

# KEEPING RECORDS

It has been shown that just registering voters will not ensure an increase in voter turnout. To have a successful mobilization operation, you must contact your newly registered voters in the weeks and days leading up to the election. To do this means you will need to have a record of who is registered to vote.

The easiest way to keep records is in some sort of database. Your voter database does not have to be complex or have a lot of fields. Many people find Microsoft Excel and Microsoft Access two of the easiest databases to use.

Your database should include the following fields:

<b>First Name</b>	<b>Last Name</b>	<b>Street No.</b>	<b>Street Name</b>	<b>City</b>	<b>State</b>	<b>ZIP</b>	<b>Phone</b>	<b>Email</b>	<b>Polling Place</b>
-------------------	------------------	-------------------	--------------------	-------------	--------------	------------	--------------	--------------	----------------------

Note that street number and street name are kept here as two separate fields. If you plan to knock doors on Election Day, being able to sort by street number will make organizing an Election Day plan easier.

There are a number of ways to compile this data. One way is to enter the data straight from the voter registration card once the new registrant fills it out. Another way is to have the new registrant fill out both sides of a pledge card. He or she would give you one side and keep the other side.

Once you have this information recorded, you are well on your way towards a successful Get Out The Vote operation.