



## 2022 Precinct Caucus Kit Instructions

This document outlines all the printed materials included in your caucus kit which will be handed out at the December SCC Meeting. Electronic versions of documents can be found at <https://dfl.org/caucusplanning>

### Materials included in the Caucus Kit

#### Important Planning Documents

*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 recommendations for accessibility at precinct caucus night and other meetings.
- List of Precinct Caucus Locations** – Please confirm that the locations are correct.

#### Must Copy Documents

*These materials will need to be copied prior to the caucus.*

- Precinct Caucus Convenor Instructions (1 copy per precinct)** – Provides detailed instructions for Convenors 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.
- Electronic Registration Tool Instructions (multiple for each precinct)** – Basic explanation of how to use the tool. Can be on table to support registration volunteers.
- 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.
- Caucus Rules/Agenda and Basic 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.
- 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.
- Day of Action Flyer** - Upcoming volunteer opportunities with the DFL on February 26th and March 5th.
- Senate and House Caucus Letters (1 copy for each attendee)** – Needs to be put out for attendees to take.



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### Pre-Printed Caucus Night Materials

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

- 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.
- 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 convenors.
- 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](https://www.dfl.org/PartyDocuments).
- Statewide Candidate Literature** - Enough for at least one per precinct, extra lit is provided based on projected attendance. Literature was produced and provided by campaigns.

### **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 convenor for posting at the caucus room location. (Maps are available at <https://www.gis.leg.mn/html/precincts2018.htm>)
- Local Information** – Provide locations and times of local elections, and any other relevant information or events.