









Toolkit for Staff & Administrators





Make a Plan

-  **Sign up for TurboVote** to receive election reminders. Visit the Harvard Votes Challenge website to learn more.
-  **Check your registration status** often and make a plan to vote early or in person
-  **Engage your friends** and family and encourage them to do the same
-  **Join the Team!** Get in touch with us for more opportunities to support voting registration and other civic opportunities at Harvard University.


Communications

-  Add a line at the bottom of your **email signature** sharing why you vote. Link to voteschallenge.harvard.edu.
-  Let your workplace know that you will be **mobilizing in 2024**, and invite them to join you and/or reach out with questions.
-  Send communications on **key voting dates** to your community. Encourage colleagues to make a plan to vote.
Tuesday, 9/17 National Voter Registration Day
Tuesday, 11/5 Election Day
Registration and Absentee Ballot Deadlines Vary by State, visit vote.org/voter-registration-deadlines/ vote.org/absentee-ballot-deadlines/
-  Follow **@harvardvoteschallenge** on Instagram & **@HVotesChallenge** on X.

Mobilizing Your Staff Colleagues

-  **Organize your colleagues** to register, make a plan, and vote. Encourage early voting — you can find Massachusetts information posted here: www.sec.state.ma.us/ele/elev/evidx.htm.
-  **Promote flexibility for employees to vote on election day.** If work hours extend across poll openings, Harvard employees must be given time off to vote, see: hr.harvard.edu/staff-personnel-manual/time-away-work/other-paid-absences.
-  Promote flexibility for **staff to serve as poll workers:** voteschallenge.harvard.edu/become-poll-worker
-  **Challenge** another staff team to a voter engagement competition.

Integrate Voting Into Your Role

-  Do you run events or programming that can **incorporate elections or democracy?** Harvard Votes Challenge team members can support voters at this event.

Want to discuss? Contact Jahaida Jesurum at jahaida_jesurum@hks.harvard.edu