

## Internal Staff Emails

An email from leadership, such as an Executive Director, board member, or CEO sends an important message to staff, volunteers and clients about how much your nonprofit values voting and civic participation. It encourages individuals to make their voice heard and provides helpful election information.

### Content

Typical content will include a short reason why voting is important and information that helps people vote such as a reminder of your “time to vote” policy or information about casting your ballot on or in advance of Election Day. For a one-stop-shop resource on information around voting and the Jefferson Votes initiative head [here](#) or check out our toolkit of more resources.

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### Sample #1 Provide a Reminder to Register to Vote and Vote

#### Timing: One month prior to the election

*Subject Line:* Register to Vote for the Upcoming Election

Dear Colleagues,

We at [Organization Name] are asking all our staff and volunteers who are eligible to [register to vote](#). If you’ve already registered, now is a great time to check that your voter registration is up to date at your current address.

Nonprofit organizations and their staff serve as trusted resources for community members to strengthen their voice through voter engagement. As the staff and volunteers of our organization, we have a goal of 100% of eligible staff registered to vote by the week of [insert date].

Join us in our efforts to get [your community] on the map and in elected officials’ ears through the power of voting. The last day to register is 15 days before the election, [insert date], and the election is [insert date]. See you at the polls!

Sincerely,

[Insert Name of Sender]

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### Sample #2 Provide a Reminder to Vote and Helpful Voting Information

#### Timing: A couple days before the election

*Subject Line:* Make Your Voice Heard Tuesday, November [X] – helpful voting information

Dear Colleagues,

As you are likely aware, there is an important election Tuesday, November [X] for [insert offices and ballot measure].

We depend on elected officials to support our issues, services, and funding. It makes a difference if we can say our staff and community are voting.

There are important issues at stake such [insert one or two]. We encourage you to cast your ballot. Polls are open [insert time]. If you need help finding your poll, check with the [Pennsylvania State Board of Elections](#).

If you want to vote by a [mail-in ballot](#), request a mail ballot from the Pennsylvania State Board of elections at least 15 days before the election, [insert date].

Thanks again for your service to [our nonprofit/local community] and for being a voter! Should you have any questions, contact – [insert name and email of someone on staff- who can help folks navigate voting concerns].

Signed,

[Insert Name of Sender]

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### **Sample Email #3: Reminder of Your Policy on Time Off to Vote**

#### **Timing: A couple days before the election**

Subject line – for example Election Day is November [X] – Take Time to Vote on Election Day

Dear Colleagues,

There is an important election Tuesday, November [X] for [Governor, Congress, City Council, ballot measure]. We encourage all staff who are eligible to vote to cast their ballot.

Voting creates stronger communities for us, our members, our clients, and everyone that is a part of communities we live in.

As civically engaged leaders in our community, we can set a good example by voting. Here is a reminder of our time off to vote policy and helpful voting information. You are allowed to take up to two hours off to vote on Election Day without loss of pay. We recommend taking time off at the beginning or end of your regular shift, whichever allows for more free time to vote. We also acknowledge that sometimes lines at the poll can be unpredictable. Should it take you longer to cast your ballot, please let your supervisor know. If you experience issues at the polls, please call the election protection hotline at 866-OUR-VOTE. Thanks again for your service to [our nonprofit/local community] and for being a voter.

Signed,

[Insert Name of Sender]

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Source: [Nonprofit VOTE](#), [Community Votes](#) and [Jefferson Votes](#)