2. Support on Election Day

Although not a requirement (unless you are an appointed PC who plans to serve as an Election Judge,) it is highly recommended that you, as a Precinct Committeeman, attend (at least once) the Election Judges' School presented by your County Clerk. Not only will your Election Judges appreciate your attendance, you will learn what should (and should not) happen in the polls on Election Day.

In many counties, Precinct Committeemen provide coffee and/or lunch for election judges at the polling location in their respective precincts. Some Republican PC's even feed the Democratic judges, too, to foster goodwill among all the election judges in the precinct. In other jurisdictions, giving drinks or food to any of the judges may be frowned upon as an attempt to influence the election! To be sure, consult with one of the experienced election judges in your precinct or with your County Clerk's office.

F. Electing Republicans!

YOUR MOST IMPORTANT ROLE

Although we have attempted to list all possible responsibilities you have as a Precinct Committeeman, by far the most important follow. **If you take the following actions, you will be a great Precinct Committeeman!**

1. Walking/Driving Your Precinct to Meet Voters

Determine the exact boundaries of your precinct. Precinct maps can usually be obtained from your local election authority. Often, boundary lines follow the middle of streets, rivers and railroad tracks, but may also follow political district boundaries, such as Congressional, state legislative or municipal. It is possible for part of a precinct to be in one district and another part in a different district.

By far, the best way to influence elections is to walk the precincts. Precinct Committeemen walk their precinct, talking to their neighbors about the choices they have to make in the primary and the General Election. Committeemen get to know their neighbors' and community's wants and desires. For many Republican-leaning voters, the chief goal is lower taxes. Each community has many other wants and needs. When the Precinct Committeemen walk and talk in their precincts, they get to know those goals and desires of the community and they build trust with the voters. Your goal is to build rapport with your neighbors so they trust you for advice on political issues and concerns.

Many Committeemen find business cards to be useful in introducing yourself to voters. Personalized cards can often be printed for less than \$15. Keep them simple and clear. Cards can help you to establish and maintain high visibility in your precinct.

Dress neatly when walking your precinct. Depending on your precinct, you may want to consider wearing a name tag, Republican hat, or a shirt or jacket with a Republican logo so the voter can recognize you are not there to sell them something. Your walk should always be done in daylight, as many people get scared of unknown nighttime visitors ringing their doorbells. A surprising number of households have people at home during the week in the late afternoon. Walking the precincts from 3:30 p.m. until dinnertime at 5:00 p.m. is productive. One can meet many people by walking on weekends. Saturday from mid-morning to mid-afternoon and Sunday from noon to 4:00 p.m.

works best. Depending on how well you know your voters, you might want to avoid ringing doorbells during televised sporting events. On weekdays, late afternoons are best.

2. Identifying Republicans in Your Precinct

In Illinois, a voter declares party affiliation in the primary. Unlike some states, an Illinois voter is not a "registered Republican" or a "registered" member of any party. Party voters in primaries can change every two years. Even some of your "good" Republicans might vote in a Democratic primary if a friend is running as a Democrat or to vote for or against a particular Democrat if there are no seriously-contested races on the Republican side. Such crossover primary voting weakens the Committeeman in any weighted votes, but is understandable. Conversely, some Democrats may vote in our primary for similar reasons or just to cause mischief.

Therefore, personal contact is always best with as many voters as possible in your precinct. On the other hand, knowing who votes in the Republican primaries is important and relatively easy information to obtain. In Illinois, you can obtain a list of registered voters in your precinct with whether or not they voted in recent primaries and in which party's primary they voted from your County Clerk's office. Alternatively, such information is available on-line for Republican Precinct Committeemen from what is known as, "Data Center." See appendices E and F.

If walking your precincts before a Republican primary, you want to talk to the people who vote in the Republican primaries. Prior to a General Election, expand your list of voters to include independents. You want to skip the people who refuse to register to vote and people who always vote Democrat. Having some sort of bag to hold your literature can be handy.

Of course, now with same-day registration, every occupied address holds potential voters. People who register in advance are more likely to vote, but if you have the time, visiting households without registered voters may yield surprising results.

From the street or sidewalk, first look for a, "No Trespassing," or, "Keep Out," sign. Your First Amendment freedom to engage in political speech may not prevent a misdemeanor conviction for criminal trespass. Second, look for the unleashed dog. Use your best judgment as to how friendly the dog may be and err on the side of caution. No single vote is worth a dog bite. Third, when you approach the door, look for a, "No Soliciting," sign. Many communities make it a misdemeanor to attempt a sales pitch when such a sign is present, but because "talking politics" is an exercise of your First Amendment rights, such activity is not considered a sales solicitation. The vast majority of people who have a, "No Soliciting," sign do not object to receiving polite, political information. If a person objects, apologize, make a note and honor their desire for privacy in the future. One must mail into these few households. During your approach, look for bumper stickers or signs on the door that may indicate the household's view on guns or abortion or membership in local organizations.

Precincts that contain apartment buildings or are rural present special problems. Frankly, the best way to contact voters in a high-rise apartment is by mail or phone. Driving from farm to farm (watch out for those dogs!) or to far-flung subdivisions is time-consuming, but can be quite productive. Little feels much better than being told you are the first person ever to knock on their door and ask for their vote.

When you get to the door, firmly push the doorbell once, or finding no doorbell, knock a couple of times moderately hard on the door. If no one comes to the door within a minute or two, leave your business card or literature with a signed, handwritten message on it like, "Sorry I missed you." A note is a personal touch that is always a great way to connect with your neighbors. Then move on to the next house. People have a right to decide to whom they talk and Republicans honor that right. Most people who are home will come to the door. If the person is on a cellphone or is busy with an infant, skip the sales pitch, hand them your card or literature and leave promptly.

When the voter answers the door, you should identify yourself by name, indicate you are, "the Committeeman of our precinct," (or a volunteer) and mention how close you live to the voter. Try not to spend more than five minutes per household. During that time, do a lot of listening and do not argue. Find areas of agreement in your conversations and try to determine the particular, nuanced, political goals of each person. For example, if the person is a strong supporter of the Second Amendment, emphasize our Republican candidates who share that belief. If the person is pro-life, emphasize our pro-life candidates. Offer to help unregistered conservatives become registered voters.

Offer rides for Early Voting or on Election Day to the elderly or infirm who need rides. Find out which voters have moved so you can delete them from the list of voters in your precinct. Avoid using a canned or memorized speech that may appear to lack sincerity. Be spontaneous and conversational. After you leave the voter's home, you should keep written notes of the goals and beliefs of the voters you just met. That information allows the Committeeman to increase our voter turnout on Election Day.

The gist of each conversation with a voter is dictated by the time of the year:

- 1) If you are walking your precinct to introduce yourself to voters you have never met, inform the voter of your role as a liaison in their interactions with local government. If they are new to the precinct, tell them where the polling place is located. If they are new to Illinois, tell them about Vote from Home/Vote by Mail and Early Voting.
- 2) If the candidates are circulating nominating petitions, discuss the positive attributes of each candidate for whom you have a nominating petition for the voter to sign.
- 3) If you are walking just before the primary, talk to the voter about the positive attributes of the candidates you support in contested races at the county or local level.
- 4) Between each primary and the General Election, talk to the voters to determine their core beliefs. Ask if they normally consider themselves a Republican or Democrat. Ask them about what issues they feel strongly. Ask about their Presidential and Congressional preferences. Make notes of their answers. Politics is very personal, and it is difficult to change another's views as to who is the best candidate for President or Governor without risking alienating the voter. For those who are uncertain, give them facts that will change their mind.
- 5) Just before the start of Early Voting, talk to the voters about the advantages of avoiding bad weather on Election Day, avoiding lines to vote and avoiding the chance of missing voting should the unexpected happen. Emphasize the positive attributes of your candidates.
- 6) If it is before a General Election, emphasize the positive qualities of two or three of the local candidates who most need the help to win their election.

The best Committeemen build rapport with their voters by communicating with them after Election Day. One can make small talk to voters like neighbors. Committeemen can send out notices or post cards with information concerning our achievements and efforts. Committeemen should get e-mail addresses of their voters to be able to send to the voters alerts and messages. Sending voters a birthday card or greeting on their birthday shows you care about them and not just their vote. Send, "thank you," notes to the Republican Election Judges. Send, "thank you," cards to the voters who signed nominating petitions you circulated. Committeemen build rapport in their community by volunteering and participating in community events. Committeemen participate in organizations like the Illinois State Rifle Association, Boy Scouts, Girl Scouts, Chamber of Commerce, Lions Clubs, VFW and their local church.

3. Communicating with Your Voters and Making Them Part of Your Team

a. Develop a Precinct Committeeman Newsletter

A great way to keep in touch with the voters in your precinct – especially if you have a lot of apartment buildings or a geographically-large precinct – is a precinct newsletter. Such a newsletter needn't be more than a single page – front and back if necessary. As mailing is expensive, see if your county organization can help you with creation, copying or mailing of your newsletter.

A newsletter can serve to introduce you to your voters. A sample of such letter appears as Appendix G. It should always contain your contact information. Listing Republican candidates and/or officeholders and providing information about polling places, voting hours, registration and major local Republican events such as Lincoln Day Dinners are all possible content for your newsletter.

It may be appropriate to highlight only certain Republican candidates in your newsletter. The experience of some County Chairman has been the most effective Committeeman's letter to the voters endorses only four or five outstanding candidates with a couple of sentences giving reasons why the voter should vote for these candidates. In other jurisdictions, you may be expected to list all the Republican candidates.

The Committeeman should sign each letter in contrasting blue ink to show the voter the personal nature of the letter and differentiate the letter from political mass mailings. These letters are then handed out to the voters by the Committeemen when they walk their precincts, placed with candidate literature in bags in the doors of Republican households or mailed to Republican households. When mailing letters, the Committeeman who hand-addresses each letter will get a better response than the Committeeman who uses a stick-on label addressed to the household. The best time to first distribute Committeeman's letters is the weekend before the start of Early Voting, especially to the voters over the age of 50. Walk the precincts the two or three weekends before the election to catch the 70% to 80% of the voters who are waiting for Election Day to vote. Before some primaries, independents also get these letters. Before a General Election, independents and occasionally even Soft Democrats get these letters.

Sample ballots can accompany your newsletter. There are different schools of thought as to sample ballots. Some endorse a sample ballot with a phrase characterizing each candidate. Other County Chairmen want only the Republican candidates listed. Still others think that may be taken as an insult to the voters' intelligence and direct an official, complete, sample ballot be mailed to each voter. Finally, some mail the complete ballot, but mark the Republican candidates. Obviously, you should consult with your own local party leadership on this issue. In any case, the more well-known the Committeeman is, the more effective his or her newsletter will be.

If you have compiled e-mail addresses of Republican voters in your precinct, you can generate newsletters more often than just around Election Day. If you are even more, "tech savvy," consider using a webpage, Facebook, Twitter or the like to communicate with your voters.

b. Hold an Annual Precinct Event

You might consider having an annual Republican coffee or barbecue at your home or nearby restaurant or coffee shop in your precinct. This would be a perfect time to invite Republican elected officials or candidates to meet the voters in your precinct. To help defray the cost of such an event, "passing the hat," would be perfectly acceptable. Illinois campaign disclosure laws do not apply unless you would either spend, contribute or receive \$ 5,000 in a twelve month period.

c. Recruit Volunteers

Another possibility to keep in mind as you meet your voters is some of them may be willing to volunteer. This may range from a voter who would be willing to help you with all your duties to someone who may just want to walk in a parade for one particular candidate. A good place to start may be friends or family in your precinct. Homeschool families are a natural Republican Party constituency. Don't overlook young people who may have an interest in civics, politics or the law. Today's volunteer may be tomorrow's State Representative!

As you walk your precinct, bring along a sign-up sheet to collect e-mail addresses and other contact information from Republican voters who are willing to provide you with their information. Remember, though, many Republicans are protective of their privacy and may be hesitant to provide such information, especially the first time you meet them.

If you can find at least one enthusiastic Republican voter for each street or neighborhood to assist you in your duties, you will have recruited valuable assistants to help you in completing your mission of electing Republicans. "Precinct Volunteers" may aid you with the following: Voter canvassing; Voter registration; Getting signatures on candidates' petitions; Distributing vote by mail/vote from home and Early Voting information; Identifying potential election judges; Finding locations for yard signs; Distributing candidate information; and Getting Out The Vote (GOTV) on Election Day!

Among the many benefits of Precinct Volunteers: WINNING MORE ELECTIONS with neighbor-to-neighbor contact; getting petitions completed is quicker and easier; expense is minimal; and, ticket sales to events and fundraisers is simpler and easier.

More ground troops make victory easier and much more likely! Nothing is more effective than neighbor-to-neighbor canvassing. Volunteers can do a lot to lighten your load. Volunteers are special – treasure them!

d. Secure Yard Sign Locations

As you are going door to door, keep an eye out for potential sign locations. If a voter seems receptive, it is perfectly appropriate to ask if you may put up a sign either right away or closer to Election Day. Some voters will want a sign for a particular candidate. ALWAYS be sure to get a sign to anyone who asks for one and NEVER put a sign in someone's yard without permission. It is also a good idea to ask the voter where in the yard they would like the sign.

There are different viewpoints on the number of signs per yard. Some believe a yard filled with signs is the way to go. Others believe only having one sign per yard is best. A sign or signs in someone's yard is preferable to one stuck in an empty lot, but sometimes you have to take what you can get!

When to put up signs is another question. For a challenger, building name-recognition is important. A sign erected too early, however, becomes part of the landscape. For General Elections, waiting to put up a number of signs until after Halloween makes sense, for obvious reasons! In any event, be sure to get all the signs you put up taken down no later than a day or two after the election.

Most candidates have a lot of yard signs with the candidate's name and office on it. Placing these signs on private lawns and businesses with permission helps the candidate get name recognition. The implied support from the owner of the property acts as an endorsement. Keep in mind the placing of a political yard sign on property not your own is a trespass and makes the sign eligible for removal or destruction by the owner of the property. Some neighborhoods and many town home areas have enforceable covenants that bar political signs. Violating those rules will create more ill will than any positive benefit. Please respect those rules. State law effective January 1, 2011, prohibits municipalities from having date restrictions on political yard signs. Often political signs on public property end up in a dumpster, but in some communities this practice is tolerated. Be familiar with how your local villages, townships and counties deal with yard signs. For example, some have made their sign ordinance voluntary. Others will respect the owner's right to post political signs on private property, but will vacuum up all yard signs on public property and in the right-of-way of their roads. So the Committeemen who distribute signs should seek to make sure their political yard signs are as visible to the public as possible, but yet inside the owner's property lines. Because these signs are expensive, the Committeemen should seek locations that have the most traffic, like houses on corners, houses that face T-intersections and houses facing busy highways. To avoid an unfavorable impression, the Committeemen should pick up all of their candidates' yard signs no later than a day or two after the election. If the candidate does not seek the yard sign back, keep the wires to recycle to other favorite candidates, saving them money.

4. Registering Voters

As a Precinct Committeeman, you are eligible to become a deputy registrar. State law provides, "The county clerk shall appoint all precinct committeepersons in the county as deputy registrars who may accept the registration of any qualified resident of the State, except during the 27 days preceding an election."

The registration process may seem less important now that Election Day registration is allowed in Illinois. Still, we believe registering someone in advance tends to make it more likely such a person will vote. Also note as a PC, you may register any qualified Illinois resident. You are *not* limited to only registering voters who live in your precinct.

In some counties, Precinct Committeemen are merely sworn in as deputy registrars by someone from the County Clerk's Office, given registration material and then they are good to start registering people. In other jurisdictions, PCs are required to attend classes put on for registrars by the County Clerk before they are allowed to register voters. Such classes are held every year and usually last less than an hour. Registration materials are then provided by the Clerk to the new registrars. When you find, as you walk your precinct or deal with people in life, like-minded individuals who are not registered to vote, you can return later and register the individual. When acting as a registrar, Precinct Committeemen are not allowed to engage in political talk, partisan activities or wear campaign buttons or political clothing. The website of the County Clerk's office may list Precinct Committeemen who are certified to register voters and, if you are not yet a registrar yourself, they can be recruited to register voters.

Remember, you may only register United States citizens who are at least 18 years old on or before the next election and who have lived in the precinct at least 30 days before the next election. You may not register voters where liquor is served or where there is promotion of anything political.

5. Recommending and/or Endorsing Candidates

Naturally, as a Republican Precinct Committeeman, you are expected to recommend, endorse and support all Republican candidates. The situation is much trickier, however, in both so-called, “non-partisan,” elections and primaries. Some local parties absolutely abstain from endorsements in such elections and primaries, while others make endorsements as a matter of course. Consulting with experienced Committeemen and your local party leadership to find out what the practice is in your community. A sample letter regarding voting options and recommending candidates is attached as Appendix H.

Through building trust with voters, the Precinct Committeeman may have the ability to make voting recommendations to the public. Most voters are set in their beliefs as to who to vote for President or Governor, but most voters cannot name candidates lower on the ballot like County Board or School Board. The Committeeman’s recommendations may carry much weight as to the candidates lower down on the voting ballot. Those, “lesser,” elected public offices often act as a farm team for candidates for higher offices. Getting good people elected in the down-the-ballot offices is important because it makes it easier to recruit the best of those officeholders to run for a higher position.

6. Participating in Republican Party Activities

a. Parades

Many communities have parades and most of the candidates for office will have floats and marchers in those parades. Often each of the Republican organizations will either have a parade entry or participate in a Republican candidate’s parade entry. The more marchers, the more popular the candidate or organization appears. Usually the marchers get a free political T-shirt to wear. If the Democrats or a Democratic candidate have a float or marchers, we want to have more people involved! Thus it is important for Precinct Committeemen to march in the parades in support of their favorite candidates or our organization.

In many communities the political parties and candidates are expected to give away candy. Some Republican organizations hand out beads or even ice pops! In some parades, candy may only be handed directly to people and not thrown. In others, throwing candy to the crowd is acceptable. In any event, know the local rule and keep in mind that safety should be our primary concern.

b. Booths

Manning a booth at a county fair or community event can be a great way to reach the voters. A booth with someone there to talk to people, answer questions and hand out literature is a big positive for our party. Arguably, an empty booth gives a poor impression. Again, as in going door-to-door, the objective is NOT to get into arguments. Hostile visitors should receive a sincere smile and a comment along the lines of, “I firmly support your right to your opinion.”

Booths can be used to provide a venue for candidates to meet the voters. They also provide an opportunity to recruit volunteers and new Precinct Committeemen, as well as a place from which to sell tickets and/or merchandise.

c. Regular Party Meetings and Republican Clubs

Many County Republican Central Committees and larger township Republican Organizations generally meet monthly. The best way to find out where and when they meet is visiting their websites (if any) or calling their Republican Chairman. During election season, the meetings often begin with candidates’ speeches. Usually, the candidates are preaching to the choir. These speeches allow the candidate to practice and hone their campaign speeches and help the Committeemen evaluate the candidate’s core beliefs and how well the candidate can argue our shared causes to the voters. Winning elections comes from working smart, not necessarily in working hard.

Republican meetings revolve around working smart. To that goal, input of our Committeemen is vital in defining the work goals and coordinating that work. Attendance at our meetings allows one to help in the planning and coordinating the various activities that allow us to win elections. If a Committeeman cannot attend a particular meeting, it would be great if he or she could send a proxy who is a consistent Republican primary voter. Not only will such attendance keep you informed, it gives another voter in your precinct a sense of ownership in our party. The strength of our organization comes from the individual participation of the Committeemen at our meetings. The Republican meetings are, in some jurisdictions, governed by By-Laws. Most utilize, when necessary, *Roberts Rules of Order*. Committeemen are urged to contact the Chairman to put items of their interest on the agenda. Some Republican Organizations will e-mail notices and agendas to the Committeemen in advance of the meetings. After the meetings, the Committeemen can talk individually to candidates and elected officials in attendance. Here is the time to ask the candidates the hard questions that concern you and your neighbors.

d. Sell Tickets to Events and Fundraisers

For many of us, asking people for money or to buy tickets to an event is the most unpleasant aspect of being a Precinct Committeeman. There is, however, much truth in the statement, "Money is the mother's milk of politics." While it is true the candidate with the most money doesn't always win, it is also true a challenger with little or no money almost *never* wins.

To try to make this task more palatable, think about when you feel good about making a donation. A surprising number of people in your precinct are willing to give money to our party or candidates with whom they agree. It also helps if you can give them value for their donation.

Candidates and political organizations seek help selling fundraiser tickets. We all know people we do favors for, do business with or feel strongly about electing certain candidates. Without a doubt, the best way to sell tickets is to personally approach and talk to these people first. Being friendly and upbeat about the cause helps ticket sales. Most Republican organizations have one to three fundraisers per year. Committeemen are expected to ask the people they know and the businesses with which they deal to buy fundraiser tickets and corporate sponsorship. The Republican Chairmen and leadership can help new Committeemen hone a good sales pitch and identify businesses likely to make a political donation. Many Republican organization websites identify – with permission – the larger donors as a way of rewarding their contribution.

Some people prefer to send out a letter soliciting ticket sales. If you can use your computer to personalize each letter, it increases the level of response. As most people throw away junk mail sent out with address labels pasted on the envelope, hand addressing the #10 sized envelopes greatly increases the level of response. Include a #9 sized envelope self-addressed back to you in your fundraising letters. Personally sign each letter in vivid blue ink to contrast your personal letter to your neighbors from the mass mailers they receive that have an obvious copy of a stranger's signature. People will purchase fundraising tickets because of their relationship with you or to a specific cause.

Even the best candidate cannot win an election unless that candidate has enough funds to get their message out. Literature, bumper stickers, handouts, yard signs, mailers, radio advertising, newspaper advertising and robocalls are expensive. Helping your favorite candidate and your local Republican organizations raise money goes a long way in getting good candidates elected. A Precinct Committeeman should attend as many fundraisers as they can afford and should attend all the fundraisers where the Precinct Committeemen are free.

Illinois law requires the candidate or political organization to keep a record of all donations of cash, checks or anything of value. Anonymous donations are illegal and any funds submitted anonymously must be transferred to the State of Illinois. Committeemen who receive donations should make sure to get the full legal name and address of all donors. The occupation of the donors of more than \$500 has to be obtained. Donations to State and local political organization of over \$150 will be listed and disclosed publicly by the State Board of Elections. Those disclosures are updated four times a year. Donations of \$200 or more to Federal candidates will be publicly disclosed. Donations of \$1000 or more must be disclosed within 5 days and, if such donation is received within 30 days of the election, it must be disclosed within two business days. Donations cannot be made or accepted on State property and most other publicly-owned property, unless the property has been leased or rented by a private person or entity. It is illegal to promise any government benefit, employment or appointment in exchange for a contribution.

The Committeeman should keep any checks or cash no longer than five days before tendering it with the above information to the official treasurer of the candidate or of the political organization. The Federal, State and local laws governing campaign finance make many fine distinctions and fills hundreds of pages. If any aspect of fundraising raises a question, the Committeeman should contact any one of the fellow Committeemen who are attorneys, the treasurer of the campaign or the local party leadership. Campaign disclosure laws passed by Democrat majorities were drafted to be intentionally complex to discourage independents from challenging Chicago Democrat incumbents. Many of those independent challenges were nipped in the bud by findings of violations and crippling fines. Until the fines are paid, the candidates are legally barred from the ballot.

Some of the most popular fundraisers are:

i. Lincoln Day Dinners

In many jurisdictions, a Lincoln (or Lincoln/Reagan) Day event is – except for Election Day itself – the highlight of the Republican political year. Most such events offer ample amounts of good food. In addition, although you may fear most people don't like political speeches, in fact – in these days of sound bites – you may find Republicans in your precinct may actually look forward to hearing our officeholders and candidates speak. This is also an excellent opportunity for your voters to personally meet Republican candidates.

ii. Candidate Events

As you work your precinct, you may find voters who have a particular interest in a certain candidate or officeholder. If someone has been willing to put up a sign for a candidate, they may also be willing to buy a ticket to that candidate's fundraiser. Listen for favorable comments about an officeholder or candidate as you talk to your voters. If a voter is interested in a particular issue, they may be willing to attend an event to have the chance to speak one-on-one to the candidate about his or her viewpoint.

iii. Special Events (e.g. Golf Outings)

Some political fundraisers are barely political at all. The ever-popular golf outing is an example of an event that can raise money for Republican candidates or the party in general, yet most likely will involve very little “politicking.” It is, however, another good way for a contributor to not only have a good time, but to meet the candidate(s) and to feel as though they are part of a team effort – and they are!

7. Approaching an Election

a. Working Phone Banks

Whereas there are differences of opinion as to the effectiveness of telephone calls in support of candidates, there is no doubt a live person as opposed to a robocall is MUCH more effective. Many campaigns will run phone banks where the campaign seeks volunteers from the ranks of Republican Precinct Committeemen to make scripted phone calls from a pre-selected list of voters. The object of a phone bank is to either 1) identify voters who favor the campaign's candidate; 2) swing voters over to vote for the candidate prior to voting; or 3) remind the voter to vote on Election Day. Precinct Committeemen are encouraged to volunteer to work phone banks to help the candidates they support and to learn firsthand how the phone banking process works.

Each campaign phone bank will give the volunteers a phone script. A sample script is something like this: *"Hello. My name is John Smith and I am a volunteer for Mary Fairchild, who is running for County Board. Mary Fairchild has lived in our county for almost 20 years, raised two children here, is a former high school teacher and has a plan to keep the county budget balanced to avoid future property tax increases. Can we count on you to vote for Mary Fairchild for County Board on Tuesday? Thank you very much for your time".*

It is very important for the caller to say his or her name because it personalizes the message. It is just as important for the caller to mention he is a volunteer because it vastly increases the sincerity of the message as compared to a robocall or a paid caller. The next one or two sentences should identify the candidate with the community, mention the candidate's vision and tie-in a, "keep the taxes down," theme, all within the voter's short attention span. The

conclusion is to ask for a commitment for a vote for the candidate, which increases the productivity of the calls. Some scripts will have the caller ask for a particular person, but that increases the amount of time for each call, which decreases the number of people called. On the other hand, waiting for the targeted person increases the effectiveness of the call, which is what you would want to do if the phone bank has enough callers for the size of the list. In any event, the caller should give the political pitch to the person who initially answered if the person asked for is not home. Notice how the above script mentions the candidate's name three times.

The most important thing about the message is sincerity and the callers should be free to modify and personalize the message. Each caller should be free to vary the message slightly for each targeted audience, i.e. do they have children or are they older and fed up with high taxes? The Precinct Committeeman can use the phone banking technique to identify likely Republican voters in their precinct and increase the turnout percentages of those actually voting. **Bad officials are elected by good citizens who do not vote.**

The mere fact a neighbor would volunteer to work a phone bank and make phone calls for the candidate is a strong, implicit, endorsement. Repeating the candidate's name heightens the candidate's name recognition. If one can identify those voters who favor your candidate, then the campaign -- or the Precinct Committeeman -- can make Election Day calls to those voters who have not yet voted, but favor the candidate. By increasing the turnout of your base, you can dramatically increase the number of votes for your candidate. The various campaigns make cold phone calls on Election Day to those people on the list of favoring the candidate to remind them to vote. It is believed by many those calls increase the percentage of those who have not yet voted to actually go out and cast a ballot.

b. Distributing Literature

i. Blitzes

Individual candidates as well as slates of candidates will often try to recruit volunteers from the ranks of Precinct Committeemen to walk precincts to hang literature on doors without talking to voters. This activity is called a, "blitz," and saves the candidate the crushing expense of postage. Literature left in the door is not as easily ignored as literature mixed with the gaggle of junk mail and advertisement that flood peoples' mailboxes. Do not hang or put your literature in the mailbox, as this is illegal. When the Committeemen engage in a blitz, they should remember to look for, "No Trespassing" signs and big or vicious (or big AND vicious!) dogs. Often, the person organizing a blitz will hand out a list of addresses to be targeted to avoid wasting time with people who are not registered to vote or people who normally do not vote in the Republican primary, if that is the next election. Some candidates will use relatively inexpensive local businesses that supply workers for a fee to distribute literature door to door. Keep in mind a hard knock is more persuasive than literature left at a door.

ii. Hard Knocks

Sometimes the individual candidate will seek volunteers to talk to voters in certain precincts to give a short four or five sentence speech why the voter should vote for this particular candidate. Good Committeemen always talk to voters when they walk their precinct. This activity is called a, "Hard Knock," meaning the volunteer knocks on the door to talk to people. Your walk should always be done in daylight, remembering to look for, "No Trespassing" and, "No Soliciting," signs and vicious dogs, skipping those houses. When talking to voters, Committeemen should identify themselves by name, indicate they are, "the Committeeman of the precinct" or a volunteer for a particular candidate, thus differentiating themselves from the paid worker hired by the Democrat Party. Deliver the candidate's pitch. This is best done using the Committeeman's own words and style, staying in the themes requested by the candidate. Sometimes the voters will ask questions. The Committeemen should familiarize themselves with the candidate's stand on key issues. A fair number of voters are single-issue voters who feel strongly about certain issues and will question the supporters of the candidate as to the candidate's stance on these issues. The majority of people who inquire of the candidate's stand on guns are strongly in favor of Second Amendment Rights. The majority of people who inquire of a candidate's stand on abortion are Pro-life. If the voter has an opinion on such a single-issue different than our Republican candidate's stance, mention any Republican who agrees with the voter -- if any! Above all, be polite and don't get discouraged. After all, we can't expect to get every vote. We only need get one more than half! If someone asks a question to which you don't know the answer, say you will find out, ask the campaign for an answer and follow-up with the voter. Most candidates prefer that the

Committeeman tell the voter that you will ask the candidate (or, for higher offices, a member of their staff) to personally call them back to answer their question. Ask for the voter's phone number and when you get back home, convey the issue and phone number to the candidate's campaign. Nothing is more impressive to a voter than having someone come back to that voter with an answer to the voter's question.

c. Placing Signs at Polling Locations

Candidate name retention by the voter is important in increasing the percentage of votes for our candidates. Many believe displaying yard signs with our candidates' names so they are the last thing a voter sees before going in to vote works. A recent change in Illinois law allows any person to have the right to congregate and engage in electioneering on any polling place property while the polls are open beyond the campaign free zone, including, but not limited to, the placement of temporary political yard signs. Precinct Committeemen should either save a sample of yard signs or move previously isolated yard signs to public property just outside the 100 feet no-electioneering zones outside of the polling place. Where this is not possible, place a sample of your yard signs inside the windows of your car and park it as close as possible to the 100 foot line.

Some polling places, though, are "campaign free zones." These are most often churches or private schools. Do not place political signs on their property.

8. Ensuring that Your Voters Vote!

a. Vote by Mail/Vote from Home & Early Voting

One of the best ways to insure votes for our candidates is to get our voters to vote *before* Election Day. This is particularly important if the voter may be out of town on Election Day or may have difficulty getting to the polls.

You can provide a real service to your voters by helping them Vote by Mail, also known as Vote from Home, which *used* to be known as voting absentee. Under current law, a voter need not provide a reason for voting either by mail or early.

A "Vote by Mail Application" or a "Vote from Home Application," which some people still call an absentee ballot application, must include the name, address with city and ZIP code, and date of birth. If a primary, the party affiliation (presumably Republican if you're helping the voter!) must also be included. Most counties will have their own form they prefer. More and more jurisdictions allow voters to even apply on-line to vote by mail.

Early Voting is becoming popular. Early Voting is often done at the County Clerk's office. Again, it is a way to be sure Republican voters vote. Giving a voter a ride to early vote should be strongly considered. Even so, many Republicans prefer to wait until Election Day.

Here we should mention, **DON'T FORGET TO CAST YOUR OWN BALLOT!** Many Precinct Committeemen like to vote early, just in case they get sick or injured and cannot get to the polls. Voting early also gives the Committeeman one less thing to do on Election Day. Other veteran Precinct Committeemen vote first thing in the morning on Election Day to ensure the voting process in the precinct is operating smoothly and correctly from a voter's perspective.

You are entitled to know who has applied to vote by mail, as well as who returned their ballot and who voted early. Most County Clerk offices will be cooperative in providing this information, but it gets tricky the last few days before an election. You may be able to get this information from the Republican on-line source, Data Center. See Appendix I. There will be a complete list of vote by mail and early voters in your precinct at the polling place. You are entitled to see this information, but you should not be allowed to touch the election materials on which the info is printed. Obviously, it is best to check off these voters during a lull in the live voting.

b. Transportation to the Polls

There are voters who look forward to the excitement of voting in person on Election Day. You should be prepared to provide a ride to the polls for your voters who either do not have a car or are physically unable to drive. Working in

teams of two is best and it wouldn't hurt – even in these days of Uber – to check with your insurance agent to make sure you are covered if the unthinkable happens and your voter is injured in your car in transit to the polling place.

c. Working the Polls on Election Day

Working the polls on Election Day involves two distinct sets of activities in the precinct: working outside the polling location and working inside the polling place.

i. Outside the Polling Place

When you work outside the polling place, you are trying to influence the voter's decision. Some voters do not make up their mind on the "lesser" offices up for election until they enter the polling booth with their ballot. A friendly-sounding name, same gender or who is first on the ballot will draw some votes. Some believe a last-minute pitch by the Committeeman standing more than 100 feet from the polling place door can swing another 5% or more votes in the right direction. The Committeeman should find out where the 100 foot line is marked outside the polling place and either prepare or obtain sample ballots or palm cards to hand out to voters with their one or two sentence pitch to the voters. Committeemen who can address the voter by name have an advantage over the Democrat union member who addresses the voters with a typical, pushy, sales pitch. If the Committeeman cannot work the whole day, work the polling place during the busiest times, which are from 6:00 a.m. to 9:00 a.m., and 3:00 p.m. to 7:00 p.m.

ii. Electioneering

Illinois law governs many different scenarios of electioneering (10 ILCS 5/1729). Electioneering is generally prohibited within 100 feet from the room where voting occurs. If the polling place is the property of church or private school and they desire to keep the electioneering off their property, electioneering is prohibited on all of the private property. If the distance of 100 horizontal feet from the polling place door ends within the interior of the building of a private business, public or private school, then the no-electioneering boundary shall be placed outside of the building at each entrance. If the polling room is located within a public or private building with two or more floors and the polling room is located on the ground floor, then the election free zone markers shall be placed 100 horizontal feet from each entrance to the polling room. If the polling room is located in a public or private building with two or more floors and the polling room is located on a floor above or below the ground floor, then the no-electioneering boundary markers shall be placed a distance of 100 feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located.

iii. Inside the Polling Place

Working the inside of the precinct polling place is just the opposite from what takes place outside. Political conversations, displaying electioneering material and influencing the vote is ILLEGAL. The Judges of Election are required to enforce a no-electioneering zone that extends in a radius of 100 feet from the polling place entrance.

(A.) Pollwatcher Credentials

Committeemen who can work part or all of Election Day should obtain from their county organization or a Republican campaign pollwatcher credentials. Those pollwatcher credentials are filed with the Election Judges and allow the pollwatcher to stay in the polling place as a pollwatcher when they are not soliciting voters outside the 100 foot line.

Under Illinois law, pollwatchers must have credentials and surrender them to Election Judges. Pollwatchers may not talk politics to voters. Watch, listen, make notes and dress well. Look to see if campaign materials are left in the polling booth. If campaign material is left in the polling booth, notify an election judge. Look for candidates to come in (without credentials) talking to voters about their candidacy. Pollwatchers should object to the Election Judges when they see voters entering the polling place with campaign buttons, campaign shirts or who engage in political conversations that favor Democrat candidates.

(B.) Where to Stand

Specifically, Illinois law (10 ILCS 5/17-23) says, “Pollwatchers shall be permitted to observe all proceedings and view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged, and to station themselves in a position in the voting room as will enable them to observe the judges making the signature comparison between the voter application and the voter registration record card; provided, however, that such pollwatchers shall not be permitted to station themselves in such close proximity to the judges of election so as to interfere with the orderly conduct of the election and shall not, in any event, be permitted to handle election materials. Pollwatchers may challenge for cause the voting qualifications of a person offering to vote.”

(C.) Cameras

Bringing a camera or cellphone that can take pictures into a polling place is controversial. Certainly, any photography that compromises the ability of a voter to cast a secret ballot should not be allowed. In addition, election judges have the ability to ban the taking of pictures that would be disruptive to the voting process.

(D.) Getting Out Every Last Vote

Obtain a list of Republican voters from your County Clerk or Data Center and bring it to the polling place or give it to your pollwatcher. Phone numbers may be obtained from a Republican on-line resource or from certain campaigns. The Committeeman will include all the voters the Committeeman has found to support his/her candidates from information gathered during their precinct walks and any phone banking. For use inside the polling place, an alphabetical voters list is much easier to use than one organized by addresses. As the voters vote, the Committeeman/pollwatcher checks off each name as they vote. By late afternoon, most of the Committeeman’s base will have voted. All that remain are the names, addresses and phone numbers of favorable voters who need a last-minute reminder. The Precinct Committeeman who knows who has actually voted by late afternoon can make targeted calls or visits to only those who favor their candidates and either remind them to vote or ask them to vote. Either the Committeeman/pollwatcher will leave the polling place and call or visit each Republican voter who has not yet voted with a reminder to vote before 7:00 p.m., or the Committeeman/pollwatcher will hand off the list to an assistant – often called a “runner” – who will make such a call or visit. Committeemen will see many of those people called or visited come in and vote. The result will be a stream of additional Republicans coming in during the last hour or two of voting and casting their ballots for our candidates. Providing lunch and/or snacks for your pollwatchers and runners will be appreciated and may enhance their interest in serving in subsequent elections.

Either elected or appointed Precinct Committeemen (or volunteers) — with the proper credentials — may serve as pollwatchers and runners. At its simplest, the idea is to:

- * Identify and develop a list of Republican voters before Election Day**
- * Check-off the names of those who have voted early, including those voting by mail**
- * Throughout Election Day, check-off the names of voters on your list who have cast ballots**
- * Call or arrange for a personal visit to the homes of any Republican voters who have not voted by mid-afternoon on Election Day**

iv. Ballot Integrity and Election Fraud

If a citizen is available on Election Day and wants to make a difference, s/he should volunteer to serve as a pollwatcher. Before many elections, pollwatcher training programs and materials are available from the local Central Committee or the Republican National Lawyers Association.

v. How to Object

If a pollwatcher sees a violation involving something that will increase Democrat vote totals, the pollwatcher should bring it to the attention of an Election Judge in a conversational tone. Suggest the judge consult with the Judges’ Manual or call the County Clerk’s Office if they have doubts about your objection. If the judge fails to act on

something serious, call the Republican campaign who assigned you, State's Attorney or County Clerk's Office. Each of these has roving teams that respond to complaints.

Pollwatchers may have grounds to challenge voters. Those grounds include that the voter has already voted (you recognize them), the person is not eligible for Election Day registration for some reason, the voter has moved or does not live at the address listed (vacant lot, boarded-up building) or the voter is not really the person (signature does not match or the Precinct Committeeman knows the real voter). If a pollwatcher challenges a voter and the voter is not personally known to the Election Judges, the challenged voter, "shall provide to the judges of election proof of residence by producing two forms of identification showing the person's current residence address, provided that such identification may include a lease or contract for a residence and not more than one piece of mail addressed to the person at his current residence address and postmarked not earlier than 30 days prior to the date of the election, or the person shall procure a witness personally known to the judges of election, and resident in the precinct (or district), or who shall be proved by some legal voter of such precinct or district, known to the judges to be such, who shall sign an affidavit." Often the person who claims to be a registered voter is allowed to vote provisionally. In many jurisdictions, provisional votes are investigated quite thoroughly in a non-partisan manner and often more than half of the provisional votes do not ended up being counted.

9. After the Polls Close

Once the polls close, your job is almost done – but not quite! First, you (or one of your pollwatchers) need to be in the polling place WHEN THE POLLING PLACE CLOSES. If you are not there when it closes, you will not (or, at least, should not) be let into the polling place after closure, even if you have proper pollwatching credentials. By being in the polling place when it closes, you can be present to help insure proper procedures are followed. Your mere presence will usually deter any misconduct. You are also there to . . .

a. Get the Tape and Report Results

Once the Election Judges declare the results are available, respectfully ask for a copy of the "tape," printed on site from the ballot-counting machine, which shows the results from that precinct. If your request is denied, it might be possible to take a picture of the tape with a camera or cellphone. One way or the other, once you have a copy of the tape, as long as you are confident a trustworthy Republican judge will be accompanying the ballots to the County Clerk's office, you may leave the polling place. As soon as possible, call the appropriate Republican campaign headquarters with the results.

b. Remove Signs

After the polls have closed, remove all Republican campaign signs around the polling place. Also, take down as many Republican signs as you can in and around your precinct. The only exception is signs for those few candidates who have, "Thank you," stickers to place on their signs after Election Day.

c. Celebrate!

If Republicans achieve an Election Night victory, there will be much to celebrate. You can take great satisfaction in a job well done, knowing you have helped your locality, your county, your state and your country. If the results are not for what you had hoped, you can consider what you can do differently (and better) next time. Remember, in politics, no defeat – or victory, for that matter – is ever final. After all, the next national election is never more than two years away.

APPENDIX A

QUESTIONS FOR YOUR LOCAL PARTY

- 1. Are other officers elected at the County Convention besides the County Chairman?**
- 2. May an appointed Precinct Committeeman serve as an Election Judge?**
- 3. Do I, as Precinct Committeeman, have a role in the selection of Election Judges?**
- 4. Am I expected or allowed to provide food and drinks to my Election Judges?**
- 5. May political signs be placed on public property along streets and roads?**
- 6. Does my Central Committee assist Precinct Committeemen with newsletters?**
- 7. Should a newsletter focus on a limited number of candidates or all Republicans?**
- 8. Should sample ballots:**
 - A. Contain a phrase or two about each candidate?**
 - B. List Republicans only?**
 - C. Be complete and unmarked? or**
 - D. Be complete with Republicans marked?**
- 9. What is required to become a deputy registrar?**
- 10. Do we/should I endorse in a primary or a non-partisan election?**
- 11. May candy be thrown during a parade?**
- 12. When and where does the Central Committee meet?**
- 13. Are there local Republican clubs?**
- 14. Does my Central Committee have By Laws?**

QUESTIONS FOR YOU TO CONSIDER

- Should I sign the Loyalty Oath?**
- How many petitions should I ask voters to sign at one time?**
- How many signs should I put in one yard and when should I put up signs?**
- When do I vote?**

APPENDIX B

ONLINE INFORMATION & RESOURCES

Committeeman's Nominating Petition:

<http://www.elections.il.gov/Downloads/ElectionInformation/pdf/P-27.pdf>

Committeeman's Statement of Candidacy:

<http://www.elections.il.gov/Downloads/ElectionInformation/pdf/P-1.pdf>

Illinois State Board of Elections Website:

<http://www.elections.il.gov/>

(statewide elections, candidate and voter information; committees, contributions)

(Your) County Clerk's Website:

<http://www.>

(lists of Precinct Committeemen; maps of districts, townships and precincts)

Illinois Republican Party Website:

<http://weareillinois.org/learn/candidates.aspx>

(information on the party, officials, events)

(Your) County Republican Organization Website or Facebook page:

<http://www.>

(Your) Township Republican Organization Website or Facebook page:

<http://www.>

APPENDIX C

AVOIDING CHALLENGES TO NOMINATING PETITIONS (Common Mistakes)

- Is the candidate registered to vote at the address on the nominating petition?
- Did each circulator physically appear before the notary to swear to the authenticity of the petitions he had passed? Did the circulator really raise his hand and swear to his affidavit?
- Did the circulator actually see each person sign the petition (i.e. one voter did not take the petition into another room to have someone out of sight sign the petition)?
- Are the circulators U.S. citizens 18 or older?
- For non-partisan elections, the circulators did not pass petitions for opponents?
- Is each notary current with his appointment? Did the notary stamp it?
- Do you have double or triple the minimum number of signatures required?
- Do you have any knowledge the signers also signed other party's petitions?
- Is each signature signed and not printed?
- No ditto marks? Standard abbreviations allowed for Street, Lane, Road and the like.
- Are the signers registered voters at the address listed?
- Are the signers signing under their registered name? In some counties, signatures like Jim Smith for a registered name of James Smith are ruled invalid.
- Are the signers registered inside your district?
- Is your petition firmly bound along one edge? (Staples, no paper clips)
- Are all pages the same size?
- Are petition pages numbered consecutively with no skips in numbering (the top sheet is numbered one)?
- Is each heading of the nominating petition the same?
- Is the name on the nominating petition exactly the same as the name on the statement of candidacy?
- Bound with the nominating petition, most always on top, would be unnumbered Statement of Candidacy, and Receipt for filing Statement of Economic Interest (the only document that can be added to the bound petition later during the filing period, but not required for Precinct Committeeman candidates).
- The Statement of Candidacy is completely filled out, the office correctly identified by title and term (where appropriate) and sworn to before an Illinois notary?
- Bound immediately below the consecutively numbered pages of the nominating petition would be any pages of Certificate of Attached List of Deletions, Certificate of Deletions; with the first such page numbered 1, and consecutively numbered after (usually not needed for Precinct Committeemen's' candidacy filings).
- Are all blanks filled in properly?
- Original must be filed, but make a copy for yourself before filing.
- If you want a chance to be listed first on the ballot, you must be in line on the first day of filing at the office in which you must file your paperwork.

APPENDIX D

The Organization of the Republican Party

At the County Convention, each elected Precinct Committeeman casts a “weighted” vote (equal to the number of voters who cast votes on Republican ballots in his/her particular precinct in the most recent primary election). The Precinct Committeeman’s vote is not based on how many votes that particular PC received in his or her election.

Every four years, during the gubernatorial campaign cycle, the last official act of the County Convention is to cast votes for members of the Illinois Republican State Central Committee. The State Central Committee (SCC) serves as the Board of Directors of the Illinois Republican Party. The SCC selects the Illinois Republican Party Chairman. The SCC also is responsible for organizing the State Convention, held every four years during the Presidential campaign cycle.

In Presidential election years, the last official act of the County Convention is to choose delegates to the State Convention. There is no requirement such delegates be Precinct Committeemen. Ward and Township Committeemen choose the delegates to represent their respective Wards and Townships.

At the State Convention, Presidential electors are selected; at-large delegates to the Republican National Convention are chosen; Republican National Committeeman and Committeewoman are elected; and the Illinois Republican Party Platform is debated and adopted. Generally, the convention location alternates every four years between the Chicago area and downstate.

Another duty of the State Central Committee is to replace a statewide candidate if the winner of the primary either withdraws or dies. This unpleasant task was last performed by the Illinois Republican State Central Committee in 2004.

Election to the State Central Committee is by weighted votes in each Congressional District. If a precinct contains more than one Congressional District, the weighted vote is proportionally allocated according to the number of Republican ballots cast in each Congressional District in that precinct.

Candidates for the State Central Committee file their intent to run with the Illinois Republican Party, pursuant to rules established by the State Party. Per the Bylaws of the Illinois Republican Party, an SCC candidate must have voted Republican in the three most recent primary elections.

For issues before the State Central Committee, SCC members cast “weighted” votes on behalf of primary voters in the member’s Congressional District. Elected SCC members also select a qualified registered voter within the same Congressional District, of the opposite sex, to serve as their Deputy Member. This Deputy has the duty to attend all SCC meetings, but does not vote unless acting as a proxy for an absent State Central Committee member. The Deputy Member, however, does not become the State Central Committee member upon the death, resignation, removal or disqualification by law of the SCC member.

The Chairman of each state’s Republican party, along with the elected National Committeeman and National Committeewoman, make up the members of the Republican National Committee (RNC). In addition to the 150 representatives from the fifty states, there are also three members each from the District of Columbia and the populated United States territories: American Samoa, Guam, Northern Mariana Islands, Puerto Rico and the U. S. Virgin Islands, for a total of 168 people on the RNC. These 168 representatives elect the Chairman of the Republican National Committee.

To summarize:

- County Republican Central Committees are organized by precincts (except in Cook County);
- The Illinois State Party is organized by Congressional Districts; and
- The Republican National Committee is organized by states, certain territories and the District of Columbia.

Further:

- Republican Primary Voters elect Precinct Committeemen;
- Republican Precinct Committeemen elect State Central Committeemen;
- Delegates to the State Convention elect the National Committeeman and National Committeewoman.

APPENDIX E

ONLINE VOTER INFORMATION (through Data Center)

Accessing Voter Information

Every Republican Precinct Committeeman is eligible for access to Data Center, the Republican State Party website of voter information. Data Center is a powerful tool for precinct management. To enroll, the Committeeman fills out a one page application on-line at: <http://www.ilgopdatacenteragreement.com>. Within a week or two, you will get an e-mail containing your Data Center sign-in name, instructions and a second e-mail with a secure password.

The website is intuitive and easy to use. Data Center online training can make a Committeeman Data Center proficient in less than 15 minutes. Through the password-protected website, you will have access to voting information on all registered voters in your precinct. This will enable you to deliver your Precinct Committeeman's letter to the Republicans and independents who would be most receptive to that information. Data Center data is confidential and should not be shared with the public.

Voter Party Affiliation

The most significant information for the Precinct Committeeman in Data Center is the party affiliation of voters. This is displayed in code numbers 1 through 7 which are defined as follows:

- 1 - **Hard Republican**, has voted in 2 or more Republican primaries and no Democrat primaries in the last 4 primary elections.
- 2 - **Soft Republican**, has voted in only 1 Republican primary and no Democrat primaries in the last 4 primary elections.
- 3 - **Mixed Primaries**, has voted in both Republican and Democrat primaries.
- 4 - **Independent**, a person who votes in General Elections but no primaries.
- 5 - **Soft Democrat**, a person who has voted in only 1 Democrat primary and no Republican primaries.
- 6 - **Hard Democrat**, a person who votes in two or more Democrat primaries and no Republican primaries out of the last four primaries.
- 7 - **New Registrant**, a person who voted in the last General Election but registered to vote after the primaries.
- 0 - **Unidentified**, a person who has registered to vote but has not voted in any election.

Perfect Voters

The next category on Data Center voter lists is "PV" which stands for Perfect Voter. The term Perfect Voter denotes the number of elections each voter has voted in (from 1 to 4). The higher the number, the more elections in which the person has voted. 4 is a perfect voter. In other words, your ideal voter would have a party affiliation of 1, and be listed as a PV of 4, or in other words, be a "Hard Republican, Perfect Voter", meaning this person votes in every election and in only Republican primaries. Data Center lists also note voter gender, age, address, and telephone number. By going into the Surveys and Affiliation tabs, one can find out how the voter responded to phone surveys, affiliations with certain politically-oriented groups and whether they vote in municipal elections.

Creating Lists

Data Center is useful in creating special target lists of voters. For instance, prior to a primary, your list should contain all Republican voters in your precinct. Before the start of Early Voting, your list should include, at a minimum, all voters who voted early in past elections, excluding Democrats. In many counties, a majority of early voters are over 50 years of age. If you have time, knock on those doors. Just before a General Election Day, your list should include independents and mixed primary voters, too. Appendices F and G include step by step instructions on how to create these tailored lists.

APPENDIX F

CREATING A LIST OF REPUBLICAN VOTERS (with Data Center)

1. Sign into Data Center by Login with User Name and Password and accepting terms of service.
2. Under the drop down box, My Data- My Counts- Click on **New Basic Count**.
3. Under Geography Criteria, select your precinct.
4. Under Voter Info Criteria, open the box by click on it.
5. Click on the boxes for **Hard Republicans** and **Soft Republicans**
6. If time constraints do not allow you to go to all Republican homes, click on the box Voters Score Criteria to open it. Inside that box, under the section Voters Score – Primary, click on boxes **3- Voted in 3 of 4** and **4 – Voted 4 of 4**.
7. At the top of the screen, click on **Create List**.
8. Click on **Household – All Members** and **Precinct by Street Order**.
9. Click on **Create List Now**.
10. On the next screen that appears, click on **Download**.
11. On the next screen that appears, near the top, click on the little Blue and White box with a small green arrow to open the options of the format you want to down load. Most lists are downloaded in Word or PDF format. When needing mailing letters, you want to select Excel. Click on Okay to download the list to your computer.
12. When your computer screen shows the download, click on **Enable Editing**.
13. Now you can print as you would any other document.
14. With practice this takes less than two minutes.

APPENDIX G

SAMPLE LETTER OF INTRODUCTION TO CONSTITUENTS

(Your Name)
(Your Street Address)
(Your City, State, Zip Code)

Dear Neighbor,

I am the elected Republican Precinct Committeeman for our precinct. I am writing to introduce our (Your) County/Ward/Township Republican Organization to you.

Elected officials and local candidates regularly speak at our meetings. The public can question those speakers or talk to them individually after the meeting. Our organization has offered lectures from highly-regarded authorities on subjects like home defense and has offered supervised firearm training. In addition, our Republican Organization maintains a two-mile Adopt-A-Highway section of (your local highway), and we participate in (other local) programs. Our organization offers \$1,000 competitive scholarships to one graduating senior from (your school district) and to one graduating senior from (school district). We go to homes in our community to register new voters. While we have serious purpose in protecting our constitutional freedoms, we have fun together while we work.

We meet “X” times of the year at (your meeting location) on (monthly meeting day and time). Our website (or Facebook page) at (web address) lists the date and time of each upcoming meeting as well as important local political information. We welcome you to these meetings.

From time to time, I will be distributing political literature and information door to door. I am always available to answer your questions about local government and politics. We maintain a (Facebook page, blog or twitter account) under the title (name of site) where we interconnect with like-minded people. If you share our vision of less taxation and smaller government, please contact me about joining our organization, participating in activities for getting out the vote, becoming an election judge or working to elect the candidates you support.

Sincerely,

(Your Signature)

(Your Printed Name)
(Your Precinct Number)
(Your Preferred Contact Number)
(Your E-Mail Address)

APPENDIX H

SAMPLE ELECTION LETTER REGARDING VOTING OPTIONS AND RECOMMENDED CANDIDATES

(Your Name)
(Your Street Address)
(Your City, State, Zip Code)

Dear Neighbor,

To avoid long lines or bad weather on Election Day, I urge you to vote early from (start date) to (end date). In the last 4 years, the federal government borrowed “X” trillion dollars to support a significant increase in federal spending. Yet “X” million more Americans are on (welfare, food stamps) and “X” more are on unemployment. Illinois ranks “X” of all 50 states in fiscal solvency. Your vote will collectively determine whether we reject the path of Democrat machine-controlled domination in our (city/county) and our state). As your Precinct Committeeman, I have invested time in getting to know our local candidates. When you vote your ballot, I urge you to support the following:

(Recommended Candidate Name and Office Sought): (Candidate name) is a 40 year self-employed businessman in (locality) and former (e.g., School Board member) who has succeeded with his hard work, friendly style, and straight talk. (Candidate first name) will strive to bring fiscal common sense to the runaway state budget which has weakened our economy.

(Recommended Candidate Name and Office Sought): (Candidate name)’s accomplishments include being the former (office, position or title) and now as (current office, position, or title) in a firm that ranks among the best. Since announcing his run for (office sought), (candidate name) has received unanimous endorsements from (group or organization). We need an independent (title of position sought) who will replace missteps with professionalism.

(Recommended Candidate Name and Office Sought): (Candidate name), a three decade resident of our precinct is the current well-respected (office, position or title). As a former (office, position or title), she has never voted for a tax increase. When you vote for your County Board representative, please vote for (candidate first name).

Everyone in our precinct can vote early (from “x” a.m. to “x” p.m.), Monday through Friday and (from “x” a.m. to “x” p.m.) on Saturday at (Early Voting) location). Our polling location on Election Day, (date), remains the same at (site name, address, hours).

Your vote is important to the future of our (city/county) and our state.

Sincerely,

(Your Signature)
(Your Printed Name)
(Your Precinct Number)

APPENDIX I

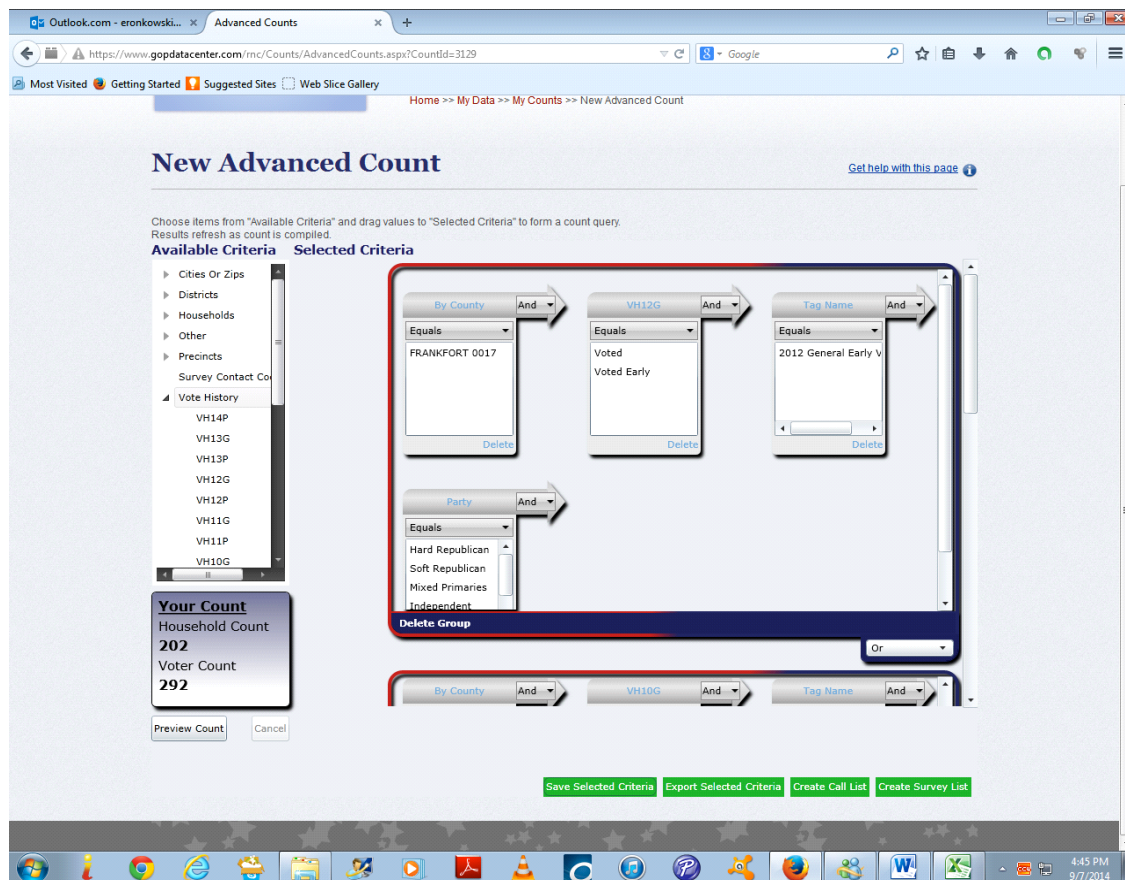
CREATING A LIST OF EARLY VOTERS

(with Data Center)

1. Sign into Data Center by Login with User Name and Password and accepting terms of service.
2. Under the drop down box, My Data- My Counts- Click on **New Advance Count**.
3. Under Available Criteria, click on the appropriate selection to get your precinct, then drag it into the empty red and blue box in the center of your screen. Click on **Done**.
4. Under Available Criteria, click and hold on the words **Voter History**, and move slightly to the right. Your selections will appear. .
5. Click on **VH12G** and drag to center of red and blue box. A screen will appear entitled Choose values for criteria VH12G.
6. Click on both **Voted**, **Voted Early**, then click on **OK**
7. Under Available Criteria, click and drag the right hand bar down until you see the selection **Voter Tags**. Click and hold on the words **Voter Tags** move slightly to the right. The words Tag Name will appear.
8. Click and drag **Tag Name** into the right hand side of the red and blue box.
9. A screen will appear that is entitled Choose values for criteria Tag Name.
10. Click on the light blue square and drag down to see the choice 2012 General Early Voter. Click on the empty square to the left of the words 2012 General Early Voter to place your check mark for that selection. Then click on **OK** to make that selection.
11. Under Available Criteria, scroll to you see the words Voter Info and click and hold on the words **Voter Info** and move slightly to the right.. The words Party will appear. Click and drag into the same red and blue box the word Party, and another screen will appear entitled Choose Values for criteria party. Click on **Hard Republicans, Soft Republicans, Mixed Primaries, Independents, New Registrants, Unidentified**. Then click on **OK**
12. At the lower right hand corner of the box, click on the word **And**. The word **Or** will appear. Click on **Or**.
13. Repeat steps 5 through 11 but use **VH10G**
14. Click on green box entitled **Export Selected Criteria**.
15. Select your options, Mail if you are mailing, phone if you are phoning, and walk if you are walking.
16. Select format. Most people will select Word Most mail merge programs work in xls.

17. Click on Export Data Now, and wait a minute.
18. When the status turns to Complete, click on My Export.
19. Save your file, open it, and use it.

This is what the top and bottom of your screen will look like:



NOTES