

# A Precinct Captain Guide

Most extracted from the 2019 Illinois Republican Party Training Manual

**Compiled and Edited by  
Alan C. Schneider, Major, USAF (Ret.)**

**Version 1.2  
December 2023**



# FOREWARD

*I undertook the effort to compile ‘A Precinct Captain Guide’ because there was very little documentation available when I was first appointed a Precinct Captain. Thanks to a charitable member of the Township, I was able to get a copy of the 2019 Illinois Republican Party Training Manual which provided much of the content in this document. I believe this document can add value in any Illinois County, but it is important to remember this document applies specifically to being a Precinct Captain in Cook County, Illinois.*

*As was pointed out to me early on, since this is a voluntary position and many of those appointed have full-time jobs and/or families there is NO expectation to do every action described in this manual, as one of our most experienced members put it, “**that would make you the best Precinct Captain EVER!**”*

*The hope is that you do as much as possible to get the Republican message out to your voters while at the same time encouraging them to always vote. Through each election cycle you will be asked by the Township leadership to participate in specific activities if you are able. They include helping to put together yard signs and deliver them, creating mailings, making phone calls, canvassing for candidates, delivering campaign material, and walking in parades.*

*Thank you for volunteering your time. I hope this guide helps you to understand the full scope of what it means to be Cook County Precinct Captain,*

*Good luck.*

*v/r*



*Alan C. Schneider, Major, USAF (Ret.)*

## Table of Contents

Precinct Captain (PC).....	4
a. Priority Focus .....	4
b. Duties .....	4
c. Being an Election Judge .....	4
d. Election Judge Training .....	5
e. Election Judge Support on Election Day .....	5
Communicate With Your Voters and Make Them Part of Your Team.....	5
a. Identifying Republicans in Your Precinct .....	5
b. Introductory Letter .....	8
c. Newsletter.....	8
d. Walking Your Precinct to Meet Voters .....	9
i. How To Make a Good Impression.....	9
i. When to Walk .....	10
e. Recruit Volunteers .....	10
f. Registering Voters.....	11
g. Secure Yard Sign Locations .....	11
h. Hold an Annual Precinct Event.....	12
i. Cook County Voter Information Site.....	12
Participating in Republican Party Activities .....	13
a. Parades.....	13
b. Booths .....	13
c. Regular Party Meetings and Republican Clubs .....	13
d. Sell Ad Space and Tickets to Events and Fundraisers .....	14
ii. Lincoln Day Dinners.....	15
iii. Candidate Events .....	15
iv. Special Events (e.g., Golf Outings) .....	16
Electing Republicans .....	16
a. Candidate Recruitment and Vetting .....	16
i. Be Proactive .....	16
ii. But ... ..	16
iii. Once you have a good, solid candidate.... Help Them Win! .....	16
b. Recommending and/or Endorsing Candidates .....	17
c. Illinois State Board of Elections Candidate Checklist.....	17
d. Candidate Petition Forms and Gathering Signatures.....	18

e. Avoiding Petition Challenges/Objections .....	19
f. Petition Review Checklist.....	19
Approaching an Election .....	20
a. Working Phone Banks .....	20
b. Distributing Literature.....	22
i. Blitzes .....	22
ii. Hard Knocks .....	22
iii. Placing Signs at Polling Locations.....	23
Ensuring Your Voters Vote!.....	23
a. Absentee, Vote by Mail, Vote From Home and Early Voting.....	23
b. Transportation to Polls.....	24
c. Working the Polls on Election Day .....	24
i. Outside the Polling Place .....	24
ii. Electioneering .....	24
iii. Inside the Polling Place .....	25
1) Poll Watcher Credentials .....	25
2) Where to Stand .....	25
3) Cameras .....	26
4) Getting Out Every Last Vote.....	26
5) Ballot Integrity and Election Fraud .....	26
6) How to Object .....	27
After the Polls Close .....	27
a. Get the tape and Report Results.....	27
b. Remove the Signs.....	28
c. Celebrate.....	28
Getting Election Results .....	28
Online Voter Information.....	28
g. NationBuilder/L2 (Surus) .....	28
h. Data Center (Legacy Source).....	32
i. Voter Party Affiliation .....	33
ii. Perfect Voters .....	34
iii. Creating Lists.....	34
Sample Letter of Introduction to Constituents.....	36
Sample Election Letter Regarding Voting Options and Recommended Candidates .....	37

## Precinct Captain (PC)

### a. Priority Focus

#### Primary (Required)

Getting all the Solid Republicans out to vote. Remind them the only chance we have to change things is for everyone to vote, no matter how hopeless they believe it is. Only a few more votes in each Precinct will make a difference—*refer to the Surus Victory Number analysis.*

#### Secondary (Highly Desired)

Convince the Soft Republicans, Soft Democrats, and new voters to always vote for a candidate with an 'R' next to their name. These are the voters that do not always vote a straight party ticket. ROWT leadership will provide a handful of Wheeling Township level talking points to use for convincing these voters their best option is to vote Republican.

#### Tertiary (Time Permitting)

Promote candidates running in districts with your precinct; first local, then state and then federal level. The Election Operations Committee Co-Chairman for Precinct Captains will work with the candidate campaigns to get at least three major talking points to emphasize from each candidate.

### b. Duties

1. Meet and KNOW your Voters (Walk Precinct).
2. Communicate with Voters on a regular basis.
3. Register new Voters.
4. Recruit Candidates, Election Judges and Poll Watchers
5. Circulate Candidate petitions.
6. Identify sign locations.
7. Financially support your local organization to the best of your ability

### c. Being an Election Judge

An **elected** PC is barred by state law from serving as an Election Judge, while **appointed** PCs, if otherwise qualified, are allowed by state law to be Election Judges. Some counties, however, do not allow even appointed PCs to serve as Election Judges.

According to the Cook County Clerk's Office ***Election Judge Eligibility*** site:

<https://www.cookcountyclerkil.gov/elections/work-election-day/election-judge-eligibility>

*“Candidates running for office and elected political party committeemen are prohibited from serving as election judges.”*

Since Cook County PCs are appointed, they are eligible to be an Election Judge.

You can sign up here:

<https://www.cookcountyclerkil.gov/elections/work-election-day/election-judges>

#### d. Election Judge Training

Although not a requirement (unless you are an appointed PC who plans to serve as an Election Judge,) it is highly recommended that you, as a PC attend (at least once) the Election Judge School presented by the Cook County Clerk. Not only will your Election Judges appreciate your attendance, but you will also learn what should (and should not) happen in the polls on Election Day.

#### e. Election Judge Support on Election Day

In many counties, PCs provide coffee and/or lunch for election judges at the polling location in their respective Precincts. Some Republican PCs even feed the Democratic judges, too, to foster goodwill among all the election judges in the Precinct. In other jurisdictions, giving drinks or food to any of the judges may be frowned upon as an attempt to influence the election! To be sure, consult with one of the experienced election judges in your Precinct or with the Cook County Clerk's office.

## Communicate With Your Voters and Make Them Part of Your Team

#### a. Identifying Republicans in Your Precinct

In Illinois, a voter declares party affiliation in the primary. Unlike some states, an Illinois voter is not a "registered Republican" or a "registered" member of any party. Party voters in primaries can change every two years. Even some of your "good" Republicans might vote in a Democratic primary if a friend is running as a Democrat or to vote for or against a particular Democrat if there are no seriously contested races on the Republican side. Such crossover primary voting weakens the Committeeman in any weighted votes but is understandable. Conversely, some Democrats may vote in our primary for similar reasons or just to cause mischief.

Therefore, personal contact is always best with as many voters as possible in your Precinct. On the other hand, knowing who votes in the Republican primaries is

important and relatively easy information to obtain. In Illinois, you can obtain a list of registered voters in your Precinct with whether they voted in recent primaries and in which party's primary they voted from your County Clerk's office.

Early in 2023 ROWT enlisted the services of Surus of Illinois to provide voter information. The system provided is called **NationBuilder** and is now the primary source for ROWT voter information. When a Precinct Captain is appointed, they will need to be given access to this application by the Election Operations Committee Co-Chairman for PCs. Alternatively, a PC can use the legacy "**Data Center**" system provided by the Illinois Republican Party.

If walking your Precincts before a Republican primary, you want to talk to the people who vote in the Republican primaries. Prior to a General Election, expand your list of voters to include independents. You want to skip the people who refuse to register to vote and people who always vote Democrat. Having some sort of bag to hold your literature can be handy.

Of course, now with same-day registration, every occupied address holds potential voters. People who register in advance are more likely to vote, but if you have the time, visiting households without registered voters may yield surprising results.

From the street or sidewalk, first look for a "No Trespassing" or "Keep Out" sign. Your first Amendment freedom to engage in political speech may not prevent a misdemeanor conviction for criminal trespass. Second, look for the unleashed dog. Use your best judgment as to how friendly the dog may be and err on the side of caution. NO single vote is worth a dog bite. When you approach the door look for a "No Soliciting" sign. Many communities make it a misdemeanor to attempt a sales pitch when such a sign is present, but because "talking politics" is an exercise of your First Amendment rights, such activity is not considered a sales solicitation. Most people who have a "No Soliciting" sign do not object to receiving polite, political information. If a person objects, apologize, make a note and honor their desire for privacy in the future. One must mail into these few households. During your approach, look for bumper stickers or signs on the door that may indicate the households view on guns or abortion or membership in local organizations.

Precincts that contain apartment buildings or are rural present special problems. Frankly, the best way to contact voters in a high-rise apartment is by mail or phone. Driving from farm to farm (watch out for those dogs!) or to far-flung subdivisions is time-consuming but can be quite productive. Little feels much better than being told you are the first person ever to knock on their door and ask for their vote.

When you get to the door, firmly push the doorbell once, or finding no doorbell, knock a couple of times moderately hard on the door. If no one comes to the door within a minute or two, leave your business card or literature with a signed handwritten message on it like, "Sorry I missed you." A note is a personal touch that is always a great way to connect with your neighbors. Then move on to the next house. People have a right to decide to whom they talk and Republicans honor that right. Most people who are home

will come to the door. If the person is on a cellphone or is busy with an infant, skip the sales pitch, hand them your card or literature and leave promptly.

When the voter answers the door, you should identify yourself by name, indicate who you are, "The PC of our Precinct", or "a Volunteer", and mention how close you live to the voter. Try not to spend more than five minutes per household. During that time, do a lot of listening and do not argue. Find areas of agreement in your conversations and try to determine the, nuanced, political goals of each person. For example, if the person is a strong supporter of the Second Amendment, emphasize our Republican candidates who share that belief. If the person is pro-life, emphasize our pro-life candidates. Offer to help unregistered conservatives become registered voters.

Offer rides for Early Voting or on Election Day to the elderly or infirm who need rides. Find out which voters have moved so you can delete them from the list of voters in your Precinct. Avoid using canned or memorized speech that may appear to lack sincerity. Be spontaneous and conversational. After you leave the voters home, you should keep written notes of the goals and beliefs of the voters you just met. That information allows the PC to increase our voter turnout on Election Day.

The gist of each conversation with a voter is dictated by the time of the year:

1. If you are walking your Precinct to introduce yourself to voters you have never met, inform the voter of your role as a liaison in their interactions with local government. If they are new to the Precinct, tell them where the polling place is located. If they are new to Illinois, tell them about Vote from Home/Vote by Mail and Early Voting.
2. If the candidates are circulating nominating petitions, discuss the positive attributes of each candidate for whom you have a nominating petition for the voter to sign.
3. If you are walking just before the primary, talk to the voter about the positive attributes of the candidates you support in contested races at the county or local level.
4. Between each primary and the General Election, talk to the voters to determine their core beliefs. Ask if they normally consider themselves a Republican or Democrat. Ask them about what issues they feel strongly. Ask about their Presidential and Congressional preferences. Make notes of their answers. Politics is very personal, and it is difficult to change another's view as to who is the best candidate for President or Governor without risking alienating the voter. For those who are uncertain, give them facts that will change their mind.
5. Just before the start of Early Voting, talk to the voters about the advantages of avoiding bad weather on Election Day, avoiding lines to vote and avoiding the chance of missing voting should the unexpected happen. Emphasize the positive attributes of your candidates.

6. If it is before a General Election, emphasize the positive qualities of two or three of the local candidates who most need the help to win their election.

The best PCs build rapport with their voters by communicating with them after Election Day. One can make small talk to voters like neighbors. The PC can send out notices or postcards with information concerning our achievements and efforts. PCs should get e-mail addresses of their voters to be able to send to the voter's alerts and messages. Sending voters, a birthday card or greeting on their birthday shows you care about them and not just their vote. Send "thanks you" notes to the Republican Election Judges. Send "thank you" cards to the voters who signed nominating petitions you circulated. PC builds rapport in their community by volunteering and participating in community events. PC participates in organizations like the Illinois State Rifle Association, Boy Scouts, Girl Scouts, Chamber of Commerce, Lions Clubs, VFW, and their local church.

### b. Introductory Letter

When first appointed as a PC it is a good idea to write a letter to introduce yourself to your voters. Talk about your family, career, to include military and public service, your experience in politics, and about ROWT in general. There is an example at the end of this document. Once created and if it is several months before a Primary one option is to make enough copies to deliver, without knocking on the door, to all Solid Republicans as meeting each one personally then is probably not needed this far before the Primary. However, if you prefer to meet them personally and not print the letter, that is acceptable as well. Some prefer to wait until a few months before the Primary before they start to meet them personally.

### c. Newsletter

A great way to keep in touch with the voters in your Precinct, especially if you have a lot of apartment buildings or a geographically large Precinct is a Precinct newsletter. Such a newsletter needn't be more than a single page front and back if necessary. As mailing is expensive, see if ROWT can help you with the creating, copying, and mailing of your newsletter.

It may be appropriate to highlight only certain Republican candidates in your newsletter. The experience of some County Chairman has been the most effective PC letter to the voters endorses only four for five outstanding candidates with a couple of sentences giving reasons why the voter should vote for these candidates. In other jurisdictions, you may be expected to list all the Republican candidates.

The PC should sign each letter in contrasting blue ink to show the voter the personal nature of the letter and differentiate the letter from political mass mailings. These letters are then handed out to the voters by the PC when they walk their Precincts, placed with candidate literature in bags in the doors of Republican households or mailed to Republican households. When mailing letters, the PC who hand-addresses each letter will get a better response than the PC who uses a stick-on label addressed to the household. The best time to first distribute PC's letters is the weekend before the start of Early Voting, especially to the voters over the age of 50. Walk the Precincts the two

or three weekends before the election to catch the 70% to 80% of the voters who are waiting for Election Day to vote. Before some primaries, independents also get these letters. Before a General Election, independents and occasionally even Soft Democrats get these letters.

Sample ballots can accompany your newsletter. There are different schools of thought as to sample ballots. Some endorse a sample ballot with a phrase characterizing each candidate. Other County Chairmen want only the Republican candidates listed. Still others think that may be taken as an insult to the voters' intelligence and direct an official, complete, sample ballot to be mailed to each voter. Finally, some mail the complete ballot, but mark the Republican candidates. Obviously, you should consult with your own local party leadership on this issue. In any case, the more well-known the PC is, the more effective his or her newsletter will be.

If you have compiled e-mail addresses of Republican voters in your Precinct, you can generate newsletters more often than just around Election Day. If you are even more "tech savvy" consider using a webpage, Facebook, Twitter, or the like to communicate with your voters.

#### d. Walking Your Precinct to Meet Voters

Determine the exact boundaries of your Precinct. Precinct maps can usually be obtained from your local election authority. Often, boundary lines follow the middle of streets, rivers, and railroad tracks, but may also follow political district boundaries, such as Congressional, state legislative or municipal. It is possible for part of a Precinct to be in one district and another part in a different district.

By far, the best way to influence elections is to walk the Precincts. PCs walk their Precinct, talking to their neighbors about the choices they must make in the primary and the General Election. PCs get to know their neighbors' and community's wants and desires. For many Republican-leaning voters, the chief goal is lower taxes. Each community has many other wants and needs. When the PC walks and talks in their Precinct, they get to know those goals and desires of the community and they build trust with the voters. Your goal is to build rapport with your neighbors, so they trust you for advice on political issues and concerns.

#### i. How To Make a Good Impression

- 1) Give the voter a business card when introducing yourself. 100 personalized cards can often be printed for less than \$40. Keep them simple and clear. Cards can help you to establish and maintain high visibility in your Precinct.
- 2) Dress neatly when walking your Precinct.
- 3) Depending on your Precinct, you may want to consider wearing a name tag, Republican hat, or a shirt or jacket with a Republican logo so the voter can recognize you are not there to sell them something.

---

### i. When to Walk

- 1) They should always be done in daylight, as many people get scared of unknown nighttime visitors ringing their doorbells.
- 2) A surprising number of households have people at home during the week in the late afternoon. Walking the Precincts from 3:30 PM until dinnertime at 5:00 PM is productive.
- 3) One can meet many people by walking on weekends. Saturday from mid-morning to mid-afternoon and Sunday from noon to 4:00 p.m. works best.
- 4) Depending on how well you know your voters, you might want to avoid ringing doorbells during televised sporting events. On weekdays, late afternoons are best.

### e. Recruit Volunteers

Another possibility to keep in mind as you meet your voters is some of them may be willing to volunteer. This may range from a voter who would be willing to help you with all your duties to someone who may just want to walk in a parade for one candidate. A good place to start may be friends or family in your Precinct. Homeschool families are a natural Republican Party constituency. Don't overlook young people who may have an interest in civics, politics, or the law. Today's volunteer may be tomorrow's State Representative!

As you walk your Precinct, bring along a sign-up sheet to collect e-mail addresses and other contact information from Republican voters who are willing to provide you with their information. Remember, though, many Republicans are protective of their privacy and may be hesitant to provide such information, especially the first time you meet them. If you can find at least one enthusiastic Republican voter for each street or neighborhood to assist you in your duties, you will have recruited valuable assistants to help you in completing your mission of electing Republicans. "Precinct Volunteers" may aid you with the following:

1. Voter registration
2. Getting signatures on candidates' petitions
3. Distributing vote by mail/vote from home and Early Voting information
4. Identifying potential election judges
5. Finding locations for yard signs
6. Distributing candidate information
7. Getting Out The Vote (GOTV) on Election Day!

Among the many benefits of Precinct Volunteers: WINNING MORE ELECTIONS with neighbor-to-neighbor contact; getting petitions completed is quicker and easier; expense is minimal; and ticket sales to events and fundraisers is simpler and easier.

More ground troops make victory easier and much more likely! Nothing is more effective than neighbor-to-neighbor canvassing. Volunteers can do a lot to lighten your load. Volunteers are special treasure them!

#### f. Registering Voters

As a PC, you are eligible to become a deputy registrar. State law provides "The county clerk shall appoint all PCs in the county as deputy registrars who may accept the registration of any qualified resident of the State, except during the 27 days preceding an election."

The registration process may seem less important now that Election Day registration is allowed in Illinois. Still, we believe registering someone in advance tends to make it more likely such a person will vote. Also note as a PC, you may register any qualified Illinois resident. You are not limited to only registering voters who live in your Precinct.

In some counties, PC are merely sworn in as deputy registrars by someone from the County Clerk's Office, given registration material and then they are good to start registering people. In other jurisdictions, PCs are required to attend classes put on for registrars by the County Clerk before they are allowed to register voters. Such classes are held every year and usually last less than an hour. Registration materials are then provided by the Clerk to the new registrars. When you find, as you walk your Precinct or deal with people in life, like-minded individuals who are not registered to vote, you can return later and register the individual. When acting as a registrar, PCs are not allowed to engage in political talk, partisan activities or wear campaign buttons or political clothing. The website of the County Clerk's office may list PC who are certified to register voters and, if you are not yet a registrar yourself, they can be recruited to register voters.

Remember, you may only register United States citizens who are at least 18 years old on or before the next election and who have lived in the Precinct at least 30 days before the next election. You may not register voters where liquor is served or where there is promotion of anything political.

#### g. Secure Yard Sign Locations

As you are going door to door, keep an eye out for potential sign locations. If a voter seems receptive, it is perfectly appropriate to ask if you may put up a sign either right away or closer to Election Day. Some voters will want a sign for a particular candidate. ALWAYS be sure to get a sign to anyone who asks for one and NEVER put a sign in someone's yard without permission. It is also a good idea to ask the voter where in the yard they would like the sign.

There are different viewpoints on the number of signs per yard. Some believe a yard filled with signs is the way to go. Others believe only having one sign per yard is best. A sign, or signs, in someone's yard is preferable to one stuck in an empty lot, but sometimes you must take what you can get!

When to put up signs is another question. For a challenger, building name-recognition is important. A sign erected too early, however, becomes part of the landscape. For General Elections, waiting to put up several signs until after Halloween makes sense, for obvious reasons! In any event, be sure to get all the signs you put up taken down no later than a day or two after the election.

Most candidates have a lot of yard signs with the candidate's name and office on it. Placing these signs on private lawns and businesses with permission helps the candidate get name recognition. The implied support from the owner of the property acts as an endorsement. Keep in mind the placing of a political yard sign on property that is not your own is a trespass and makes the sign eligible for removal or destruction by the owner of the property. Some neighborhoods and many town home areas have enforceable covenants that bar political signs. Violating those rules will create more ill will than any positive benefit. Please respect those rules. State law effective January 1, 2011, prohibits municipalities from having date restrictions on political yard signs. Often political signs on public property end up in a dumpster, but in some communities this practice is tolerated. Be familiar with how your local villages, townships and counties deal with yard signs.

For example, some have made their sign ordinance voluntary. Others will respect the owner's right to post political signs on private property but will vacuum up all yard signs on public property and in the right-of-way of their roads. So, the PC who distributes signs should seek to make sure their political yard signs are as visible to the public as possible, but inside the owner's property lines. Because these signs are expensive, the Captain should seek locations that have the most traffic, like houses on corners, houses that face T-intersections and houses facing busy highways. To avoid an unfavorable impression, the Captain should pick up all their candidates' yard signs no later than a day or two after the election. If the candidate does not seek the yard sign back, keep the wires to recycle to other favorite candidates, saving them money.

#### **h. Hold an Annual Precinct Event**

You might consider having an annual Republican coffee or barbecue at your home or nearby restaurant or coffee shop in your Precinct. This would be a perfect time to invite Republican elected officials or candidates to meet the voters in your Precinct. To help defray the cost of such an event, "passing the hat" would be perfectly acceptable. Illinois campaign disclosure laws do not apply unless you either spend, contribute, or receive \$5,000 in a twelve-month period.

#### **i. Cook County Voter Information Site**

The link below will allow anyone to find their voting registration status, what is on the upcoming ballot, their election day and early voting sites, and other information.

<https://www.cookcountyclerkil.gov/elections/your-voter-information>

## Participating in Republican Party Activities

### a. Parades

Many communities have parades and most of the candidates for office will have floats and marchers in those parades. Often each of the Republican organizations will either have a parade entry or participate in a Republican candidate's parade entry. The more marchers, the more popular the candidate or organization appears. Usually, the marchers get a free political T-shirt to wear. If the Democrats or a Democratic candidate have a float or marchers, we want to have more people involved! Thus, it is important for PC to march in the parades in support of their favorite candidates or our organization.

In many communities the political parties and candidates are expected to give away candy. Some Republican organizations hand out beads or even ice pops! In some parades, candy may only be handed directly to people and not thrown. In other parades, throwing candy to the crowd is acceptable. In any event, know the local rules and keep in mind that safety should be our primary concern.

### b. Booths

Manning a booth at a county fair or community event can be a great way to reach the voters. A booth with someone there to talk to people, answer questions and hand out literature is a big positive for our party. Arguably, an empty booth gives a poor impression. Again, as in going door-to-door, the objective is NOT to get into arguments. Hostile visitors should receive a sincere smile and a comment along the lines of, "I firmly support your right to your opinion."

Booths can be used to provide a venue for candidates to meet voters. They also provide an opportunity to recruit volunteers and new PC, as well as a place to sell tickets and/or merchandise.

### c. Regular Party Meetings and Republican Clubs

ROWT meets monthly on the second Saturday, except in July and August, at the ROWT office at 909 E. Rand Road, Arlington Heights, IL 60004. Doors open by 8:30 and the meeting time starts at around 9:00 AM.

During an election year the meetings often have a candidate introduction, or two, and during non-election years presentations from ROWT members and external organizations are given that focus on how best to get Republicans elected. Candidate introductions allow them to practice and hone their campaign speeches and help the PC evaluate the candidate's core beliefs and how well the candidate can argue our shared

causes to the voters. Winning elections comes from working smart, not necessarily in working hard.

To achieve that goal, the input of the PC is vital in defining the work goals and coordinating that work. Attendance at our meetings allows one to help in the planning and coordinating the various activities that allow us to win elections. If a PC cannot attend a particular meeting, it would be great if he or she could send a proxy who is a consistent Republican primary voter. Not only will such attendance keep you informed, but it also gives another voter in your Precinct a sense of inclusion in the party. The strength of our organization comes from the individual participation of the PC at our meetings. ROWT meetings follow a general format but are not governed by Robert's Rules of Order. PCs are urged to contact the ROWT Committeeman to put items of their interest on the agenda. If provided with your email, they will e-mail you a notice with the agenda for the meeting a couple days in advance. After the meetings, the PC can talk individually to candidates and elected officials in attendance. Here is the time to ask the candidates the hard questions that concern you and your neighbors.

#### d. Sell Add Space and Tickets to Events and Fundraisers

For many of us, asking people for money or to buy tickets to an event is the most unpleasant aspect of being a PC. There is, however, much truth in the statement, "Money is the mother's milk of politics." While it is true the candidate with the most money doesn't always win, it is also true a challenger with little or no money almost *never* wins.

To try to make this task more palatable, think about when you feel good about donating. A surprising number of people in your Precinct are willing to give money to our party or candidates with whom they agree. It also helps if you can give them value for their donation.

Candidates and political organizations seek help selling fundraiser tickets. We all know people we do favors for, do business with, or feel strongly about electing certain candidates. Without a doubt, the best way to sell tickets is to personally approach and talk to these people first. Being friendly and upbeat about the cause helps ticket sales. Most Republican organizations have one to three fundraisers per year. PC are expected to ask the people they know and the businesses with which they deal to buy fundraiser tickets and corporate sponsorship. The Republican Chairmen and leadership can help new PC hone a good sales pitch and identify businesses likely to make a political donation. Many Republican organization websites identify with permission the larger donors as a way of rewarding their contribution.

Some people prefer to send out a letter soliciting ticket sales. If you can use your computer to personalize each letter, it increases the level of response. As most people throw away junk mail sent out with address labels pasted on the envelope, hand addressing the #10 sized envelopes greatly increases the level of response. Include a #9 sized envelope self-addressed back to you in your fundraising letters. Personally sign each letter in vivid blue ink to contrast your personal letter to your neighbors from the mass mailers they receive that have an obvious copy of a stranger's signature

People will purchase fundraising tickets because of their relationship with you or to a specific cause.

Even the best candidate cannot win an election unless that candidate has enough funds to get their message out. Literature, bumper stickers, handouts, yard signs, mailers, radio advertising, newspaper advertising and robocalls are expensive. Helping your favorite candidate and your local Republican organizations raise money goes a long way in getting good candidates elected. A PC should attend as many fundraisers as they can afford and should attend all the fundraisers where the PC can attend for free.

Illinois law requires the candidate or political organization to keep a record of all donations of cash, checks or anything of value. Anonymous donations are illegal, and any funds submitted anonymously must be transferred to the State of Illinois. PCs who receive donations should make sure to get the full legal name and address of all donors. The occupation of the donors of more than \$500 must be obtained. Donations to State and local political organizations of over \$150 will be listed and disclosed publicly by the State Board of Elections. Those disclosures are updated four times a year. Donations of \$200 or more to Federal candidates will be publicly disclosed. Donations of \$1000 or more must be disclosed within 5 days and, if such donation is received within 30 days of the election, it must be disclosed within two business days. Donations cannot be made or accepted on State property and most other publicly owned property unless the property has been leased or rented by a private person or entity. It is illegal to promise any government benefit, employment, or appointment in exchange for a contribution.

The PC should keep any checks or cash no longer than five days before tendering it with the above information to the official treasurer of the candidate or of the political organization. The Federal, State, and local laws governing campaign finance make many fine distinctions and fills hundreds of pages. If any aspect of fundraising raises a question, the Captain should contact one of their fellow Precinct Captains who are an Attorney, the treasurer of the campaign or the local party leadership. Campaign disclosure laws passed by Democrat majorities were drafted to be intentionally complex to discourage independents from challenging Chicago Democrat incumbents. Many of those independent challenges were nipped in the bud by findings of violations and crippling fines. Until the fines are paid, the candidates are legally barred from the ballot. Some of the most popular fundraisers are:

## ii. Lincoln Day Dinners

In many jurisdictions, a Lincoln (or Lincoln/Reagan) Day event is, except for Election Day itself, the highlight of the Republican political year. Most such events offer ample amounts of good food. In addition, although you may fear most people don't like political speeches, in fact in these days of sound bites you may find Republicans in your Precinct who may look forward to hearing our officeholders and candidates speak. This is also an excellent opportunity for your voters to personally meet Republican candidates.

## iii. Candidate Events

As you work your Precinct, you may find voters who have a particular interest in a certain candidate or officeholder. If someone has been willing to put up a sign for a candidate, they may also be willing to buy a ticket to that candidate's fundraiser. Listen for favorable comments about an officeholder or candidate as you talk to your voters. If a voter is interested in a particular issue, they may be willing to attend an event to have the chance to speak one-on-one to the candidate about his or her viewpoint.

#### iv. Special Events (e.g., Golf Outings)

Some political fundraisers are barely political at all. The ever-popular golf outing is an example of an event that can raise money for Republican candidates or the party in general, yet most likely will involve very little “politicking” It is, however, another good way for a contributor to not only have a good time, but to meet the candidate(s) and to feel as though they are part of a team effort--and they are!

## Electing Republicans

### a. Candidate Recruitment and Vetting

Help the Township Committeeman find the best candidates. You can't win an election without good, qualified candidates. Always be on the lookout for potential candidates, they can be anyone and anywhere! The right candidates are not always proactive in coming to you to run. Some of the best candidates are waiting to be chosen.

#### i. Be Proactive

- Do a demographic analysis.
- Create the perfect profile.
- Go out and find the ideal candidate.

#### ii. But ...

- Not just anyone will do. Vet them before you recruit them!
- Are they qualified?
- Will they make a good candidate?
- Do they have voter support?
- Donor support?
- Embarrassing background? Check Google, Facebook, LexisNexis
- Do they have the necessary drive and time to win?
- Are they loyal Republicans?

#### iii. Once you have a good, solid candidate.... Help Them Win!

- Assist them with finding county coordinators, fundraising, and donor lists.
- Tell them how you can help them and what you expect from them.

- Good candidates cannot win elections if they do not have good volunteers to help them out.
- Not only that, but some of the best candidates are also some of the best volunteers!

### b. Recommending and/or Endorsing Candidates

Naturally, as a Republican PC, you are expected to recommend, endorse, and support all Republican candidates. The situation is much trickier, however, in both so-called “non-partisan” elections and primaries. Some local parties absolutely abstain from endorsements in such elections and primaries, while others make endorsements as a matter of course. Consulting with experienced PCs and your local party leadership to find out what the practice is in your community.

Through building trust with voters, the PC may have the ability to make voting recommendations to the public. Most voters are set in their beliefs as to who to vote for President or Governor, but most voters cannot name candidates lower on the ballot like County Board or School Board. The PC’s recommendations may carry weight as to the candidates lower down on the voting ballot. Those, “lesser” public offices often act as a farm team for candidates for higher offices. Getting good people elected in the down-the-ballot offices is important because it makes it easier to recruit the best of those officeholders to run for a higher position.

### c. Illinois State Board of Elections Candidate Checklist

<https://www.elections.il.gov/RunningForOffice.aspx?MID=r0lNCTNZd9A%3d>

1. Meet residency, age, and other qualifications for the specific office.
2. File paperwork with the SBE Campaign Disclosure division or the Federal Election Commission regarding finances (if needed)
3. File a notarized Statement of Candidacy including (but not limited to):
  - a. Your name
  - b. Your address
  - c. Office sought.
  - d. Party
  - e. Office location (for example, the district or county)
  - f. Date of the election
4. File a Statement of Economic Interests receipt (does not apply to federal offices or political party offices)

5. File a Loyalty Oath (optional)
6. File a Code of Fair Campaign Practices (optional)
7. File notarized petition sheets with the required number of signatures, numbered consecutively starting with the number "1"
8. Include Certificate of Deletions with petitions, numbered consecutively starting with the number "1" (if applicable)
9. Fill out data entry card (for people who file with the State Board of Elections) and place on top of nominating petition packet (does not need to be attached to packet)
10. File with the appropriate election authority (see specific office in this guide for details)

Note: This checklist is not binding and should not be construed as sufficient argument in response to any objection or legal argument. If you have further questions, you may contact the division of Election Operations at the State Board of Elections or your legal counsel.

#### d. Candidate Petition Forms and Gathering Signatures

You can get Petitions form templates at the following Cook County page

[www.elections.il.gov - /agencyforms/3 Petition Forms/](http://www.elections.il.gov/~agencyforms/3%20Petition%20Forms/)

The best way to get signatures of registered voters is to start with a list of registered voters in your Precinct of voters who always vote Republican in primaries. Saturday mornings and Sunday afternoons (when favorite sports teams are not playing on TV!) are the best times to get signatures in your Precinct. If rain is in the forecast, bring a gallon sized or larger Ziplock bag to protect your petitions from the rain. Signature-gathering in the rain, although a bother, often impresses the voters and makes them more willing to answer the door and sign your petitions. Usually, though, only about one in four households will answer the door.

One issue to consider is how many candidates' petitions to pass at one time. Naturally, you'll want to include your own petition! Some veteran Republicans suggest passing six or less petitions at a time. Some enthusiastic Republicans will sign every petition you have. Others may only be willing to sign one or two. Honestly, you'll just have to play this one by ear and let your experience be your guide.

Ring the doorbell or knock on the door of those pre-screened Republican households and, if someone answers the door say...

*“Hello, my name is John Smith. I am the Republican PC for this Precinct. I am trying to get on the ballot a group of our candidates. Signing the nominating petition does not mean you have to vote for these candidates. It just means people will have a choice on Election Day.”*

Some voters may want to know a little bit about the candidates. say...

*“Seeking to get on the ballot is Bob Jones who is running for State Representative. He is currently a County Board member. He wants to apply the same cost-savings measures to the State of Illinois he has used in our county to save taxpayers’ money. He wants to run against the incumbent Democrat, who has literally stated he wants to ‘tax to the max’. Would you please sign this petition to help get Bob on the Ballot.”*

Hold up your clip board with the nominating petitions and hand the voter a pen. Make sure they sign the petition in cursive, and they do not print their name, unless they tell you they always print their signature. When they are finished, flip up to the next page and give the voter a line or two about the candidate. When they are finished, ask the voter if there are any more registered voters at home. The signers must sign the petitions in your presence. At the end, thank the voter for the signatures.

#### e. Avoiding Petition Challenges/Objections

Occasionally a Candidates Nomination petitions are challenged by an opponent through the Petition Objection process. Legal requirements to have a challenge-proof nominating petition are numerous. See the checklist below for helpful guidelines. If you are a candidate facing a primary challenge, have a fellow PC who is a lawyer, or a Chairman of a Republican Organization go over your nominating petitions before filing.

#### f. Petition Review Checklist

1. Is the candidate registered to vote at the address on the nominating petition?
2. Did each circulator physically appear before the notary to swear to the authenticity of the petitions he had passed? Did the circulator really raise his hand and swear to his affidavit?
3. Did the circulator actually see each person sign the petition (i.e. one voter did not take the petition into another room to have someone out of sight sign the petition)?
4. Are the circulators U.S. citizens 18 or older?
5. For non-partisan elections, the circulators did not pass petitions for opponents.
6. Is each notary current with his appointment? Did the notary stamp it?
7. Do you have double or triple the minimum number of signatures required?
8. Do you have any knowledge of the signers who also signed other party’s petitions?

9. Is each signature signed and not printed?
10. No ditto marks. Standard abbreviations allowed for Street, Lane, Road, and the like.
11. Are the signers' registered voters at the address listed?
12. Are the signers signing under their registered name? In some counties, signatures like Jim Smith for a registered name of James Smith are ruled invalid.
13. Are the signers registered inside your district?
14. Is your petition firmly bound along one edge? (Staples, no paper clips)
15. Are all pages the same size?
16. Are petition pages numbered consecutively with no skips in numbering (the top sheet is numbered)
17. Is each heading of the nominating petition the same?
18. Is the name on the nominating petition exactly the same as the name on the statement of candidacy?
19. Bound with the nominating petition, most always on top, would be unnumbered Statement of Candidacy, and Receipt for filing Statement of Economic Interest (the only document that can be added to the bound petition later during the filing period.
20. The Statement of Candidacy is completely filled out, the office correctly identified by title and term (where appropriate) and sworn to before an Illinois notary?
21. Bound immediately below the consecutively numbered pages of the nominating petition would be any pages of Certificate of Attached List of Deletions, Certificate of Deletions; with the first such page numbered 1, and consecutively numbered after (usually not needed for PC 's' candidacy filings).
22. Are all blanks filled in properly?
23. Original must be filed but make a copy for yourself before filing.
24. If you want a chance to be listed first on the ballot, you must be in line on the first day of filing at the office in which you must file your paperwork.

## Approaching an Election

### a. Working Phone Banks

Whereas there are differences of opinion as to the effectiveness of telephone calls in support of candidates, there is no doubt a live person as opposed to a robocall is MUCH more effective. Many campaigns will run phone banks where the campaign seeks

volunteers from the ranks of Republican PC to make scripted phone calls from a pre-selected list of voters. The object of a phone bank is to either.

1. Identifying voters who favor the campaign's candidate.
2. Swing voters over to vote for the candidate prior to voting.
3. Remind the voter to vote on Election Day. PCs are encouraged to volunteer to work phone banks to help the candidates they support and to learn firsthand how the phone banking process works.

Each campaign phone bank will give the volunteers a phone script. A sample script is something like this:

*"Hello. My name is John Smith, and I am a volunteer for Mary Fairchild, who is running for the County Board. Mary Fairchild has lived in our county for almost 20 years, raised two children here, is a former high school teacher and has a plan to keep the county budget balanced to avoid future property tax increases. Can we count on you to vote for Mary Fairchild for County Board on Tuesday? Thank you very much for your time".*

It is very important for the caller to say his or her name because it personalizes the message. It is just as important for the caller to mention he is a volunteer because it vastly increases the sincerity of the message as compared to a robocall or a paid caller. The next one or two sentences should identify the candidate with the community, mention the candidate's vision and tie-in a, "keep the taxes down," theme, all within the voter's short attention span. The conclusion is to ask for a commitment for a vote for the candidate, which increases the productivity of the calls. Some scripts will have the caller ask for a particular person, but that increases the amount of time for each call, which decreases the number of people called. On the other hand, waiting for the targeted person increases the effectiveness of the call, which is what you would want to do if the phone bank has enough callers for the size of the list. In any event, the caller should give the political pitch to the person who initially answered if the person asked for is not home. Notice how the above script mentions the candidate's name three times.

The most important thing about the message is sincerity and the callers should be free to modify and personalize the message. Each caller should be free to vary the message slightly for each targeted audience, i.e., do they have children or are they older and fed up with high taxes? The PC can use the phone banking technique to identify likely Republican voters in their Precinct and increase the turnout percentages of those actually voting. **Bad officials are elected by good citizens who do not vote.**

The mere fact a neighbor would volunteer to work a phone bank and make phone calls for the candidate is a strong, implicit, endorsement. Repeating the candidate's name heightens the candidate's name recognition. If one can identify those voters who favor your candidate, then the campaign -- or the PC -- can make Election Day calls to those voters who have not yet voted but favor the candidate. By increasing the turnout of your

base, you can dramatically increase the number of votes for your candidate. The various campaigns make cold phone calls on Election Day to those people on the list of favoring the candidate to remind them to vote. It is believed by many those calls increase the percentage of those who have not yet voted to actually go out and cast a ballot.

## b. Distributing Literature

### i. Blitzes

Individual candidates as well as slates of candidates will often try to recruit volunteers from the ranks of PC to walk Precincts to hang literature on doors without talking to voters. This activity is called a “blitz” and saves the candidate the crushing expense of postage. Literature left in the door is not as easily ignored as literature mixed with the gaggle of junk mail and advertisements that flood peoples’ mailboxes. Do not hang or put your literature in the mailbox, as this is illegal. When the PC engages in a blitz they should remember to look for, “No Trespassing” signs or big or vicious (or big and vicious!) dogs. Often, the person organizing a blitz will hand out a list of addresses to be targeted to avoid wasting time with people who are not registered to vote or people who normally do not vote in the Republican primary, if that is the next election. Some candidates will use relatively inexpensive local businesses that supply workers for a fee to distribute literature door to door. Keep in mind a hard knock is more persuasive than literature left at a door.

### ii. Hard Knocks

Sometimes the individual candidate will seek volunteers to talk to voters in certain Precincts to give a short four or five sentence speech why the voter should vote for this candidate. A good PC always talks to voters when they walk their Precinct. This activity is called a “Hard Knock” meaning the volunteer knocks on the door to talk to people. Your walk should always be done in daylight, remembering to look for “No Trespassing” and “No Soliciting” signs and vicious dogs, skipping those houses. When talking to voters, PC s should identify themselves by name, indicate that they are “the PC of the Precinct” or “a volunteer” for a particular candidate, thus differentiating themselves from the paid worked hired by the Democrat Party. Deliver the candidate’s pitch. This is best done using the PCs own words and style, staying in the themes requested by the candidate. Sometimes the voters will ask questions. The PC should familiarize themselves with the candidate's stand on key issues. Most people who inquire of the candidate’s stand on guns are strongly in favor of Second Amendment Rights. Most people who inquire about a candidate’s stand on abortion are Pro Life. If the voter has an opinion on such a single-issue different than our Republican candidate's stance, mention any Republican who agrees with the voter--if any! Above all, be polite and don't get discouraged. After all, we can't expect to get every vote. We only need to get one more than half! If someone asks a question to which you don't know the answer, say you will find out, ask the campaign for an answer and follow-up with the voter. Most candidates prefer that the PC tell the voter that you will ask the candidate (or, for higher offices, a member of their staff) to personally call them back to

answer their question. Ask for the voter's phone number and when you get back home, convey the issue and phone number to the candidate's campaign. Nothing is more impressive to a voter than having someone come back to that voter with an answer to the voter's question.

### iii. Placing Signs at Polling Locations

Candidate name retention by the voter is important in increasing the percentage of votes for our candidates. Many believe displaying yard signs with our candidate's names, so they are the last thing a voter sees before going in to vote works. A recent change in Illinois law allows any person to have the right to congregate and engage in electioneering on any polling place property while the polls are open beyond the campaign free zone, including, but not limited to, the placement of temporary political yard signs. PC should either save a sample of yard signs or move previously isolated yard signs to public property just outside the 100 foot no-electioneering zones outside of the polling place. Where this is not possible, place a sample of your yard signs inside the windows of your car and park it as close as possible to the 100-foot line.

Some polling places, though are "campaign free zones." These are most often churches or private schools. Do not place political signs on their property.

## Ensuring Your Voters Vote!

### a. Absentee, Vote by Mail, Vote From Home and Early Voting

One of the best ways to ensure votes for our candidates is to get our voters to vote before Election Day. This is particularly important if the voter may be out of town on Election Day or may have difficulty getting to the polls.

You can provide a real service to your voters by helping them Vote by Mail, also known as Vote from Home, which used to be known as voting absentee. Under current law, a voter need not provide a reason for voting either by mail or early.

A "Vote by Mail Application" or a "Vote from Home Application" which some people still call an absentee ballot application, must include the name, address with city and ZIP code, and date of birth. If a primary, the party affiliation (presumably Republican if you're helping the voter!) must also be included. Most counties will have their own form they prefer. More and more jurisdictions allow voters to even apply on-line to vote by mail. For Cook County voters they can go to the following site to sign up for a vote by mail ballot

<https://www.cookcountyclerk.gov/elections/ways-to-vote/vote-by-mail>

Early Voting is becoming popular. Early Voting is often done at the County Clerk's office. Again, it is a way to be sure Republican voter's vote. Giving a voter a ride to early vote should be strongly considered. Even so, many Republicans prefer to wait until Election Day.

Here we should mention, **DON'T FORGET TO CAST YOUR OWN BALLOT!** Many PCs like to vote early just in case they get sick or injured and cannot get to the polls. Voting early also gives the PC one less thing to do on Election Day. Other veteran PC vote first thing in the morning on Election Day to ensure the voting process in the Precinct is operating smoothly and correctly from a voter's perspective.

You are entitled to know who has applied to vote by mail, as well as who returned their ballot and who voted early. Most County Clerk offices will be cooperative in providing this information, but it gets tricky the last few days before an election. You may be able to get this information from the Republican on-line source, **Data Center**. There will be a complete list of vote by mail and early voters in your Precinct at the polling place. You are entitled to see this information, but you should not be allowed to touch the election materials on which the info is printed. Obviously, it is best to check off these voters during a lull in the live voting.

### b. Transportation to Polls

There are voters who look forward to the excitement of voting in person on Election Day. You should be prepared to provide a ride to the polls for your voters who either do not have a car or are physically unable to drive. Working in teams of two is best and it wouldn't hurt even in these days of Uber to check with your insurance agent to make sure you are covered if the unthinkable happens and your voter is injured in your car in transit to the polling place.

### c. Working the Polls on Election Day

#### i. Outside the Polling Place

When you work outside the polling place you are trying to influence the voter's decision. Some voters do not make up their mind of the "lesser" offices up for election until they enter the polling booth with their ballot. A friendly- sounding name, same gender or who is first on the ballot will draw some votes. Some believe a last-minute pitch by the PC standing more than 100 feet from the polling place door can swing another 5% or more votes in the right direction. The PC should find out where the 100-foot line is marked outside the polling place and either prepare or obtain sample ballots or palm cards to hand out to voters with their one or two sentence pitch to the voters. PC who can address the voter by name have an advantage over the Democrat union member who addresses the voters with a typical, pushy, sales pitch. If the PC cannot work the whole day, work the polling place during the busiest times, which are from 6:00 a.m. to 9:00 a.m., and 3:00 p.m. to 7:00 p.m.

#### ii. Electioneering

Illinois law governs many different scenarios of electioneering (10 ILCS 5/1729). Electioneering is generally prohibited within 100 feet from the room where voting occurs. If the polling place is the property of a church or private school and they desire to keep the electioneering off their property, electioneering is prohibited on all the

private property. If the distance of 100 horizontal feet from the polling place door ends within the interior of the building of a private business, public or private school, then the no- electioneering boundary shall be placed outside of the building at each entrance. If the polling room is located within a public or private building with two or more floors and the polling room is located on the ground floor, then the election free zone markers shall be placed 100 horizontal feet from each entrance to the polling room. If the polling room is located in a public or private building with two or more floors and the polling room is located on a floor above or below the ground floor, then the no-electioneering boundary markers shall be placed a distance of 100 feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located.

### iii. Inside the Polling Place

Working inside the Precinct polling place is just the opposite from what takes place outside. Political conversations, displaying electioneering material and influencing the vote is ILLEGAL. The Judges of Election are required to enforce a no-electioneering zone that extends in a radius of 100 feet from the polling place entrance.

#### 1) *Poll Watcher Credentials*

PCs who can work part or all of Election Day should obtain from their county organization or a Republican campaign poll watcher credentials. Those poll watcher credentials are filed with the Election Judges and allow the poll watcher to stay in the polling place as a poll watcher when they are not soliciting voters outside the 100-foot line.

Under Illinois law, poll watchers must have credentials and surrender them to Election Judges. Poll watchers may not talk politics to voters. Watch, listen, make notes and dress well. Look to see if campaign materials are left in the polling booth. If campaign material is left in the polling booth, notify an election judge. Look for candidates to come in (without credentials) talking to voters about their candidacy. Poll watchers should object to the Election Judges when they see voters entering the polling place with campaign buttons, campaign shirts or who engage in political conversations that favor Democrat candidates.

#### 2) *Where to Stand*

Specifically, Illinois law (10 ILCS 5/17- 23) says “Poll watchers shall be permitted to observe all proceedings and view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged, and to station themselves in a position in the voting room as will enable them to observe the judges making the signature comparison between the voter application and the voter registration record card; provided, however, that such poll watchers shall not be permitted to station themselves in such close proximity to the judges of election so as to interfere with the orderly conduct of the election and shall not, in any event, be permitted to handle election materials. Poll watchers may challenge for cause the voting qualifications of a person offering to vote.

### 3) *Cameras*

Bringing a camera or cellphone that can take pictures into a polling place is controversial. Certainly, any photography that compromises the ability of a voter to cast a secret ballot should not be allowed. In addition, election judges have the ability to ban the taking of pictures that would be disruptive to the voting process.

### 4) *Getting Out Every Last Vote*

Obtain a list of Republican voters from your County Clerk or **Data Center** and bring it to the polling place or give it to your Poll Watcher. Phone numbers may be obtained from a Republican on-line resource or from certain campaigns. The PC will include all the voters the PC has found to support his/her candidates from information gathered during their Precinct walks and any phone banking. For use inside the polling place, an alphabetical voters list is much easier to use than one organized by addresses. As the voters vote, the PC/Poll Watcher checks off each name as they vote. By late afternoon, most of the PC's base will have voted. All that remains are the names, addresses and phone numbers of favorable voters who need a last-minute reminder. The PC who knows who has voted by late afternoon can make targeted calls or visits to only those who favor their candidates and either remind them to vote or ask them to vote. Either the Captain/Poll Watcher will leave the polling place and call or visit each Republican voter who has not yet voted with a reminder to vote before 7:00 p.m., or the Captain/Poll Watcher will hand off the list to an assistant--often called a "runner" --who will make such a call or visit. The PC will see many of those people called or visited come in and vote. The result will be a stream of additional Republicans coming in during the last hour or two of voting and casting their ballots for our candidates. Providing lunch and/or snacks for your Poll Watchers and runners will be appreciated and may enhance their interest in serving in subsequent elections.

Either elected or appointed PC (or volunteers) with the proper credentials may serve as Poll Watchers and runners. At its simplest, the idea is to:

- Identify and develop a list of Republican Voters **before** Election Day
- Check off the names of those who have voted early, including those voting by mail.
- Throughout Election Day, check off the names of voters on your list who have cast ballots.
- Call or arrange for a personal visit to the homes of any Republican Voters who have not voted by mid-afternoon on Election Day

### 5) *Ballot Integrity and Election Fraud*

If a citizen is available on Election Day and wants to make a difference, s/he should volunteer to serve as a Poll Watcher. Before many elections, Poll Watcher training

programs and materials are available from the local Central Committee or the Republican National Lawyers Association.

### 6) *How to Object*

If a Poll Watcher sees a violation involving something that will increase Democrat vote totals, the poll watcher should bring it to the attention of an Election Judge in a conversational tone. Suggest the judge consult with the Judges' Manual or call the County Clerk's Office if they have doubts about your objection. If the judge fails to act on something serious, call the Republican campaign who assigned you, States Attorney or County Clerk's Office. Each of these has roving teams that respond to complaints.

Poll Watchers may have grounds to challenge voters. Those grounds include that the voter has already voted (you recognize them), the person is not eligible for Election Day registration for some reason, the voter has moved or does not live at the address listed (vacant lot, boarded-up building) or the voter is not really the person (signature does not match or the PC knows the real voter). If a poll watcher challenges a voter and the voter is not personally known to the Election Judges, the challenged voter "shall provide to the judges of election proof of residence by producing two forms of identification showing the person's current residence address, provided that such identification may include a lease or contract for a residence and not more than one piece of mail addressed to the person at his current residence address and postmarked not earlier than 30 days prior to the date of the election, or the person shall procure a witness personally known to the judges of election, and resident in the Precinct (or district), or who shall be proved by some legal voter of such Precinct or district, known to the judges to be such who shall sign an affidavit." Often the person who claims to be a registered voter is allowed to vote provisionally. In many jurisdictions, provisional votes are investigated quite thoroughly in a non-partisan manner, and often more than half of the provisional votes do not end up being counted.

## After the Polls Close

Once the polls close, your job is almost done--but not quite! First, you (or one of your poll watchers) need to be in the polling place **WHEN THE POLLING PLACE CLOSSES**. If you are not there when it closes, you will not (or, at least, should not) be let into the polling place after closure, even if you have proper poll watching credentials. By being in the polling place when it closes, you can be present to help ensure proper procedures are followed. Your mere presence will usually deter any misconduct. You are also there to ...

### a. *Get the tape and Report Results*

Once the Election Judges declare the results are available, respectfully ask for a copy of the "tape" printed on site from the ballot-counting machine, which shows the results from that Precinct. If your request is denied, it might be possible to take a picture of the tape with a camera or cellphone. One way or the other, once you have a copy of the tape, if you are confident a trustworthy Republican judge will be accompanying

the ballots to the County Clerk's office, you may leave the polling place. As soon as possible, call the appropriate Republican campaign headquarters with the results.

#### b. Remove the Signs

After the polls have closed, remove all Republican campaign signs around the polling place. Also, take down as many Republican signs as you can in and around your Precinct. The only exception is signs for those few candidates who have "Thank you" stickers to place on their signs after Election Day

#### c. Celebrate

If Republicans achieve an Election Night victory, there will be much to celebrate. You can take great satisfaction in a job well done, knowing you have helped your locality, your county, your state, and your country. If the results are not for what you had hoped, you can consider what you can do differently (and better) next time. Remember, in politics, no defeat--or victory, for that matter--is ever final. After all, the next national election is never more than two years away.

## Getting Election Results

To view the election results, go to the following site

<https://www.cookcountyclerkil.gov/elections/results-and-election-data/election-results>

Find vote counts by a combination of Race, Township and Precinct. To get there first select the **Year** then **Apply** then **View >** on the next page under **ONLINE RESULTS** for either the Primary or General Election

## Online Voter Information

#### g. NationBuilder/L2 (Surus)

Early in 2023 ROWT enlisted the services of Surus of Illinois to provide voter information. When a Precinct Captain is appointed, they will need to be given access to this application by the Election Operations Committee Co-Chair for PCs

There is a plethora of information available but the primary use for a PC is to create a Walking List. This can be accomplished by completing the following steps.

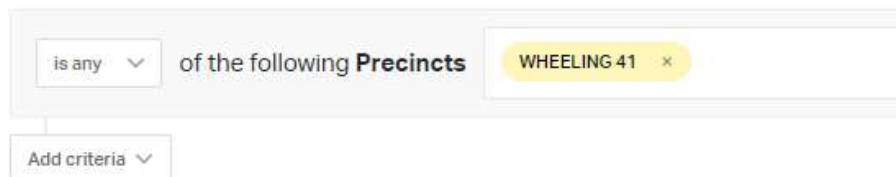
1. Select the **People** link on the left side of the main page.



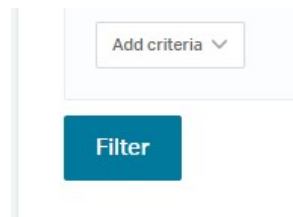
2. Create a **Filter** by selecting this icon below located on the upper left side of the page.



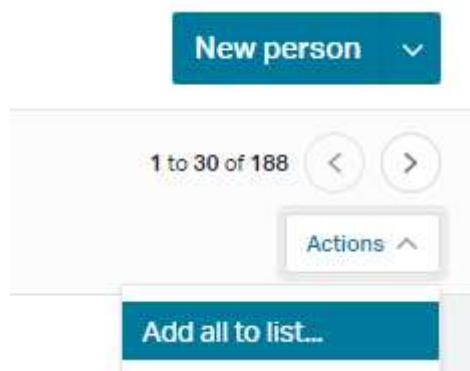
3. Now add the criteria you need to provide you with the Walking List you desire. To limit to only your Precinct select “**Voting Districts**” from the “**Add criteria**” dropdown and then select “**Precinct**”. In the dropdown select the applicable Precinct Number.



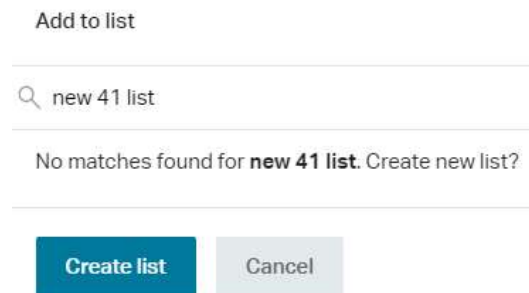
4. Below are additional criteria that can be used to further narrow the individuals returned. There are many others.
  - a. Tags / Tags (multiple) / Republican Base (Votes consistently)
  - b. Tags / Tags (multiple) / Republican Turnout (Votes inconsistently)
  - c. Tags / Tags (multiple) / Republican Activist
  - d. Tags / Tags (multiple) / Republican Persuade
  - e. Personal / Date of Birth
5. Once you have all the criteria set select the **Filter** button to see the results



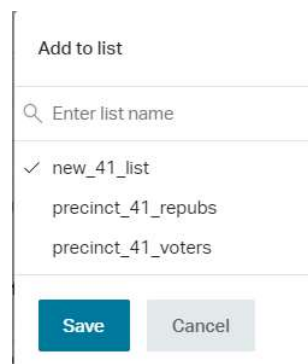
6. When you have the list the way you want select the **“Actions”** dropdown in the upper right of the page and select **“Add all to list ...”** NOTE: The count of voters returned after selecting the **Filter** button is displayed above the **“Actions”** dropdown.



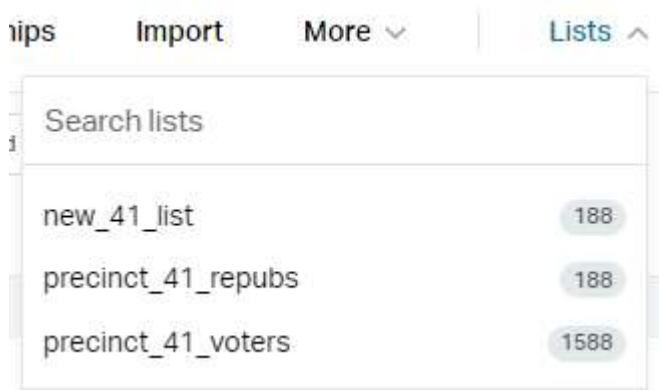
7. Start entering the name of the list into the search field. If it finds no match a **“Create List”** button will be displayed. Select it when you have the name of the new list the way you want it.



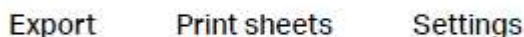
8. On the next screen make sure the list you just created has the check mark next to it and then select the **“Save”** button



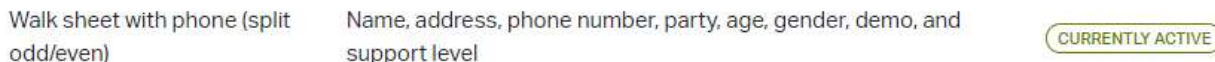
- Refresh the page and select the **Lists** ▾ button at the top of the page to select the list you just created.



- Click on the **Print Sheet** tab at the top of the page.



- Select the format of the sheet you want to have the records displayed by. For example:



**NOTE:** The existing **Stock themes** for creating a Walk Sheet contain a multi-line entry for each voter. The theme template `<html> </html>` section below will create a single line entry with only the Voters Name and Address. To use it, first select a Stock Walk Sheet theme to make it **CURRENTLY ACTIVE**. Then select the **New Theme** tab. Check the box asking if you want to clone the current theme. Once you save the name and description you will be able to modify the **template** by replacing the existing `<html> </html>` section with the following:

```
<html>
<head></head>

<body>

  <div class="listings break-after">
    {% for sheet in sheets %}
      <div class="dont-break {% if theme.each_group_own_page %}{% unless forloop.last %}break-
after{% endunless %}{% endif %}">
        <div class="street-label dont-break-after">
          <h1>{{sheet.key}}</h1>
        </div>

        {% for signup in sheet.signups %}
          <table class="dont-break listing {% if last_address == signup.address.one_line
%}same-address{% endif %}">
            <tr>

              <td width='200'>
```

```

        <h3>{{signup.name_or_email}}</h3>
    </td>

    <td align='left'>
        <h3>{{signup.address.one_line}}</h3>
    </td>

</tr>
</table>
{% assign last_address = signup.address.one_line %}

    {% endfor %}
</div>
{% endfor %}
</div>

<div class="line-break"></div>

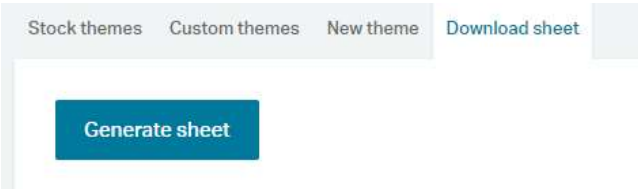
</body>
</html>

```

## 12. Click “Download Sheet”



## 13. Click “Generate Sheet”



14. Refresh the webpage until the download button is displayed under Status. And then Click the “**Download**” button to have the document displayed so it can be reviewed and downloaded to your computer.

By	Theme	Survey	Status
Alan Schneider	Walk sheet with phone (split odd/even)	<input type="button" value="Download"/>	finished

### h. Data Center (Legacy Source)

Every Republican PC is eligible for access to **Data Center**, the Republican State Party website of voter information. **Data Center** is a powerful tool for Precinct management. To enroll, the PC fills out a one-page application on-line at:

<http://www.ilgopdatacenteragreement.com>

Once you Submit the form it is recommended you send the following email to [info@illinois.gop](mailto:info@illinois.gop):

**Subject: My Request for Data Center Access Was Submitted**

I filled out the Data Center Agreement form with the information below, submitted it and received the confirmation page saying my login information will be emailed to me once my authorization is verified.

Name:  
Email:  
Sponsoring Political Org:  
Primary Phone Number:  
Home Address:  
Role in Data Center:  
Geographic Area Requested:  
Previous Data Center User:

Thank you very much for your help getting me registered.

v/r

<your name>

Within a week or two, you will get an e-mail containing your **Data Center** sign-in name, instructions and a second e-mail with a secure password.

Through the password-protected website, you will have access to voting information on all registered voters in your precinct. This will enable you to deliver your PC's letter to the Republicans and independents who would be most receptive to that information. **Data Center** data is confidential and should not be shared with the public.

Data Center Site: <https://www.gopdatacenter.com/>

#### i. Voter Party Affiliation

The most significant information for the PC in the **Data Center** is the party affiliation of voters. This is displayed in code numbers 1 through 7 which are defined as follows:

0. **Unidentified**; a person who has registered to vote but has not voted in any election.
1. **Hard Republican**: has voted in 2 or more Republican primaries and no Democrat primaries in the last 4 primary elections.
2. **Soft Republican**: has voted in only 1 Republican primary and no Democrat primaries in the last 4 primary elections.
3. **Mixed Primaries**: has voted in both Republican and Democrat primaries.
4. **Independent**: a person who votes in General Elections but no primaries.
5. **Soft Democrat**: a person who has voted in only 1 Democrat primary and no Republican primaries.

6. **Hard Democrat:** a person who votes in two or more Democrat primaries and no Republican primaries out of the last four primaries.
7. **New Registrant:** a person who voted in the last General Election but registered to vote after the primaries.

## ii. Perfect Voters

The next category on **Data Center** voter lists is “PV” which stands for Perfect Voter. The term Perfect Voter denotes the number of elections each voter has voted in (from 1 to 4). The higher the number, the more elections in which the person has voted. 4 is a perfect voter. In other words, your ideal voter would have a party affiliation of 1, and be listed as a PV of 4, or in other words, be a “Hard Republican, Perfect Voter”, meaning this person votes in every election and in only Republican primaries. **Data Center** lists also note voter gender, age, address, and telephone number. By going into the Surveys and Affiliation tabs, one can find out how the voter responded to phone surveys, affiliations with certain politically oriented groups and whether they vote in municipal elections.

## iii. Creating Lists

**Data Center** is useful in creating special target lists of voters. For instance, prior to a primary, your list should contain all Republican voters in your precinct. Before the start of Early Voting, your list should include, at a minimum, all voters who voted early in past elections, excluding Democrats. In many counties, a majority of early voters are over 50 years of age. If you have time, knock on those doors. Just before a General Election Day, your list should include independents and mixed primary voters, too.

1. Sign into **Data Center** by Login with Username and Password and accepting terms of service.
2. Select the **Tools** icon at the top.
3. Select **Advanced Counts**
4. Select **PRECINCTS** on the left.
5. Drag **By County** to **New Group** area. A new dialog box should be displayed.
6. Click on the checkbox next to what should be the only entry for your Precinct.
7. Select **OKAY**
8. Select **VOTER INFO** on the left
9. Drag **Calculated Party** to the **Add Criteria** area. A new dialog box should be displayed.

10. Click on the boxes for ***Hard Republicans*** and ***Soft Republicans***
11. Select ***EXPORT FILE*** at the bottom of the page.
12. Under ***List Style*** select ***Walk List***
13. At the top of the screen, click on ***PREVIEW COUNT***, then click on ***CREATE LIST***.
14. Under ***Household List Format*** click on ***Household – All Members***
15. Under ***List Sorting Order*** click on ***Precinct by Street Order***.
16. Click on ***CREATE LIST NOW***
17. Under Household List Format select ***Household - All Members***.
18. Under List Sorting Order select ***Precinct by Street Order***.
19. Under ***Export File Name*** enter in any name for the file you would like.
20. Under ***Export File Format*** select the one you prefer.
21. Select ***EXPORT DATA NOW***.
22. If your export does not appear in the list after 10 or 15 seconds select the red and white up (^) button in the lower right hand corner of the page. It should show up on the list. If not manually refresh the page

---

## Sample Letter of Introduction to Constituents

(Your Name)  
(Your Street Address)  
(Your City, State, Zip Code)

Dear Neighbor,

I am the appointed Republican Precinct Captain for our precinct. I am writing to introduce our *Republicans of Wheeling Township* organization to you.

Elected officials and local candidates regularly speak at our meetings. The public can question those speakers or talk to them individually after the meeting. Our organization has offered lectures from highly regarded authorities on subjects like home defense and has offered supervised firearm training. In addition, our Republican Organization maintains a two-mile Adopt-A-Highway section of (your local highway), and we participate in (other local) programs. Our organization offers \$1,000 competitive scholarships to one graduating senior from (your school district) and to one graduating senior from (school district). We go to homes in our community to register new voters. While we have a serious purpose in protecting our constitutional freedoms, we have fun together while we work.

We meet “X” times of the year at (your meeting location) on (monthly meeting day and time). Our website (or Facebook page) at (web address) lists the date and time of each upcoming meeting as well as important local political information. We welcome you to these meetings.

From time to time, I will be distributing political literature and information door to door. I am always available to answer your questions about local government and politics. We maintain a (Facebook page, blog or twitter account) under the title (name of site) where we interconnect with like-minded people. If you share our vision of less taxation and smaller government, please contact me about joining our organization, participating in activities for getting out the vote, becoming an election judge or working to elect the candidates you support.

Sincerely,

(Your Signature)  
(Your Printed Name)  
(Your Precinct Number)  
(Your Preferred Contact Number)  
(Your E-Mail Address)

## Sample Election Letter Regarding Voting Options and Recommended Candidates

(Your Name)  
(Your Street Address)  
(Your City, State, Zip Code)

Dear Neighbor,

To avoid long lines or bad weather on Election Day, I urge you to vote early from <start date> to <end date>. In the last 4 years, the federal government borrowed “X” trillion dollars to support a significant increase in federal spending. Yet “X” million more Americans are on (welfare, food stamps) and “X” more are on unemployment. Illinois ranks “X” of all 50 states in fiscal solvency. Your vote will collectively determine whether we reject the path of Democrat machine-controlled domination in our (city/county) and our state). As your PC, I have invested time in getting to know our local candidates. When you vote your ballot, I urge you to support the following:

**(Recommended Candidate Name and Office Sought):** (Candidate name) is a 40-year self-employed businessman in (locality) and former (e.g., School Board member) who has succeeded with his hard work, friendly style, and straight talk. (Candidate first name) will strive to bring fiscal common sense to the runaway state budget which has weakened our economy.

**(Recommended Candidate Name and Office Sought):** (Candidate name)’s accomplishments include being the former (office, position or title) and now as (current office, position, or title) in a firm that ranks among the best. Since announcing his run for (office sought), (candidate name) has received unanimous endorsements from (group or organization). We need an independent (title of position sought) who will replace missteps with professionalism.

**(Recommended Candidate Name and Office Sought):** (Candidate name), a three-decade resident of our precinct is the current well-respected (office, position or title). As a former (office, position or title), she has never voted for a tax increase. When you vote for your County Board representative, please vote for (candidate first name). Everyone in our precinct can vote early (from “x” a.m. to “x” p.m.), Monday through Friday and (from “x” a.m. to “x” p.m.) on Saturday at (Early Voting) location). Our polling location on Election Day, (date), remains the same at (site name, address, hours).

Sincerely,

(Your Signature)  
(Your Printed Name & Precinct Number)