2020 PRECINCT CAUCUS KIT INSTRUCTIONS

IMPORTANT: Precinct Caucuses are on February 25, 2020. Below is an explanation of the materials that are included in your kit. It is followed by a check list of what needs to be given to each precinct in your Organizing Unit.

Some materials in the Caucus Kit must be copied to complete each caucus packet. Electronic versions of caucus materials are available online at www.dfl.org/resources/ under “Caucus and Convention Planning”.

Please note that the State of Minnesota changed statute and will hold a Presidential Primary Election one week after caucuses on March 3, 2020. We will not be conducting a Presidential Preference Poll at caucus this year.

If you have any questions regarding the contents of your Caucus Kit or about the preparation of packets for each precinct, please refer to the Precinct Caucus Planning Guide or pages 1-3 in the 2020-2021 Official Call.

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Materials included in the Caucus Kit

Very Important
It is essential that you read through these materials shortly after receiving your kit.

☐ Precinct Caucus Planning Guide - Lays out what you will need to do to plan a successful precinct caucus night.

☐ Precinct Caucus Kit Instructions - Explains what needs to happen with your kit materials and how to build kits for each precinct in your organizing unit.

☐ Accessibility Guidelines - Provides guidelines for accessibility at precinct caucus.

Must Copy
These materials will need to be copied prior to the caucus.

☐ Precinct Caucus Convenor Instructions (1 copy per precinct) – Provides detailed instructions for Conveners and Caucus Chairs. You should plan to meet with your convenors to go over this packet and give them specifics related to their caucus. In addition, you can direct your convenors to complete a training on the DFL Training Hub.

☐ DFL Caucus Registration Affirmation (1 copy per precinct) – This sign must be displayed in the precinct caucus registration area.

☐ Blank Caucus Registration Sheets (multiple for each precinct) – If your unit uses the electronic registration system, these will be used to sign in individuals that need to be added to the system. If your unit does not choose to use the new electronic caucus registration tool, attendees can sign-in using these forms.

☐ Electronic Registration Tool Instructions (multiple for each precinct) – Basic explanation of how to use the tool. Can be on table to support registration volunteers.
- **Attendee Information Sheet (1 copy for each attendee)** – This sheet includes the basics of participating in the caucus as well as sample rules and an agenda. You cannot remove items from the agenda, but you can add local business. Make your best guess on how many copies will be needed for your caucuses based on previous attendance. *Make sure you copy both sides.*

- **Resolution Form (1 copy for each attendee)** – All resolutions for a precinct must be attached to this form.

- **Non-Attendee Form (multiple copies for each precinct)** – If a voter cannot attend caucus or must leave the caucus early, filling out this form and delivering it to the Unit Chair or Caucus Chair allows their name to be put into nomination for offices they have indicated.

- **Senate and House Caucus Letters (1 copy for each attendee)** – Needs to be put out for attendees to take.

- **Precinct Caucus Report Forms (at least 1 set for each precinct)** – Depending on the size for a precinct they may need multiple sets of some of the forms. These will be the written record of what occurred at the caucus.

**Other Materials**

These materials will need to be sorted through as some are for the Organizing Unit Convention and others are for precinct caucus night.

- **List of Precinct Caucus Locations** – Please confirm that the locations are correct.

- **Caucus Report Form Coversheets** – This page needs to be attached to the top of each caucus’s packet of report forms. One coversheet is provided for each precinct.

- **How to Publicize Your Local Precinct Caucuses** – These are some recommendations for our communications staff on how to spread the word about precinct caucus night.

- **Pre-Printed Registration Sheets** – If you choose not to use the electronic registration tool, we have pre-printed registrations lists for each precinct.

- **Organizing Unit Convention Report Forms** – These forms will be used to collect the information that needs to be reported after your Organizing Unit Convention.

- **Precinct Envelopes** – Complete the information on the front: precinct name, number of delegates to be elected, your local convention information and the date, time and location of your CD Convention. Place all materials for each caucus in this envelope. If all the materials don’t fit in the envelope, you can use something else to pack the materials, but be sure to include that envelope for the conveners.

- **Party Documents (Constitution, Official Call, and Platform)** – There are enough of these to give one copy to each precinct. If you need more for some reason, they can be found at DFL.org/PartyDocuments.
Materials NOT included in Your Caucus Kit

These are materials you will need to find or make for each precinct.

- **Map or Description of Precinct Boundaries** – Provide a map of the precinct to each convener for posting at the caucus room location. (Maps are available at [https://www.gis.leg.mn/html/precincts2018.htm](https://www.gis.leg.mn/html/precincts2018.htm))

- **Unit Convention Call for Delegates and Alternates** – Create the ‘Call’ (notice) for your Organizing Unit Convention delegates and alternates to be handed out by the convener following the caucus. This will save your unit time and money as you will not need to mail out a notice for your convention.

- **Local Information** – Provide locations and times of local elections, pre-convention committee meetings, and any other relevant information or events.

Making Precinct Packets

You will need to make, distribute, and collect a packet for each precinct in your Organizing Unit. The basic steps are listed below the following page contains a checklist for what must be included in each precinct’s packet.

- Make copies of the materials listed in the “must copy” section as well as any local printing
- Build packets using the Packet Checklist
- Make a time to distribute packets to caucus convenors (it is highly recommended to wait until caucus night if possible)
- Provide specific directions to convenors on how to return the materials to you as these will be need for credentials at your convention as well as for reporting to the State Party

Reporting Caucus Attendees and Organizing Unit Convention Delegates

We are encouraging everyone to use the electronic registration tool for registration the night of, but if you choose not to that is how we are asking units to report attendees after the caucus. Materials are being provided in this kit that will provide step by step direction on how to complete this task we well as training opportunities in early 2020.
These items should be included in every packet you prepare for precinct caucuses:

- Precinct Envelopes with completed information—Place all materials for each caucus in this envelope. If all the materials don’t fit in the envelope, you can use something else to pack the materials, but be sure to include that envelope for the conveners.
- Precinct Caucus Convenor Instructions (1 copy per precinct)
- DFL Caucus Registration Affirmation (1 copy per precinct)
- Blank Caucus Registration Sheets (multiple for each precinct)
- Electronic Registration Tool Instructions (multiple for each precinct)
- Attendee Information Sheet (1 copy for each attendee)
- Resolution Form (1 copy for each attendee)
- Non-Attendee Form (multiple copies for each precinct)
- Senate and House Caucus Letters (1 copy for each attendee)
- Precinct Caucus Report Forms (at least 1 set for each precinct) – Depending on the size for a precinct they may need multiple sets of some of the forms.
- Caucus Report Form Coversheets (1 per precinct) – This page needs to be attached to the top of each caucus’s set of report forms.
- Pre-Printed Registration Sheets
- Constitution (1 copy per precinct)
- Official Call (1 copy per precinct)
- Party Platform (1 copy per precinct)
- Map of Precinct (1 per precinct) – Maps found here: https://www.gis.leg.mn/html/precincts2018.htm
- Unit Convention Call for Delegates and Alternates (copy for each delegate and alternate)
- Local Information