[Jurisdiction] Election Academy

DRAFT EMAILS TO PARTICIPANTS

Below, you will find templated email messages to help participants prepare for each class and later revisit the topics you covered. Customize these emails and update them as needed to ensure they’re a good fit. Consistency and thoughtfulness are key.

**TWO WEEKS BEFORE THE FIRST CLASS**

Subject: [Jurisdiction] Election Academy starts [DATE]!

**Text:**

Welcome to the [Jurisdiction] Election Academy!

We’re excited to teach you about all the processes election officials use to maintain a safe, effective and secure election system. As you know, our first class is [DATE].

On the first day of class, you will receive a binder with materials for the entire course. One of the first documents we will review is the state’s election calendar. You can preview the calendar here. [ADD LINK]

We will also distribute a schedule of all non-class activities, such as equipment demonstrations and poll worker training opportunities, so you can put them on your calendar.

Thank you for registering for the [Jurisdiction] Election Academy!

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**ONE WEEK BEFORE THE FIRST CLASS**

**Subject:** One week until our first class!

**Text:**

[Jurisdiction] Election Academy participants:

We’re excited to begin the course and look forward to seeing you on [DATE] at [TIME] at [LOCATION]. Once we get settled, we will tour the election office and facilities. After that, we will discuss our first set of topics:

* [List topics and add links to any documents that participants should preview
* Next topic
* Next topic]

Thank you for your being part of [Jurisdiction’s] Election Academy. We look forward to seeing you on [DATE OF FIRST CLASS]!

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**AFTER FIRST CLASS**

**Subject:** [Jurisdiction] Election Academy: First Class Wrap-Up

**Text:**

[Jurisdiction] Election Academy participants:

Thank you for attending our first class. We value your participation and interest in elections.

We hope you found our discussion of [TOPIC] interesting. [ADD SUMMARY. HIGHLIGHT ANYTHING OF NOTE, SUCH AS THOUGHTFUL COMMENTS OR QUESTIONS FROM PARTICIPANTS. IF YOU WATCHED VIDEOS, INCLUDE THE LINKS HERE FOR REWATCHING.]

Our next class will focus on [ADD TOPICS]. If you’d like to get started on the pre-reading for our second class, it is in your binder of materials. It includes:

* [List any documents participants should read to prepare for their second class.
* … ]

We look forward to seeing you on [DATE OF SECOND CLASS] at [TIME] at [LOCATION] for our next class.

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**ONE WEEK BEFORE SECOND CLASS**

**Subject:** One week until our next class!

**Text:**

[Jurisdiction] Election Academy participants:

We’re looking forward to our next class on [DATE] at [TIME]. We will meet in [LOCATION].

Our discussion will focus on:

* [List topics
* … for the second class]

As a reminder, there is pre-reading for our second class in your binder of materials. It includes:

* [List any documents participants should read to prepare for their second class.
* … ]

If you have any questions, please bring them to class.

We look forward to seeing you on [DATE OF SECOND CLASS].
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**AFTER SECOND CLASS**

**Subject:** [Jurisdiction] Election Academy: Second Class Wrap-Up

**Text:**

[Jurisdiction] Election Academy participants:

It was wonderful to see you on [DATE OF SECOND CLASS]. We hope you’re enjoying your behind-the-scenes look at our elections so far!

Thank you for being part of our discussion of [TOPICS FROM SECOND CLASS]. [ADD SUMMARY. HIGHLIGHT ANYTHING OF NOTE, SUCH AS THOUGHTFUL COMMENTS OR QUESTIONS FROM PARTICIPANTS. IF YOU WATCHED VIDEOS, INCLUDE THE LINKS HERE FOR REWATCHING. MORE FULLY ANSWER QUESTIONS FROM CLASS AS NEEDED. PROVIDE ANY PROMISED INFORMATION.]

**We welcome your questions and feedback!**

Your input is tremendously valuable as we move through the course because we want to meet and exceed your learning expectations. How are we doing? What else do you want to know? What do you think about the workload and materials? Email us at [email@thisaddress.gov] or let us know when we next meet.

Please be sure to do your pre-reading before our third class. Everything you need is in your Election Academy binder.

See you on [DATE]!

**ONE DAY BEFORE THIRD CLASS**

**Subject:** Reminder: Our next class is tomorrow!

**Text:**

[Jurisdiction] Election Academy participants:

How time flies! We can’t wait to see you tomorrow at [TIME] in [LOCATION]. If you haven’t had a chance to look at your binder, there’s still time to do your pre-reading.

See you tomorrow at [TIME] in [LOCATION]!

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**AFTER THIRD CLASS**

**Subject:** [Jurisdiction] Election Academy: Third Class Wrap-Up

**Text:**

[Jurisdiction] Election Academy participants:

Thank you for another excellent Election Academy class!

We hope you found our discussion of [TOPICS FROM SECOND CLASS] both interesting and worthwhile. [ADD SUMMARY. HIGHLIGHT ANYTHING OF NOTE, SUCH AS THOUGHTFUL COMMENTS OR QUESTIONS FROM PARTICIPANTS. IF YOU WATCHED VIDEOS, INCLUDE THE LINKS HERE FOR REWATCHING. MORE FULLY ANSWER QUESTIONS FROM CLASS AS NEEDED. PROVIDE ANY PROMISED INFORMATION.]

As always, we welcome questions and feedback.

It’s time for our summer break. In the fall, we’ll have opportunities to observe election processes and participate in hands-on election activities. Enjoy your summer and see you again on [DATE OF FOURTH CLASS]!

**ONE WEEK BEFORE FOURTH CLASS**

**Subject:** Reminder: Our next class is [DATE]!

**Text:**

[Jurisdiction] Election Academy participants:

We hope you’ve had a wonderful summer! We’re ready to get back into the swing of things and continue our Election Academy journey. Our fourth class is on [DATE] at [TIME] in [LOCATION].

Before we meet, please be sure to complete your pre-reading on:

* [List topic
* …or topics]

We look forward to seeing you all on [DATE]!

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**TWO WEEKS BEFORE FIFTH CLASS / TRAINING SESSIONS**

**Subject:** Pre-Election Training Sessions

**Text:**

[Jurisdiction] Election Academy participants:

It’s almost October and time for our pre-election training sessions, which will take the place of our usual classroom activities. If you haven’t already, please mark your calendars!

* **[Piece(s) of Equipment] Testing Observation** (observe for one hour)
[DATE] @ [TIME FRAME] *[Location]*
* **[Type of] Training** (choose one session)[DATE] @ [TIME]
[DATE] @ [TIME]
*[Location]*
* **[Electronic Pollbook or another type of] Training** (choose one session)
[DATE] @ [TIME]
[DATE] @ [TIME]
[DATE] @ [TIME]
*[Location]*
*Note:* Space is limited, so please let us know which session you plan to attend.
* **[Poll Worker] Training**
[DATE] @ [TIME FRAME]
*[Location]*

If you haven’t already, please start the pre-reading for our “fifth class,” also known as pre-election training. The materials provide background information that will help you prepare for these activities.

We look forward to seeing you for pre-election training!

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**ONE WEEK BEFORE FIFTH CLASS / TRAINING SESSIONS**

**Subject:** Reminder: Pre-Election Training Sessions

**Text:**

[Jurisdiction] Election Academy participants:

Our first hands-on election training activity is just a week away! Please be sure to spend at least one hour observing [Piece(s) of Equipment] Testing. As a reminder, here are all the available sessions:

* **[Piece(s) of Equipment] Testing Observation** (observe for one hour)
[DATE] @ [TIME FRAME] *[Location]*
* **[Type of] Training** (choose one session)[DATE] @ [TIME]
[DATE] @ [TIME]
*[Location]*
* **[Electronic Pollbook or another type of] Training** (choose one session)
[DATE] @ [TIME]
[DATE] @ [TIME]
[DATE] @ [TIME]
*[Location]*
*Note:* Space is limited, so please let us know which session you plan to attend.
* **[Poll Worker] Training**
[DATE] @ [TIME FRAME]
*[Location]*

**ONE WEEK BEFORE SIXTH CLASS / POLL WORKER TRAINING**

**Subject:** Upcoming Training for Poll Workers and Election Academy Participants

**Text:**

[Jurisdiction] Election Academy participants:

Thank you for observing [Piece(s) of Equipment] Testing. We hope it was a good learning experience. The equipment was sealed after testing and will be transported to polling places soon. It will not be opened until the first day of voting.

And thanks to everyone who attended [Type of] Training and [Electronic Pollbook or another type of] Training.

Our final October pre-election training session — poll worker training — is [DATE] at [TIME] in [LOCATION]. As a reminder, poll worker training will take the place of our usual classroom activities.

To help you prepare, we’re sharing the preparation materials we assembled for poll workers in training. Most of the materials are short videos. Please view them before next week’s training session.

* [List all prep videos
* … and durations
* … here]

See you on [DATE]!

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**SEND BEFORE A RECOUNT**

**Subject:** Recount on [DATE]!

**Text:**

[Jurisdiction] Election Academy participants:

﻿You may have heard about the recount, which will take place on [DATE].

[ADJUST THE FOLLOWING DESCRIPTION AS NEEDED FOR YOUR RECOUNT. INCLUDE ANY LINKS TO USEFUL BACKGROUND INFORMATION.]

The recount is open to the public, which of course includes you! We will start the recount at [TIME], and we hope to complete it in one day.

We hope to see you on [DATE]!

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**SEND BEFORE A POST-ELECTION AUDIT**

**Subject:** Another Election Academy Opportunity!

**Text:**

[Jurisdiction] Election Academy participants:

Just when you thought we were done!

The [STATE ELECTION AUTHORITY] randomly picked [DISTRICT] for a post-election audit. The audit is non-binding and cannot change results like a recount. It is a way to verify that the tabulator counted ballots as programmed.

The audit is set for [DATE] at [TIME]. We will be verifying the calculations of the tabulator for [NAMES/NUMBER OF CONTESTS]:

* [List contests that
* … are part of the
* … audit here]

For a sneak peek at the process, here’s a [link to the audit procedure manual -ADD LINK TO YOUR JURISDICTION’S MANUAL HERE].

We hope to see many of you on [AUDIT DATE]. There is no need to RSVP. If you cannot attend, we hope you have a happy Thanksgiving.

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**POST-ELECTION THANK YOU WITH CERTIFICATE AND SURVEY FOLLOW-UP\*\***

**Subject:** An Election Academy thank you!

**Attachment:** Certificate of Completion
**Text:**

Dear [NAME]:

Thank you for participating in [Jurisdiction’s] Election Academy. We hope the Academy exceeded your expectations and that you’re moving on with a deeper understanding of how our elections work. We packed a lot of information and training into just [NUMBER OF] classes. To acknowledge your commitment and learning, we’ve attached your certificate of completion. Congratulations on completing [Jurisdiction’s][YEAR] Election Academy!

We hope you will let us know what you thought of the Election Academy by completing this survey [LINK TO SURVEY]. [ADD ANY SPECIAL INSTRUCTIONS AND NOTE IF IT IS ANONYMOUS HERE.] We value your feedback and will use it to improve the Election Academy for the future.

We hope you will encourage others to participate in the Academy, and we look forward to seeing you working or casting your ballot at the polls for many elections to come!

Thank you!

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\*\**Note:* If you would prefer to print and mail certificates of completion, use the following thank you with survey only template instead.

**POST-ELECTION THANK YOU WITH SURVEY ONLY**

**Subject:** An Election Academy thank you!

**Text:**

[Jurisdiction] Election Academy participants:

Congratulations on completing [Jurisdiction’s][YEAR] Election Academy! And thank you for your active participation. We hope the Academy exceeded your expectations and that you’re moving on with a deeper understanding of how our elections work. We packed a lot of information and training into just [NUMBER OF] classes!

We hope you will let us know what you thought of the Election Academy by completing this survey [LINK TO SURVEY]. [ADD ANY SPECIAL INSTRUCTIONS AND NOTE IF IT IS ANONYMOUS HERE.] We value your feedback and will use it to improve the Election Academy for the future.

We hope you will encourage others to participate in the Academy, and we look forward to seeing you working or casting your ballot at the polls for many elections to come!

Thank you!

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