



PRECINCT LEADER TRAINING MANUAL

May 2021

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Welcome!

Thank you for serving as a leader in the Wyandotte County Democratic Party!

As a precinct leader, you are an integral part of the success of the Democratic Party. Because you play such an important role, we have taken some time to create a precinct leader handbook that can guide you in your work.

This manual is designed to guide precinct leaders through the development of their organization, offer tools and suggestions that can help maximize their success, and provide contacts and links that can provide further assistance and resources.

We also understand that there are varied experience levels in this group. For those seasoned precinct leaders, use this guide as an opportunity to reflect on what you currently do and determine if there are any improvement areas. Also think about what great ideas you have implemented that could support other precinct leaders.

For those new precinct leaders, use this guide as a resource to support you in your development. To make sure you don't get overwhelmed as you read this handbook, remember these key points:

Take one step at a time. You won't get everything accomplished overnight. Each year you can work to put the pieces in place that will get you to a well-run, effective precinct organization.

Remember that you cannot do it alone. Great work happens when we bring people together for a common vision.

Keep your eyes on the prize. When you get frustrated or feel overwhelmed, remember our goal: **an ever-stronger Wyandotte County Democratic Party!**

We hope you find this handbook useful, and we welcome your suggestions as you discover new ways to do your job. In the meantime, please use this as a tool to manage and support the work you have ahead of you. **Thank you for your work, your commitment, and your energy!**

A Word from the Exec Board

Dear Precinct Leader,

The creation of this manual involved the hard work of several of our precinct leaders. I hope that you will take the time to study it and implement the ideas contained in this manual.



The best way to make the Wyandotte County Democratic Party strong is not through extensive mailings and television ads; Republicans will always outspend us on both. Our strength is in empowering a grassroots network across the county, starting at the precinct level.

I look forward to working with all precinct leaders and key volunteers as we build the party and move forward to next election cycle.

If you have any questions or ideas that you'd like to pass along please feel free to contact any of us.

Democratically Yours,

Wyandotte County Democratic Party

Federal Elected Officials

United States Senator: Jerry Moran (R)

Term expires 2023

Website: www.moran.senate.gov

Phone: (202) 224-6521 or (913) 393-0711

D.C. Office: Dirksen Senate Office Building, Room 521, Washington, D.C. 20510

Local Office: 23600 College Blvd., Suite 201, Olathe, KS 66061

United States Senator: Roger Marshall (R)

Term expires 2025

Website: www.marshall.senate.gov

Phone: (202) 224-4774 or (913) 451-9343

D.C. Office: B33 Russell Senate Office Building, Washington, D.C. 20510

Local Office: 11900 College Blvd., Suite 203, Overland Park, KS 66210

United States Representative, 3rd District: Sharice Davids (D)

Term expires: 2023

Website:

Phone: (202)225-2865 or (913)766-3993

D.C. Office: 1541 Longworth Hob Washington, DC 20515

Local Office: 753 State Ave Ste 460 Kansas City, KS 66101

State Elected Officials



Governor: Laura Kelly (D)

Term expires 2023

Website: www.governor.ks.gov

Phone: (785)296-3232

Address: Capitol, 300 SW 10th Ave., Ste. 241S, Topeka, KS 66612-1590



Lieutenant Governor: David Toland (D)

Term expires 2023

Website: www.governor.ks.gov/litgov

Phone: (785)368-8500

Address: Capitol, 300 SW 10th Ave, 2nd Floor, Topeka, KS 66612-1590



Secretary of State: Scott Schwab (R)

Term expires 2023

Website: www.kssos.org

Phone: (785)296-4564

Address: Memorial Hall, 1st Floor, 120 SW 10th Ave, Topeka, KS 66612-1594



Attorney General: Derek Schmidt (R)

Term expires 2023

Phone: (785) 296-2215

Address: 120 SW 10th Ave., 2nd Floor, Topeka, KS, 66612-1597



State Treasurer: Lynn Rogers (D)

Term expires 2023

Phone: (785) 296-3171

Address: 900 SW Jackson, Ste. 201, Topeka, KS,
66612-1235




Insurance Commissioner: Vicki Schmidt (R)


Term expires 2023


Phone: (785) 296-3071


Address: 1300 SW Arrowhead Rd, Topeka, KS
66604

Wyandotte County's Legislative Delegation in Topeka

	State Senator, 4th District: David Haley (D)
	Term expires 2024 Email: David.Haley@senate.ks.gov Phone: (785) 296-7376 Address: Room 134-E, State Capitol Building, 300 SW 10th Ave., Topeka, KS 66612-1504

	State Senator, 5th District: Jeff Pittman (D)
	Term expires 2024 Email: Jeff.Pittman@senate.ks.gov Phone: (785) 296-7522 Address: Room 124-E, State Capitol Building, 300 SW 10th Ave., Topeka, KS 66612-1504

	State Senator, 6th District: Pat Pettey (D)
	Term expires 2024 Email: Pat.Pettey@senate.ks.gov Phone: (785) 296-7375 Address: Room 125-E, State Capitol Building, 300 SW 10th Ave., Topeka, KS 66612-1504

	State Senator, 10th District: Mike Thompson (R)
	Term expires 2024 Email: Mike.Thompson@senate.ks.gov Phone: (785) 296-7362 Address: Room 225-E, State Capitol Building, 300 SW 10th Avenue, Topeka, KS 66612-1504



State Representative, 31st District: Louis Ruiz (D)

Term expires 2022

Email: louis.ruiz@house.ks.gov

Phone: (785) 296-7885

Address: Room 47-S, State Capitol Building, 300 SW 10th Ave.,
Topeka, KS 66612-1504



State Representative, 32nd District: Pam Curtis (D)

Term expires 2022

Email: pam.curtis@house.ks.gov

Phone: (785) 296-7430

Address: Room 452-S, State Capitol Building, 300 SW 10th
Ave., Topeka, KS 66612-1504



State Representative, 33rd District: Tom Burroughs (D)

Term expires 2022

Email: tom.burroughs@house.ks.gov

Phone: (785) 296-8153

Address: Room 50-S, State Capitol Building, 300 SW 10th Ave.,
Topeka, KS 66612-1504



State Representative, 34th District: Valdenia Winn (D)

Term expires 2022

Email: valdenia.winn@house.ks.gov

Phone: (785) 296-7385

Address: Room 561-W, State Capitol Building, 300 SW 10th
Ave., Topeka, KS 66612-1504



State Representative, 35th District: Broderick Henderson (D)

Term expires 2022

Email: broderick.henderson@house.ks.gov

Phone: (785) 296-7697

Address: Room 451-S, State Capitol Building, 300 SW 10th Ave., Topeka, KS 66612-1504



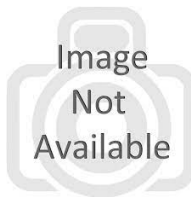
State Representative, 36th District: Kathy Wolfe Moore (D)

Term expires 2022

Email: kathy.wolfemoore@house.ks.gov

Phone: (785) 296-0424

Address: Room 47-S, State Capitol Building, 300 SW 10th Ave., Topeka, KS 66612-1504



State Representative, 37th District: Aaron Coleman (I)

Term expires 2022

Email: aaron.coleman@house.ks.gov

Phone: (785) 296-7300

Address: Room 45-S, State Capitol Building, 300 SW 10th Ave., Topeka, KS 66612-1504

Below is the Wyandotte County Election Office's Elected Officials Directory. Click the link below to learn more about the various elected positions at the county and local levels:

<https://www.wycokck.org/WycoKCK/media/311/Directory-of-Elected-Officials-2021.pdf>

Chapter 1: State & County Party Organization

	Kansas Democratic Party (KDP)
	Website: www.kansasdems.org Main Office Phone: (785) 224-0425 Fax: (795) 234-8420 Address: PO Box 1914, Topeka, KS 66601-1914 Main Office: 501 SE Jefferson St., Suite 30, Topeka, KS 66607

Kansas Democratic Party (KDP) Professional Staff

Executive Director: Ben Meers
Operations Director: Josh Wasinger
Political & Data Director: Jonathon Jones
Finance Director: Brenna Duffy
Communications & Digital Director: Azmain Ashraf
Finance & Communications Assistant: Katie Sullivan

Kansas Democratic Party (KDP) Officers

Chair: Vicki Hiatt
Vice Chair: Edgar A. Pando
Secretary: Frances Jackson
KDP Treasurer: Yolanda Taylor
National Committeewoman: Usha Reddi
National Committeeman: Chris Reeves

Terms expire in 2023. Elected by delegates to the State Committee at their biennial meeting in even-numbered years (Washington Days Convention in Topeka).



Wyandotte County Democratic Party (WCDCC)

Website: www.wcdcc.com

Email: wyandottedemocrats@gmail.com

Mailing Address: PO Box 12426, Kansas City, KS 66112

Wyandotte County Democratic Party (WCDCC) Officers

Terms expire in 2022, at county reorganization meeting of the Central Committee.

Chair: Jeff Hollinshed

Vice Chair: Susan Martin

Treasurer: Jake Miller

Secretary: Brandie Armstrong

Sargent at Arms: Micki Welcome Hill

Congressional District 3 Male Delegates

Terms expire in 2022, at county reorganization meeting of the Central Committee.

- Jeff Hollinshed
- Jake Miller
- Mike Armstrong
- Bill Hutton
- Mark Mohler
- Christian Ramirez
- Matt Watkins
- Jacques Barber
- Scott Mackey
- Hank Chamberlin
- Tom Burroughs
- Clayton Wells
- Gary Enrique Bradley Lopez
- Shane Gagnebin
- Stan Frownfelter
- Cedric Patton
- Randy Lopez

Alternates: John Pauldine, David Haley, Bill Burns, and Larry Neidhart

Congressional District 3 Female Delegates

Terms expire in 2022, at county reorganization meeting of the Central Committee.

- Susan Martin
- Brandie Armstrong
- Micki Hill
- Alyce Edwards
- Pat Pettey
- Barb Ikerd
- Mickey Wells
- Linda Barber
- Carolyn Wyatt
- Shirley Carter-Ikerd
- Susan Stevens
- Janet Waugh
- Patience O'hara
- Faith Rivera
- Cathie Burroughs
- Samantha Bradshaw
- Stephanie Gagnebin

Alternates: Anthony Marie Johnson, Nancy Burns, Ann Gobluski, and Marge Gasnick

KDP State Committee Delegates

Terms expire in 2022, at county reorganization meeting of CD 3.

Male Delegates:

- Jeff Hollinshed
- Hank Chamberlain
- Jake Miller
- Jacques Barber

Male Alternates:

- Christian Ramirez
- Shane Gagnebin
- Scott Mackey
- Michael Armstrong

Female Delegates

- Susan Martin
- Micki Welcome Hill
- Linda Barber
- Samantha Bradshaw

Female Alternates

- Angela Sublette
- Alyce Edwards
- Brandie Armstrong
- Faith Rivera

KDP/WCDCC Election Cycle Timeline

August	September	October	November	Dec.	January
New precinct leader 2 yr. cycle begins (even yrs)					
Reorganization is scheduled for August but usually adjourns until November (precinct leaders, as members of the Central Committee, elect WCDCC leadership)					
County Fair *DemoFest Convention in Wichita	*DemoFest Convention in Wichita	GOTV			Candidate recruitment & training
Primary Elections: State/National (even yrs) Local Races (odd yrs)			General Elections: State/ National (even yrs) Local Races (odd yrs)		

*Reorganization is scheduled for August, but is often adjourned until November.

*DemoFest is in late summer or early fall (either Aug or Sept).

February	March	April	May	June	July
*Washington Days Convention in Topeka	*Washington Days Convention in Topeka			Filing deadline: June 1 @ noon Shawnee Days	

*Washington Days is held in late winter (either February or March).

When and How Party Officials Are Chosen

Precinct leaders duly elected by Democrats in their precinct in even-numbered years at the August primary are automatically members of the **Democratic Central Committee (DCC)** of the WCDCC.

The Democratic Central Committee (DCC) elects:

Johnson County Democratic Party Officers (Chair, Vice Chair, Secretary, Treasurer
Sgt. at Arms)

Wyandotte County Delegates to the 3rd Congressional District Caucus

Delegates to the 3rd Congressional District Caucus meet in December (even years) or January (odd years) to elect an allotted number of delegates to the State Committee.

Delegates to the State Committee elect:

State Officers at the Washington Days Convention in odd numbered years

National Committeeman & Committeewoman in May of Presidential election
years

Affiliated Groups

Wyandotte County Young Democrats

The Wyandotte County Young Democrats is a member chapter of Kansas Young Democrats and the Young Democrats of America. Terms expire January 2023.

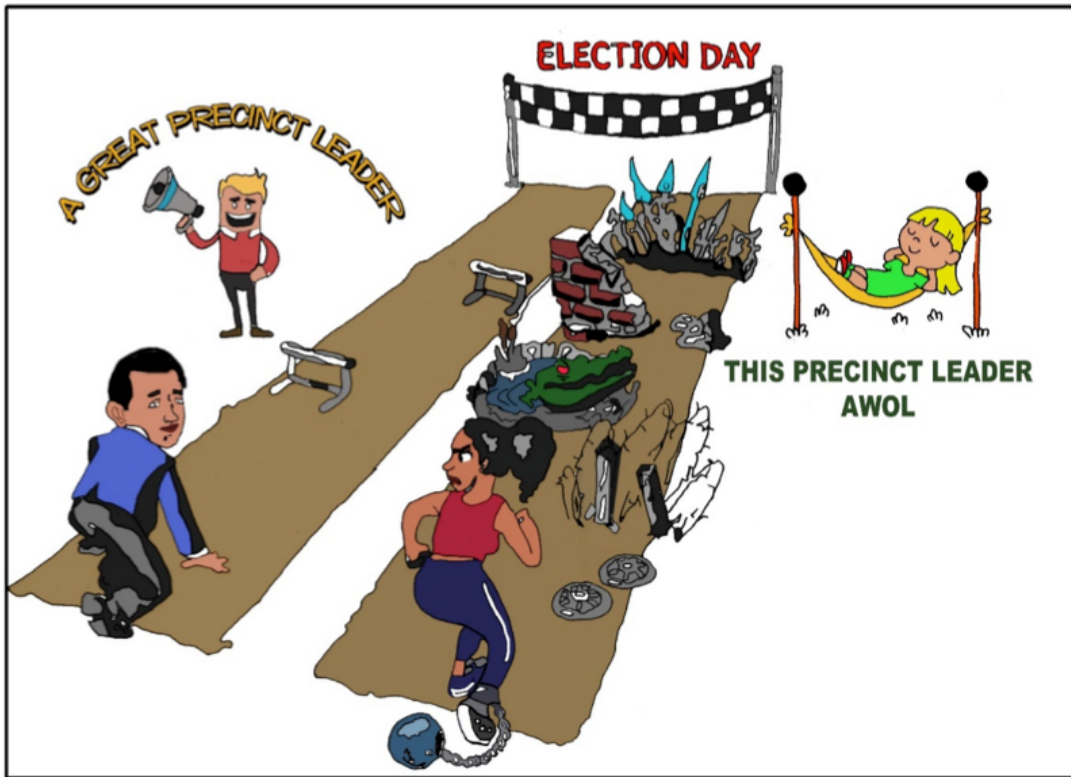
WCYD Chair: John Pauldine, jpauldine12@gmail.com
WCYD Vice Chair:
WCYD Secretary: Claudia Vallejo Torres, vallejoclaudiav@gmail.com
WCYD Treasurer: Helena Buchmann, helenambuchmann@gmail.com

Kansas League of Women Voters

The League of Women Voters of Kansas is a grassroots volunteer organization with 9 local Leagues across the state. Local Chapters are members of the state League and state Leagues are members of the national League.

Co-Presidednts: Jacqueline Lightcap and Martha Pint
1st Vice President Sara Funk
2nd Vice President Marlene Merrill
Secretary: Grace Wilson
Treasurer: Anita Kaiser

Chapter 2: Understanding the Precinct Leader Role



Art by Larry Greenberg

Precinct leaders are also referred to as

“Precinct committee persons” in WCDCC bylaws

“Democratic committeeman and Democratic committeewoman” on the primary ballots of even numbered years.

Precinct leaders are registered Democrats that are elected to a 2-year term by the Democratic voters of a precinct in the primary election (August of even-numbered years). Following reorganization, appointments may be made by the WCDCC Chair to fill vacancies for precinct leaders.

A Precinct Leader’s Elected Duty

Precinct leaders are elected by the Democrats in their precinct in order to represent their voices in important votes.

After their election in August of even-numbered years, precinct leaders must attend the reorganization of the county party. At this meeting, the body traditionally votes to postpone reorganization until after the general election, so that reorganization does not affect campaign activity. Precinct leaders will then receive notice of the reorganization at least 10 days prior to the meeting. At this November meeting, precinct leaders will elect the chair, vice-chair, secretary, treasurer, and Sgt. of Arms of the county party, as well as vote on any bylaw changes. A copy of the bylaws can be found in the Appendix of this manual.

Precinct leaders are also responsible for voting for partisan offices should a vacancy arise. Replacements for members of the state house and state senate unable to complete their terms are elected by the precinct leaders residing in that district.

A Precinct Leader's Position in the Party's Structure

Precinct leaders are an integral part of the leadership structure of the Democratic Party at all levels and the Wyandotte County Democratic Party in particular. They are the face of the Democratic Party on a neighborhood level. Precinct leaders are vital for communicating information about the Democratic Party and for increasing voter turnout to help every Democratic candidate on the ballot on Election Day.

Each precinct leader automatically serves as a member of the Democratic Central Committee (DCC), which is the governing body of the WCDCC. On rare occasions, **key volunteers** in a precinct may be called upon to act as voting Proxy for the official precinct leader in your precinct. The Proxy must be a registered Democrat in that precinct and carry a written proxy assignment, dated and signed by the precinct leader and a third party.

The precinct leader is a publicly elected party official, elected by the Democratic voters of a precinct in the primary elections (in August of even-numbered years) to a two-year term. Precinct leaders must be registered Democrats in their precinct. Following reorganization, appointments may be made by the WCDCC Chair to fill vacancies for precinct leaders.

The Precinct Leader Role: Year-by-Year

Precinct leaders serve a crucial role in ensuring that Democrats are active during each election. In **odd years**, precinct leaders campaign in order to build the party. Though odd-year elections are nonpartisan, they provide a range of opportunities for our candidates: some find their niche for service early and maintain that position of public

service for years, while other serve, learn, and grow their resumé for higher office. We aspire to always have qualified Democrats to nominate for every level of public office. Municipal and county elections provide that opportunity. Since nonpartisan elections do not name the party of the candidate on the ballot, the Wyandotte County Democratic Party sees canvassing on behalf of Democrats running in these races as a service to our Democrats and an opportunity to build pride in our party.

Furthermore, the continuity of training, canvassing, and organizing in odd-numbered years gives time to teach the necessary skills to new precinct leaders and hone the skills of experienced leaders so we are even better prepared for future elections.

In **even years**, precinct leaders work for all of our candidates and voters. The importance of maintaining our base cannot be overstated. As such, precinct leaders in the Wyandotte County Democratic Party are asked to focus their canvassing efforts on Democrats. The forces whispering in Democratic ears about registering as Republicans for strategic voting depletes our numbers and discourages our potential candidates if we don't do the consistent work of reminding our Democrats what we stand for and how much we can accomplish together.

Not only does this encourage further participation by our Democratic base, but it also is crucial in recruiting and electing candidates. We offer a plan that will give dignity to our standard bearer candidates and a base to build on for our better financed candidates who have organized over a longer period of time.

Required Meetings for Precinct Leaders

- Monthly Precinct Committee Member Meetings
- Any additional meetings called by the WCDCC chair

Enrichment Opportunities for Precinct Leaders

- Washington Days Convention in Topeka in late Winter or early Spring
- DemoFest Convention in Wichita in late Summer or early Fall

Other Responsibilities of Precinct Leaders

- Sign the Agreement for Responsible Use of the VoteBuilder Database (*see Ch. 7*).

- Learn the Rules and Procedures of the Kansas Democratic Party (KDP) and the Wyandotte County Democratic Party (WCDCC). The KDP website (www.kansasdems.org) has a link to the PDF of the [bylaws](#) under the “About” tab.
- Recruit and organize the volunteers in the precinct.
- Gather information about and communicate with Democratic voters in the precinct.
- Disseminate information about voting and Democratic Party candidates to Democratic voters in the precinct.
- Work to increase voter turnout for Democratic candidates.
- Become a [monthly contributor](#) to the WCDCC.
- Participate/volunteer at WCDCC events and encourage voters to participate.
 - Community festival booths, parades, etc.
 - Fundraisers
 - 3rd Saturday Breakfast: 9:00 am (virtual until further notice)
 - Other events as posted on (wcdcc.com)
- Serve on Executive Board Committees.

Filing for Election to the Precinct Leader Position

Completed filing forms for Democratic Precinct Committee Members are accepted by the Wyandotte County Election Office **only between January 1 and June 1 (noon) in even numbered years**. The forms must be **notarized**. Historically, the Wyandotte County Democratic Party has made filing forms and notary service available at events during the open filing period, which also allows the party to track who has filed. You may file on your own at the Election Office, but as a courtesy, please let your Ward Captain know you have filed. **There is no filing fee for this position.**

When filling out the form, please ensure the following:

- The form is complete
- A **daytime phone number** is provided in case the Election Office needs to contact you regarding problems with your form
- On the form itself, please be sure to provide
 - Your name as it will appear on the ballot. It does **not** need to be the same as the name listed on your registration.
 - City or township
 - Your ward and precinct (these may be verified using the [maps](#) tool on the Wyandotte County Election website).
 - The party nomination sought: Democratic.
 - The election year, which is the year in which you are filing.
 - You must check either “Committeeman” or “Committeewoman.” The filing will be disqualified if you do not.
- **Wait to sign and date the form until the notary witnesses your signature.** Your signature is what they are “attesting to.”
 - **Please offer your driver’s license** or other photo ID to the notary for verification. Any notary must ask for your identification unless you are very well known to them. It is less awkward for our volunteer notaries if you are proactive, and offer your ID rather than making them ask for it.

Chapter 3: Precinct-Specific Resources

Questions? Contact your Ward Captain or a member of the Executive Board

Maps

A full Wyandotte County [map](#) is available at wycokck.org/election, under the “Maps” tab:

1. A **detailed map** of the wards and precincts are available. The bold blue lines indicate ward boundaries. The red lines are the precinct boundaries
2. The maps tab also includes maps for Commissioner, KS Senate, KS House, BPU, and Tax districts.

Data

1. A **list of current precinct leaders and precincts without a leader** (“orphan” precincts). Updated list found in the appendix and at wcdcc.com.

Totals for Wyandotte County

	No. of precincts	No. of "orphan" Precincts
Nov. 2020:	111	71

Poll Location & Ballot Information

Go to wycokck.org/election and click on “[Voter Lookup](#)” under **Voter Information**. The **poll location** (finalized only by election office) and **voting districts** are the same for you and all the voters in your precincts, with the following exceptions that may divide precincts in odd-numbered years: School Board, Water District & Drainage District race. Maps of most districts can be found on the [election website](#).

Your Precinct’s Poll Location:

Your Precinct’s Voting Districts:

U.S. Representative: _____	Ward: _____
Kansas Representative: _____	Precinct: _____
State Board of Education: _____	School District: _____
Commissioner District: _____	School Board Member: _____
Water District Number: _____	

The **elected officials** for your precinct can be found under “[Elected Officials](#).” They will stand for re-election in November of the year before the listed expiration of term.

National Offices: all are elected or stand for re-election in even-numbered years

President and Vice President: 4-year terms, next election in 2024

U.S. Senators (statewide election): 6-year terms, Roger Marshall in 2026 and Jerry Moran in 2022

U.S. House of Representatives (3rd District includes, Johnson, Wyandotte, and part of Miami counties): 2-year term, Sharice Davids in 2022

Statewide Offices: all have 4-year terms and are elected in even-numbered years that alternate with presidential election years

Governor & Lieutenant

Governor Secretary of State

Attorney General

State Treasurer

Insurance Commissioner

State & Local Officials Representing Wyandotte County: elected in even-numbered years

State Senators: 4-year terms

State Representatives: 2-year terms

State Board of Education (Districts 1&2): 4-year terms

Commissioner: 4-year terms

County Sheriff: 4-year terms

Precinct Leaders (during August Primary election): 2-year terms

County & Local Officials: elected in odd-numbered years

These are currently non-partisan races, which means the candidate's party will not be listed on the ballots. It is important for precinct leaders to inform the Democrats in their precinct which candidates are Democrats. These local elections are important for "building our bench" for higher offices. The term "at-large" means the candidate is elected by the entire voting membership, instead of a subset of voters that represent a sub-district or ward.

Kansas City Kansas Community College Board of Trustees: 7 members serve a 4-year term; half (3 or 4) are elected in alternate odd years

Register of Deeds: 4-year term

BPU: 3 district and 3 at large members serve a 4-year term; elected in alternate odd years

School Board Officials: by district

KCK City Officials: Mayor; 4 year term.

Bonner Springs City Officials: Mayor and 8 City council members; 4-year term; elected in alternate odd years

Edwardsville City Officials: Mayor and 5 City council members; 4-year term; elected in alternate odd years

Drainage District Directors: Fairfax, Kaw Valley, & Wolcott; 4-year term

<p align="center">My Democratic Precinct Team</p>
--

Co-Leader: _____

Phone: _____

Email: _____

Key Volunteer: _____

Phone: _____

Email: _____

Key Volunteer: _____

Phone: _____

Email: _____

Key Volunteer: _____

Phone: _____

Email: _____

Chapter 4: Voter Registration

The registration and voting process can be confusing and intimidating for new voters. Precinct leaders play an important role in both building our voting base as a party and encouraging new voters by demystifying this process. Voter registration can be conducted at events or while canvassing. When knocking on the doors of registered Democrats, you may encounter the following opportunities for voter registration:

- A new resident who is unregistered or needs to update their address to vote.
- Family members in the household who are unregistered (maybe turning 18 before Election Day)
- A resident who needs to update their registration information, such as name, address, or party affiliation.

For anyone who is unsure of their voter registration status or information, please use the “[Voter View](#)” tool on the [Wyandotte County Elections Office website](#). It will ask for their name and date of birth to access their voter registration information. You may want to bookmark this link in your phone’s browser.

General Instructions for Voter Registration

The registration form can be found [here](#) or in the Appendix of this manual.

All applications must be submitted at least 21 days prior to Election Day. Applications may personally delivered, or mailed to the election office:

**Wyandotte County Election Office
850 State Ave
Kansas City, KS 66101**

Make sure the applicant marks the 2 boxes in the upper left-hand corner of the form regarding eligibility for voting. Those boxes ask if they are a citizen of the United States and if they are at least eighteen years of age. Both questions are notated by boxes marked “Yes” and “No.” In order to complete the application, “Yes” must be checked for both questions.

Box 5: Make sure they include a phone number so that

1. The Election Office can call them if they can't read their handwriting or have other questions to complete the registration
2. If they register as Democrats, we will have access to their phone number in VoteBuilder

Box 6: The ID number can be the last 4 digits of the Social Security number or their driver's license number.

Box 7: It is important that people who vote for Democrats register with the Democratic Party (*see letter in Appendix*). A good way to encourage applicants to choose a party is to remind them that they will not be allowed to vote in partisan primary elections unless they have chosen a party. There is no Independent Party in Kansas. The only options are Democrat, Republican, or Libertarian. They will be registered as Unaffiliated if this box is left blank.

Box 8: Race or Ethnic Group can be left blank. This information is not collected in Kansas.

Double-check the application to see if it's complete and legible. To help ensure that the form is submitted, you can offer to save them a stamp by delivering it to the Election Office for them. **By law, a third party has 5 calendar days from the date of the applicant's signature to deliver it.**

Address or Name Change

If a person changes their address or any part of their legal name, they must update that information prior to voting. They should fill out the [federal voter registration form](#) and include their old information on the bottom half of the form: Section A for old name and/or Section B for old address, including county. If they were registered in Kansas prior to January 1, 2013, or previously submitted proof of citizenship, the inclusion of their old registration information will ensure they will not need to provide proof of citizenship again.

Voting Eligibility of Individuals with a Felony Charge

People who have been convicted of a felony are eligible to vote once they have completed their parole or probation (when they are "off papers").

Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years old on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> 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.				
1	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> III <input type="checkbox"/> 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
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

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

Please fill out the sections below if they apply to you.

If this application is for a **change of name**, what was your name before you changed it?

A	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Jr <input type="checkbox"/> II <input type="checkbox"/> Sr <input type="checkbox"/> III <input type="checkbox"/> IV
----------	--	-----------	------------	----------------	--

If you were **registered before but this is the first time you are registering from the address in Box 2**, what was your address where you were registered before?

B	Street (or route and box number)	Apt. or Lot #	City/Town/County	State	Zip Code
----------	----------------------------------	---------------	------------------	-------	----------

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C	<ul style="list-style-type: none"> ■ Write in the names of the crossroads (or streets) nearest to where you live. ■ Draw an X to show where you live. ■ Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark. 	NORTH ↑
----------	---	-------------

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D	
----------	--

Mail this application to the address provided for your State.

Online Voter Registration

There is a digital option for voter registration that is very simple to use. It uses the federal registration form and is reported to equal the success rate of using paper forms. The same questions and guidelines above apply. Save the KSVotes link (<https://ksvotes.org/>) to your phone for easy access while canvassing.



Private Browsing

Use an Incognito (Chrome), Private Browsing (Safari), Private (Firefox), or InPrivate (Edge) tab/window when sharing your device to register voters. This will keep any previously saved information (including your own!) from pre-populating the form fields, and will keep their information from being saved by the browser.

Chapter 5: Advance Voting & Advance Ballot Application

Advance voting increases voter turnout by making it more convenient to vote and allows the Democratic Party to track voter numbers, which reduces the work that must be done on Election Day.

There are two types of advance voting:

1. **Advance voting in person**, which does not require an application. This is available Monday through Saturday at 3 locations in Wyandotte County the week before the election. Final details are published on wycokck.org/election in advance of each election.
2. **Advance voting by mail**, which requires an [Application for Advance Voting Ballot](#) (see *Appendix*). These applications need to be filled out for each election (primary and general elections require separate applications).

Precinct leaders should encourage voters who support Democratic candidates to vote in advance and offer them applications for advance voting by mail. Voters who will be out of town during the election (college students, for example) can have a ballot mailed to them wherever they are by listing a mailing address that is different from what is on their voter registration.

Guidelines for Advance Voting by Mail

Applications must be submitted to the county election office via mail (Wyandotte County Election Office, 850 State Ave, Kansas City, KS 66101) or hand delivery **within 48 hours of the signature date on the application.**

Completed applications must be received at the election office before 5pm on the Tuesday prior to the election and can be submitted as early as January 1 of the same calendar year as the election.

Ballots will be mailed to the voter starting 20 days prior to Election Day. Voters should be alert to look for them, and return them promptly.

Voters may submit their ballot by mail or hand deliver it to any polling place before 7pm on Election Day (new in 2017).

Please remind voters that they must sign the ballot envelope and put only one ballot in each envelope. Ballot envelopes that do not have a signature and address will not be counted. Putting more than one ballot in an envelope will also prevent the ballots from being counted. The signature will be compared to the signature on the voter registration card that is on file at the election office.

Uniformed and overseas citizens who wish to vote by absentee ballot must submit an application for the Federal Services Ballot to their county election office at least 45 days prior to Election Day.

The [Advance Ballot application](#) can be found on the wycokck.org/election website or in the Appendix of this manual.

Application for Advance Voting Ballot

1 Affirmation

Affirmation of an Elector of the County of Wyandotte, and State of Kansas Desiring to Vote an Advance Voting Ballot

2 Voter Identification Requirements

You must provide with this application a Kansas driver's license number or Kansas nondriver's identification card number to receive a ballot.

Current Kansas driver's license (or Kansas ID) number _____

If you do not have either number, you must provide with this application a copy, that shows your name and photo, of a current state driver's license, state identification card, state concealed carry of handgun license, U.S. passport, a government employee ID or badge, U.S. military ID, student ID issued by an accredited postsecondary educational institution in Kansas, a public assistance ID card issued by a municipal, county, state, or federal government office or agency, or an identification card issued by an Indian tribe.

3 Personal Information

Last Name First Name Middle Name

Date of Birth _____ Phone Number _____
month day year

Residence Address City State Zip

Political Party (complete only when requesting primary election ballots)
 Democratic Republican (Other parties choose their candidates by caucus)

4 Mailing Address (if different from residence address)

Mailing Address City State Zip

Note: The ballot may be mailed only to the voter's residential or mailing address as indicated on the county voter registration list, to the voter's temporary residential address, or to a medical care facility where the voter resides. These restrictions do not apply to a voter who has an illness, disability or who lacks proficiency in the English language.

5 Voter Signature

! False statement on this affirmation is a severity level 9, nonperson felony.

I do solemnly affirm under penalty of perjury that I am a qualified elector residing at the address listed above, or I am authorized to sign for the above named voter who has a disability preventing the voter from signing the application. I am entitled to vote an advance voting ballot and I have not voted and will not otherwise vote at the election to be held on _____
month day year

Sign in box _____ Date _____
month day year

Send Application to: Wyandotte County Election Office, 850 State Avenue, Post Office Box 171767, Kansas City, KS 66117
Phone (913) 573-8500 FAX (913) 573-8580

Any person or group engaged in the distribution of advance voting ballot applications shall mail, fax or otherwise deliver any application signed by a voter to the county election office within 2 days after such application is signed by the applicant.

FOR OFFICE USE ONLY Voter # _____ Status _____ Ward/Precinct _____ - _____ School District _____

NOTICE:

Do not use this application if you are not registered to vote!

Only registered voters are eligible to vote by advance ballot.

If you submitted an application for voter registration before the voter registration deadline, you may be eligible to vote at your polling place. You will receive a voter registration card in the mail before the election which will identify your authorized polling place.

This form is designed to be printed front to back. When folded it becomes a convenient mailer.

----- *Fold here* -----

Place
Stamp
HERE

**Wyandotte County Election Office
850 State Avenue
Post Office Box 171767
Kansas City, KS 66117**

----- *Fold here* -----

VOTER IDENTIFICATION NOTICE:

Voter must provide a Kansas Driver's License Number or Kansas ID Number on this application.

If you do not have these numbers, you must provide a copy of one of the acceptable forms of ID listed.

This application will not be processed unless voter provides required ID with the application.

Chapter 6: Canvassing

Goals of Canvassing

1. Get to know the members of our party and gather important information. Every canvass list will come with a script that includes survey questions. **Make sure all answers are clearly recorded.**
2. Disseminate information about candidates, Democratic Party events, and volunteer opportunities.
3. Increase voter turnout. The more voters feel connected to the Party and informed about the election, the more likely they will vote.

Comparing Methods of Contact

Method of Contact	Time Commitment	Cost	Potential to Reach Targeted Voters	Opportunity for Voter Feedback	Effectiveness
Canvassing (Door-to-door)	High	Low	High	Yes	High
Phonebanks	High	Low	High	Yes	High
Events (tabling/clipboarding/booths at community events)	Moderate	Low	Low	Yes	Moderate
Lit Drops	Low	High	Moderate	No	Low
Email	Low	Moderate	Low	Maybe	Low

Why knocking on doors is important

According to research, knocking on doors is a very effective and low-cost method to increase voter turnout. Compared to a phone call, voters develop a stronger connection to the Party when they talk with someone from their neighborhood face-to-face. Also, with changes in technology, many people are more likely to answer their door than their phone.

Canvassing Best Practices

Best Times To Canvass

1. General best practice:

Monday-Thursday from 5-8pm

Saturday 10am-5pm, and Sunday

2. Know Your Precinct

Every turf is different. If you have a turf with a large number of retirement-age voters, for example, then 10am to 5pm may work weekdays as well. If you catch folks out in the yard on a warm Friday evening, that can be a good time for a canvass.

If you are able to talk to someone at 20% of the houses on your list, that is a good result!

Supplies for Canvassing

1. A binder that contains:

a. Turf list & map

b. Script with survey questions

c. Candidate literature - distributed by Ward Captians or the WCDCC

d. Information about Democratic party events

e. [Federal voter registration forms](#)

f. [Advance ballot applications](#)

2. Extra pen

3. Painter's tape or plastic bags for leaving literature if no one answers the door

4. Water bottle

5. Smartphone or tablet, if using MiniVan

Safety

While you will find many of your encounters at the door gratifying and rewarding, it is still important to exercise caution when canvassing. To that end, always step back from the door after knocking. This not only makes you appear less threatening, but also reduces the threat to yourself from wayward screen doors or animals who may be excited by your presence.

Much of our canvassing occurs during the summer months, and in Kansas it can get **hot**. Keep yourself hydrated and take breaks to ensure you aren't hurting yourself. If there is a

heat advisory, push your canvassing to another day! If you are canvassing on a hot day, people may invite you inside for the air conditioning or for water. If you know them, go for it. If not, stay outside.

“No Soliciting” Signs

- Precinct leaders should become familiar with city ordinances.
- Many neighborhoods have these signs on almost every door, so skipping these houses is a barrier to achieving good results. Furthermore, many of the signs were probably put up by previous owners.
- If you always introduce yourself as a volunteer, it puts many people at ease quickly.
- If the homeowner is upset, even after learning that you are a volunteer who’s not selling anything, simply apologize and leave quickly. Remember, precinct leaders are the face of the Democratic Party in Wyandotte County. We need to remain professional and respectful at all times. Please make note of the encounter on your turf list to prevent others from knocking on the same residence. They can be marked “Don’t Walk” in the database.
- If you feel uncomfortable knocking on a door for any reason, we respect your decision to skip it. You will, however, want to implement an alternate plan for contacting that voter (phone call, snail mail, email) including asking them our survey questions and establishing an acceptable way to deliver any literature you have for them.

Chapter 7: Setting Goals

It has been said that “all politics is local.” The most meaningful goals will be the ones that you set for your own precinct.

1. **Specific**

Consider the who, what, when, where, and why of each goal.

2. **Measurable**

Include numbers in your goal, such as the number of doors knocked, or the number of people asked to volunteer.

3. **Attainable**

Don't set goals for things that are out of your control. For example, you can control the number of people you invite to a Democratic event, but you can't control how many people attend the event.

4. **Realistic**

Set your goal in a way that will stretch yourself, but isn't out of reach. Consider the number of volunteers you have and the number of hours per week you can devote.

5. **Timely**

Utilize timelines to stay on track. Set short-term goals with deadlines (weekly or monthly) that will lead toward long-term goals for Election Day.

Examples of short-term goals:

- ★ I will develop a literature drop for my precinct by April 1.
- ★ I will knock on every door of one turf list for my precinct every 2 weeks.
- ★ I will submit the data for each turf list I complete within 5 days of completion.
- ★ I will discuss volunteer opportunities with 6 Democrats in my precinct by May 1.

Examples of long-term goals:

- ★ I will attempt 2 contacts with every Democrat in my precinct before the November election.
- ★ I will attend every Senate District meeting this election cycle.

List goals that have been established for your Senate District:

Write a short-term goal for your precinct:

Write a long-term goals for your precinct:

Chapter 8: Recording Canvassing Data

As mentioned in Chapter 6, knocking on doors is an effective way to increase voter turnout, not only because of the human contact, but also because of the data we collect which allows us to follow up with voters to ensure they vote.

Your Senate District leader or Data Captain will send you your turf lists via email. You should push yourself to canvass these lists **as soon as possible** after you've received them. You canvass using two methods: recording data on paper, and recording data through MiniVan.

Canvassing with Paper Lists

Paper lists are printed versions of the turf lists sent to you by your Senate District leader or Data Captain. They include information on all of the Democratic voters in a certain geographic area of your precinct, and have places to mark their responses to survey questions.

Click [here](#) or go to <http://bit.ly/2m8IV89> to access to paper list training.

Canvassing with MiniVan

MiniVan is a helpful tool that allows you to canvass lists given to you by your Senate District leader or data captain using a smartphone or tablet. It syncs the data you collect with VoteBuilder directly, so there is no need to go back and enter the data manually.

Click [here](#) or go to <http://bit.ly/2lQlgcm> to access the MiniVan training.

Before you are given a list, you will need to complete and sign the Responsible Use Agreement for VoteBuilder, shown here an in the appendix.

Responsible Use Agreement for VoteBuilder Database

As a precinct committee member or key volunteer in Senate District ___ of the Wyandotte County Democratic Central Committee, I acknowledge the responsibility I accept in gaining any level of access to the data base known as VoteBuilder or any lists generated by that database.

VoteBuilder is the intellectual property of the Democratic party and has been developed through the financial investment of the party as well as the work of thousands of volunteers and staff over the years.

The contact information included in the database or lists generated were provided through the good will of our supporters, and must be protected for their privacy. The use of this information is solely for the benefit of the Wyandotte County Democratic Central Committee and must not ever be used for the economic benefit of a volunteer, nor for any other purpose than the promotion of the Wyandotte County Democratic Central Committee or its Democratic Candidates.

If given direct access to the database, the precinct committee member or key volunteer:

___ Will protect their password and not allow anyone else to use their account

___ Will seek training and ask questions of Ward Captains or the Executive Board to avoid any inadvertent mistakes in recording of data.

___ Will use the database only for the work of the Wyandotte County Democratic Central Committee

If given printed or pdf lists generated by VoteBuilder database, the precinct leader or key volunteer:

___ Will protect the list and not allow unauthorized use

___ Will seek training and asks questions of Ward Captains or the Executive Board to avoid any inadvertent mistakes in recording of data.

___ Will use the database only for the work of the Wyandotte County Democratic Central Committee.

___ **Will return lists to the designated person at the end of the project**

Any breach of the spirit or detail of this agreement will result in disqualification for further use of the database.

I, _____ **affirm that I am a registered Democrat** in Wyandotte county Kansas and will abide by the spirit and terms of this agreement.

Date: _____

Ward & Precinct: _____

Signature: _____

Appendix

Federal Voter Registration Form

Federal Voter Registration Form (Spanish)

“Why It’s Essential for Democrats to Register as
Democrats”

Application for Advance Voting

Wyandotte County Democratic Party Bylaws