

VOTER REGISTRATION PROJECT INSTRUCTIONS

The IBEW Government Affairs Department will continue to use the digital approach to the voter registration project. Please use the following steps to complete this project with your local union:

MATERIALS NEEDED:

- LU Sample Letter Template, and/or
- LU Sample Email Template
- Excel spreadsheet of all unregistered voters from their local union
- Voter Registration Forms - Hyperlinks Per State (Sorted Alphabetically)

The Excel spreadsheet will have the mailing and email addresses of all unregistered voters in your local union. You can complete this project by email or by U.S. mail.

IF YOU'RE COMPLETING THE PROJECT BY EMAIL:

1. **Compose a new email** from scratch.
2. On the **recipient line**, please **email all unregistered voters on your Excel spreadsheet** (using the email addresses column).
3. For the **body of the email message**, use the **"LU Sample Email Template"** file that the Government Affairs Department has created.
4. **Attach** the **"Voter Registration Forms - Hyperlinks Per State (Sorted Alphabetically)"** file to the email.
5. Please **CC the IO Government Affairs Department** on your email at governmentaffairs@ibew.org so we can track the completion of this project.

IF YOU'RE COMPLETING THE PROJECT BY U.S. MAIL:

1. **Print** the **voter registration sample letter** on your local union letterhead.
2. **Print** a **voter registration form for each unregistered member in your local union**, which can be located by finding your state on the "Voter Registration Forms - Hyperlinks Per State (Sorted Alphabetically)" file.
3. **Print mailing labels for each member** listed on your spreadsheet.
4. **Affix the printed mailing labels** to envelopes and **enclose a 1) voter registration form and 2) voter registration letter** in each envelope.
5. **Email a copy of your local union's voter registration letter to the IO Government Affairs Department** at governmentaffairs@ibew.org so that we can track the completion of this project.

