**Communications for Nov. 8 election**

We recommend sending a series of communications during the nine 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.

Nine weeks before the election (September 6th): [Voter ID prep](#kix.afkzpir2dwk)

Six weeks before the election (September 27th): [Make a plan to vote](#ytgmd0qfm583)

Two weeks before the election (October 25th): [Vote early](#7v58xuf58rz9)

One week before the election (November 1st): [Vote next week](#ko7hz2awayj)

The morning of the election (November 8th): [Vote today](#ytvwms9urvv7)

**Communications for poll worker recruitment**

Poll worker recruitment information: [Milwaukee County](#of3mde773rrq)

Poll worker recruitment email (early October): [Milwaukee County](#kix.lh06iv3figu5)

Poll worker recruitment email (early October): [Statewide employees](#kix.n3so4wdpu9mk)

**Communications for hosting a voter registration drive**

Hosting a voter registration drive (early September): [Informational email](#kix.t5u7gqofyy7)

**Email for Voter ID Prep**

**Send Date:** Sept. 6th

**Email Subject Line:** Voting Prep - Proof of Residency & Valid Photo ID

The Wisconsin mid-term general election is November 8th. Are you ready to vote?

Registration and voting are two different processes requiring different documents. In order to register, you need to show [a proof of residence document](https://myvote.wi.gov/DesktopModules/GabMyVoteModules/api/document/getproofofresidencedoc). In order to vote, you need to show [a valid photo ID.](https://elections.wi.gov/acceptable-photo-ids)

**What counts as proof of residence? Here are five options:**

* A current and valid State of Wisconsin Driver License or State ID card.
* A gas, electric, or telephone service statement (utility bill) for the period commencing no earlier than 90 days before Election Day.
* Bank/credit card statement.
* Paycheck or pay stub.
* Residential lease that is effective on date of registration (not valid if registering by mail).

For other proof of residence documents, [check here.](https://myvote.wi.gov/DesktopModules/GabMyVoteModules/api/document/getproofofresidencedoc)

Once you’re registered, it’s time to look ahead and prepare to vote. To cast a ballot in Wisconsin, you’ll need a valid photo ID.

**What counts as a valid photo ID? Here are four options:**

* A Wisconsin DOT-issued driver license, even if driving privileges are revoked or suspended, with or without a star in the right-hand corner.
* A Wisconsin DOT-issued identification card, with or without a star in the right-hand corner. [To apply for a Wisconsin ID card,](https://elections.wi.gov/acceptable-photo-ids#4257225834-2471215269) you’ll need:
  + Proof of name and birthdate (such as a birth certificate)
  + Proof of identity (Social Security card, Medicare/Medicaid card, etc)
  + Wisconsin residency (see above)
  + Proof of U.S. citizenship (U.S. birth certificate or citizenship papers)
  + Social Security card
* Military ID card issued by a U.S. uniformed service
* A U.S. passport

For other valid photo IDs, [check here.](https://elections.wi.gov/acceptable-photo-ids)

It’s always a good idea to double check and act early.

**Email for Making a Plan to Vote**

**Send Date:** Sept. 27

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

The midterm general election is quickly approaching on November 8th, 2022!

This year [InsertCompanyName] is proud to be encouraging voting. You, as a voter, 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 8th, 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 November 8th, 2022:

* First, [check to see if you’re registered to vote here](https://myvote.wi.gov/en-us/Register-To-Vote). If you’re not registered, you can register online or by mail until October 19th. If you miss that deadline, you can register in-person when you vote. Just make sure you have a [proof of residence](https://myvote.wi.gov/DesktopModules/GabMyVoteModules/api/document/getproofofresidencedoc) document for your registration and a [valid photo ID](https://bringit.wi.gov/do-i-have-right-photo-id).
* Know what’s on your ballot. You can find a sample ballot on MyVote [here](https://myvote.wi.gov/en-us/Whats-On-My-Ballot). Research the candidates so you can walk in with a well-informed voting plan.
* If you plan to vote absentee, you can request your [absentee ballot here](https://myvote.wi.gov/en-us/Vote-Absentee-By-Mail). Voting from home by absentee ballot is a safe, secure and easy way to participate. Be sure to request your absentee ballot early! The deadline to request an absentee ballot is November 3rd, 2022. Absentee ballots must be returned by election day November 8th, 2022.
* You can also vote early as soon as October 25th (also called in-person absentee voting). The early voting hours and dates vary by municipality. To find your early voting location, [visit this link](https://my.lwv.org/wisconsin/local-absentee-ballot-return-and-early-voting-locations) or [call your municipal clerk](https://myvote.wi.gov/My-Municipal-Clerk).
* You can also vote in-person on Election Day on Tuesday, November 8th. Make sure you bring a valid photo ID and [know where your polling place is](https://myvote.wi.gov/en-us/Find-My-Polling-Place) (your polling location may have changed this year). All polling locations are open from 7 a.m. to 8 p.m.
* 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](https://disabilityrightswi.org/news/process-for-requesting-an-accommodation-for-ballot-return-assistance/) 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.

**Email for Early Voting**

**Send Date:** Oct. 25

**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 November 8th, 2022 midterm 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](https://my.lwv.org/wisconsin/local-absentee-ballot-return-and-early-voting-locations?emci=426b4304-81a4-ec11-a22a-281878b85110) or [call your municipal clerk](https://myvote.wi.gov/My-Municipal-Clerk?emci=426b4304-81a4-ec11-a22a-281878b85110) to find your early voting location.

Historically, in midterm elections, 45% of eligible Wisconsin voters do not vote.[[1]](#footnote-1) This means our officials are elected by a little over half of the state’s population. By voting, you can help ensure that our elected officials truly represent the people of Wisconsin.

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

[Find your early voting location](https://my.lwv.org/wisconsin/local-absentee-ballot-return-and-early-voting-locations?emci=426b4304-81a4-ec11-a22a-281878b85110) or [call your municipal clerk](https://myvote.wi.gov/My-Municipal-Clerk?emci=426b4304-81a4-ec11-a22a-281878b85110) and vote early in the November election!

**P.S.** You can also vote in-person on Election Day on Tuesday, November 8th 2022. 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](https://myvote.wi.gov/en-us/Find-My-Polling-Place). All polling locations are open from 7 a.m. to 8 p.m. on Election Day.

**Email for One Week Before Election Day**

The fall election is one week away on Tuesday, November 8th, 2022! 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 8th to make your voice heard.

**Be sure to review your voter checklist:**

* First, [check to see if you’re registered to vote here](https://myvote.wi.gov/en-us/Register-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](https://myvote.wi.gov/DesktopModules/GabMyVoteModules/api/document/getproofofresidencedoc) for your registration and a [valid photo ID](https://elections.wi.gov/acceptable-photo-ids#4257225834-2268608274) to vote.
* Know what’s on your ballot. You can find a sample ballot on MyVote [here](https://myvote.wi.gov/en-us/Whats-On-My-Ballot). Research the candidates so you can walk in with a well-informed voting plan.
* If you plan to vote absentee, know that the rules changed for the November 8th election. **The Wisconsin Supreme Court ruled that absentee ballot drop boxes are no longer legal and absentee ballots dropped off at the Clerk’s Office must be personally delivered.**
* You can vote early (also called in-person absentee voting)! In some municipalities, early voting may go until November 6th, but early voting hours and dates vary by municipality. To find your early voting hours and location, [visit this link](https://my.lwv.org/wisconsin/local-absentee-ballot-return-and-early-voting-locations) or [call your municipal clerk](https://myvote.wi.gov/My-Municipal-Clerk).
* You can also vote in-person on Election Day on Tuesday, November 8th Make sure you bring a valid photo ID and [know where your polling place is](https://myvote.wi.gov/en-us/Find-My-Polling-Place) (your polling location may have changed this year). All polling locations are open from 7 a.m. to 8 p.m.

**Email for the Morning of Election Day**

**Send Date:** Nov. 8

**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**](https://myvote.wi.gov/en-us/Register-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.**](https://myvote.wi.gov/en-us/Whats-On-My-Ballot)Research candidates 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**](https://myvote.wi.gov/en-us/Find-My-Polling-Place)**.** 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](https://myvote.wi.gov/My-Municipal-Clerk).
* [**Find your polling place**](https://myvote.wi.gov/en-us/Find-My-Polling-Place)**, bring** [**a valid photo ID**](https://elections.wi.gov/acceptable-photo-ids#4257225834-2268608274)**, 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.

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 or 414-286-3958.

General information about serving as a poll worker in Milwaukee can be [found here](https://city.milwaukee.gov/election/Helpmilwaukeevote).

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

**Poll Worker Recruitment Milwaukee Co****unty 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 2022 elections.**

If you're looking for a way to make an impact in 2022, [becoming a poll worker](https://city.milwaukee.gov/election/Helpmilwaukeevote/Election-Inspector-Application) 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
* Be 18 years old ([except high school student poll workers who can be 16 or 17](https://elections.wi.gov/node/6890))

**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](https://city.milwaukee.gov/election/Helpmilwaukeevote/Election-Inspector-Application)!

**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 2022 elections.**

If you're looking for a way to make an impact in 2022, [becoming a poll worker](https://bit.ly/pollworker22) 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](https://bit.ly/pollworker22). 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](https://elections.wi.gov/node/6890))

**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](https://bit.ly/pollworker22).

**Host a Voter Registration Drive Email**

**Send Date:** before Oct. 19

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

The elections are quickly approaching on November 8th, 2022! 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.](https://myvote.wi.gov/DesktopModules/GabMyVoteModules/api/document/getproofofresidencedoc)

If you are not able to register at the voter registration drive, you can also register on the day of the election, November 8th, 2022.

1. <https://www.jsonline.com/story/news/politics/elections/2018/11/07/wisconsin-election-record-setting-turnout-2018-mid-term/1894552002/> [↑](#footnote-ref-1)