

# Vote 411 – Time Table Sample

		<b>Vote411 &amp; General Procedures</b>	<b>Printed VG Procedures</b>
1	Jan-May	<p>Vote411 Administrator:</p> <ul style="list-style-type: none"> <li>• Sets up Vote411 complete infrastructure, including races, race categories, race descriptions, email templates, GIS information, etc.</li> </ul>	
2	Late-May	<p>VS Chair:</p> <ul style="list-style-type: none"> <li>• Obtains BOE “List of Offices to be Elected”</li> <li>• Assigns League Volunteers to races</li> </ul>	
3	July	<p>VS Chair:</p> <ul style="list-style-type: none"> <li>• Obtains BOE list of candidates</li> <li>• Provides list to League Volunteers (List contains candidate name, political party(s), and postal address.)</li> </ul>	
4	July	<p>League volunteers:</p> <ul style="list-style-type: none"> <li>• Prepare &amp; mail invitation letters to candidates. (The letters request that candidates provide their email address in a return-envelope going to the League Volunteer. See Attachment A) (Email address could also be obtained by telephone.)</li> </ul>	
5	July-September	<p>League Volunteers: (Upon receipt of candidate’s email address)</p> <ul style="list-style-type: none"> <li>• Enter the following information for each candidate into Vote411: candidate name; party(s); street address; email address.</li> <li>• Using Vote411, send email to candidates, providing the candidate’s Identification Number and instructions on how to enter their own data into Vote411. (See Attachment B)</li> </ul>	
6	July-September	<p>League Volunteer: (for candidates who have not provided their email address)</p>	

		<ul style="list-style-type: none"> <li>• Mail a reminder letter requesting the candidates email address. (or make a follow-up telephone call)</li> </ul>	
7	July-September	<p>League Volunteer:</p> <ul style="list-style-type: none"> <li>• Monitor primaries for their assigned candidates</li> <li>• Provide results to Voter411 Administrator who deletes the losers and/or adjusts all party designations.</li> </ul>	
8	July-November	<p>Vote411 Administrator:</p> <ul style="list-style-type: none"> <li>• Publish race information in Vote411, thus making it available to the public</li> </ul>	
9	July-October	<p>Vote411 Administrator:</p> <ul style="list-style-type: none"> <li>• Requests that the Web Master add a Vote411 link on their LWV website.</li> </ul>	
10	Continuous until Election Day	<p>League Volunteers provide to the Voter Service Chair the following:</p> <ul style="list-style-type: none"> <li>• Candidate Meeting/Debate/Forum information</li> <li>• Referenda information</li> <li>• Office Term &amp; Salary information for offices</li> </ul>	
11	3 <sup>rd</sup> week of September		Vote411 Administrator extracts information from Vote411. League volunteer prepares draft of printed VG in MS Word.
12	3 <sup>rd</sup> week of September		VG Editor proof reads and corrects draft of printed VG.
13	3 <sup>rd</sup> week of September		VS Chair sends printed VG approved draft to the Publisher.
14	4 <sup>th</sup> week of September		Publisher sends approved camera-ready copy of the printed VG to Printer.
15	3 <sup>rd</sup> week of October		League Volunteers deliver/mail printed VG's.