

## **Vote411: Guide for Contacting Candidates**

### **Process for finding missing emails for vote411.**

1. Check to see if the candidate in question is archived in the vote411 system to see what email address was used in a previous year. Email that address to verify it is still valid and current. (This will be done by a vote411 administrator.)
2. Do a pass through the list of emails still missing and google the candidate names looking for campaign websites or search for them on Facebook. Look for contact emails on websites or Facebook pages, and if they aren't there, send a Facebook message asking for an email.
3. Identify whether or not the candidates are running in an area that has a local league. Email contacts at that local league to see if they can get further info on those candidates.
4. If candidates have a phone number listed, but no email, sort those numbers into cell phones or landlines.
5. Text the cell phone numbers asking for email addresses for vote411.
6. Call the land lines asking for email addresses for vote411.

### **Suggested wording for Vote411 candidate texts or voice calls under different scenarios**

#### **Needing email addresses:**

\*\*\*For this scenario, I would leave out mentions of the League. Once they receive the email they will know the League is involved.\*\*\*

Good morning. My name is                      and I'm contacting you on behalf of Vote411. Vote411.org is the national voting resource website where candidates

provide campaign information in their own words. Your candidate filings did not include an email address. We need that in order to send you an invitation to participate in Vote411 for the upcoming election. The email will include a custom link for you to upload your campaign details and also update them right up until Election Day. Please respond with your preferred email address - thank you so much!

Needing email address, other than the official address for their office:

Good morning. My name is [REDACTED] and I'm contacting you on behalf of Vote411. Vote411.org is the national voting resource website where candidates provide campaign information in their own words. Your candidate filings did not include a campaign email address. We need that in order to send you an invitation to participate in Vote411 for the upcoming election, as it is improper to use your official government address. Our email will include a custom link for you to upload your campaign details and also update them right up until Election Day. Please respond with your campaign email address. Thank you so much!

Determining if candidates got their invitation email:

Good morning. My name is [REDACTED] and I volunteer my time contacting candidates for the League of Women Voters of PA and Vote411.org. On **March 29** and then again on **-Date-**, you were sent email invitations to participate in Vote411 for the upcoming election. This invitation contained a personalized link leading to a customized area of Vote411 in which you can enter your campaign information and answer questions posed by the League. We have not seen any activity initiated by you and the deadline is **April 12** Would you please let me know if you received the emails and when you intend to complete your response? Thank you so much!

Reminding candidates who said they would respond but have not:

Good morning. My name is [REDACTED] and I volunteer my time contacting candidates for the League of Women Voters of PA and Vote411.org. Today is the deadline for entering your campaign information into Vote411 for the upcoming election. You previously indicated that you would participate but there has been

no activity in your customized area. If you need another invitation email, please let me know. Thank you so much!

Reminding candidates to complete their submission:

Good morning. My name is [REDACTED] and I volunteer my time contacting candidates for the League of Women Voters of PA and Vote411.org. On March 29 and then again on [Date-], you were sent email invitations to participate in Vote411 for the upcoming election. This invitation contained a personalized link leading to a custom area of Vote411 in which you can enter your campaign information and answer questions posed by the League. We have seen some activity initiated by you but the deadline is April 12. Would you please let me know when you intend to complete your response? Thank you so much!

Determining if candidates want to update their primary responses for fall:

Good morning. My name is [REDACTED] and I volunteer my time contacting candidates for the

League of Women Voters of PA and Vote411.org. You recently received an email asking you to review your spring submission to determine if any updates were desired for the fall election. Would you please verify that you received this email and that either no changes are necessary or that you will be making any changes by the deadline of [Date-]? Thank you so much!

Informing candidate that their opponent has submitted a response:

Good morning. My name is [REDACTED] and I volunteer my time contacting candidates for the League of Women Voters of PA and Vote411.org. I'm reaching out today with a reminder that the deadline for submissions is [Date-]. You are running for a contested office and your opponent has already responded. It's very important for voters to have information on all candidates so if you need another copy of your invitation email, I'd be happy to send one. If you are having any technical problems let me know. Thank you so much!