

# Health Center Civic Engagement Toolkit



AltaMed

MYVOTE.MY HEALTH.

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# You Are a Trusted Messenger



This year will be a critical year for populations of every scale. The 2020 Census will determine the amount of federal funding we can expect to receive for the next decade, and the results of the 2020 elections will determine who advocates for our community's health care needs at every level of government.

AltaMed, in collaboration with health centers across California, will promote full participation in the upcoming census and elections. As a member of your own community, it is your obligation to get involved, stay involved, and make your voice heard to the extent possible.

Community health centers have always played a role in uplifting and improving the quality of life in underserved communities. This work goes well beyond the examination room. By promoting greater civic participation, voter registration, and non-partisan voting, health centers lead the way in addressing the social determinants of health—conditions that impact the way people live and work.

As a health care professional, you can help ensure that every single person living in our service area is counted, and that those who are eligible cast their vote to protect the rights of those who are not. Your day-to-day interactions and the relationships you've built with our patients have made you a trusted source of information.

This My Vote. My Health. Civic Engagement Toolkit provides you with the proven tools and recommendations necessary to get informed and involved in census education and outreach efforts, as well as non-partisan voter engagement in 2020. Each person who does not participate in the census results in a loss of \$2,000 per year to pay for health care, education, housing, food, and a safe environment. A census undercount could also result in a loss of up to three California Congressional seats, which would mean less representation for the particular needs of the communities we serve.

Health care is a consistent political target at both state and national levels. But the support we build for health care during the 2020 elections will become a powerful base for advocacy between election cycles. Please do your part to build that support. Thank you.

A handwritten signature in black ink that reads "Cástulo de la Rocha". The signature is fluid and cursive.

Cástulo de la Rocha  
President and CEO  
AltaMed Health Services





# Community Health and Civic Engagement



When some communities suffer from health disparities, it is often due to the living conditions and environment in which they live. These conditions are also known as social determinants of health.

Factors like economic opportunity, access to parks and green space, education, safe housing, and reliable transportation all affect the health of a community. When any of these factors are lacking, they can be changed with advocacy and action.

Addressing these social determinants of health is essential to promoting health equity, tackling health disparities, and ensuring healthy and vibrant communities. Civic engagement is one key tool we can use to address the social determinants of health.

Civic engagement involves developing the knowledge, skills, and tools required to educate others and make a difference in one's community. In short, civic engagement is any activity that involves promoting the quality of life in a community, through both political and non-political processes. It includes both paid and unpaid forms of political activism, voting, volunteering, participating in group activities, and community and national service.

# Health Centers and Civic Engagement

Federally Qualified Health Centers (FQHCs) with a 501(c)(3) tax exemption are allowed to conduct activities that promote voter participation, educate voters, or connect with candidates as long as the activities are non-partisan.



## Health Center Civic Engagement Dos

- Participate in non-partisan activities
- Conduct or promote voter registration, including Vote by Mail (VBM) registration
- Educate voters on the voting process
- Distribute non-partisan sample ballots, candidate questionnaires, or voter guides
- Organize get-out-the-vote (GOTV) activities
- Encourage others to vote and help them make it to the polls
- Host or co-sponsor candidate forums
- Educate candidates on what the issues are and how they affect the community
- Continue to advocate on non-partisan issues during the election



## Health Center Civic Engagement Don'ts

- Endorse or oppose any single party or candidate (partisan politics)
- Allow candidates to use the organization's facilities or resources for political purposes

*We're not telling people who to vote for –  
we're making sure they vote!*





For your convenience, this information and material is also downloadable at [www.MyVoteMyHealth.org](http://www.MyVoteMyHealth.org)





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# How to Guide

## Step-by-Step Guide to Preparing Your Health Center for Civic Engagement

As a Community Health Center, you have a valuable opportunity to educate your patients and community on the importance of voting and participating in the 2020 Census. This My Vote. My Health. Toolkit, Checklist, 10-Step Guide, and 5-Touch Action Plan will help you and your health center prepare for census outreach and voter engagement.

- 1** Designate a civic engagement point person at your health center to lead your civic engagement efforts and to coordinate the My Vote. My Health. campaign.
- 2** Read the My Vote. My Health. Civic Engagement Toolkit and familiarize yourself with the 2020 Census Talking Points (pg. 25) and Voting in 2020 Talking Points (pg. 27).
- 3** Brief your executive and clinic leadership to establish their support and buy-in for this critical work.
- 4** Communicate to all staff the importance of civic engagement and the opportunity to leverage our trusted messenger role to promote greater civic participation.
- 5** Conduct campaign trainings for your health center staff using the Civic Engagement PowerPoint Presentation ([MyVoteMyHealth.org/Training](https://MyVoteMyHealth.org/Training)), Civic Engagement Training Exercise (pg. 17), the 5-Touch Health Center Action Plan (pg. 10), and 5-Touch Action Plan Team Assignments (pg. 13).
- 6** Display My Vote. My Health. campaign posters and promotional materials in your health center. A Campaign Materials Checklist is available on page 8.
- 7** Play phone message recordings that remind callers about the upcoming elections and census, and provide scripts to your phone receptionists, dispatchers, or call center staff.
- 8** Establish and grow a supporter email and contact list using an email marketing service for My Vote. My Health. and other updates and information.
- 9** Implement the 5-Touch Center Action Plan and promote greater civic participation with every patient that comes through your health center's doors.
- 10** Direct people to [MyVoteMyHealth.org](https://MyVoteMyHealth.org) for more information and updates on the census and voting, including information on how to register to vote.

# Campaign Materials

These campaign materials will help you prepare your health center with the necessary campaign signage to promote voting and the 2020 Census at your location(s). The My Vote. My Health. Campaign Team will deliver your campaign material directly to your health center.

## Posters

Campaign posters should be placed on or near the entrance, lobby and/or waiting room, examination room(s), back office, or a location where visible by patients.





## Stickers, Buttons and other materials

Campaign stickers, buttons, pledge cards, and other materials will be provided and should be used by all health center staff, including front office staff, nurses, and providers.



**AltaMed**  
**We count**  

- For family
- For schools
- For health care
- For our community

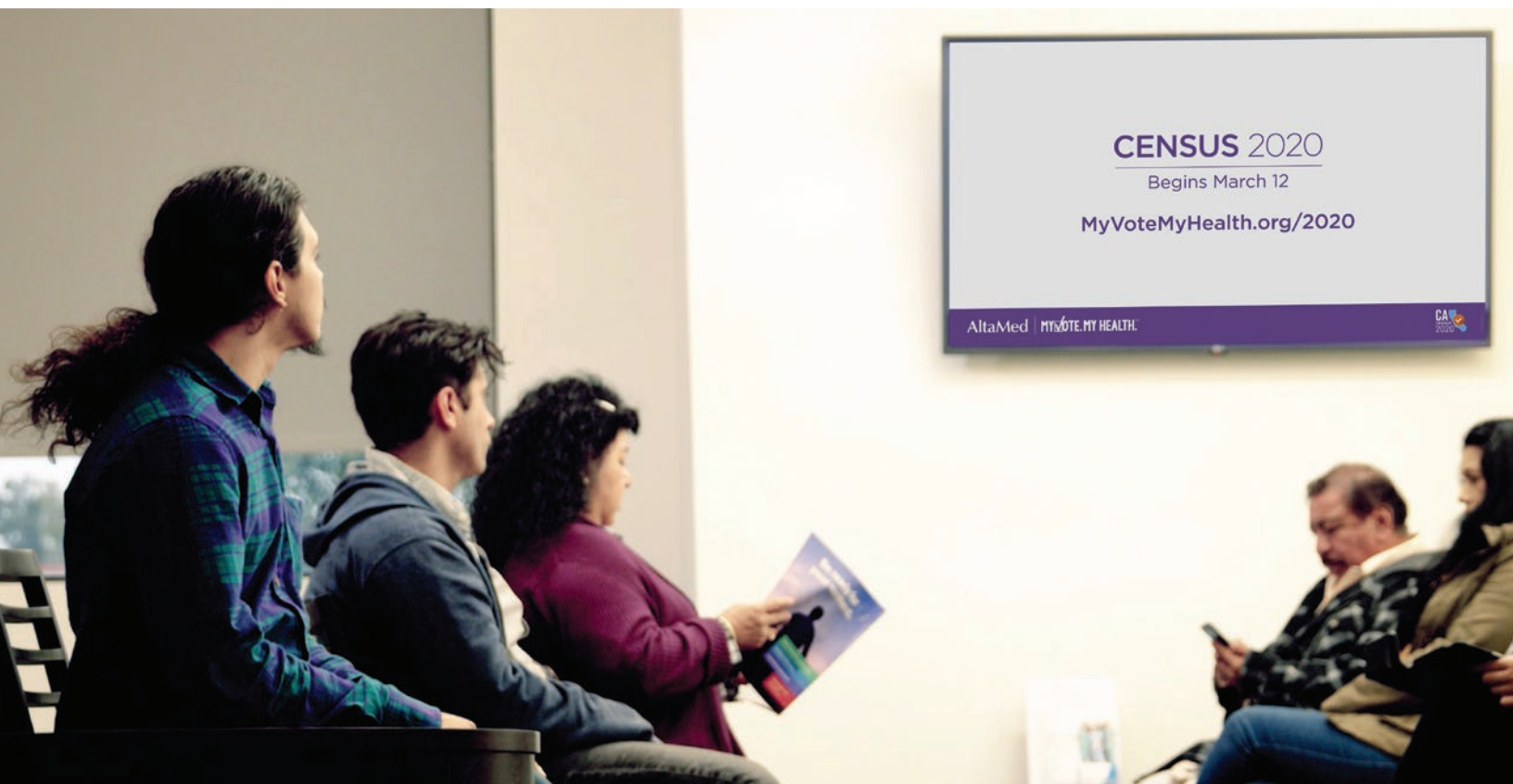
**I pledged to complete the 2020 Census.**  
**March 12 – July 31**  
Text CENSUS to 33339 for regular census updates  
[MyVoteMyHealth.org/2020](https://MyVoteMyHealth.org/2020)

**I pledge to be counted in the 2020 Census.**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_  
**I will also:**  
☐ Count everyone in my household.    ☐ Inform family and friends about the 2020 Census.    ☐ Volunteer with My Vote, My Health™ to ensure a full count of our communities.  
☐ I want to receive regular text updates on the census and elections.



## Lobby and Waiting Room Televisions

Televisions in the lobbies and waiting rooms should be tuned into campaign messaging at all times. Televisions will play My Vote. My Health. commercials and PSAs during key campaign periods.



# Action Plan

## 5-Touch Health Center Model

Here are the five specific touches you and your team should implement at your health center to ensure all your patients get involved in the My Vote. My Health. campaign and become civically engaged. These steps will help you engage patients at every step of their visit.



### Touch 1

Patient Visits and  
Reminder Calls



As the patient arrives, patient service advocates (or front desk staff) should mention the My Vote. My Health. campaign and/or provide a My Vote. My Health. campaign handout for waiting room reading. Patients will also receive a My Vote. My Health. campaign message during their appointment reminder phone call. During the census counting period, staff should encourage patients to use the Census Action Kiosk (CAK), which will be located in the lobby/waiting room as a designated space in which to fill out the census form.



### Touch 2

Lobby/Waiting Room

As patients wait for their appointments, they will see campaign promotional posters, materials, and commercials/PSAs on the televisions in the lobby/waiting room. During the census counting period, each health center will have a Census Action Kiosk (CAK) and promotora located in the lobby/waiting room for patients to use to fill out their census questionnaire.





## Touch 3

### Vitals and BP Check

Nurses and LVNs should mention My Vote. My Health. campaign information and briefly review a 2020 Census or campaign handout, which the patient can read while waiting for doctor.



## Touch 4

### Consultation

Providers should do a quick reminder about the census or the importance of voting. As a trusted messenger, a reminder from a provider goes a long way. Providers can mention the 2020 Census or handout provided by the nursing staff. Alternatively, providers can simply ensure they are wearing a My Vote. My Health. campaign sticker or button.



## Touch 5

### Check-Out and Next Appointment

Upon check-out and when scheduling the next appointment, back office staff or LVNs should mention the 2020 Census or election handout to the patient one more time, and/or ask if they've seen any of the My Vote. My Health. campaign material during their visit. Patient Plan Summaries paperwork will also include a short reminder message regarding the My Vote. My Health. campaign, so back office staff or LVNs can also point this out to patients as they wrap up their visits.



## Bonus

### Transportation Department

Health centers with a transportation department should take advantage of their captive audience to make sure My Vote. My Health. campaign material is on display or visible, and provide a 2020 Census or campaign handouts as appropriate during rides.

Civic engagement outreach does not have to be limited to the 5-touch steps at your health center. If your health center has a Community Health Education, Community Affairs, or other department doing health education or outreach in the community they can help spread the word on the importance of civic engagement by promoting My Vote. My Health. campaign material at events and during outreach.



For your convenience, this information and material is also downloadable at [www.MyVoteMyHealth.org](http://www.MyVoteMyHealth.org)





# Team Assignments

## 5-Touch Health Center Action Plan Team Assignments

### Front Office Staff

Front office staff are patients' first point of contact and have an opportunity to leave a lasting impression. Front office staff should ensure My Vote. My Health. campaign material is on display or visible, and should provide each patient a census or campaign handout for waiting room reading. Front office staff should make sure to wear a My Vote. My Health. campaign button, sticker, or shirt during key campaign phases.

### Nurses

Nursing staff are a critical touchpoint because of the trust patients have in them. Nursing staff should mention My Vote. My Health. campaign information and briefly review a 2020 Census or campaign handout with the patient, so the patient can review while waiting for the doctor. Nursing staff should make sure to wear a My Vote. My Health. campaign button, sticker, or shirt during key campaign phases.

### Providers

Physicians and providers rank at the top of the list when it comes to trusted messengers. A reminder about the census or about the importance of voting from a provider goes a long way. Providers should do a quick reminder about the census or the importance of voting and/or should mention the 2020 Census or campaign handout provided by nursing staff. Alternatively, providers can ensure they are wearing a My Vote. My Health. campaign sticker or button.

## Center Administrators

Center administrators and administrative staff should all be well-versed in campaign efforts, and will work closely with the My Vote. My Health. campaign team to implement campaigns at their sites. Center administrators and staff should read the My Vote. My Health. Civic Engagement Toolkit and should ensure that all campaign materials are on display and visible throughout the campaign period. Center administrators and administrative staff should wear a My Vote. My Health. campaign button, sticker, or shirt during key campaign phases.

## Facilities

All facilities staff and environmental aides should be aware of My Vote. My Health. campaign efforts and should have some familiarity with the census and campaign handouts. Facilities staff will be helpful in ensuring all campaign material is properly displayed.

## Ancillary Staff

All ancillary staff should read the My Vote. My Health. Civic Engagement Toolkit and be familiar with the census and campaign handouts.

## Contract Companies and Vendors

All vendors and contractors visiting or working at our health centers should be aware of My Vote. My Health. campaign efforts.

## Information Technology

Information Technology (IT) staff ensures wi-fi needs are adequate to support efforts like the Census Action Kiosks (CAKs) or laptop stations at health centers. IT staff should be aware of My Vote. My Health. campaign efforts and will support any IT-related needs tied to implementation of the campaign.

## Transportation Department

PACE drivers should make sure My Vote. My Health. campaign material is available for participants to review during their ride. Drivers should also make sure to wear a My Vote. My Health. campaign button, sticker, or shirt during key campaign phases.





## Data Tracking

### 5-Touch Health Center Data Tracking

Data tracking is a key component of the My Vote. My Health. campaign and every interaction promoting civic participation will need to be tracked. Center administrators and administrative staff will work closely with the My Vote. My Health. Campaign Team on reporting data nightly during the key campaign phases.

Data reporting is easy and straightforward and involves a regular tally sheet (sample on pg. 16) with tally marks to track interactions. Your center administrator or designated lead will oversee data tracking and be in charge of reporting. Specific dates will be coordinated with the My Vote. My Health. campaign team. Dates will include the weeks leading up to the start of the census (March 12, 2020) and 2020 elections (March 3, 2020 and November 3, 2020).

# Tally Sheet

## Daily 2020 Census Conversations

Name of person(s) submitting: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_

Successfully talked to patient/visitor about the Census:

Example: |||| ||

No conversations:

Pledge cards collected:

If you have any questions or need additional information,  
please contact the My Vote. My Health. team at **(323) 531-7741**

Submit to **MyVoteMyHealth.org/reporting**

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## Civic Engagement Training Exercise

### 30-Minute Exercise

This Civic Engagement Training Exercise is intended to introduce the concept of what civic engagement is in more practical terms. It is to help understand why health centers are focusing on civic engagement and why staff and patients should care and participate.

When you hear the term civic engagement, what does that mean to you? (5 Min.)  
Have a few people call out their responses, acknowledge them and ask some more probing questions if most people are stuck:

#### How do laws get passed?

Local, state and federal elected officials can draft and vote on laws. Average people and groups can also work with electeds to support legislation that is beneficial for them.



## Who gets to decide how our tax dollars are spent?

Local, state and federal electeds decide on budgets worth billions of dollars each year — money that can be used to fund every public system, from education to health care, military, and our prisons.

## What kind of things can people do to let their elected officials know what they want, or like or dislike?

Write letters, emails, make phone calls, demonstrate, visit elected offices, or participate in issue forums and town halls. Most importantly, VOTE.

## You can share this sample definition as a wrap up

Civic engagement means working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes.

## Let's talk about why civic engagement matters (10 Min.)

(Prep for the exercise — if you have assembled a bigger group and want people to be able to see it from farther away, use 8.5" x 11" sheets of paper. For smaller groups, use larger Post-Its. Give everyone a few sheets or pieces and a marker. Post "YES" and "NO" sheets of paper or Post-Its up on a wall).

Ask everyone to think for a minute about some issues they care about and to write them onto their paper or Post-Its — one per page or Post-It. (Give them a minute to think and write).

## Review and Share Examples

Ask one person to read one thing they've written down — whatever the issue is. Ask the room if they think the issue is affected by civic engagement — take a few responses from them — and make certain to connect the dots if it's not clear. For example:

- Housing: Voters passed ballot measures to raise money for affordable housing, people have lobbied at city council meetings to put up emergency locations — like parking lots, tent cities, etc., to help get people off the street, lots of people have fought to raise the minimum wage to help people be able to help make rent more affordable.
- Health care: Remember, the Affordable Care Act (Obamacare) was created and voted on by elected officials and with millions of people across the country weighing in on it — nurse-to-patient staffing ratios and funding for medical services come from our tax dollars.

Whatever the issue is, see if they and you can find some way the issue is impacted through civic engagement.

Then ask people to get up and post their issues under YES or NO, or in the middle if they're not sure that their issue is impacted through civic engagement.

## YES or NO

Once everyone has posted their sheets, pick a few examples and ask the person why they chose YES or NO.

## Debrief: What Did We Learn? (5 Min.)

After you've gone through a few examples, ask the group what they are learning from the exercise. Take a few responses.

## Wrap-Up: Practically Everything is Impacted by Civic Engagement (5 Min.)

Sum up the activity by acknowledging that almost everything we care about can be impacted through civic engagement. If we choose not to get involved, we need to elect leaders who share our concerns and priorities, who spend our tax dollars on the programs and services we care about, and who strive to create a greater quality of life for our communities. Connect this to the broader issues that your health center believes are important to make a truly healthy community.







For your convenience, this information and material is also downloadable at [www.MyVoteMyHealth.org](http://www.MyVoteMyHealth.org)





## Promoting Civic Participation at Home

As a health care professional, you have a unique opportunity to serve as a trusted messenger and promote civic participation at home by spreading the word about the census and the importance of voting with your family, friends and neighbors. This Dinner Table Talk Exercise will help you promote civic engagement and the My Vote. My Health. campaign at home.

This exercise, as with this Toolkit, is based on the success of the AltaMed My Vote. My Health. strategy for getting out the vote. In 2018, the My Vote. My Health. model resulted in an average Latino voter turnout increase of 137%. In some precincts, AltaMed documented dramatic increases of 200%, 300% and 400% in ballots cast from 2014 versus 2018. Key academic institutions like UC Riverside School of Public Policy, American Majority Project Research Institute, and UCLA's Latino Policy & Politics Initiative, have evaluated the My Vote. My Health. 5-touch model and have confirmed that the approach is effective and can be replicated.

To obtain additional copies of the AltaMed My Vote. My Health. 5-Touch Voter Toolkit, visit [MyVoteMyHealth.org](https://MyVoteMyHealth.org).

# Dinner Table Talk Exercise (30 Min. Total)

## Introduction

We can all make a difference in our communities, particularly in the conditions that affect our health and quality of life. In fact, you influence the health and environmental conditions of your neighborhood every day, simply by living, shopping, and being active in your community. One way to make certain you are making a difference at home is by being civically active, voting, and/or volunteering in your neighborhood.

## Exercise Activity (10 Min.)

Brainstorm on the health and environmental conditions in your neighborhood that could be improved.

For instance, some discussion questions can include:

- Are there enough parks in your community?
- Do you have regular access to healthy foods?
- Does your community have adequate city services?
- Is your neighborhood safe?

## Discussion (10 min.)

Identify as a group the top issue you would like to see improved in your neighborhood. Discuss some things you could do to bring about these improvements.

## Debrief Activity (10 min.)

What did you learn from this exercise? Are you excited to bring about positive change in your community through civic participation? Visit **[www.MyVoteMyHealth.com](http://www.MyVoteMyHealth.com)** to learn more about ways to get involve in your community.

# Making a Difference in Your Neighborhood Through Civic Engagement

Civic participation can bring about positive change, and a few ways to engage include: volunteering, voting, starting or signing petitions, attending community meetings, or contacting city council members about issues affecting you and your community.

Being civically engaged also means staying involved with your local, state and federal governments. Whether it's staying aware of issues in your community or tracking laws and policies, you can make a change in your community by influencing the decisions that elected officials make. Writing a letter to your city council members regarding issues affecting your family, neighborhood and community is a great way to bring about change. You can find your city council members, information by visiting your city's website.



## Host a Party!

Want to make a bigger impact, and get your entire family or a large group of friends or neighbors involved? Help your friends and family become civically engaged by registering them to vote and becoming permanent Vote by Mail (VBM) voters. Then host a VBM get-together and vote as a group over food. This is a great way to get people involved, and a great way to understand the issues, ballot measures, and candidates on your ballot. It's fun, too!











## 2020 Census Talking Points

- The census counts everyone in the country, regardless of age or citizenship, every 10 years.
- It's easy. It's only 9 questions, and should take about 10 minutes to fill out.
- The 9 questions on the 2020 Census form **do not** include a citizenship status question.
- Did you know census data influences where parks and schools are built? Census data also determines where supermarkets are placed.
- The census determines how an estimated \$880 billion a year in federal funding is distributed for critical public services and health care programs, like Medicaid, Medicare Part B, TANF, CHIP, and Section 8.
- California's share is \$115 billion a year, or approximately \$2,000 per person per year.
- Doctors need accurate census information to keep us, our families, and our communities healthy and safe.
- The census also affects the number of Congress members that get to represent California. The more people we have representing our communities, the more political power we have.
- In 2020, estimates predict that a census undercount may put California at risk of losing two congressional seats.
- Keep in mind that the Affordable Care Act, which expanded healthcare coverage to more than 20 million people, achieved only by seven votes in Congress.
- In 2020, the census will primarily be filled out online.
- The census is safe and confidential and the Census Bureau cannot use data collected for any purpose other than the census.
- Kiosks and promotoras will be available in health centers to help people fill out the census form.

## How to Fill Out the 2020 Census

- Starting on March 12, 2020, every household will receive instructions from the U.S. Census Bureau on how to fill out the census form online.
- Visit any AltaMed location for assistance in filling out the census form.
- Census Day is historically April 1, 2020. However, in 2020, the Bureau will count people from March through July of 2020.
- For the first time ever, the Internet will be the primary response option for filling out the census. Individuals will be able to respond anytime, anywhere — online from any device. Individuals will also be able to call or mail in their forms.
- You will receive up to three notices in the mail from the U.S. Census Bureau with instructions on how to access and fill out the census questionnaire through their website.
- The U.S. Census Bureau will only visit homes that do not respond to the census online.

## AltaMed is here to help you get counted!

For more information on My Vote. My Health. census outreach, or for questions about how to locate a Census Action Kiosk (CAK) where you can comfortably and securely access information, fill out the 2020 Census, and receive assistance, contact the My Vote. My Health. campaign team at: **(323) 531-7741**.







## Voting in 2020 Talking Points

- You make a difference. Your vote matters.
- By voting, you ensure that your values are heard.
- By voting, you are able to vote for what you believe in and elect people you support to serve as your elected representatives.
- Over 90% of health care funding is decided on by the elected officials you vote into office.
- Voting also is essential to our democracy, and prevents a minority from dictating policies to a majority.

## How to Vote in 2020

- Getting ready to vote is easy. Visit **[www.registertovote.ca.gov](http://www.registertovote.ca.gov)** to register to vote, fill in a printable vote-by-mail application, find your polling place, or learn what to expect on Election Day.
- If you are 16 or 17 years old, you can also pre-register to vote.

## Check Your Voter Registration Status

Check your voter registration status and verify your registration online at **[www.voterstatus.sosca.gov](http://www.voterstatus.sosca.gov)**

## Apply to Vote by Mail

- Vote by Mail (VBM) voters are more likely to be contacted by campaigns and candidates over traditional or lower propensity voters. VBM ensures you receive all the election information before Election Day, and allows you to vote from the convenience of your home, work — or really anywhere. Vote by Mail (VBM) voters are still able to vote in person on Election Day as well if your preference is to head to the polls in person.
- Registered voters may apply for a vote-by-mail ballot for an upcoming election at any time, but your application must be received no later than seven days before Election Day.

## Voting Made Easier in 2020

Los Angeles and Orange counties will be modernizing voting experiences for voters and making voting easier in 2020 with one-stop Vote Centers, same day registration, voting for 11 full days prior to an election, vote-by-mail drop-off locations, and drive-thru ballot drop-off options.

## Voter Assistance

For voter assistance, questions about voting and elections, or to request mail delivery of a voter registration form, vote-by-mail application, or to access the California Official Voter Information Guide, call:

**(800) 345-VOTE (8683) English**

**(800) 232-VOTA (8682) Español / Spanish**

## AltaMed is here to help you register to vote!

For more information on My Vote. My Health. non-partisan voter engagement, contact the My Vote. My Health. campaign team at: **(323) 531-7741**

# Key Dates and Timeline

## CA Presidential Primary Election

Feb. 3 – Feb. 25, 2020	Vote By Mail ballot mailing period
Feb. 18, 2020	Last day to register to vote
Feb. 25, 2020	Last day to request Vote By Mail ballot
March 3, 2020	Election Day
March 6, 2020	Last day to receive Vote By Mail ballot postmarked no later than March 3, 2020

## Census 2020

March 2020	First census postcards sent to homes
March 12, 2020	Letter with information to fill out census online questionnaire sent to homes
April 1, 2020	Census Day
May – July, 2020	Non-response follow-up conducted. Census takers visit the addresses of those who have not completed a census online questionnaire

## General Election

Oct 19, 2020	Last day to register to vote
Oct 28, 2020	Last day to request Vote By Mail ballot
Nov 3, 2020	Election Day
Nov 6, 2020	Last day to receive Vote By Mail ballot postmarked no later than November 3, 2020



# Other My Vote. My Health. Tools and Campaign Resources

Samples and other My Vote. My Health. tools and campaign resources are available at [MyVoteMyHealth.org](https://MyVoteMyHealth.org)

- ✓ Provider scripts
- ✓ Sample email message to all staff
- ✓ Sample phone script
- ✓ After patient visit summary sample message
- ✓ Sample social media graphics
- ✓ Sample postcards
- ✓ Flyers
- ✓ Posters



# Sample Census Form

**Start here** OR go online at [url removed] to complete your 2020 Census questionnaire.  
Use a blue or black pen.

**Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.**

- Count all people, including babies, who live and sleep here most of the time.
- If no one lives and sleeps at this address most of the time, go online at [url removed] or call the number on page 8.

**The census must also include people without a permanent place to live, so:**

- If someone who does not have a permanent place to live is staying here on April 1, 2020, count that person.

**The Census Bureau also conducts counts in institutions and other places, so:**

- Do not count anyone living away from here, either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2020.
- Leave these people off your questionnaire, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

**1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2020?**

Number of people =

**2. Were there any additional people staying here on April 1, 2020 that you did not include in Question 1?**  
Mark ☒ all that apply.

- ☐ Children, related or unrelated, such as newborn babies, grandchildren, or foster children
- ☐ Relatives, such as adult children, cousins, or in-laws
- ☐ Nonrelatives, such as roommates or live-in babysitters
- ☐ People staying here temporarily
- ☐ No additional people

**3. Is this house, apartment, or mobile home —** Mark ☐ ONE box.

- ☐ Owned by you or someone in this household with a mortgage or loan? *Include home equity loans.*
- ☐ Owned by you or someone in this household free and clear (without a mortgage or loan)?
- ☐ Rented?
- ☐ Occupied without payment of rent?

**4. What is your telephone number?**  
*We will only contact you if needed for official Census Bureau business.*

Telephone Number  
   -

# Sample Voter Registration Card

Are you a citizen of the United States of America? ☐ Yes ☐ No  
Will you be 18 years old on or before election day? ☐ Yes ☐ No  
**If you checked "No" in response to either of these questions, do not complete form.**  
(Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)

This space for office use only.  
**Click here to ensure you've completely filled out this form**

**1** (Circle one) Last Name First Name Middle Name(s) (Circle one)  
Mr. Mrs. Miss Ms. Jr Sr II III IV

**2** Home Address Apt. or Lot # City/Town State Zip Code

**3** Address Where You Get Your Mail If Different From Above City/Town State Zip Code

**4** Date of Birth Month Day Year **5** Telephone Number (optional) **6** ID Number - (See item 6 in the instructions for your state)

**7** Choice of Party (see item 7 in the instructions for your state) **8** Race or Ethnic Group (see item 8 in the instructions for your state)

**9** I have reviewed my state's instructions and I swear/affirm that:  
☐ I am a United States citizen  
☐ I meet the eligibility requirements of my state and subscribe to any oath required.  
☐ The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.

Please sign full name (or put mark)   
Date:  /  /   
Month Day Year



## Notes

[illegible]

## Notes

[illegible]





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