

# Education Minnesota 2018 campaign Reimbursement guidelines FOR WORKSITES TARGETED FOR GET OUT THE VOTE



*Education Minnesota PAC will reimburse trained worksite action leaders at targeted worksites up to \$1.75 per member, or a minimum of \$40, for costs incurred by them in implementing their worksite action plans to get out the vote. Reimbursable expenses may be for any expenditures associated with aspects of the worksite action plan, as long as the plan has been submitted and approved by Education Minnesota.*

Examples of worksite get-out-the-vote activities include:

- 10-minute building meetings to educate members on important issues in the 2018 elections and encourage voting.
- Food and refreshments provided before or after school in conjunction with Education Minnesota member voter engagement activities.
- Social activities outside of work time with a voter engagement focus.
- Group activities to encourage members to vote early at nearby early vote locations.
- Volunteering together in get-out-the-vote activities organized by Education Minnesota, the AFL-CIO or other partner groups.

Please see the 2018 campaign “menu of options” for dozens of other ideas for worksite activities.

Expenditures may cover food and beverages (limited to one alcoholic beverage per person), supplies, promotional materials, prizes (not to exceed a \$25 value), logistical costs, etc. associated with planned activities. **No funds may be used for activities that reward voter preferences for specific candidates or political parties.**

Worksites must meet the following requirements to be eligible for reimbursement funds:

1. At least one member at the worksite must be a trained worksite action leader with a completed worksite action plan on file with Education Minnesota, and be in active communication with designated Education Minnesota staff regarding implementation of the worksite action plan.
2. The full names of all member participants involved in each activity must be submitted with the reimbursement form.
3. Worksite action leaders from multiple sites may work together and submit one form for reimbursement, as long as all participating sites have at least one trained worksite action leader each.
4. Members unable to pay for worksite activity costs upfront should contact their local president or Education Minnesota staff for assistance.

Additional information

Friday, Oct. 19 is the united early voting day for educators. Worksite leaders are encouraged to organize their worksite activities in coordination with that day and the following 2018 campaign days of action:

Thursday, Sep. 20	Saturday, Oct. 13	Saturday, Nov. 3
Saturday, Sep. 22	Tuesday, Oct. 16	Monday, Nov. 5
Thursday, Oct. 4	Thursday, Oct. 25	
Thursday, Oct. 11	Saturday, Oct. 27	

# Education Minnesota 2018 campaign



## Reimbursement request form for TRAINED WORKSITE LEADER EXPENSES AT TARGETED SITES

Local union/chapter: \_\_\_\_\_

Worksite/campus: \_\_\_\_\_

Check payable to: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Personal email: \_\_\_\_\_

Home address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Education Minnesota PAC will reimburse up to \$1.75 per member at the worksite or a \$40 minimum.

# of Members: \_\_\_\_\_ X \$1.75: \_\_\_\_\_ = Total Reimbursement: \_\_\_\_\_

1.) Date of first activity: \_\_\_\_\_ Description of activity: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

2.) Date of second worksite activity: \_\_\_\_\_ Description of activity: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

2.) Please attach photocopies of original receipts to the reimbursement form.

3.) Attach a completed "2018 campaign universal sign in sheet" with all names of member participants (attached).

4.) Return completed form to:

Education Minnesota - Ashley Behrens

41 Sherburne Ave.

St. Paul, MN 55103

Phone: 651-292-4862

Fax: 651-292-4868

Or, scanned documents may be mailed to [ashley.behrens@edmn.org](mailto:ashley.behrens@edmn.org).

ED MN Accounting Only

Coding:

\_\_\_\_\_

Reviewed by/date:

\_\_\_\_\_

Approved by/date:

\_\_\_\_\_