

USER GUIDE TO VOTER PLEDGE CARD

Thank you for using *Our Homes, Our Votes* pledge cards to register, educate, and mobilize voters in your community! This guide will walk through the steps of using the pledge card and following up with new voter contacts safely and effectively.

Remember, you will be collecting personally identifiable information. Be cautious when storing, using, and sharing this information.

1. Distribute pledge cards during your voter registration drives and have them on hand during conversations about voting. Be sure to have both [English](#) and [Spanish](#) pledge cards available.
2. Ask the voter to fill out both halves of the pledge card.
3. Have scissors or a paper trimmer available, so that you can keep the half of the card with voter's information, and the voter can keep the half with their pledge to vote.
4. When collecting and transporting the pledge cards, ensure that they are packed securely so that voters' names and contact information are not visible. Store pledge cards in a safe location, such as a locked file cabinet that only trusted staff can access.
5. Input voters' responses to the pledge cards into an Excel or CSV file. Ensure that files are securely stored on a password-protected device.
 - Do not digitally share the spreadsheet unless it is necessary to do so. If you must digitally share the spreadsheet, send via encrypted message and only to trusted colleagues who are involved in your nonpartisan voter engagement campaign.
 - Once you have input voter information into an Excel sheet, you can dispose of the paper pledge cards. Use a paper shredder before disposing of the pledge cards to protect voters' information.
6. In the weeks before the election, follow up by phone and/or email with all voters in your spreadsheet. Ask them to talk through their plan to vote—research shows that voters who have articulated their voting plan are much more likely to cast their ballots!
 - *Our Homes, Our Votes* will provide a sample get-out-the-vote phonebanking/textbanking script and email text.
7. For voters who indicated that they need help finding their polling place, be sure to include their polling place in this follow-up message. You can find a voter's polling place at <https://ourhomes.turbovote.org/where-to-vote>

8. To help voters who need assistance with voter ID or transportation to the polls, you have two options:
 - Send their information to *Our Homes, Our Votes* via this [form](#), and we will connect them directly with VoteRiders and/or Rideshare2Vote Aware.
 - Connect them directly with VoteRiders (for voter ID assistance) and/or Rideshare2Vote Aware (for transportation to the polls). See steps #9 and #10 for more information.
9. To refer a voter to VoteRiders for voter ID assistance, input their information into an Excel or CSV file and send it to Selene Gomez, national outreach director of VoteRiders, in an encrypted message at: selene@voteriders.org.
 - The file must include each voter's name, phone number, email address (if they have one), state, and ZIP code (full address is preferable).
 - It is recommended to send an updated list of voter contacts to VoteRiders on a monthly basis for most of the year.
 - From September through November, send in new contacts weekly or once every two weeks.
10. If a voter needs transportation to the polls, you can send the voter this link: <https://rideshare2voteaware.org/request-a-ride/> or directly email the voter's information in an encrypted message to Sarah Kovich at sarah.kovich@rideshare2voteaware.org.

Please contact Courtney Cooperman, project manager of *Our Homes, Our Votes*, at ccooperman@nlihc.org with any questions.