




# How Staff & Administrators Can Take Action


 **Make sure YOU and YOUR COMMUNITY are voter ready.** Visit [voteschallenge.harvard.edu](https://voteschallenge.harvard.edu).


 **Get Trained.** Learn how to register voters from all 50 states, support absentee ballots, and push GOTV efforts. Engage your friends and families with these new tools! [bit.ly/hvctrainings](https://bit.ly/hvctrainings)

 **Join the Team!** Find your voting team [www.voteschallenge.harvard.edu/meet-team](https://www.voteschallenge.harvard.edu/meet-team) and reach out to get involved in 2020 planning efforts.

## Communications

 **Email Signature:** Add a line at the bottom of your email signature with why you vote and encourage others to engage in voting. Link to [www.voteschallenge.harvard.edu/voting](https://www.voteschallenge.harvard.edu/voting).

 Let your workplace know that you will be **mobilizing in 2020**, and invite them to join you and/or reach out with questions.

 **Key Voting Dates:** Send communications on 3 key voting dates to your community. Direct folks to [www.voteschallenge.harvard.edu/voting](https://www.voteschallenge.harvard.edu/voting) or make a plan to vote.

**Tuesday, 9/22** National Voter Registration & Request Your Absentee Ballot Day


**Tuesday, 10/13** Submit Your Ballot Day

**Tuesday, 11/3** Election Day

 Follow [@harvardvoteschallenge](https://www.instagram.com/harvardvoteschallenge) on Instagram & [@HVotesChallenge](https://twitter.com/HVotesChallenge) on Twitter

## Mobilizing Your Staff Colleagues


 **Organize your colleagues** to register, make a plan, and vote. Encourage early voting — MA information is posted here: [www.sec.state.ma.us/ele/elev/evidx.htm](https://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: <https://hr.harvard.edu/staff-personnel-manual/time-away-work/other-paid-absences>

 Promote flexibility for **staff to serve as poll workers:** [www.workelections.com](https://www.workelections.com)

 **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?** Your trained team members can support voters at this event.

*Want to discuss? Contact Rob Watson at [voteschallenge@harvard.edu](mailto:voteschallenge@harvard.edu).*