

VOTER REGISTRATION PROJECT INSTRUCTIONS

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

MATERIALS NEEDED:

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

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

IF COMPLETING THE PROJECT BY EMAIL:

- Compose a new email.
- Add all unregistered voters from your spreadsheet to the recipient line using the email addresses column.
- Use the “LU Sample Email Template” provided by the Government Affairs Department for the body of the message.
- Attach the “Voter Registration Forms - Hyperlinks Per State (Sorted by IVP District)” file.
- Please CC the IO Government Affairs Department at governmentaffairs@ibew.org so we can track the completion.

IF COMPLETING THE PROJECT BY U.S. MAIL:

- Print the “LU Sample Letter Template” on local union letterhead.
- Print a voter registration form for each unregistered member using the state-specific links in the “Voter Registration Forms – Hyperlinks Per State (Sorted by IVP District)” file.
- Print mailing labels for each member listed in your spreadsheet.
- Affix labels to envelopes and include:
 - a voter registration form, and
 - a voter registration letter
- Email a copy of your local union’s voter registration letter to governmentaffairs@ibew.org so we can track completion.

