

# 2024 DEMOCRACY VOUCHER OUTREACH FUND

## Community-Based Organization Outreach Guide

We are excited to work with you for the 2023 City of Seattle election! This outreach guide will serve to onboard and train outreach staff throughout the election cycle.

### This outreach guide includes information:

- About the Democracy Voucher Program (page 1)
- How to assist residents (pages 2-7)
- Outreach Timeline (page 7)
- Frequently asked questions (pages 8-9)
- Resources available (pages 9-10)
- Invoicing and Outreach Tracker (pages 10-11)

## ABOUT THE PROGRAM

### What is the Democracy Voucher Program?

The Democracy Voucher Program offers a new way for Seattle residents to participate in local government by supporting campaigns and/or running for office themselves.

### How did the Democracy Voucher Program begin?

In November 2015, Seattle voters passed a citizen-led initiative known as "[Honest Elections Seattle](#)" (I-122). I-122 enacted [several campaign finance reforms](#) that changed the way campaigns are typically financed for Seattle candidates.

One major change allows the City of Seattle's Ethics and Elections Commission (SEEC) to distribute four \$25 "Democracy Vouchers" to eligible Seattle residents every City of Seattle election. Residents use these vouchers to help local candidates finance their campaigns, at no additional cost to the resident.

*For the 2024 Seattle City of Seattle Special Election, residents will be mailed two \$25 Democracy Vouchers. This change only applies for 2024.*

The program's two goals are simple. One, increase the number of people in Seattle who are donating to local campaigns. Two, to encourage more residents to run for office by offering a way to fund their campaigns.

To date, Seattle is only city in the nation with this type of public campaign financing.

### How is the Democracy Voucher Program funded?

The Democracy Voucher Program is funded by a \$3 million property tax levy for 10 years.

### Who is eligible to receive Democracy Vouchers?

Registered voters in Seattle will automatically receive Democracy Vouchers by mail.

Residents **do not** have to be a registered voter to use Democracy Vouchers. If they meet all the criteria below, they may apply for Democracy Vouchers.

- A Seattle resident,
- At least 18 years of age, and

- A U.S. citizen, U.S. national, or lawful permanent resident ("green card holder")

## HOW TO ASSIST RESIDENTS

There are a several ways to assist residents with learning about and participating in the Democracy Voucher Program. We will walk through the following forms:

1. Democracy Voucher Program Application
2. Request Replacement or New Language Vouchers (Paper request form)
3. Request Replacement New Language Vouchers (Online request form)
4. Online Portal – How to use Democracy Vouchers Online
5. Sharing access to the program’s translated webpages
6. Candidate Introductions
7. Candidate and Resident informational brochures

**The program supports language access to the following 18 languages:**

Amharic, Arabic, Cambodian, English, Japanese, Korean, Lao, Oromo, Russian, Simplified Chinese, Somali, Spanish, Tagalog, Thai, Tigrinya, Traditional Chinese, Ukrainian, and Vietnamese.

### 1. DEMOCRACY VOUCHER APPLICATION

This application is used for residents who are not on the list of registered voters but are otherwise eligible to receive vouchers. Legal Permanent Residents “Green Card Holders” are allowed to request and use Democracy Vouchers.

This application is available in 18 languages and is available to download from our website or we can provide paper copies to you free of charge.



# Democracy Voucher Program Application

City of Seattle – Seattle Ethics and Elections Commission

Please complete this application to enroll in the Democracy Voucher Program if you are not a registered voter.

## Eligibility

You must check ALL boxes to be eligible to receive Democracy Vouchers:

- I am at least 18 years old
- I am a Seattle resident and have been for at least 30 days
- I am EITHER a U.S. citizen, a U.S. national, or a lawful permanent resident (“green card holder”)

Ensure the resident meets eligibility requirements before applying.

If you cannot check ALL boxes, DO NOT APPLY for this program.

## Contact Information

First Name (Please Print) \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Residential Address:

If the mailing address is outside of Seattle, there is a high chance the resident may not be eligible for the program. (Unless it’s a permanent mailing address or PO Box.)

Street Address \_\_\_\_\_ Unit Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Mailing Address (Leave blank if Residential Address and Mailing Address are the same)

Street Address \_\_\_\_\_ Unit Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Proof of Identity

Do not submit original documents. Submit copies of valid documents only.

Please note: All documents submitted are subject to the Washington State Public Records Act. If a member of the public requests any of the documents submitted with this application, the City will be required to release them, in whole or in part.

Choose one option below to provide proof of your identity and residency in Seattle.

Option 1: Provide one copy	Option 2: Provide one copy from EACH section
<ul style="list-style-type: none"> <li>• Washington State Driver’s License</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Washington State Identification card</li> </ul>	<p style="text-align: center;"><u>Section 1: Proof of Identity:</u></p> <ul style="list-style-type: none"> <li>• Any current federal, state, or local U.S. government-issued photo identification, or</li> <li>• A current U.S. Permanent Resident Card or U.S. “green card”</li> </ul> <hr/> <p style="text-align: center;"><u>Section 2: Proof of Seattle Residency:</u></p> <ul style="list-style-type: none"> <li>• A copy of a current piece of mail or bill with your name and your Seattle address, or</li> <li>• A copy of a current rental agreement with your name and your Seattle address.</li> </ul> <p>Do not have either? Contact the Seattle Ethics and Elections Office.</p>

## Voucher Preferences

How would you like to receive your vouchers?  Mail  Online

Please select your preferred language:

- |  |                                  |                                     |
|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Amharic               | <input type="checkbox"/> Laotian | <input type="checkbox"/> Tigrinya   |
| <input type="checkbox"/> Cambodian             | <input type="checkbox"/> Oromo   | <input type="checkbox"/> Ukrainian  |
| <input type="checkbox"/> Chinese (Traditional) | <input type="checkbox"/> Russian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Chinese (Simplified)  | <input type="checkbox"/> Somali  |                                     |
| <input type="checkbox"/> English               | <input type="checkbox"/> Spanish |                                     |
| <input type="checkbox"/> Korean                | <input type="checkbox"/> Tagalog |                                     |

If online is chosen, the resident will receive an e-mail with access to their online vouchers. Double check that e-mail is filled out above.

## Attestation

I attest that I am a Seattle resident and have been for at least 30 days, I am at least 18 years of age, AND I am either a U.S. citizen, a U.S. national, or a lawful permanent resident ("green card holder").

I acknowledge that the information and documents provided to the Seattle Ethics and Elections Commission as part of this application are subject to the Washington State Public Records Act and may be subject to disclosure if requested by a third party.

Signature (required):

Resident should use the same signature they will use to sign their vouchers.

X \_\_\_\_\_

Date: \_\_\_\_\_

## Return Application

Send by mail:	E-mail as an attachment:	Deliver in person:
Democracy Voucher Program PO Box 35196 Seattle, WA 98124-5196	democracyvoucher@seattle.gov  Fax: (206) 684-8590	Seattle Ethics and Elections Commission 700 5th Ave, Suite 4010 Seattle, WA 98104 Monday-Friday: 8:00 a.m. – 5:00 p.m.

## Questions?

Call: (206) 727-8855 (language assistance available)  
E-mail: [democracyvoucher@seattle.gov](mailto:democracyvoucher@seattle.gov)  
Visit: [seattle.gov/democracyvoucher](http://seattle.gov/democracyvoucher)

## 2. USE A PAPER FORM TO REQUEST REPLACEMENT VOUCHERS OR REQUEST NEW VOUCHERS IN A DIFFERENT LANGUAGE

Residents may request replacement vouchers if they have lost or misplaced their vouchers.

Residents may also request to have new vouchers sent to them in one of the 18 languages we have available, we will keep this language request on file for future election years.

This form is available in 18 languages.

The form below can be used to help residents request replacement vouchers or to request new vouchers in a different language. You may collect these forms and deliver them to our office.

Democracy Voucher program can provide postage paid envelopes to return these forms to us by mail. We also accept pictures of this form that can be emailed to [democracyvoucher@seattle.gov](mailto:democracyvoucher@seattle.gov).

### 3. GO ONLINE TO REQUEST REPLACEMENT VOUCHERS OR REQUEST VOUCHERS IN A NEW LANGUAGE

Residents may also request replacement vouchers or vouchers in a new language directly from our website. This form is available in 18 languages and is the quickest way to reach us. Once a resident completes the webform, an e-mail is automatically sent to us. [Request Replacement Democracy Vouchers - DemocracyVoucher | seattle.gov](https://www.seattle.gov/Request-Replacement-Democracy-Vouchers-DemocracyVoucher-seattle.gov)

This webform can be used three ways.

1. Request replacement vouchers.
2. Request new vouchers in a preferred language.
3. Request access to online vouchers.

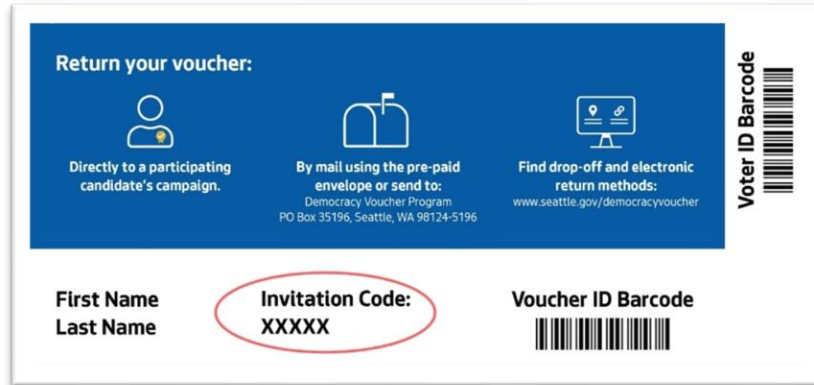
### 4. BECOME AN ONLINE DEMOCRACY VOUCHER USER

Residents may also access their Democracy Vouchers using a secure portal, which is also available in 18 languages. There are two ways to access online vouchers.

1. Request access online voucher by using the replacement webform described above.

2. The Invitation Code

Paper vouchers contain a unique “Invitation Code” on the back of the vouchers. If the resident no longer has their paper vouchers, they may contact the Democracy Voucher Program to request a new “Invitation Code” that will be sent by email.



Once the resident has their invitation code, they will go to the Online Portal webpage here:

<https://seattledvevoucher.powerappsportals.us/>

At the Online Portal, the resident will be asked to verify their date of birth and the last four digits of their social security number (SSN).

Once the resident’s information is authenticated, they will be asked to create a simple account.

Once an account is created, the resident will now access their vouchers online and will no longer receive paper vouchers for future election cycles. For future election cycles, they will receive an e-mail with access to their online vouchers for that year.

Just like with paper vouchers, residents may assign their online vouchers all at once or over a period of time. Residents can also assign their vouchers to up to four different candidates in any of the offices up for election.

## OUTREACH TIMELINE

Outreach activities can vary throughout the year depending on the election cycle. Here are some examples of possible outreach activities and key messages your organization can help with.

Possible Outreach Activities	Feb 2024	March 2024	April 2024	Mar 2024	May 2023	May 2023	June 2023	July 2023	Aug 2023
Sign residents up for online Democracy Vouchers	X	X	X	X	X	X	X	X	X
Help residents apply for the Democracy Voucher Program	X	X	X	X	X	X	X	X	X
Help residents learn how they can update their mailing address with King County Elections/DVP	X	X	X	X	X	X	X	X	X
Help residents request vouchers in their preferred language	X	X	X	X	X	X	X	X	X
Promote information about running for office	X	X	X	X	X				
Promote Democracy Voucher Program Launch	x	X	X	x					

Help residents request replacement vouchers		x		X	X	X	X	X	X
Help residents learn about the participating candidates		x	X	X	X	X	X	X	X
Help residents learn how to complete or use their vouchers		x	X	X	X	X	X	X	X
Share language pages, resident resources, social media content.	X	X	X	X	X	X	X	X	X

## 2024 Important Dates

- January 11 – Outreach Activities may begin.
- March 12, 2024 – Democracy Voucher Program launch.
- June 5 or June 7, 2024 – Mid-year check in sessions.
- June 9, 2024 – Mid year outreach trackers and report due.
- October 31, 2024 – Outreach activities must be completed. Final report, outreach tracker, and all invoices must be submitted by this date.

## FREQUENTLY ASKED QUESTIONS

Here are some frequently asked questions we have heard from the Seattle community.

### **Can I use my Democracy Vouchers for something other than donating to a candidate?**

No, Democracy Vouchers may only be used to donate to a candidate’s campaign. Democracy Vouchers cannot be used for another purpose.

### **Do I have to pay money or match the Democracy Voucher contribution?**

No. You do not have to pay additional money out of your own pocket to use Democracy Vouchers.

### **I cannot find my vouchers. Can I get new ones?**

Yes. You may request Democracy Vouchers by completing:

- An online request form
- A paper request form
- Emailing or calling our office

### **Can I give my Democracy Vouchers to multiple candidates?**

Your Democracy Vouchers may be given to any City of Seattle Candidate, in any city council district, so long as the candidate has chosen to use Democracy Vouchers.

### **Can I give all my vouchers to one candidate or split them up?**

You may give all your vouchers to a single candidate or divide your vouchers among multiple candidates. You may also give a few now and a few later.

### **What happens if I give my voucher to a candidate who is no longer eligible or who has reached their maximum voucher?**

Your voucher selection is finalized once it is received by the Democracy Voucher Program - there are no do-overs. If your candidate cannot accept your voucher, the funds from your voucher remain in the program and roll over to the next election year.

**What happens if I do not use my vouchers?**

If you do not use your Democracy Vouchers, the funds carry over to the next election cycle and you will receive new vouchers.

**How do I learn about the candidates?**

You can learn about the candidates by viewing the Candidate Introductions:

<http://www.seattle.gov/democracyvoucher/i-am-a-seattle-resident/participating-candidates>

**Will this impact my ability to seek citizenship?**

No, this program is legal for legal permanent residents, U.S. citizens, and U.S. nationals.

**How do I update my language preference?**

The Democracy Voucher Program does not know a person's language preference unless they tell us. Residents can update their language preference using any of the methods described in this document or simply by calling or emailing our office.

**How do I update my address?**

If you are a registered voter, you can update your address with King County Elections here:

<https://www.kingcounty.gov/depts/elections/how-to-vote/register-to-vote/change-my-address.aspx>

If you applied for the Democracy Voucher Program, you can update your address by emailing [democracyvoucher@seattle.gov](mailto:democracyvoucher@seattle.gov) or calling 206-727-8855.

**How can I find out more about running for office?**

You can contact the Democracy Voucher Program directly for an introduction and training.

## RESOURCES AVAILABLE

**Videos – How to Use Your Democracy Vouchers**

<https://www.youtube.com/channel/UC4uYyuLBSzfXngUbsf76v1w/videos>

**Candidate Introductions**

<http://www.seattle.gov/democracyvoucher/i-am-a-seattle-resident/candidate-introductions>

**Language Pages on Website**

<http://www.seattle.gov/democracyvoucher/resources/language-resources-x68683>

**Participating candidates page**

<http://www.seattle.gov/democracyvoucher/i-am-a-seattle-resident/participating-candidates>

**Check to see if a resident's vouchers were received**

<http://www.seattle.gov/democracyvoucher/program-data>

## REQUEST OUTREACH MATERIALS

Complete the intake form to request printed copies of outreach materials. List the requested quantities and languages your organization needs. Intake forms may be submitted at any time throughout the contract.





## Intake Form: Resources for Organizations

The Democracy Voucher Program has an inventory of the following resources available for organizations to distribute. Please complete this form to request materials free of charge.

**\*Resources with an asterisk are available in the following 18 languages:**

Amharic, Arabic, Cambodian, Chinese (Traditional), Chinese (Simplified), English, Filipino/Tagalog, Japanese, Korean, Lao, Oromo, Russian, Somali, Spanish, Thai, Tigrinya, Ukrainian, and Vietnamese.

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact (Phone/Email): \_\_\_\_\_

I would like these:  Delivered  For pick-up

Resources	Languages/Quantity of Each
*Democracy Voucher Application	
*Resident FAQ Brochure	
*Democracy Voucher Sample Packet (Includes outbound envelope, Democracy Vouchers, FAQ insert, postage paid envelope)	
*Democracy Voucher Replacement Request Form	
*Poster: Looking for your vouchers?	
*Candidate FAQ Brochure	
Candidate Toolkit	
Pre-paid Envelopes	

Please return this form to the Democracy Voucher Program. Email: [DemocracyVoucher@seattle.gov](mailto:DemocracyVoucher@seattle.gov)

## PRESENTATIONS

We have templates of our PowerPoint presentation your organization may use or edit.

Democracy Voucher Program staff are also available to help present at events or to community groups. Please contact Fedden Amar at [Fedden.amar@seattle.gov](mailto:Fedden.amar@seattle.gov) to coordinate.

## INVOICING AND OUTREACH ACTIVITY TEMPLATE

### INVOICING

Invoices are submitted on work completed and can be submitted frequently throughout the contract period.

Invoices are paid out on a 30-day net pay period. If an item might require a sooner payout, please contact us to arrange.

# OUTREACH ACTIVITY TEMPLATE

Organizations are required to track all outreach activity using this spreadsheet. The template will be due at the mid-point of the contract and at the end of the contract.

	A	B	C	D	E	F	G	H	I	J
1	Organization	Date	Activity (tabling, presentation, media, door knocking, texting, phone banking, etc)	Location/address (if applicable)	# of Interactions (conversations, greetings, etc)	Languages Served	Neighborhoods Served	# of Materials Distributed (languages?)	Notes - Include any other details about this activity or community.	
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

## QUESTIONS?

Contact the Democracy Voucher Program at [DemocracyVoucher@seattle.gov](mailto:DemocracyVoucher@seattle.gov) or call (206) 727-8855.