



PRECINCT CHAIR/CAUCUS HOST

TO DO LIST BEFORE CAUCUS NIGHT

- ✚ Talk to your neighborhood about the importance of Caucus:
 - Elect Precinct Leaders
 - Elect State & County Delegates to represent them in electing the Republican Nominees.
 - Presidential Preference Vote this year at Caucus or online the day of Caucus (instead of June primary).
- ✚ Attend a Caucus Training by a SLCoGOP Caucus Trainer in your county.
- ✚ **Download Voter Click App to your device.** (see slcogop.com – Caucus Training)
- ✚ Obtain 3 to 5 volunteers to help with check in.
- ✚ Be sure each volunteer downloads the VoterClick App & becomes familiar with the Check-In Process.
- ✚ Download your precincts registered voter information. The more devices you have available, the more efficient check in will go.
- ✚ Become familiar with Caucus materials provided in the Caucus Packet.
- ✚ Advertise your Caucus Location – Ask your Region Chair for the lawn signs and door hangers (distributed to them by the State Party)
- ✚ Save two (2) coffee cans/shoe boxes for donations/ballots.
- ✚ Print a paper back-up of all registered republicans within your boundaries.
- ✚ Print all needed materials. (Ballots in color, credentials in yellow, etc.) Talk to LEG Chair about combining efforts on this. All Caucus Hosts donate \$20.00 and LEG Chair handles all printing. Possibly Region Chair handles this.
- ✚ Print five (5) copies each of the Precinct chair, State and County Delegate Duties.
- ✚ Print off 2 or 3 copies of the Rules in case someone has a question (found in the Caucus Host Instructions provided in the UT GOP Caucus Packet script).
- ✚ Print attendance records of previous State & County Delegates.
- ✚ Print precinct maps (3) <https://slco.org/clerk/elections/maps/>
- ✚ Distribute Caucus signage and door hangers throughout your precinct. **(get help on this)**
- ✚ **Purchase (or better, make) a thank you card for your classroom teacher!**

DURING CAUCUS

- ✚ Arrive at your school no later than 5:30pm, earlier if at all possible (or have a volunteer you have trained).
- ✚ Set-up for Registration as directed by your Legislative Chair.
- ✚ Registration will be completed through VoterClick Electronic Check-in. (see slcogop.com – Caucus Training)
 - New Registrations (Party Affiliation or Move-in) will be entered on the paper Caucus Attendance Sheet.
- ✚ CAUCUS BEGINS promptly at 7:00 in the Auditorium. Your Legislative Chair will conduct the Welcome, Prayer, Pledge, Platform, Check-A-Buck, & Vote By Mail. Then dismiss to precinct classrooms.
- ✚ Late Registration can continue at your Precinct room.
- ✚ Conduct Precinct Caucus according to Caucus Rules and Script provided in the Caucus Packet.
- ✚ Speak about the importance of donating to the party. **Send donation can around twice. If by credit card go to <http://www.slcogop.com>** and click donation button.

✚ **Open floor nominations for the positions in order:**

- **Precinct Chair**
- **Vice Chair**
- **Secretary**
- **Treasurer (if no nominations for Treasurer, at the Precinct Chairs discretion the Secretary & Treasurer position can be combined)**
- **State Delegate**
- **County Delegates**

✚ Be sure all those running for a position receive a Duties sheet.

✚ You **MUST** have a total credential count before any voting can occur. To obtain a credential count, tally all Electronic Check-in Devices plus New Affiliation Attendance sheet total.

- Write the Total number Credentialed in a prominent spot in the room (whiteboard) and the votes required to win the election.

✚ At the Host's discretion, candidates get one minute to speak. 30 seconds round two. Take 5 random written questions; all candidates answer in 30 seconds.

✚ As each vote is cast, mark the attendee's credential.

✚ Elect your Precinct Leadership and record. (Paper copy provided & electronically through Voter Click).

✚ **Be sure all elected persons provide an accurate and valid E-mail address, address & phone number.**

✚ Collect all Caucus materials and check for accuracy.

✚ **Clean your Caucus room and return in better condition than you found it. Leave thank you card. We are Republicans!**

✚ **Do not sync VoterClick until asked to by your LEG Chair at check out.**

IMMEDIATELY AFTER CAUCUS

✚ Distribute Precinct Chair, Vice Chair, Secretary and Treasurer Duty handouts to each elected Precinct Officer.

✚ Distribute State & County Delegate Duties and Responsibilities handout to those elected.

✚ Donations: Two people (usually Treasurer plus 1) count donations and seal in the Donations Envelope and sign.

✚ **Clean your Caucus room and return in better condition then you found it. Leave thank you card. We are Republicans!**

✚ **Check out with your LEG Chair**

RETURN TO LEG STATION FOR CHECK-OUT

✚ Return Donation Envelope to LEG Chair

✚ Record attendees on paper copy (highlight their names). Turn in.

✚ Enter all Election Results into VoterClick immediately after your Caucus.

✚ Turn in leadership list.

✚ Sync/upload VoterClick when all other business is completed and directed by your LEG Chair at check-out.

RESOURCES:

Precinct Maps: Use Political Boundary Interactive Map, enter Precinct # in Search

<https://slco.org/clerk/elections/maps/>

Caucus Training Video, Paper Presentation, and Documents:

<http://www.slkogop.com/caucustraining/>