

Quaker Call to Action-NC

Resources for Postcard Writing Projects

Preparation Tasks for the Reclaim Our Vote (ROV) Postcarding events

- 1) Seek approval from your Meeting to host *Get Out the Vote (GOTV)* “Reclaim Our Vote” postcarding events.
- 2) Submit Publicity at least a week before, and if there are multiple events, remind members/attenders each week. A sample publicity document is in the Resource Folder.
- 3) Contact your ROV district organizer and review the information about postcarding at [Reclaim Our Vote Postcarding Information](#). This information discusses training, ordering supplies, and requesting addresses. Review other information about “Reclaim Our Vote” on their Homepage. You will be using the *Sincere app* to request addresses and your organizer will direct you to that site.
- 4) **ROV Postcards are to be mailed between September 15-30.**

Postcarding Kit:

Place the items below in a sturdy bag or box:

ROV Postcards; Address Labels; Stamps; Guidelines for Postcard Writers; Postcard Script; Colored Pens or markers, 5-10 Sample Completed Cards, large business envelopes to serve as a marker to place under each name/address as the person is writing (to prevent mistakes). Whiteout Correction Tape, Large paper clips to hold 5 cards, 5 addresses & 5 labels and “Postcard Set-Up Instructions” (see information below).

- 1) *There are 20 addresses to a page. Cut the address list into 5 names per strip to hand out. Folks will not feel so overwhelmed by the numbers on the list if there are only 5 names to do. Encourage them to do more of course! Save the QR code to use when reporting back to ROV after you’ve mailed cards although you can report completed names without the QR code.*
- 2) Postcarding Packet: Assemble 5 postcards, 5 labels, 5 addresses and attach with a large paperclip. You will give this to each person. **Make up these postcarding packets in advance of your event. It takes about 30 minutes to do 5 cards.**
- 3) It’s great to have cookies/snacks at an event such as this!

Set-Up:

- 1) Set up 1-2 long tables each with 6 people per table (or more if you expect a larger group).
- 2) Prepare each “place” with the postcarding packets (described above); three colored markers or pens and a completed postcard that also serves as a “sample.” Writer should use a business envelope to act as a ruler under each name and address to prevent making mistakes.
- 3) Once the group (or individual) is seated, give instructions (per the postcarding training you received online). **Make sure the writers understand that they may not deviate from the script! You will need to review the first postcard to make sure it is**

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accurate and the handwriting legible. Ask the writer to check off each name on the address strip as they complete a card.

- 4) Note: If people are joining at different times, just wait until you have a group of 2 or 3 people to give the training and keep offering during the postcard session as needed.

Monitoring/Facilitating

- 1) Make sure the writer is following the script and ask them to hand you a card before moving to the next card.
- 2) Double-check that the names are checked off on the "name strips" as you receive the completed postcards. In this way, the next person coming up to that "place" can see which names are remaining to write postcards to.
- 3) As the set of 5 cards at each "place" are finished, collect them, inspect that all the names and addresses are correct for the set of 5 postcards. Replenish the supplies at that "place".
- 4) Leader applies stamps to cards after reviewing to make sure the postcard is accurate.

Event Time Frame

Start set-up 15-20 minutes before the event. Encourage participants to write before and after Meeting for Worship or set up a time during the week to write cards together at someone's home or the Meeting.

Taking Postcards Home

- 1) Record the writer's name/cell phone/email address and the #s that correspond to the addresses.
- 2) Give out the correct # of addresses & labels; give out the script or one completed postcard or take a photo on the writer's cell phone. **The writer must return the postcards to the event facilitator.**

Mailing

- 1) Event facilitator reviews all the cards again and makes sure each card has a stamp.
- 2) Take cards to the post office to **mail between September 15 and 30.**

Reporting

The facilitator will mark the completed addresses in the Sincere app system. This is the same app you used to request addresses.

ANNOUNCEMENT TEMPLATE

Postcard Writing Event to Get Out the Vote
Theology of Voting: The Right to Vote is Sacred

Where:

When:

Time:

Sponsored by:

Please join us to write postcards for “Reclaim Our Vote” (ROV). There’s never been a better time to put our Quaker faith into action and get involved!

“Reclaim Our Vote” is a nonprofit organization that focuses on increasing Black, Indigenous, and People of Color (BIPOC) voter turnout through post-carding, texting, and phone banking. ROV does not endorse or oppose candidates. To learn more about this effective and superb organization, visit [Reclaim Our Vote](#).

We are committing to write (*number of postcards*). It only takes a few minutes to do each card!

We hope you’ll join us!

Questions: Contact (*name of facilitator and email address*).