

Durham Women Vote

Step by Step Instructions

Durhamwomenvote.com - info@durhamwomenvote.com



A. PREVIOUSLY PARTICIPATED in Durham Women Vote or Power of the Pen?

Go directly to durhamwomenvote.com/letters.php and access your list beginning August 1.

B. HOW TO SIGN-UP TO BE A NEW VOLUNTEER LETTER WRITER:

1. Add postmaster@durhamwomenvote.com to your contact list in your email account to avoid Durham Women Vote emails going to spam or trash in your email account.
2. Go to durhamwomenvote.com.
3. Fill in the fields using the same name and address information as your voter registration.
4. Complete the campaign finance information. Your stamps and paper are an “in-kind” campaign contribution that we report. Remember campaign contributions are NOT deductible on your taxes. If you are retired, include the position from which you are retired.
5. **SCROLL DOWN TO THE BOTTOM**, key in the spam filter words and click “Submit information”.
6. Next, you will get Email #1 with the subject line: **Sign-Up Acknowledged and Help Recruit** acknowledging that your sign-up is being reviewed. Be patient. This is a volunteer project. Someone will review your request and authorize you if you are a registered Democrat or an unaffiliated voter.
7. Email #1 contains a note that you can cut and paste to send as an email to women in your address book to help recruit other letter writers. We have so many letters to write that every volunteer needs to be a recruiter too.
8. You will receive Email #2 with subject line: **Sign-up approved: Click on link to get your voter list.** *When you are ready to write letters*, click on the link to get the list emailed to you.
9. You will get Email #3 with subject line: **Send letters to voters (batch=B**-***)** once you activate getting a list of voters. The body of the email contains a list of 20 names and addresses of voters. The email also includes instructions and the name and location of the precinct and polling place of the women on your list. Please include the precinct and polling place in your letter. **SAVE THIS EMAIL**, it provides a link to report that you have mailed your letters.
10. Go to durhamdemwomen.org/durham-women-vote.html to find the Blue Card with Early Vote Information and Candidate endorsements for Durham County. Print out a copy (on blue cardstock, front and back) to include in each letter. The Blue Card is packed with important information and will help you from having to write out this information in your letters. A voter can bring the card to the polls. The website will also have relevant information and several sample letters.
11. **Now it is time to write letters!** Under the return address on the envelope of each letter, write the recipient’s tracking number as shown in the list. Example:

Record number:

Tracking number	32-6187 <-- Please write this tracking number below your return address on the envelope
First name	Janice <-- Please address your letter to this name
Full name	Janice Allen <-- Please list this name on the envelope
Mailing address	1234 My Street Anytown, NC 27707

Durham Women Vote

Step by Step Instructions

Durhamwomenvote.com - info@durhamwomenvote.com



12. If any letters are returned, keep them. You will be able to report the bad address at the end of the process.

C. WHAT TO DO AFTER YOU WRITE YOUR LETTERS:

1. When you complete your letters refer to Email #3 with subject line: **Send Letters to Voters**. Let us know your letters are written by clicking on the link [status and feedback](#) in this email. Follow the instructions.
2. There will be a prompt asking you if you want another list. If you do, click the appropriate response.
3. If you don't want a list at that time and later decide that you do, go to durhamwomenvote.com/letters.php to get another list.
4. If you do not fill out the [status and feedback](#) form, you will receive a reminder Email #4 with the subject line: **Please acknowledge if you sent the letters to the voters**. The email will contain a link to [status and feedback](#) at the end.
5. Ten days after you verify sending your letters, you will get Email #5 with the subject line **Did the Post Office return letters with bad addresses**. Follow the instructions in the email to report bad addresses.

POWER OF THE PEN Key Concepts:

- We are writing personal, hand written letters to specially targeted voters.
- Do NOT generate your own lists.
- We do not create a form letter, but provide you resources to write your own.
- We have thousands of letters to write. Please recruit your friends. We provide an email that you can copy and paste or forward to your address book.
- Be authentic – this is about personal contact.
- **Letter writing content:**
 - **Importance of voting**
 - **Issues discussion**
 - **Early voting sites and dates when available**
 - **Absentee ballot request**
 - **Candidate recommendations**
 - **Links for further information**
 - **Offer of assistance in getting to polls**