

2024 Precinct Action Plan

Yellowstone County Democratic Party

Purpose of Action Plan

This Precinct Action Plan spells out how the Yellowstone County Democratic Central Committee (YCDCC) intends to engage with, support, and utilize precinct captains to further our work. This action plan lists the goals and responsibilities of precinct captains, as well as the support we will provide.

This plan is valid from May 2024 through January 2025. It will be reassessed in January 2025 for the 2025 and 2026 election seasons.

Precinct Captain Goals / Purpose

The precinct is the smallest political unit in the country, where elections are won or lost. More importantly, they're our neighborhoods: the people, schools, and community centers we know better than anyone else. It's the foundation of all successful community organizing and Precinct Captains are at the center.

The goals of our Precinct Captains are to activate voters, help elect local Democrats, and foster a strong community.

Precinct Captain Activities

Precinct captains have multiple strategies in their toolkit to accomplish their goals of activating voters, electing local Democrats, and fostering a strong community. *They are not expected to use every single strategy, but we hope they use many.*

These tools and strategies include:

- Organizing & GOTV activities
 - Keep a list of “warm”/potential volunteers in your precinct
 - Deliver signs & share other organizing tasks
 - Help recruit candidates
 - Help keep contact database updated – does require canvassing (i.e. knocking on doors)
 - If candidates need volunteers, be accessible & able to help
 - Pick up & drop off ballots
 - Get out the vote; motivate voters to help them know they can make a difference
 - Be knowledgeable of canvassing tactics so they can train new canvassers in their precinct
- Community development & relationship-building
 - Become familiar with all people in the precinct, regardless of political affiliation

- Host local gatherings, like barbeques, block parties, and collective volunteering (i.e. trash clean-up for Earth Day, etc)
- Central party participation
 - Actively help govern our group through regular participation in Central Committee Meetings
 - Influence local priorities & define Democratic values

Precinct Captain Expectations

In order to be a precinct captain in good standing, precinct captains are expected to do the following:

1. Attend more than half of the central committee meetings per year, which is six (6). Attendance can be virtual or in person.
2. Make a good faith effort to attend all mandatory training, which occurs approximately once per year.
3. Attempt contact with each strong Dem (60 or above in VAN) at least once per year.
4. Maintain a phone tree of volunteers in your precinct and contact them when asked.

Central Committee Support for Precinct Captains

The central committee will hire a part-time organizer to support precinct captains. The roles and duties of this organizer are as follows:

1. Develop, implement, and maintain a sustainable plan to recruit and support involved precinct captains
2. Contact every captain monthly to identify opportunities for action, review goals and needs
3. Set action goals for precinct committee members, including assisting with organizing volunteer groups as well as creating required scripts and materials
4. Help recruit volunteers in each precinct
5. Keep up-to-date on relevant training programs and share opportunities with precinct committee members
6. Document and organize YCDCC-developed training and materials for precinct members
7. Assist with data management, especially utilizing VoteBuilder (VAN) and Groundhogg to maintain accurate contact information and create canvassing lists
8. Be available for precinct captains when they need support
9. Provide monthly report to the central committee on program developments and actions
10. Run the Precinct Action Plan Committee, with oversight from the central committee

See full job description [here](#).

Materials Needed to Support Program

Materials that need to be created to support precinct captains include:

- Resource Toolkit

- Small card (to pass out to all precinct members) with map boundaries, precinct #, etc.
- Map of boundaries for each precinct
- A list of appropriate trainings & helpful resources for captains, including instructional videos that already exist (from reputable sources)
- Starting list of known Democrats in each precinct
- Prompts/ideas for how to engage community
- Instructions for how to create a Google Voice number
- Trainings:
 - Onboarding training for captains
 - Communication training
 - Training on how to update precinct members' information in our database
 - Training on overall structure of Democratic party

Materials that need to be created to manage this program internally include:

- Annual survey to collect feedback & identify needs from precinct captains
- Playbook on how to recruit precinct captains
 - Recruitment video(s) to present to potential captains about our program, what we're trying to accomplish, etc.
- Place on YCDCC website specifically for captains to go to access materials
- A launch meeting for precinct captains separate from central committee meetings
 - Future meetings will be held during existing central committee meetings

Rough Timeline for 2024 Program Support & Development

The following actions below will be executed by the Precinct Captain Organizer.

Month	Action
June	<ul style="list-style-type: none"> - Create onboarding training for precinct captains - Host launch meeting for current active/involved precinct captains - Begin contacting inactive precinct captains and potential captains
July	<ul style="list-style-type: none"> - At YCDCC Volunteer Info Session, recruit captains (among other roles) - Materials created: <ul style="list-style-type: none"> - Starting list of known Democrats in precincts - Small cards with precinct info - Volunteer database for captains to maintain (add to existing, if able)
August	<ul style="list-style-type: none"> - Help 2-3 captains host BBQs or other social events - Ensure VAN & Groundhogg are accurate. Prep for intense fall use. - Draft playbook on how to recruit & support precinct captains
September	<ul style="list-style-type: none"> - At YCDCC Volunteer Info Session, recruit captains (among other roles) - Canvassing support – pulling canvassing lists for captains, supporting with volunteer contacting, etc.

October	<ul style="list-style-type: none"> - At YCDCC Volunteer Info Session, recruit captains (among other roles) - Canvassing & GOTV support – pulling canvassing lists for captains, supporting with volunteer contacting, etc.
November	<ul style="list-style-type: none"> - GOTV support - Conduct Post-Election Debrief with captains, candidates, and other active volunteers
December	<ul style="list-style-type: none"> - Deploy annual survey to collect feedback from captains

January-April 2025:

- The plan is to reconvene a Precinct Revitalization Committee in January 2025 to assess the success of our 2024 precinct captain structure and consider ways to update the structure for 2025 & beyond.