

# VOTE411.org “Race Champion” Checklist

Monmouth County 2020 Election Cycle

(Champions track down information when needed and urge, monitor, and acknowledge participation.)

1.	Select the elections you’d like to cover from the list of Monmouth County Municipal and Board of Education races. Confirm with VOTE411 Team.
2.	Get the candidate contact information for each of the races you’re covering on LWVSMC.ORG. (Emails are listed for most candidates.)
3.	<i>Optional: FOR MUNICIPAL RACES ONLY:</i> Brief description of the elected office ( <i>office name; length of term; salary; size of governing body, form of government and send description to Ted <a href="mailto:ted.dellinger@gmail.com">ted.dellinger@gmail.com</a></i> ). Description of BoE positions are available on the website and will be entered for your race; there is nothing you need to do.
4.	Send an email to the candidates (Municipal and Board of Ed) alerting them to the VOTE411.org invitation. (Email template available on website. Use “League of Women Voters invitation to VOTE411” in the subject line—copy (CC) <a href="mailto:ted.dellinger@gmail.com">ted.dellinger@gmail.com</a> and BCC yourself. Keep an email folder of all your correspondence with candidates.  <i>Ted will set up the races we are covering in VOTE411 when he receives the blind copy of your email (information is in system, but not visible to the public). They will be “published” (made visible to the public) when the first candidate responds to VOTE411. The invitation comes from <a href="#">League of Women Voters of Monmouth County</a> with the subject line “Invitation to participate: VOTE411.” It contains a unique link that the candidate uses to enter data into VOTE411.org. Candidates can enter—and edit—data in their profiles up to the cut-off date we have set (one week before the election).</i>
5.	Once the race has been “published (made visible to the public), monitor* the website for candidate responses: <ul style="list-style-type: none"> <li>• Alert Ted (<a href="mailto:ted.dellinger@gmail.com">ted.dellinger@gmail.com</a>) if a follow-up reminder needs to be sent and email your own reminder</li> <li>• Monitor and send follow-up email, as needed, to encourage participation</li> <li>• When candidates have entered their information, send an email thanking them for their participation (Email template available).</li> </ul> <i>*To monitor, go to VOTE411.org and enter an address in the election district.</i>
6.	Spread the word: <ul style="list-style-type: none"> <li>• Promote VOTE411 to your social networks (Template available)</li> <li>• Arrange for VOTE411 to be advertised on municipal outdoor signs for the races you are championing</li> <li>• If doable, attend a public meeting of the Board of Ed or governing body your candidates are aspiring to and give a short public statement explaining and promoting VOTE411</li> </ul>

# 2019 Monmouth County VOTE411 Initiative

The goal: Cover as many Monmouth County races as possible.

