

PRECINCT CHAIR RESOURCE GUIDE

Introduction

This guide is intended to provide an overview of the roles and responsibilities expected of a Precinct Chair (PC). The SD46 Executive Team will provide initial training sessions for newly elected PCs as well as ongoing training on different subjects such as getting out the vote (GOTV), how to register voters, etc. Training also includes instructions on how to carry out the activities listed in this guide.

Rev 1

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Precinct Chair Job Description

What is a Precinct Chair? The official description in the SD46 Constitution states:

Section 3. Precinct Chair. The responsibility of the Precinct Chair shall be the organization of the precinct for the Senate District. Each Precinct Chair is a voting member of the District Central Committee. The Chair may convene regular meetings of members in the precinct to consider the business of the party.

Section 4. Precinct Vice Chair. The duties of the Precinct Vice Chairs shall be such duties as delegated by the Precinct Chair and, in the event that the Precinct Chair is unable to attend, will be a voting member of the District Central Committee.

The Precinct Chair (PC) is the face of the DFL party to your extended neighborhood. You will serve as the main source of communication between the DFL Party, the local organizing unit, SD46, and DFL constituents within the precinct.

Responsibilities include some of the following:

1. Familiarize yourself with your neighbors and the precinct boundaries. At the end of this packet is a map and contact list for your precinct.
2. Get to know your Democratic and Independent neighbors.
 - a. Host a house party for your neighbors to talk about politics and issues that concern them.
 - b. Canvas the precinct using walk lists or call lists. Keep track of changes in voter data and update your voter file with new data.
 - c. Organize neighborhood meet-and-greets with DFL representatives and candidates.
3. Register new DFL voters:
 - a. Canvas all DFL households and make sure all eligible voters in the house are registered and have a plan to vote.
 - b. Canvas inconsistent DFL voters & get them out to vote.
4. Participate in SD46 meetings, events, and activities, such as staffing voter registration drives, working on candidate campaigns, and taking part in fundraising efforts.

5. Be a visibly proud Minnesota DFLer – display yard signs, window signs, campaign buttons and bumper stickers!
6. Recruit your DFL neighbors to help in the cause of electing DFL candidates. Develop winning strategies by utilizing the group’s collective skills, contacts and energy to get the job done!
7. Election Day! Recruit volunteers to help neighbors to the polls. Polling places need workers, greeters, and election judges. Students, 16-17 years old can be election judge trainees. Check with your city clerk or elections office and the MN Secretary of State’s website.

Contact Lists

Precinct chairs will be given contact lists of strong and leaning DFL voters in their precincts. Members of the SD46 Executive team (outreach@sd46df.org and chair@sd46df.org) will help curate these lists. These lists will be used to:

1. Set up door-knocking events.
2. Conduct phone banks to get people registered.
3. Create invite lists for house parties.
4. Create invite lists for listening sessions.

Recruiting & Retaining Volunteers

Many PC tasks, especially during an election cycle, become more manageable if you recruit additional volunteers. Volunteers may go on to become future DFL party leaders or decide to run for office. The best way to get others active is to contact people in your precinct who have volunteered in the past and extend an invitation to an event such as a candidate meet & greet.

Initial conversations with your DFL neighbors should include volunteer opportunities within SD46, such as block captain or neighborhood coordinator, help with voter registration, and other DFL events. Make sure you have a sign-in sheet where people can give their name, address, phone number, and email address (a sample volunteer form is found at the end of this packet).

Help orient volunteers to the tasks at hand---the purpose, the desired results, and the strategies for success. Make sure they know how much time is necessary to complete a task. If any training is required, direct volunteers to resources.

Recognize the work and contributions of your volunteers. Ensure that they are acknowledged for their work. Show your appreciation and that of the candidates. Make sure to listen to a volunteer's suggestions to improve how the job gets done.

Other tips with respect to recruiting volunteers include:

1. Get acquainted. Hold social events and meet the candidate coffees. · When people first become involved, start them slowly and try to match their skills to the tasks. Work with DFL and SD46 leadership to provide training.
2. Identify activists living in the precinct, union members, teachers, conservationists, social issues interest groups, retired citizens and other core groups aligned with Democratic Party positions.
3. Obtain a list of supporters from elected officials or past candidates.
4. Ask people to become involved. Few people are self-directed; most usually wait to be asked before they get involved. (Phone banking, Host a house party, Host an out of town volunteer, Help enter data, Making food for volunteers

Activities

Door to Door Contact

The ultimate goal of a PC is not only to meet every registered DFLer in the precinct, but also establish yourself as the Democratic contact in the neighborhood as well as get to know your neighbors. The main form of contact is the door-to-door canvass – knock on the doors of DFL households and introduce yourself.

Using your contact list, go to houses where there are registered Democrats and:

1. Introduce yourself as the DFL PC.
2. Let them know “they are not alone.” There are other DFLers and like minded people nearby and that turnout here drives statewide wins!
3. Try and find out what issues are important to them.
4. Make sure everyone in the household is registered to vote.
5. Provide information on issues and/or candidates.
6. Encourage them vote early at www.dfl.org/voteearly
7. Guide them to www.sd46dfl.org so that they can receive the latest information on issues, candidates and events and/or encourage them to give you their email so they can receive the DFL SD46 newsletter and so you can keep them informed of = upcoming events.

NOTE: A sample script for the door to door canvass can be found at the end of this guide. Make notes about voters that might provide additional insights about their political affiliation, or stance on issues:

- Toys in sight/sports equipment
- Religious symbols, U.S. Flag, Foreign flag
- Union insignia Handicap ramps
- License plates that are out-of-state or contain a collegiate symbol, environmental symbol, child abuse prevention, veteran or disabled status
- Bumper stickers with rainbow flags, NRA, military or union affiliation, police or fire fighter

Registering Voters and Using Absentee Ballots

The DFL Party highly recommends directing voters to www.dfl.org/voteearly because it allows voters to register AND request an absentee ballot at the same time. This is the most efficient way for people to register and vote. As we get within the final 10-14 days of the election, we will direct people to the Secretary of State's office at www.sos.state.mn.us for all their voting needs. Below is the FAQs for voting early.

Frequently Asked Questions on Vote By Mail

What is vote by mail?

Vote by mail allows you to cast your ballot from the comfort of your own home, as long as you request your mail-in ballot in time.

Do I need to give a reason to request a mail-in ballot?

No, all Minnesota voters can request a mail-in ballot.

Why should I request a mail-in ballot?

Voting early by mail is an easy way to make sure that your voice is heard. If something comes up on Election Day your vote will already be cast!

What if I decide I want to vote on Election Day?

As long as you have not cast your mail-in ballot, you can still change your mind and vote at the polls. You'll just need to leave your mail-in ballot at home.

What do I need to do to make sure my vote counts?

Read the instructions that come with your ballot carefully.

You will need a witness when you vote and complete your ballot. The witness can be either a registered Minnesota voter or a notary.

Mail the ballot and any additional forms back right away after you finish. Your ballot will not count if it is received after Election Day.

Why are we requesting ballots instead of voter registration?

Ballot requests come with voter registration forms for those who haven't registered or need to update their voter registration.

What will you do with my mail-in ballot request form?

We will return your mail-in ballot application request form to the Office of Minnesota Secretary of State or your local elections office within 10 business days of receipt.

When will I receive my mail-in ballot?

If you requested your mail-in ballot prior to the voting period, it will be mailed to you when voting begins for that election, 46 Days before the election for which the ballot was requested. Early voting for the primary begins on June 24. For the General Election, early voting begins on September 23.

Can I track the status of my mail-in ballot?

Yes. Go to <https://mnvotes.sos.state.mn.us/AbsenteeBallotStatus.aspx>

I have more questions, where can I direct them?

We'd love to hear from you! Please feel free to write to organizing@DFL.org with any questions!

Candidate Support

Another of the PC's most important jobs is to campaign on behalf of candidates. This is where the grass roots efforts by PC's will make the greatest difference. For the most part, your role in a campaign will be led by the candidate or candidate's designee such as a campaign manager or a volunteer coordinator, who will be following the candidate's strategic field plan. Activities to support a candidate include:

1. Going door to door to introduce the candidate's name and distribute their literature. This gives you another reason to visit and get to know the DFLers in your precinct.
2. Recruiting DFL walkers who are willing to distribute literature. · Calling friends and neighbors to tell them about the candidate.
3. Spreading the word through social media such as Facebook, Twitter and email to inform friends, Democratic neighbors, etc. about candidate websites, issues and events.
4. Hosting a house party where voters can meet and talk to the candidate. House parties do not have to be elaborate – light refreshments are fine – and they help build your Democratic community.
5. Contributing to and soliciting contributions for your candidates.
6. Posting candidate signs in your yard, encouraging others in your neighborhood to post signs, and wearing buttons advertising your candidate's name.
7. Stuffing envelopes, data entry and preparing literature for delivery.

Election Day

The PC's job regarding Election Day is to work with the SD46 Executive Team to make sure that there are Democrats working as poll workers, that Democrats are turning out to vote, and that your Democrats are able to get to the polls.

According to the Secretary of State's Website: www.sos.state.mn.us/elections-voting/get-involved/become-an-election-judge

Election judges are temporary, paid employees of local election officials trained to handle all aspects of voting at the polling place. Serving as an election judge is a chance to learn about elections, and is a great service to the community.

On Election Day, there can be as many as 30,000 election judges temporarily employed at polling places across Minnesota. You too can be an election judge—many towns and cities are always looking for qualified applicants. This page includes information on [how to apply](#), [who can apply](#), [pay](#), [the time commitment](#), [time off from work](#), and [student trainees](#).

NOTE: The DFL provides Election Day training sessions before every Primary and General Election, contact your SD46 leadership for help.

Summary

The job of a Precinct Chair is to:

Educate: Invite all potential activists from your precinct to strategize together and outline tasks that need to be done. Coordinate your events with local elected officials, party leaders, or State Democratic Party events. Educate volunteers about the Democratic Party, candidates and issues of importance. Make sure volunteers receive any relevant training through the Senate District or State Party.

Motivate: Keep in touch with the people in your precinct who have shown an interest in becoming involved. Regular communication with Democrats at the precinct level will uncover many people who have never become involved in the Party because no one has asked before. Make sure these potential activists understand the importance of their involvement. Invite them to meetings, events and phone banks. Include them on any lists to receive regular updates from Senate District and State Party and hook them into a volunteer network at a local level. Keep in Touch!

Lead: Keep all block captains, volunteers, and precinct workers pulling together. Keep your eye on the prize. Take responsibility, making sure all volunteers are invited to monthly meetings, volunteer opportunities and special events in the Senate District.

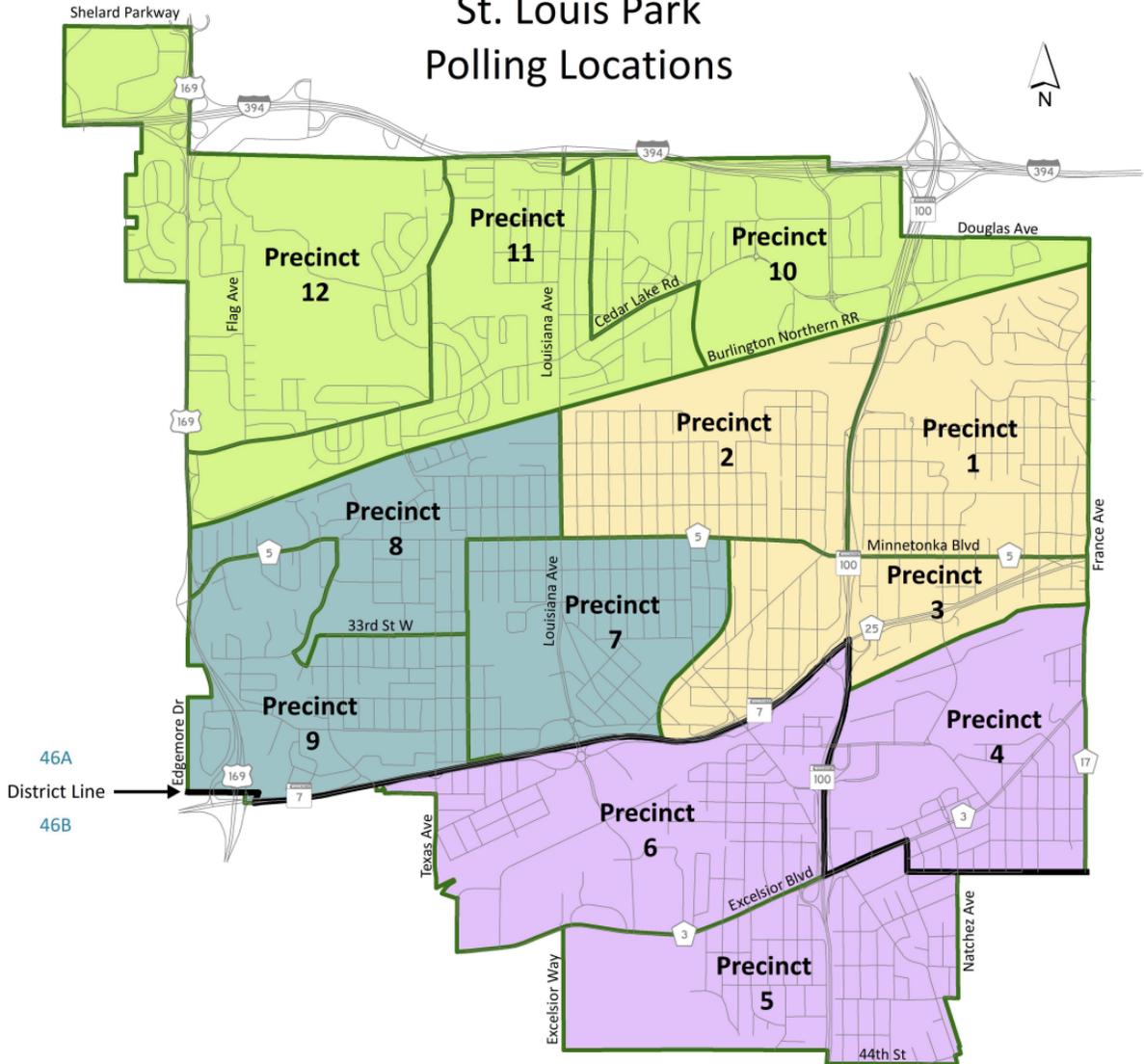
Inspire: Help activists see themselves as political experts in the community to whom others can turn for guidance. Precinct committee members are the direct link between the Democratic Party and the voter, and they wield immeasurable influence.

Organize: Start a precinct canvass-walking or phoning. Contact Senate District 46 leaders for additional help, walk lists, literature, etc. (outreach@sd46df.org and chair@sd46df.org).

Important Resources

1. Senate District 46 Website: www.sd46dfi.org
2. State DFL website: www.dfi.org
3. A contact list of all the registered voters in your precinct is available by emailing outreach@sd46dfi.org and chair@sd46dfi.org.
4. Voting and Registration info: www.sos.state.mn.us/elections-voting
5. Polling place finder and registration confirmation: mnvotes.sos.state.mn.us/VoterStatus
6. Precinct Maps: see pages below

St. Louis Park Polling Locations



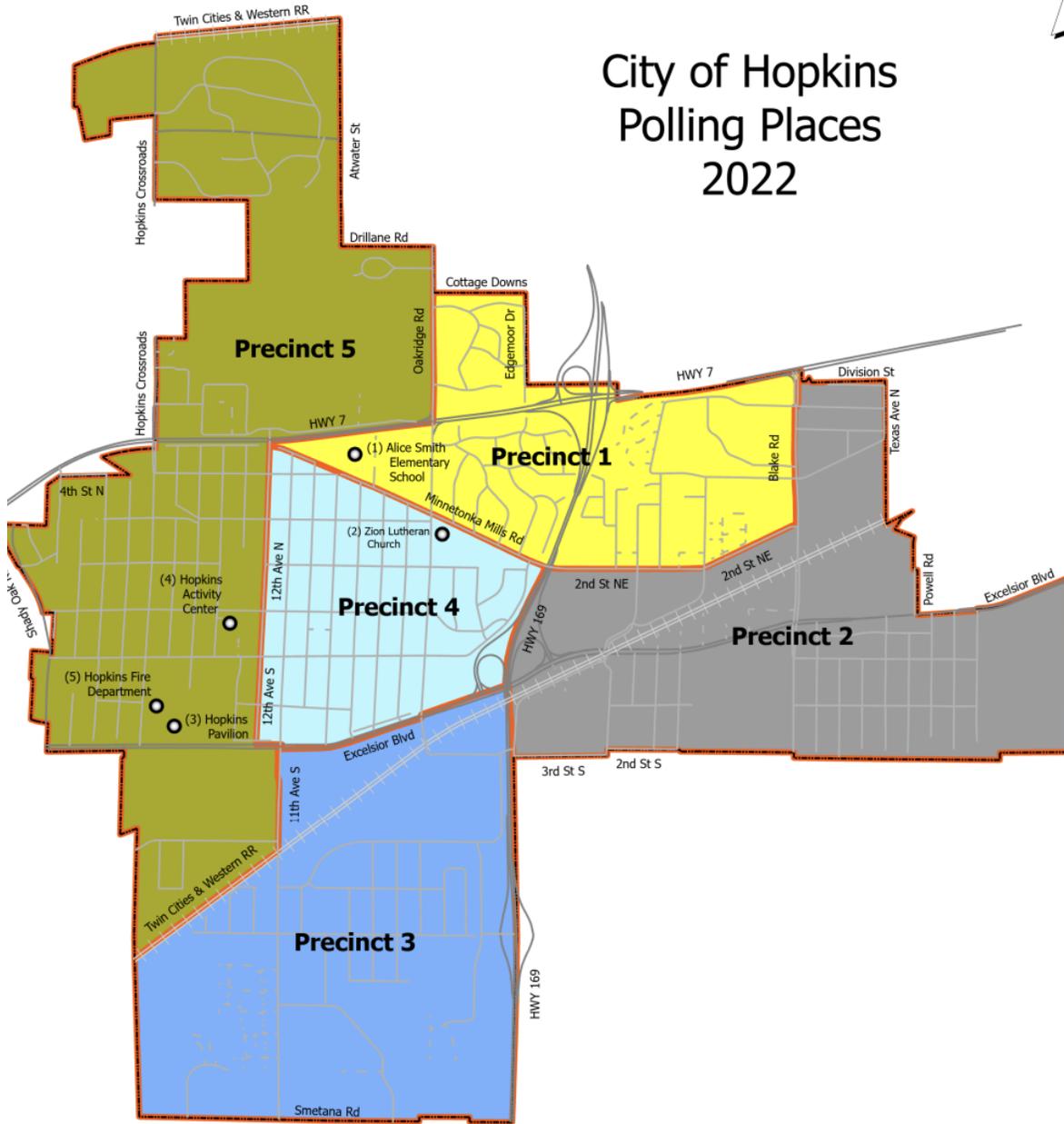
WARD 1
Precinct 1 - Beth El Synagogue, 5225 Barry St W
Precinct 2 - Wat Thai of Minnesota, 2544 Highway 100 S
Precinct 3 - St. Louis Park City Hall, 5005 Minnetonka Blvd

WARD 3
Precinct 7 - St. Louis Park Senior High School, 6425 33rd St W
Precinct 8 - Aquila Elementary School, 8500 31st St W
Precinct 9 - Lenox Community Center, 6715 Minnetonka Blvd

WARD 2
Precinct 4 - St. Louis Park Rec Center, 3700 Monterey Dr
Precinct 5 - Vista Lutheran Church, 4003 Wooddale Ave
Precinct 6 - St. Louis Park Municipal Service Center, 7305 Oxford St

WARD 4
Precinct 10 - St. Louis Park Middle School, 2025 Texas Ave S
Precinct 11 - Park Harbor Church, 1615 Texas Ave S
Precinct 12 - Westwood Lutheran Church, 9001 Cedar Lake Rd

City of Hopkins Polling Places 2022

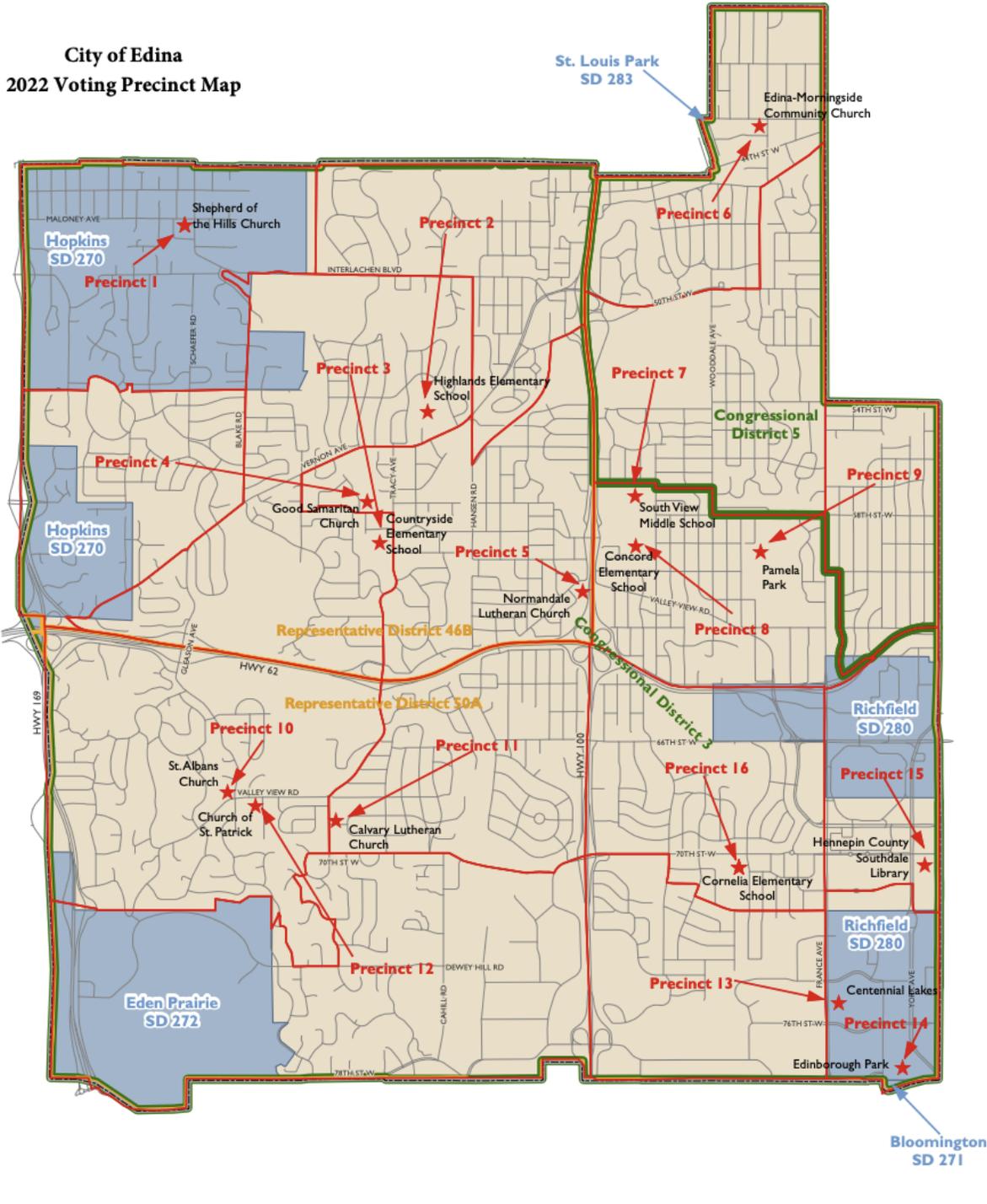


- Precinct 1 - Alice Smith Elementary School, 801 Minnetonka Mills Road
- Precinct 2 - Zion Lutheran Church, 241 5th Ave N
- Precinct 3 - Hopkins Pavilion, 11000 Excelsior Boulevard
- Precinct 4 - Hopkins Activity Center, 33 14th Avenue North
- Precinct 5 - Hopkins Fire Department, 101 17th Avenue South

THE CITY OF
HOPKINS, MINNESOTA
HENNEPIN COUNTY



City of Edina
2022 Voting Precinct Map



Legend

- ★ Polling Location
- ▭ Precinct Boundary
- ▭ Municipal Boundary
- ▭ Representative District
- ▭ Congressional District
- School Districts
- Edina (273)
- Other School Districts

Precinct 1

- Congressional District 3
- Representative District 46B
- Shepherd of the Hills Church
- 500 Blake Road

Precinct 2

- Congressional District 3
- Representative District 46B
- Highlands Elementary School
- 5505 Doncaster Way

Precinct 3

- Congressional District 3
- Representative District 46B
- Countryside Elementary School
- 5701 Benton Avenue

Precinct 4

- Congressional District 3
- Representative District 46B
- Good Samaritan Church
- 5730 Grove Street

Precinct 5

- Congressional District 3
- Representative District 46B
- Normandale Church
- 6100 Normandale Road

Precinct 6

- Congressional District 5
- Representative District 50A
- Edina-Morningside Community Church
- 4201 Morningside Road

Precinct 7

- Congressional District 5
- Representative District 50A
- South View Middle School
- 4725 South View Lane

Precinct 8

- Congressional District 3
- Representative District 50A
- Concord Elementary School
- 5900 Concord Avenue

Precinct 9

- Congressional District 5
- Representative District 50A
- Pamela Park
- 4301 W 58th Street

Precinct 10

- Congressional District 3
- Representative District 50A
- St. Albans Church
- 6716 Gleason Road

Precinct 11

- Congressional District 3
- Representative District 50A
- Calvary Lutheran Church
- 6817 Antrim Road

Precinct 12

- Congressional District 3
- Representative District 50A
- Church of St. Patrick
- 6820 St. Patricks Lane

Precinct 13

- Congressional District 3
- Representative District 50A
- Centennial Lakes Centrum
- 7499 France Ave S

Precinct 14

- Congressional District 3
- Representative District 50A
- Edinborough Park
- 7700 York Ave S

Precinct 15

- Congressional District 3
- Representative District 50A
- Hennepin County Southdale Library
- 7001 York Ave S

Precinct 16

- Congressional District 3
- Representative District 50A
- Cornelia Elementary School
- 7000 Cornelia Drive



March 2022
0 1,600 Feet

Sample Phone Script

Hello is _____ home? Hi, my name is _____ and I am the Democratic precinct chairperson for your area. I live in on _____.

(Option 1)

I am calling to let you know there are many other Democrats in your district, and that your local party unit is holding a meeting on _____ at (location and time). I will be there and I would like you to come.

(Option 2)

Local Democrats are meeting to organize campaigns and I was hoping you could tell me about some issues important to you and what you believe needs to be addressed.

Concluded:

Thanks for your time. Let me give you my phone number, email, and the email of the SD46 Outreach Officer (outreach@sd46df.org) in case you have any questions in the future. The number is _____. You may also visit our website at _____. I hope to talk with you again soon.

Sample Door to Door Script

Hello is _____ home? My name is _____ and I am the Democratic precinct chairperson for your area. I live on _____.

I'm introducing myself to Democrats in the neighborhood to let them know we have a very active local and statewide Democratic party and we are encouraging people to check out and register at www.dfl.org/voteearly. Turnout in our area is why Democrats win statewide!

I'd also like to give you my phone number and email address in case you have any questions.

Sample Volunteer Profile Form

Name: _____ Email: _____

Home: _____ Work: _____

Cell: _____ Address: _____

City: _____ Zip: _____

Ward or Precinct: _____

Volunteer skills and resources Activity/Preference You can contribute:

- | | |
|------------------------|-----------------------|
| · Publicity/Promotion | Neighborhood captain |
| · Computer skills | Phone banking |
| · Interpersonal skills | GOTV activity |
| · Data entry/filing | Hosting a House party |
| · Foreign Languages | Canvassing |