



Reclaim Our Vote Guidelines for Postcard Writers

- Postcards are usually provided by hosts. If using your own cards, **use postcard images that are inclusive and nonpartisan, and safe for a wide audience.**
- **Please hand write cards legibly in cursive or print.** You may underline or highlight key phrases or vary ink colors for emphasis. Feel free to decorate for a personal touch.
- If you're new to postcarding with Reclaim Our Vote, **please show the host your first finished postcard** to make sure you're on the right track, before continuing.
- When you address the cards, **please leave space underneath the voter's address** at the bottom right of the card, for the post office to affix their bar code label.
- **Regarding salutations: first name is fine**, but in the Deep South (Mississippi and Alabama for instance) please use "Miss Jane Smith" or "Mr. John Doe." If names are Spanish, use Ms. or Mr. and last name, provided we know the gender; if not, first and last name will do.
- **Stick to script talking points.** You may combine phrases, condense or update (drop a starting date if it has passed), but **do not change the tone or content, or embellish the message.**
- **Only sign your first name or initials at the end, followed by "Volunteer"** - unless "volunteer" is stated elsewhere in the script, in which case, first name or initials alone is fine.
- **Only write to each voter once.** Voter data is sensitive, and lists should be returned to your host or shredded after cards are completed.
- **Cover last names and addresses before taking photos.** If you share photos of your cards on social media, make sure they do not reveal personal information.
- **Please give completed postcards to your host for mailing.** If you've been approved to write at home a completed card can be a handy guide for writing the remainder.
- **All cards taken home should be mailed within a week or as stated by your host.** Be aware that postcards can take up to 10 days to arrive; mail can be slow, especially in rural areas.
- **Please feel free to ask your host any questions. Have fun, AND THANK YOU!**

Stay in the loop! **Sign up as a Reclaim Our Vote volunteer: bit.ly/reclaimourvote**