

Voter Engagement Emails (Staff)

The internal staff email resource provides content that can be used to engage staff around the importance your organization places on voting. An email from leadership sends an important message to staff that your nonprofit values this civic duty, encourages individuals to make their voice heard and provides helpful election information. For additional nonpartisan voter engagement resources, check out the [Jefferson Votes webpages](#) on the Jefferson Community Collaborative website.

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 staff who are eligible to consider [registering to vote](#). The last day to register is 15 days before the election, [insert date], and the election is [insert date].

If you've already registered, now is a great time to [check that your voter registration is up to date](#) and confirm your polling location with the [Pennsylvania State Board of Elections](#).

If you want to vote by a mail-in ballot, [request a ballot](#) from the Pennsylvania State Board of Elections.

We depend on elected officials to support our issues, services and funding. See you at the polls!

Sincerely,

[Insert Name of Sender]

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]

Dear Colleagues,

There is an important election Tuesday, November [X] for [insert offices and ballot measures].

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.



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of Jefferson Hospital Communities

We encourage you to cast your ballot. Polls are open [insert time]. If you need help finding your polling location, check with the [Pennsylvania State Board of Elections](#).

Thank you 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].

See you at the polls,

[Insert Name of Sender]

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

Timing: A couple days before the election

Subject Line: Take Time to Vote on Election Day, November [X]

Dear Colleagues,

There is an important election Tuesday, November [X] for [insert offices and ballot measures]. We encourage all staff who are eligible to vote to cast their ballot. Voting creates stronger communities for us, our constituents and community.

As civically engaged leaders in our community, we can set a good example by voting. Here is a reminder of our time to vote policy and helpful voting information [insert policy if applicable].

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.

Sincerely,

[Insert Name of Sender]

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

