

# Entering Precinct data for your unit

Your unit's chair should have received your unit's precinct data spreadsheet following the August 2021 SCC Meeting. Pull up your unit's spreadsheet, which should have your unit's name in the title:



	A	B	C
1	Roseau		
2	<b>Data Reporting Checklist: Requirements</b>		<b>Where to Find Tab</b>
3	<input type="checkbox"/>	Report all precinct caucus locations in your unit	<a href="#">Precinct Caucus Locations</a>
4	<input type="checkbox"/>	Fill in party leadership for your unit's precincts	<a href="#">Party Leadership</a>
5	<input type="checkbox"/>	Report all DFL affiliated incumbents in office in your unit's precincts	<a href="#">DFL Incumbents</a>
6	<input type="checkbox"/>	Fill in all candidates in your unit's precinct running for	<a href="#">DFL Potential Candidates</a>
7	<input type="checkbox"/>	Record any relevant miscellaneous information for your unit's precincts	<a href="#">Other Information</a>
8	You can find map that shows precinct boundaries by searching your Senate District here: <a href="https://www.gis.leg.mn/senmapdata.htm">https://www.gis.leg.mn/senmapdata.htm</a> You can also use quick look up in VAN to find individuals precinct: <a href="https://dfivan.freshdesk.com/support/solutions/articles/48001154303-quick-lookup-and-quick-mark">https://dfivan.freshdesk.com/support/solutions/articles/48001154303-quick-lookup-and-quick-mark</a> Have any issues with filling out your precinct's data? Fill out this google form here with your questions and someone will reach out to assist you: <a href="https://docs.google.com/f">https://docs.google.com/f</a>		

On the bottom of the spreadsheet there should be multiple tabs labelled Overview, Precinct Caucus Locations, Party Leadership, etc. You will be filling out each of these tabs with the relevant information for your unit. You can also access these other tabs under the Where to Find Tab section in Column C. If you click the link, it will take you to the correct tab.

On the Precinct Caucus Location tab, fill out the caucus location's name, address, city, and zip code for each of the precincts in your unit. Each of those categories you should fill out are colored orange; any columns highlighted in blue are pre-filled and cannot be changed.

Precinct Data Collection - Roseau

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1	Roseau	Here we ask you to record your unit's caucus locations based on your unit's precincts. Please fill out the full address of each precinct caucus location in your unit.				2020 Data (You can use this for reference when data)		
2	Precinct Name	Caucus Location Name	Caucus Address	Caucus City	Caucus Zip Code	VENUE	ADDRESS	
3	Badger					Four Seasons Senior Center	114 Center St W	Rc
4	Barnett Township					Four Seasons Senior Center	114 Center St W	Rc
5	Barto Township					Four Seasons Senior Center	114 Center St W	Rc
6	Beaver Township					Four Seasons Senior Center	114 Center St W	Rc
7	Cedarbend Township					Four Seasons Senior Center	114 Center St W	Rc
8	Clear River/Oaks Unorg					Four Seasons Senior Center	114 Center St W	Rc
9	Deer Township					Four Seasons Senior Center	114 Center St W	Rc
10	Dewey Township					Four Seasons Senior Center	114 Center St W	Rc

Overview Precinct Caucus Locations Party Leadership DFL Incumbents DFL Potentia

On the Party Leadership tab, you will be asked to record precinct leaders' information for each of your unit's precincts, which is all in orange. For each individual, there should be a dropdown menu under the Highest Position Currently Held column; select the correct leadership position for the precinct's leaders. Scroll to the right or use the slider bar at the bottom of the sheet to access more open spots to record each precinct's leaders. You must fill out the leader's position, name, phone number, email, and any other relevant information.

Precinct Data Collection - Roseau ☆ 📄 🌐

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1	Roseau	Please fill out your unit's current precincts leadership. Include each individual's position, name, phone number, and email. Other information could include pointing out newly elected individuals. Scroll horizontally to fill out as many leadership positions for each precinct as you can.				
2	Precinct Name	Highest Position Currently Held	Name	Phone #	Email	Other information
39	Skagen Township					
40	Soler Township	Precinct Chair				
41	Spruce Township	Precinct Vice Chair				
42	America/Beltrami Island Forest Unorg	Local Unit Chair				
43	Stafford Township	Local Unit Vice Chair				
44	Stokes Township	Outreach Officer				
45	Strathcona	Secretary				
46	Warroad	Treasurer				
		Director				
		Communications Coordinator				
		Other				

Add 1000 more rows at bottom.

Overview Precinct Caucus Locations Party Leadership DFL Incumbents DFL Potentia

On the DFL Incumbents tab, fill out all of the current DFL officials in each precinct of your unit. This could include state representatives, mayors, school board members, etc. There should be a dropdown menu in the Position column where you can indicate the official's title. Scroll to the right to access and edit more spaces to record each DFL official in the precinct. Like the other tabs on this spreadsheet, you can only edit the sections that are highlighted in orange. For each official, fill out their current position, name, phone number, email, and any other relevant information about the individual.

Precinct Data Collection - Roseau

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You will fill out each section per elected official in your precinct, scroll to the right to add all the relevant incumbents in the precinct.						
Precinct Name	Position	Elected Official Name	Elected Phone #	Elected Email	Other Information	Position
Laona Township						
Lind Township						
Malung Township						
Mickinock Township						
Moose Township						
Moranville Township						
Nereson Township						
Norland/Spruce Valley Unorganized						
Juneberry/Blooming Valley						

Overview Precinct Caucus Locations Party Leadership DFL Incumbents DFL Potentia



On the DFL Potential Candidates tab (which can be accessed by pressing the arrow key next to the spreadsheet tabs at the bottom of the sheet), you will be asked to name and provide information for any potential DFL candidates in each precinct of your unit. These candidates could include individuals running for mayor, state senator/representative, school board, city councilman, etc. Select the position the candidate is running for on the dropdown menu in the Position column then fill out the individual’s name, phone number, email, and any other information about the individual. Scroll to the right to access more spaces to fill out precinct DFL candidates.

Precinct Data Collection - Roseau

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You will fill out each section per Democrat candidate in the precinct. Record the position that they're running for and then include their name, phone number, email, and any other relevant information about the candidate. Scroll horizontally to add more candidates per precinct.						
Precinct Name	Position	Potential Candidate Name	Potential Candidate Phone #	Potential Candidate Email	Other Information	Position
Roseau						
18 Huss Township						
19 Jadis Township						
20 Jadis Unorganized						
21 Lake Township						
22 Laona Township						
23 Lind Township						
24 Malung Township						
25 Mickinock Township						

Precinct Caucus Locations Party Leadership DFL Incumbents DFL Potential Candidates

The final tab on your unit's precinct data spreadsheet is labelled Other Information. Though not required to fill out, this tab allows you to fill out additional information about your unit's precincts. Additional information could include intel about the number of phone banking and door knocking events in your unit's precincts, or any general information about the individual precincts.

# Redistricting Action Plan DFL 2021-22

**Precinct Data Collection - Roseau** ☆ 📄 🔗

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1	<b>Roseau</b>	This section is meant to be flexible - feel free to add what ever you think might be rel				
2	<b>Precinct Name</b>	<b>Lawn Sign Locations</b>	<b>Fundraising Events/Event Locations</b>	<b>Phone Banking Events</b>	<b>Social Events</b>	
3	Badger					
4	Barnett Township					
5	Barto Township					
6	Beaver Township					
7	Cedarbend Township					
8	Clear River/Oaks Unorg					
9	Deer Township					
10	Dewey Township					
11	Dieter Township					

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