

## **Communications for Nov. 5 election**

We recommend sending a series of communications during the six weeks leading up to the elections to help staff members create a plan to vote. Below we included sample text for the emails. To easily navigate this document, hover over the blue text associated with your desired section, hold down CTRL on your keyboard, and click the link. Otherwise, you can scroll through the document and view each section.

Six weeks before the election (October 1): [Fall Make a plan to vote](#)

Two weeks before the election (October 29): [Fall Vote early](#)

One week before the election (November 1): [Fall Vote next week](#)

The morning of the election (November 5): [Fall Vote today](#)

## **Communications for poll worker recruitment**

Poll worker recruitment information: [Milwaukee County](#)

Poll worker recruitment email (early October): [Milwaukee County](#)

Poll worker recruitment email (early October): [Statewide employees](#)

## **Communications for hosting a voter registration drive**

Hosting a voter registration drive (early September): [Informational email](#)

## Fall Email for Making a Plan to Vote

**Send Date:** Sept. 27

**Email Subject Line:** Make a Plan to Vote

The general election is quickly approaching on Nov. 5, 2024!

This year, [InsertCompanyName] is proud to be encouraging voting. As a voter, you have the ability to shape the world we live in by casting a ballot. Voting is a simple way to be an active member of your community.

On November 5, voters will cast their ballots for important offices including the governor, U.S. Senate, state legislature, and other statewide offices. We encourage every eligible voter to make a voting plan!

Below are additional steps for you to take to ensure you're ready to vote on or before Nov. 5, 2024:

- First, [check to see if you're registered to vote here](#). If you're not registered, you can register online or by mail until October 16. If you miss that deadline, you can register in-person when you vote. Just make sure you have a [proof of residence](#) document for your registration and a [valid photo ID](#).
- Know what's on your ballot. You can find a sample ballot on MyVote [here](#). Research the candidates ahead of time so you can walk in with a well-informed voting plan.
- If you plan to vote absentee, you can request your [absentee ballot here](#). Voting from home by absentee ballot is a safe, secure, and easy way to participate. Be sure to request your absentee ballot early! Absentee ballots must be returned by Election Day Nov. 5, 2024.
- You can also vote early as soon as October 22 (also called in-person absentee voting). The early voting hours and dates vary by municipality. To find your early voting location, [visit this link](#) or [call your municipal clerk](#).
- You can also vote in-person on Election Day on Tuesday, Nov. 5. Make sure you bring a valid photo ID and [know where your polling place is](#) (your polling location may have changed this year). All polling locations are open from 7 a.m. to 8 p.m. on Election Day.
- If you have a disability, federal law protects your right to have assistance mailing your ballot, and also to have a person of your choice deliver your ballot to your clerk or polling place. [Visit this web page](#) for more information or call the Disability Rights Wisconsin Voter Hotline at 844-347-8683.

Don't wait. Plan ahead and make your voice heard.

## Fall Email for Early Voting

**Send Date:** Oct. 22

**Email Subject Line:** Early voting starts today

**Early voting starts today! Find your early voting location and make a plan to vote.**

Today marks two weeks until the Nov. 5, 2024 general election, but you don't have to wait to make your voice heard.

**In communities across Wisconsin, early voting starts today.** Early voting hours and dates vary by municipality, so [visit this link](#) or [call your municipal clerk](#) to find your early voting location.

**It's critical you make your voice heard and vote in this election.**

[Find your early voting location](#) or [call your municipal clerk](#) and vote early in the November election!

**P.S.** You can also vote in-person on Election Day on Tuesday, Nov. 5, 2024. Make sure you bring a [proof of residence document](#) if you plan to register in-person and a [valid photo ID](#) to vote. Note that your polling place may have changed this year, so look up your polling place [here](#). All polling locations are open from 7 a.m. to 8 p.m. on Election Day.

## Fall Email for One Week Before Election Day

The fall election is one week away on Tuesday, Nov. 5, 2024! You have plenty of options to vote: you can vote early in-person, return your absentee ballot immediately, or vote in-person on Election Day.

We know elections are so important because we are voting for people who make decisions that directly impact our lives. Issues like the environment, healthcare, and education are all decided by our elected officials. Make sure you vote on or before November 5 to make your voice heard.

### Be sure to review your voter checklist:

- First, [check to see if you're registered to vote here](#). If you're not registered, you can register in-person when you vote. Just make sure you have a [proof of residence document](#) for your registration and a [valid photo ID](#) to vote.
- Know what's on your ballot. You can find a sample ballot on MyVote [here](#). Research the candidates ahead of time so you can walk in with a well-informed voting plan.
- If you plan to vote absentee, know that the Wisconsin Supreme Court ruled that absentee ballot drop boxes are no longer legal, so **absentee ballots must be personally delivered to [your clerk's office](#)**.
- You can vote early (also called in-person absentee voting)! In some municipalities, early voting may go until November 3, but early voting hours and dates vary by municipality. To find your early voting hours and location, [visit this link](#) or [call your municipal clerk](#).
- You can also vote in-person on Election Day on Tuesday, Nov. 5, 2024. Make sure you bring a valid photo ID and [know where your polling place is](#) (your polling location may have changed this year). All polling locations are open from 7 a.m. to 8 p.m. on Election Day.

## Fall Email for the Morning of Election Day

**Send Date:** Nov. 5

**Email Subject Line:** It's Election Day! Go Vote

It's Election Day! Who's ready to head out to the polls?

**Make sure you review your voting checklist:**

- [Check to see if you're registered to vote](#). If you're not registered, you can register in-person when you vote. Just make sure you have a [proof of residence document](#) for your registration and a [valid photo ID](#) to vote.
- [See what's on your ballot](#). Research candidates ahead of time so you can walk in with a well-informed voting plan.
- **If you haven't yet returned your absentee ballot, drop it off in-person or [vote in-person at your polling location](#)**. If you plan to drop off your absentee ballot in-person, you should contact your clerk to find out where you can return your absentee ballot. If you would like to vote in-person, you don't need to bring your absentee ballot, but if you do, the poll workers at your polling location can dispose of it for you. [Contact your clerk if you have more questions](#).
- **[Find your polling place](#), bring [a valid photo ID](#), and vote in-person**. Note that your polling place may have changed this year. All polling locations are open from 7 a.m. to 8 p.m. on Election Day.

By voting, you can make your voice heard today and for the future of Wisconsin.

## **Poll Worker Recruitment Information for Milwaukee County Employees**

Recruiting good poll workers is a vital part of making sure voting is accessible for everyone. When more poll workers are working the polls, the lines are more likely to be shorter and voters will have a more pleasant voting experience. We know that friendly and knowledgeable poll workers can make all the difference between a voter casting their ballot or being turned away at the polls.

### **Becoming a poll worker in Milwaukee**

The executive director of the Milwaukee Elections Commission has staff available to work with employees who are interested in being poll workers. The Milwaukee Elections Commission has asked any company staff coordinating these efforts to email Claire Woodall-Vogg. Once in touch with the Milwaukee Elections Commission, Claire will be able to talk to you about your interests. Claire can help people who would like to be assigned in small groups and can provide information on how to apply. Claire can be reached at [cwooda@milwaukee.gov](mailto:cwooda@milwaukee.gov) or 414-286-3958.

General information about serving as a poll worker in Milwaukee can be [found here](#).

We have also included a sample email below that can be shared when recruiting staff to become poll workers.

# Poll Worker Recruitment Milwaukee County Email

**Send Date:** Early October

**Sample Subject:** Make an impact. Become a poll worker.

**Wisconsin is in need of people like you to serve as paid poll workers for 2024 elections.**

If you're looking for a way to make an impact in 2024, [becoming a poll worker](#) is one of the most vital roles you can play. Being a poll worker means helping people vote safely and ensuring as many people as possible can cast their ballot. This is a great opportunity for individuals to get involved with the democratic process. Together, we will help the voices of our community be heard!

**To be a poll worker, you must:**

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 28 consecutive days and is not otherwise disqualified to vote)
- Be able to read and write fluently in the English language
- NOT be a candidate for any office to be voted on at the polling place at that election
- Never have been convicted of a felony
- Hold no public office
- Be 18 years old (except high school student poll workers who can be 16 or 17)

**What will I do?**

Poll workers check-in voters, help people register to vote, check photo IDs, and process absentee ballots. Your local clerk will provide you with paid training prior to Election Day for the job you will be doing.

**What will I receive?**

- Paid time off
- Training to become a poll worker

You can help make our elections safer for all and ensure that everyone has fair access to the ballot. [Sign-up here!](#)

# Poll Worker Recruitment for Statewide Employees Email

**Send Date:** Early October

**Sample Subject:** Make an impact. Become a poll worker.

**Wisconsin is in need of people like you to serve as paid poll workers for 2024 elections.**

If you're looking for a way to make an impact in 2024, [becoming a poll worker](#) is one of the most vital roles you can play. Being a poll worker means helping people vote safely and ensuring as many people as possible can cast their ballot. This is a great opportunity for individuals to get involved with the democratic process. Together, we will help the voices of our community be heard!

## How do I sign up?

To sign up, anyone interested should visit the [MyVote Wisconsin website](#). Just type in your information to let your local clerk know that you are interested in becoming a poll worker.

## To be a poll worker, you must:

- Be a qualified elector of the county in which the municipality is located (i.e., an adult citizen of the United States who has resided in the election district for 28 consecutive days and is not otherwise disqualified to vote)
- Be able to read and write fluently in the English language
- NOT be a candidate for any office to be voted on at the polling place at that election
- Be 18 years old (except high school student poll workers who can be 16 or 17)

## What will I do?

Poll workers check-in voters, help people register to vote, check photo IDs, and process absentee ballots. Your local clerk will provide you with training prior to Election Day for the job you will be doing.

## What will I receive?

- Paid time off
- Compensation determined by the appropriate municipal governing body. In some municipalities, you may also be compensated for attending any required training sessions.
- Training to become a poll worker

You can help make our elections safer for all and ensure that everyone has fair access to the ballot. To become a poll worker [click here](#).



## Host a Voter Registration Drive Email

**Send Date:** before Oct. 16

**Email Subject Line:** Stop by our voter registration drive

The elections are quickly approaching on Nov. 5, 2024! This year, [InsertCompanyName] is hosting a voter registration drive to make sure everyone who is eligible to vote has the opportunity to register. At the drive, you can check to make sure your voter registration is up-to-date or register to vote for the first time.

The voter registration drive will happen on [insert day and time]. The event will be happening at [insert location].

In order to register to vote, you will need to bring a document that shows your proof of residence. You can use your driver's license, state identification card, pay stub, or anything else [listed here](#).

If you are not able to register at the voter registration drive, you can also register on Election Day, Nov. 5, 2024.