

**You signed on
to do what?**

KCDCC Training - January 2006

Precinct Committee Officer (PCO) Training - Agenda

- Introductions
- Goal and Objective
- Party History
- Party Structure
- What is a PCO?
 - . Definition
 - . Opportunities
- Available Resources
- Summary

Introductions

Welcome!

This course is brought to you
By the King Country Democrats
And their Chair, Susan Sheary

Let's introduce ourselves...

Goal

To provide a clear understanding of
the role of the Democratic Precinct Committee Officer
(PCO)

Objective

To clarify that PCOs have access to many and varied
resources to enhance their grassroots effort
in leading this Party to victory

Party History

- Thomas Jefferson founded the Democratic Party in 1792 as a congressional caucus to fight for the Bill of Rights and against the elitist Federalist Party.
- In 1798, the “party of the common man” was officially named the Democratic-Republican Party and in 1800 elected Jefferson as the first Democratic President of the United States.
- The election of John Quincy Adams in 1824 was highly contested and led to a four-way split among Democratic-Republicans. A result of the split was the emergence of Andrew Jackson as a national leader.

- The Jacksonian Democrats created the convention process, the party platform, and reunified the Democratic Party with Jackson's victory in 1832. The Party held its first National Convention in 1832 and nominated Jackson for his second term.

- In 1844, the National Convention established the Democratic National Committee, now the longest running political organization in the world.

- A lot has happened between then and now; however, at the start of the 21st Century, the Democratic Party can look back on a proud history – a history not only as a political organization but of a national vision. It is a vision based on the strength and power of millions economically empowered, social diverse and politically active Americans.

- Over two hundred years ago, the Party's founders decided that wealth and social status were not an entitlement to rule. They believed that wisdom and compassion could be found within every individual and a stable government must be built on a broad popular base. *Source: the DNC website*

Party Structure

- . A well-meaning member of a Democratic Legislative District group talked with you ... and you signed on the dotted line to become a Precinct Committee Officer (PCO) ... a-huh ... now what?
- . The group increased their PCO percentage and you are now receiving all kinds of literature from different Democratic organizations

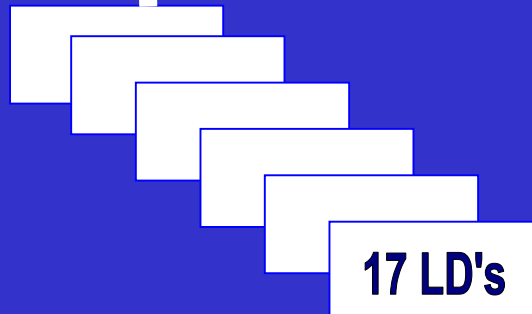
. When you signed on the dotted line, and were either elected or appointed, you became an elected official of:

- . Washington State Democratic Central Committee (WSDCC)
- . King County Democratic Central Committee (KCDCC)
- . Your Legislative District (LD) Democratic Party
- . Your Precinct

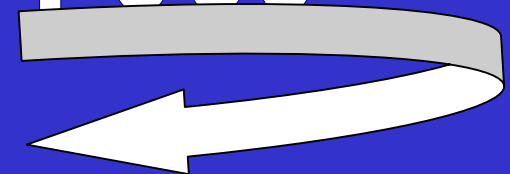
. All party organization officials are elected for a two-year term at re-organization meetings in December and January

. The PCO list is public information; therefore, party and affiliated organizations, and others have access to the list (e.g., Labels and Lists out of Bellevue, and others)

Hierarchical Structure of the Party



PCOs



. The Democratic National Committee (DNC) is comprised of elected, national committee people from each state. They re-organize in each presidential election year and we have four representatives, two male and 2 female (Karen Marchioro, Pat Notter, David McDonald, and Ed Cody). The State Party Chair and Vice-Chair are automatic members

. They set the Democratic agenda for the nation; you may access the DNC via:

<http://www.democrats.org>



Howard Dean, Chair
Democratic National Committee
430 S. Capital Street SE
Washington, D.C. 20003
Main Switchboard: 202-863-8000

. The Washington State Democrats are led by Chair Dwight Pelz and are located at:

616 First Avenue – Suite 300

(Post Office Box 4027)

Seattle, Washington 98104

Telephone: 206-583-0664

FAX: 206-583-0301

e-mail: info@wa-democrats.org

website: <http://www.wa-democrats.org>



. Each Legislative and County organization elects a State committee man and woman. The State Party meets quarterly and only those State committee men and women have voting rights at the meetings

. Any one can join the Washington State Democrats by making a donation to the Party. You will receive a quarterly newsletter and other mailings

. This is true for all Democratic organizations, anyone can join at any level of the party – you may have to refer to the by-laws of each organization for voting rights

. The list of elected State officers and Staff members is available at the WSDCC website as well as a listing of the chairs and vice-chairs

. All meetings are free and open to the public

. Each County has a Democratic organization comprised of PCOs, LD Chairs, female and male reps from each LD organization and State reps. In King County, Susan Sheary is the Chair and the office is located at:

Post Office Box 58337
Renton, Washington 98058
Telephone 206-622-9157
FAX: 425.255.1634
e-mail: kingcountymocrats@msn.com
website: <http://www.kcdems.org>



. All meetings are free and open to the public and anyone can join

. The ___ Legislative District Democrat organization is led by Chair _____ and his/her mailing address is the official address of the group:

Address

Telephone:

FAX:

e-mail:

website:

Fill in LD information

. PCOs and paid members have voting rights at all meetings – free and open to the public and anyone can join

-
- . All meetings at all levels are business meetings with programs (visiting speakers who may be elected officials, union reps, or issue group reps)
 - . All meetings have published agendas and timelines
 - . At each level, there is only so much time allotted for the meetings, so if you have need to conduct in-depth discussions you should schedule time outside of the meetings
 - . From time to time, the organizations do candidate forums, training sessions, and workshops

A PCO
is a neighborhood leader
and has many
opportunities

-
- . You are the Democratic, political representative of your neighborhood and you lead the grassroots activities (remember, you have a Republican counterpart)
 - . King County has 2,613 neighborhoods called Precincts
 - . You may consider doing the following:
 - . walk the neighborhood to identify/register voters and drop literature (organize a group to help you)
 - . telephone and send mailings
 - . hold neighborhood meetings and social hours
 - . participate in phone banking organized by campaigns

-
- . You are responsible for spreading the word about Democratic candidates and happenings – you are the frontline for your neighborhood
 - . You represent your precinct at meetings – District, County, and State
 - . You receive announcements and various other mailings, including District newsletters
 - . As a PCO, you will participate in appointment of replacements for vacated offices (e.g., if an elected official in your District resigns during their elected term, PCOs select the replacement, subject to approval by the County Council)

. You may be asked to participate in voter registration drives across your district:

- . The District and the Coordinated Campaign will organize designated precincts for you to work
- . Festivals such as Renton River Days and Festivas Patrias
- . Documentary showings and public forums
- . Shopping Malls

-
- . A huh, you are saying and how do I do all of that...
 - . Start by understanding your precinct; obtain a precinct map:

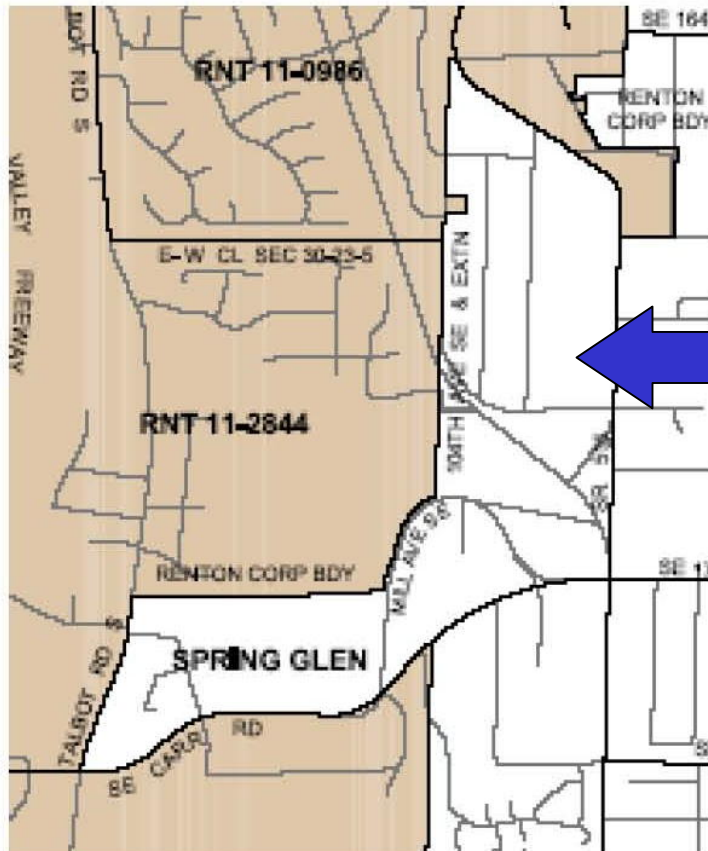
Printing Precinct Maps

At the King County Records and Elections Website

(Requires: Either of Adobe Reader 6.0 or Adobe Acrobat 6.0 software)

- Access the King County Records and Elections site at,
 - <http://www.metrokc.gov/elections/>
- Select on GIS / MAPS
- Select on Legislative Maps
- Select Legislative District
- Increase size to 100% or more
- Click on SnapShot Tool (camera icon on tool bar of adobe software screen)
- You will now have a crosshairs-type cursor; use it to highlight precinct of choice and press enter
- A pop-up panel will tell you that your highlighted area is now on clipboard; click OK to clipboard copying.
- Open MS WORD or processor of choice and paste the image into a document – you may expand or decrease the image, annotate, save and/or print.

- . The result of previous page instructions:



Spring Glen Precinct Map

. Once you understand the boundaries and layout of your precinct, obtain the following from your Chair:

- . Voter Registration and Absentee Ballot forms

- . New King County Ballot examples

- . District Palm Cards

- . Any other District information such as volunteer sheets, data collection sheets, newsletters or brochures

- . Some districts use buttons, pens, and/or stickers to give to new voters

What message do I deliver when doorbelling?

11th LD Democrats
Doorbelling Script
July 2004

Purpose: Identify and/or confirm name, address, and telephone number for voters at each home. This information will help update the voter file for the 11th LD and, of course, to register those that have not been voting.

Script:

Good afternoon, may we have a moment of your time, please.

My name is _____. I represent the 11th Legislative District Democrats and we are working in your neighborhood today, identifying and registering voters.

(If they say they are Republican, Libertarian, or Independent and not interested, thank them for their time and go to the next home. If they are ok with what you just said, go on to the next question, please.)

May we confirm your name(s), address, and telephone number?

Are you a registered voter?

If yes, -- Do you vote at the polling location at _____?

Or do you vote by absentee ballot?

Would you like an absentee ballot sent to you on a permanent basis?

If no, -- Are you an American citizen? If yes, would you like to register to vote today?

Present form – ask if they want to fill it out now and we will mail it in for them or leave form for them to fill out and mail at their convenience.

If no, thank them.

Ask them if they have any questions?

Give them our palm card and “They Represent You 2004” and thank them for their time.

Regardless of comments and/or answers, be polite and thank them for their time and go on to the next residence.

If no one is home, leave a palm card at the doorstep.

Thank you for participating in this effort!!

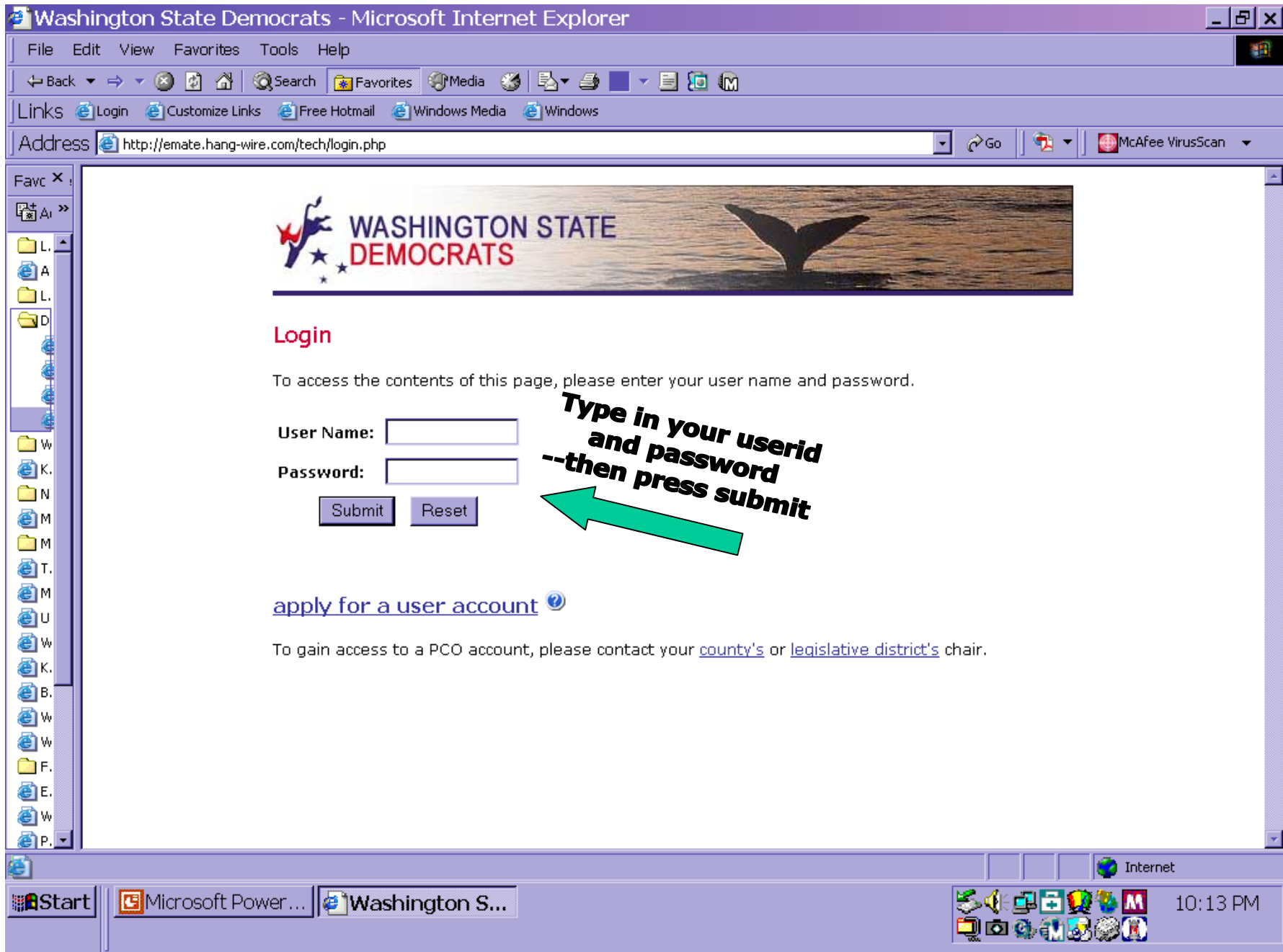
- . Prepare a walking list of your precinct for recording who you have visited, who has moved, who is new...and so on

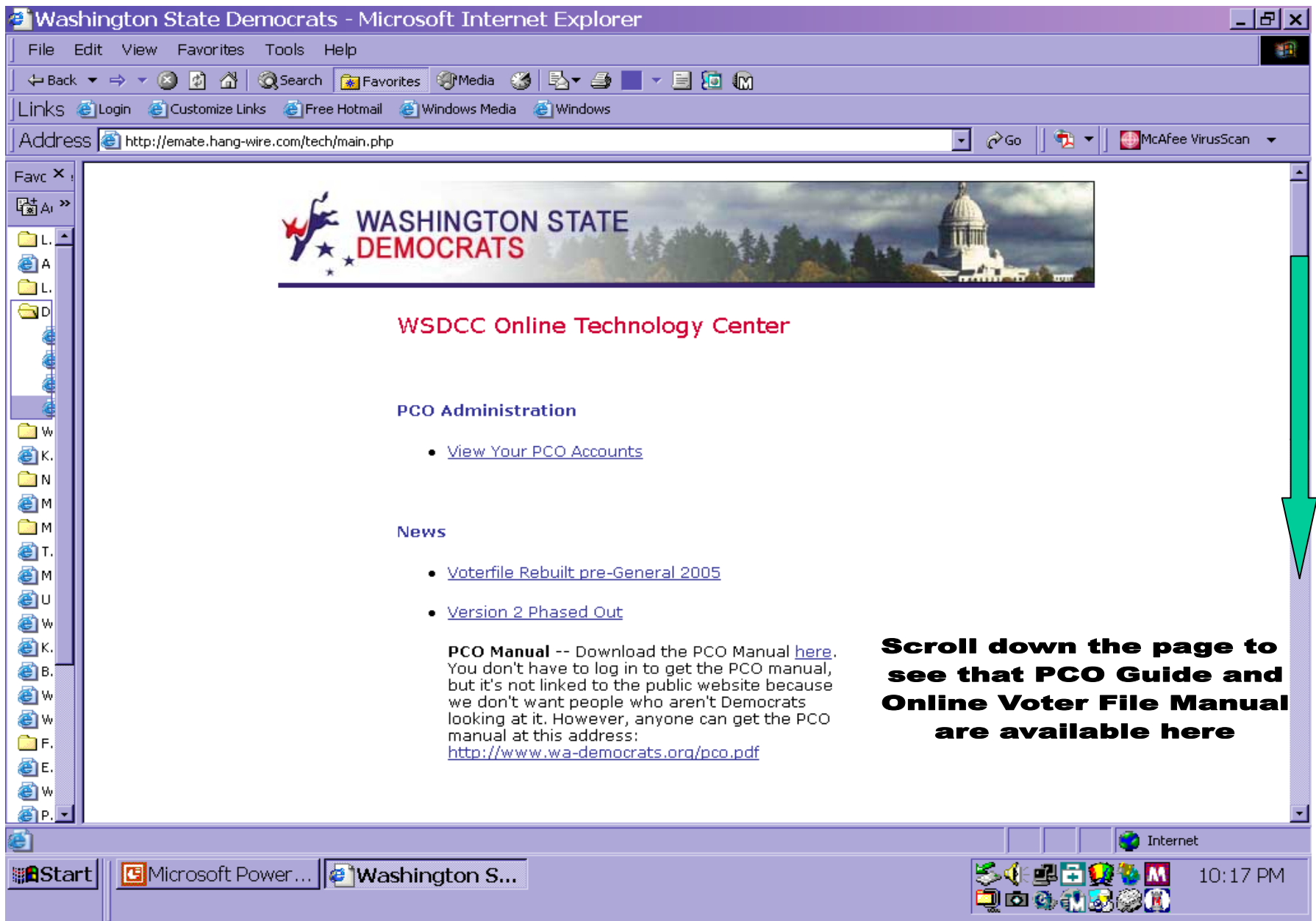
- . You may obtain your walking list by using the Washington State Democrats Online Voter File

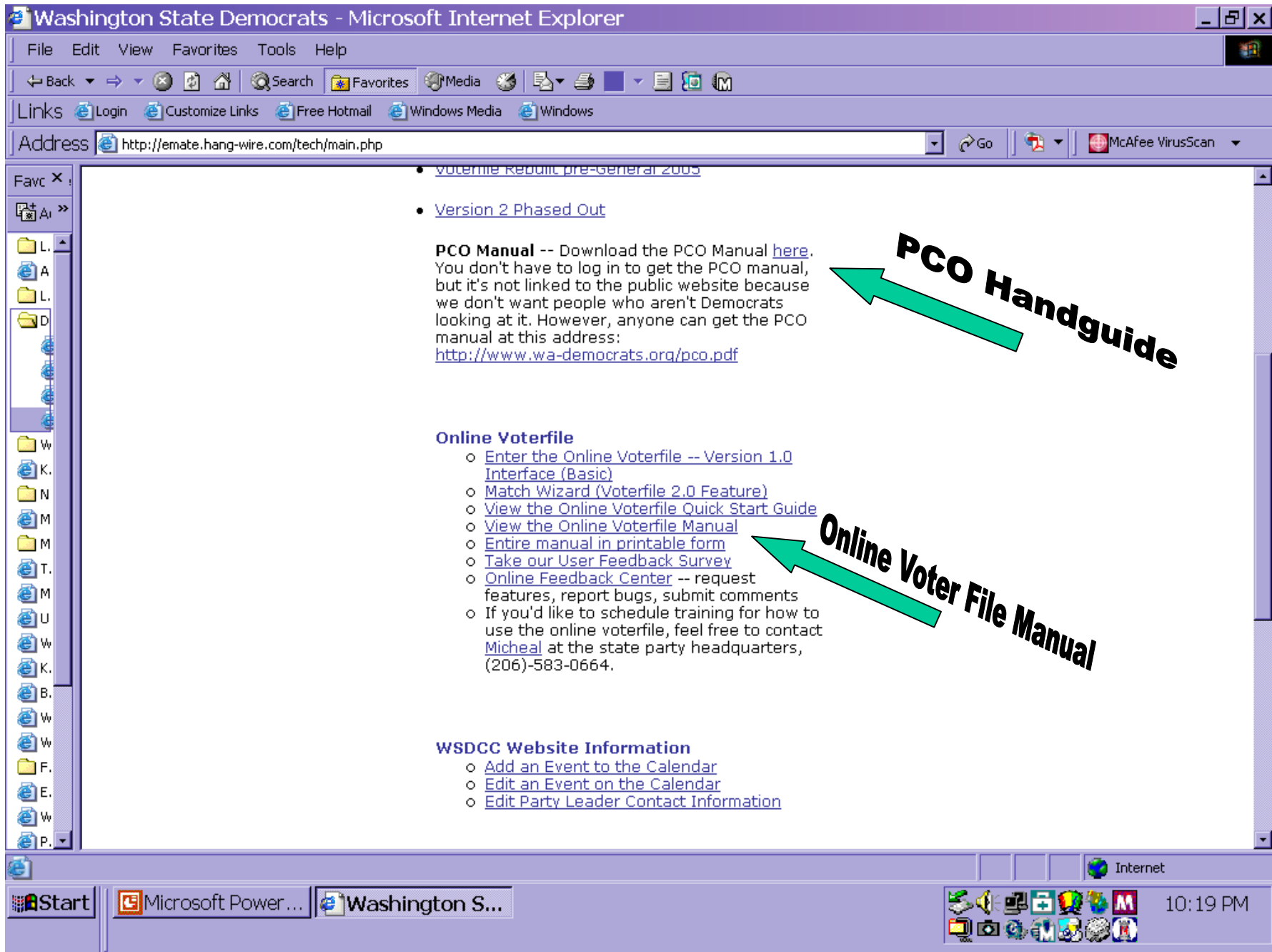
- . Access your internet connection and the State Democrats website,

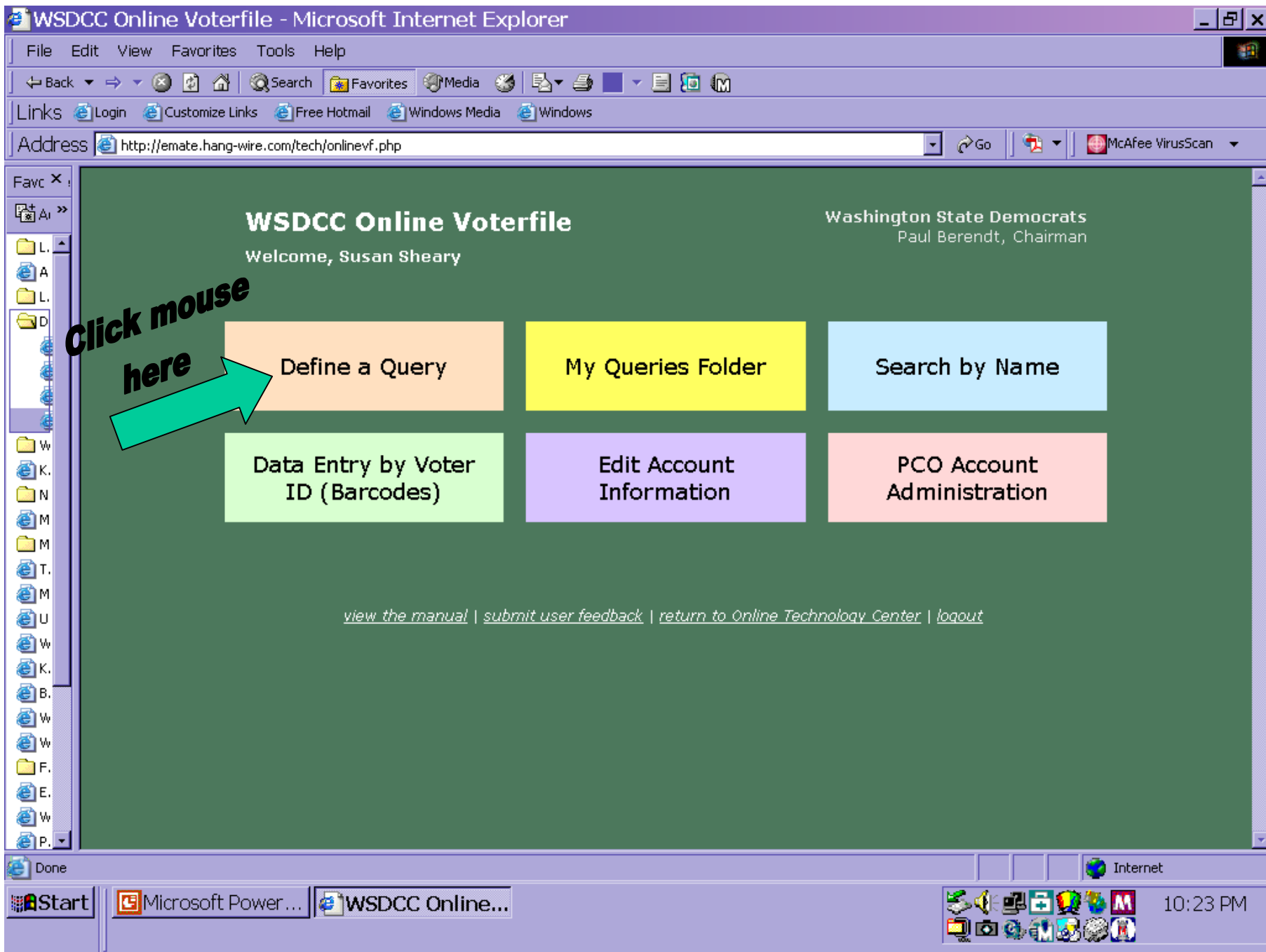
<http://www.wa-democrats.org/tech>

- . You have been given a userid/password as set up by your Chair that will allow you to view and print reports for your precinct. The Chair has access to all precincts









Query Definition Interface - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Links Login Customize Links Free Hotmail Windows Media Windows

Address http://emate.hang-wire.com/tech/qdi.php Go McAfee VirusScan

Favc X

+

L. A. L. D. W. K. N. M. M. T. M. U. W. K. B. W. W. F. E. W. P.

Create a Query

Query Name	<input type="text"/>	Create a Compound Query	
History	Created 11/03/2005	Modified 11/03/2005	Last used 11/03/2005
Options	Save & Count	Reset Form	Clear Form

Save & Count Reset Form Clear Form

Geographical Area

County and City Information	County (None Selected) King	City of Residence (None Selected) ALGONA AUBURN BARING BEAUX ARTS VILLAGE
	Congressional (None Selected)	Legislative (None Selected)

Welcome to the WSDCC Online Voterfile!

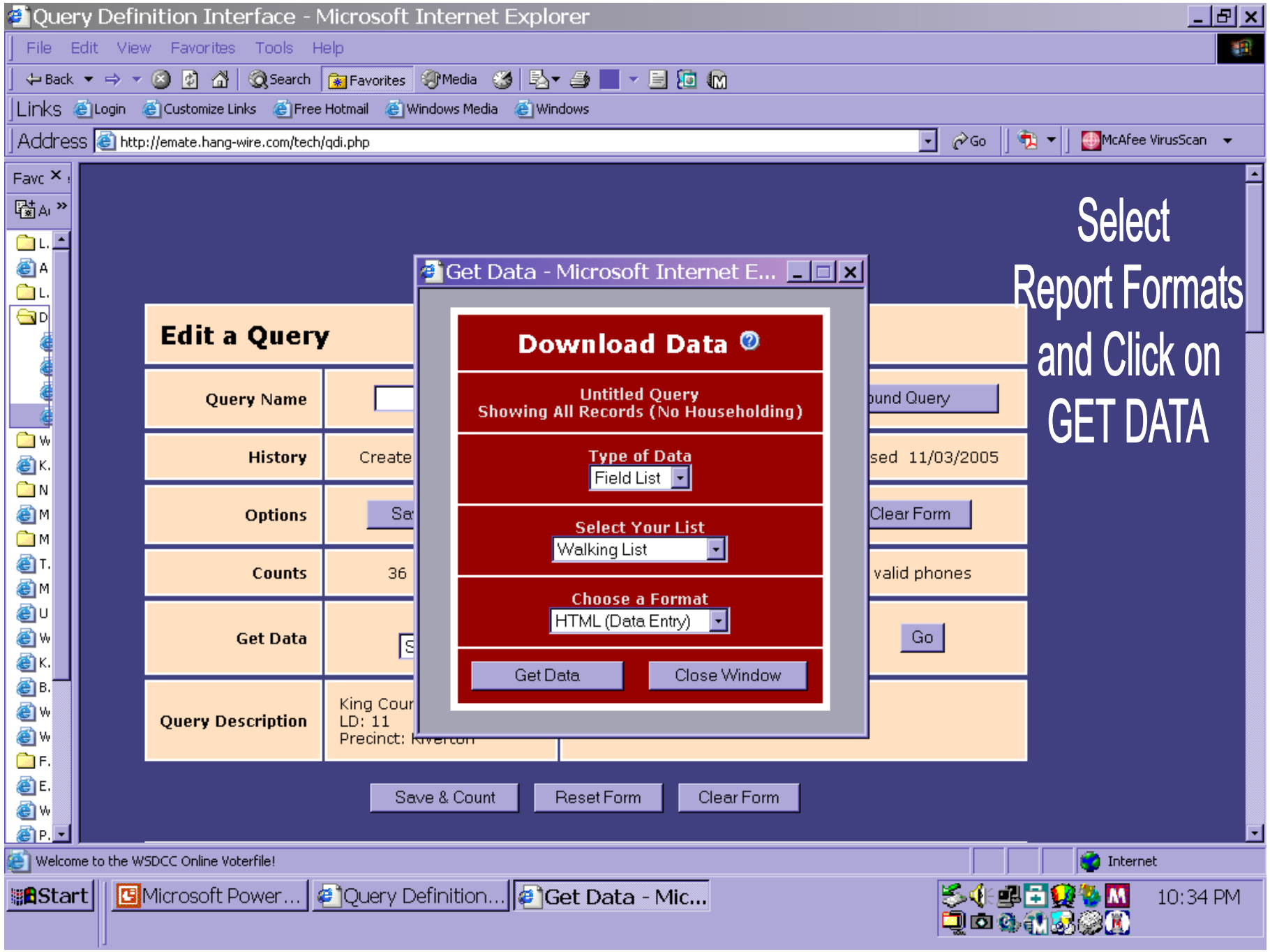
Start Microsoft Power ... Query Definiti...

Internet 10:27 PM

Make your selections and click on SAVE and COUNT

Make any
necessary
adjustments
and click on
GO

Save & Count Reset Form Clear Form



Favc X

Al >>

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- W
- W
- F.
- E.
- W
- P.

Edit a Query	
Query Name	
History	Create
Options	Save
Counts	36
Get Data	Get Data
Query Description	King Cour LD: 11 Precinct: Rivercon

Download Data

Untitled Query
Showing All Records (No Householding)

Type of Data
Field List

Select Your List
Walking List

Choose a Format
HTML (Data Entry)

Get Data Close Window

Select
Report Formats
and Click on
GET DATA

http://emate.hang-wire.com/tech/list_pdf/wl_pdf.php?vars=00024820051103223155758864 - Microsoft Intern...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Email

Links Login Customize Links Free Hotmail Windows Media Windows

Address http://emate.hang-wire.com/tech/list_pdf/wl_pdf.php?vars=00024820051103223155758864
http://www.microsoft.com/isapi/redir.dll?...

Save a Copy Print Email Search Review & Comment Sign

Select Text 75%

Walking List - By Precinct WSDCC - Paul Berendt, Chairman

Precinct: 0014 (ALG 30-0014) Dem Perf: 56.5%
CD: 09 LD: 30

1ST AVE E	Age	S	Gr	Abs	G04	P04	G02	P02	RegDate	Telephone
327 1ST AVE E, PACIFIC										
DAWN GALBREATH	45	F	C	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/17/1988	(253) 939-0809
401 1ST AVE E, PACIFIC										
AGNES NORRIS	75	F	B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/05/1956	(253) 833-4175
ANDREW NORRIS	76	M	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/05/1956	(253) 833-4175
407 1ST AVE E, PACIFIC										
WILLIAM NORRIS	46	M	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/26/1987	(253) 833-4466
1ST AVE N										
	Age	S	Gr	Abs	G04	P04	G02	P02	RegDate	Telephone
24 1ST AVE N, ALGONA										
SUE CORDOVA	64	F	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/06/1996	
32 1ST AVE N, ALGONA										
GENE STERNER		M		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2003	(253) 529-0320
36 1ST AVE N, ALGONA										
SARAH HOLLOWELL	22	F		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/26/2000	
TREVOR LANKTREE		M		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/25/2002	(253) 333-7295
102 1ST AVE N, ALGONA										
JEFFREY RICHARDSON	45	M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07/21/1999	(253) 288-9302
104 1ST AVE N, ALGONA										
DENISE ALLEN	47	F		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/15/1992	(253) 735-9102
GARY ALLEN	50	M		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/15/1992	(253) 735-9102

8.5 x 11 in 1 of 21

Done Microsoft Power... Query Definition... Get Data - Micro... http://emate... Internet 10:42 PM

Send to a Printer or Save to a file and you are ready to doorbell

Review the manual for the many options available such as Grades and Performance.

The online voter file is a very powerful tool for PCOs
-- both new and old

Contact the State office, if you have an inquiry about the application – 206.583.0664.

-
- . As you are walking your neighborhood and collecting data, use your walking list to record the new data
 - . Please report any changes to your list to the Chair who will collect and update District-generated files and systems
 - . You can input the new data into the data base but, you will not be able to access the changes you have made as the State party only takes changes from the respective County auditors

-
- . Copies of the PCO Handguide and the WSDCC Online Voter File Manual are available for you here today and also available online at the website
 - . Your Chair has a listing of all userids and passwords for the respective precincts in your District
 - . Data file for the WSDCC Online Voter file will be updated on a regular basis for your use

Available Resources

As we have shown in the previous slides, there are numerous organizations and individuals that may give you assistance with information and materials – and it's so easy to access on the internet or through e-mail

Another great source of information and materials is the King County Records and Elections office at

<http://www.metrokc.gov/elections/>

King County Administration Building, #553

500 4th Avenue

Seattle, WA 98104

Hours: Monday - Friday

8:30 a.m. - 4:30 p.m.

(206) 296-VOTE for General Information

. Federal, State, County and Local Campaign Links are available at the Democratic State and County websites listed on previous slides

. Every District will have a coordinated campaign rep assigned and ours is:

Names TBD

Washington State Democratic Coordinated Campaign

1848 Westlake Avenue North

Seattle, Washington 98109

206-TBD

website:

Summary

We hope that you have a better understanding of the role of the PCO in the world of Democratic politics and will serve your neighborhood well

If you have questions, please feel free to contact us at 206.622.9157

Thank you for your time today