

CAMPUS ADVISOR FELLOWSHIP HANDBOOK

Edition 1, Fall 2019



CAMPUS ELECTION ENGAGEMENT PROJECT

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INTRODUCTION

This handbook was designed to help Campus Election Engagement Project (CEEP) Campus Advisors get started with our Fellowship program. As a Campus Advisor, you will contribute to a campus environment that encourages and supports student voters. Advisors are an important partner in the CEEP Fellowship.

What Does a CEEP Fellow Do?

There are two types of CEEP Fellows, **Institutional** and **Engagement**. Here's what the CEEP Fellows do:

Institutional Fellows are hired year-round to plan one institutional project and complete four to eight election engagement deliverables, document their activities and submit a final report. Engagement activities for these Fellows must be two hours long for a total of eight hours. Institutional Fellows spend the majority of their time planning; therefore they receive a lower stipend amount. These Fellows are hired year-round and will transition to Engagement Fellows during presidential and midterm election cycles.

Engagement Fellows are hired only during major election cycles (i.e., a presidential or midterm election year). Engagement Fellows must plan and complete a minimum of six election engagement activities during the Fellowship, document their activities and submit a final report. Each activity should be at least four hours of active engagement for a total of 24 hours. Engagement Fellows' work is more demanding and requires that they work more hours; therefore they receive a higher stipend amount. All Institutional Fellows transition to Engagement Fellows during major election cycles.



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What Is a CEEP Fellow's Commitment?

Fellows are required to work a specific minimum number of hours, for each type of Fellowship (i.e., Institutional or Engagement). They must plan and implement a specific number of election engagement activities.

Institutional Fellowship Requirements:

Fellows must complete a minimum of 100 hours of **NONPARTISAN** engagement over the course of their contract. Hours will be divided amongst institutional planning, four to eight election engagement activities and CEEP reporting procedures, such as the activity tracker and final report. Hours worked may also include check-ins with State Directors, on-campus advisors and trainings.

Engagement Fellowship Requirements:

Fellows must complete a minimum of 130 hours of **NONPARTISAN** engagement over the course of their contract. Hours will be divided amongst six election engagement activities and CEEP reporting procedures, such as the activity tracker and final report. Hours worked may also include check-ins with CEEP State Directors, on-campus advisors and trainings.

Fellowship Stipends

Fellows will be paid their stipend directly by CEEP (if applicable). As a reminder, Engagement Fellows will receive a \$1,000 stipend for their work, and Institutional Fellows will receive a \$500 stipend for their work. A sample Fellowship contract can be found in the Appendix at the end of this handbook.

What Is the Role of a CEEP Fellow Advisor?

Recruiting and Hiring Fellow(s)

Campus Advisors should participate in the Fellows recruitment and hiring process. Your State Director will contact you regarding best practices for reaching potential students on your campus so you can collaborate to promote the Fellowship position(s) and reach the best candidates. Campus Advisors should participate in the interviewing and final hiring decision for the Fellowship.

Interviewing Fellows should be fun and easy (interviews should last about 15-20 minutes). For some, this is their first job so we should ensure a positive experience throughout the entire process. If there is a large candidate pool it may be necessary to do multiple rounds of interviews. Interview questions should probe prior experience, ask direct questions about



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specific qualities and determine which goals or experiences make the student a good candidate. A sample set of interview questions is available upon request from your State Director.

Reporting Requirements

Fellows document their actions through CEEP's online activity tracker tool and submit a final report before the end of their contract. If you would like your Fellow's final report data, ask your State Director. CEEP will ask each Campus Advisor to complete a final survey at the end of the semester.

GETTING STARTED AND ORIENTATION

Campus Orientation

It is important for Fellows to understand the specific structure of their campus and the applicable rules and policies. CEEP will provide Fellows with the following information for orientation:

- Overview of campus structure;
- Chain of command in your office;
- How to request space, tables, etc. for their planned election engagement events;
- Campus policies regarding inviting speakers to campus and activities on campus;
- Campus social media policies; and
- Funding opportunities.

Campus Partnerships

Fellows are more successful when they have campus partners. Campus Advisors should introduce Fellows to key collaborators on your campus, such as the following:

- Student activities/student life;
- Student Government Association;
- Civic/community engagement office;
- Relevant faculty like political science or communications, or other key stakeholders from the library to campus athletic teams.

TRAINING

CEEP will provide training on rules, regulations and deadlines for voter registration and elections in their state, as well as national training on proper voter registration, voter education and get out the vote methods and best practices. Additional leadership and career development training and education opportunities will be made available.



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Training subjects are listed below:

- **Introduction to CEEP:** This includes expectations, hiring paperwork (i.e., contract, W9, EE payment form and data form) and reviewing how to be nonpartisan.
- **State voter registration laws, rules and deadlines:** This will provide a calendar of elections and election information which is typically found on the state's Secretary of State or Board of Elections website.
- **Action planning:** This includes how to create an action plan using action plan templates #1 and #2. If a campus currently has an existing action plan, Fellows are encouraged to use it.

Fellows will receive national training on the following areas:

- General voter registration;
- Best practices in voter registration and education;
- Getting out the vote efforts; and
- Social media and branding.

Short training videos will be available in the following areas:

- Social media and branding;
- Using the activity tracker;
- Effective tabling;
- Being nonpartisan; and
- Getting out the vote.

HOW TO BE NONPARTISAN

Both CEEP, and most likely your school, have the IRS tax status called 501(c)(3). With this status, CEEP and its representatives may not support or oppose any particular candidate or political party. Though nonpartisanship means refraining from endorsing or campaigning on behalf of a particular party or candidate, nonprofits can do advocacy work and can facilitate participation in elections.

Beyond the legal requirements, because CEEP works institutionally with partner schools, we have to make a particular effort to encourage the participation of everyone on campus, whatever their beliefs.

Nonprofits can do the following:

- Register people to vote;
- Educate people about how, when and where to vote;
- Provide nonpartisan voter guides and sample ballots;
- Host or recommend attending candidate forums;



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- Create events and invite candidates or party representatives to attend; and
- Get out the vote (GOTV).

Nonprofits cannot do the following:

- Endorse a candidate;
- Register people based on their political affiliation;
- Tell a person for whom to vote;
- Rate or rank parties and/or candidates; or
- Give preferred access to resources to any particular party or candidate.

MANAGING YOUR FELLOW(S)

Human Resources Management

Any problems, potential offenses and/or issues with Fellows should be immediately reported to your State Director and/or the National Fellowship Director. **Campus Advisors and/or other campus staff are prohibited from directly firing a CEEP Fellow.** If you have an emergency situation, you must call 911 and report it to the National Fellowship Director, Courtney Cochran, at 814-758-8881. Courtney can be reached in non-emergency situations at courtney@campuselect.org.

If a Fellow's actions are in question, CEEP must receive recorded evidence of any offense(s). Recorded evidence can include but is not limited to emails, text messages or a written record of the offense(s). This will be reviewed with the Fellow by your State Director and/or the National Fellowship Director, and appropriate action will be taken.

Lower-Level Offenses

These types of offenses may result in a warning and require the Fellow's signature on a work plan. Lower level offenses include but are not limited to the following:

- Not completing work as planned;
- Repeatedly missing planned meetings and/or training sessions and/or not responding to communication efforts by CEEP or campus staff;
- Refusing to be a team player; and/or
- Not recording activities in the activity tracker.



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Higher-Level Offenses

These types of offenses may result in immediate termination via email and registered mail letter sent to the Fellow's mailing address on record. Higher level offenses include but are not limited to the following:

- Showing partisanship during any CEEP working hours;
- Coordinating with an unapproved organization*;
- Lack of communication for more than two weeks;
- Instigating physical or verbal altercation; and/or
- Insubordination toward a superior.

**A list of pre-approved partner organizations can be found below and on our website at campuselect.org.*

MINI-GRANTS

CEEP will occasionally offer mini-grants for campuses when funding is available. You will be notified via email if and when these opportunities become available. A short mini-grant application will be required.

APPROVED PARTNERS AND ALLIES

CEEP encourages Fellows to work with additional external partners to expand their work and resource development. Fellows may work with any other 501(c)(3) organization that is nonpartisan. Some external partners CEEP encourage your campus and/or Fellow(s) to partner with include, but are not limited to the following:

- ALL IN Campus Democracy Challenge
- Andrew Goodman Foundation
- Campus Compact
- Campus Vote Project
- League of Women Voters
- Rock the Vote
- TurboVote

FREQUENTLY ASKED QUESTIONS

Q: *Are there resources and tools offered to Fellows?*

A: Yes. Fellows are provided with a list of resources and descriptions within their Fellowship Handbook. For additional resources, Fellows should visit CEEP's website at campuselect.org.



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Q: *My campus already has an election engagement action plan. Can Fellows help contribute to these plans?*

A: Yes. Fellows are encouraged to contribute to existing campus election engagement plans. It is important that these plans meet their election engagement activities requirements depending on the type of Fellowship.

Q: *How do I know when a Fellow's actions might seem to be partisan?*

A: Given the information listed in the section "How to be nonpartisan," Fellows can do the following:

- Help all members of the campus community register and vote, regardless of their political views or views on issues;
- Target voter registration and GOTV efforts to people and communities that have historically been ignored or shut out of the political process;
- Distribute genuinely nonpartisan resources like our own candidate guides that allow voters to compare where the candidates stand;
- If they talk about particular issues, focus on what they are and which electoral officials or candidates (e.g., State Senators, City Council members, Congress) make those decisions; and
- For state or local initiatives, Fellows can include details on impact and include pros and cons from both sides' points of view.

Fellows cannot do the following:

- Suggest which candidate or political party people should support;
- Ask about party affiliation or otherwise attempt to determine which candidate(s) they are likely to support before offering to register them;
- Use code words which tie registration or voting to the views of candidates or parties, like "X" is the progressive candidate, "Y" is the moderate candidate or "Z" is the conservative candidate;
- Criticize or endorse any candidate or party;
- Use single-issue messages in any voter registration or GOTV effort; or
- Target voter registration or GOTV efforts to lists of people provided by political parties or organizations that support or oppose candidates.

Q: *Does being a CEEP Fellow mean the Fellow can't work for a candidate or party?*

A: Fellows can support the candidate or party of their choice in everyday life OUTSIDE of their work as a CEEP Fellow but NOT within the context of the work they are doing for CEEP. When a Fellow is not acting on behalf of CEEP, they should make it clear that such opinions are their own.



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Q: *Can a Fellow host a candidate forum or invite a candidate to visit campus?*

A: Yes, but only if they invite all candidates or parties to participate in the event.

Q: *Can a Fellow be featured in the media for their activism and political activities?*

A: If they are featured as CEEP Fellows, they should not reference their political views but only the mission of the organization. If Fellows are featured in an article about their political preferences, they may identify as a CEEP Fellow only for identification purposes. If the Fellows are to be interviewed, ask to see the questions in advance. Please check with your State Director before your Fellow gives any official statements.

Q: *Can Fellows wear a personal item representing a candidate?*

A: Fellows may do so on their own time but not when representing CEEP.



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APPENDIX

- *Sample Job Description
- *Sample Application
- *Sample Contract



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FELLOWSHIP JOB DESCRIPTION

What is the Campus Election Engagement Project?

Campus Election Engagement Project (CEEP) is a national nonpartisan project that helps America's colleges and universities get as many of their 20 million students as possible to register, volunteer in campaigns, educate themselves and turn out at the polls. We teach administrators, faculty, staff and student leaders to use their institutional resources to engage students.

Position: Institutional Fellow

Overview: Fellows will lead their campus with voter registration, voter education and voter engagement events leading up to the 2019 - 2020 elections. Fellows should use the CEEP assessment to develop and implement a plan on their campus on how administrators, faculty, staff and student leaders can help register and engage students in the election process. Ultimately forming a team-type approach for their school. Fellows will receive orientation, training, support and guidance from CEEP. This position is for the fall 2019 collegiate semester, with the potential of extending through spring 2020.

Selection process: Fellows must currently be enrolled in courses. They will be selected by Campus Advisors and confirmed by CEEP State Directors.

Terms of service: Aug. 19, 2019 – Nov. 29, 2019

Payment: \$500

Semester hours: 100 hours

Description: CEEP Fellows will organize various election engagement events on campus, while building leadership skills with other Fellows and organizations both at the state and national levels. Through this Fellowship you will work to institutionalize voter engagement efforts, leaving a lasting legacy for students to come. Nonpartisan engagement contributes skills that look good on a resume and are applicable to all job fields.

Specific things to expect:

- Schedule biweekly check-in calls with CEEP State Director or National Fellowship Director to troubleshoot campus plan and provide additional support;
- Collaborate and partner with student organizations, campus administrators and faculty to organize voter registration, voter education and voter engagement efforts on your campus;
- Plan and complete at least four to eight election engagement deliverables documented in the activity tracker; and



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- Compose and submit an end of semester report summarizing activities and accomplishments.

Requirements:

- Currently enrolled students with a positive and friendly attitude;
- A commitment to educating peers about the importance of voter registration and becoming an informed voter;
- Self-starters who take initiative to develop and implement their work plans;
- Flexible with time commitments and interest for voter registration/voter education;
- Willingness to participate in initial orientation/training, and maintain regular contact with CEEP staff.



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INSTITUTIONAL FELLOWSHIP APPLICATION

CEEP Fellows work to help institutionalize election engagement through means of voter registration, voter education and getting out the vote. Review the job postings and complete the application below for consideration of placement at your campus.

Name:

Mailing address:

(Please use your campus address. This is where we will mail any T-shirts, posters, banners, etc.)

Email:

Phone number:

Circle Yes or No

Are you 18 years of age or older?:

Yes No

Are you legally able to work in the U.S.?:

Yes No

Are you a veteran or

currently serving in the U.S. military?:

Yes No Wish Not to Answer

Campus name:

(Please do NOT use abbreviations. For example, University of Wisconsin-Madison, California University of Pennsylvania, etc.)

In which state is your campus located?

What is your area(s) of study?

Tell us about yourself.

(Provide a brief biography in five to eight sentences.)

Why are you interested in becoming a CEEP Fellow?

(Describe your experience and/or passions.)

Submit a copy of your resume.

(Resumes are not required, but highly encouraged.)



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INSTITUTIONAL FELLOWSHIP CONTRACT

Terms of service: Aug. 19, 2019 – Nov. 29, 2019

Payment: \$500

Semester hours: 100 hours

Duties and responsibilities:

- Complete the CEEP assessment to plan institutional engagement that will help students register and participate in the events leading up to the 2020 election;
- Participate in orientation and trainings on voter registration and education;
- Schedule biweekly CEEP check-in calls with CEEP State Director or National Fellowship Director to troubleshoot campus plan and provide additional support;
- Collaborate and partner with student organizations, campus administrators and faculty to organize voter registration, voter education and voter engagement efforts on your campus;
- Plan and complete at least four to eight election engagement deliverables documented in the activity tracker; and
- Compose and submit an end of semester report summarizing activities and accomplishments.

I understand that failure to comply with these requirements will result in the forfeiture of part or all of my stipend. I recognize that CEEP reserves the right to share best practices and images from my work to highlight program success.

Fellow Printed Name

Signature

Date

CEEP National Director

Signature

Date