

ENGAGEMENT FELLOWS HANDBOOK

4TH EDITION: SPRING 2021

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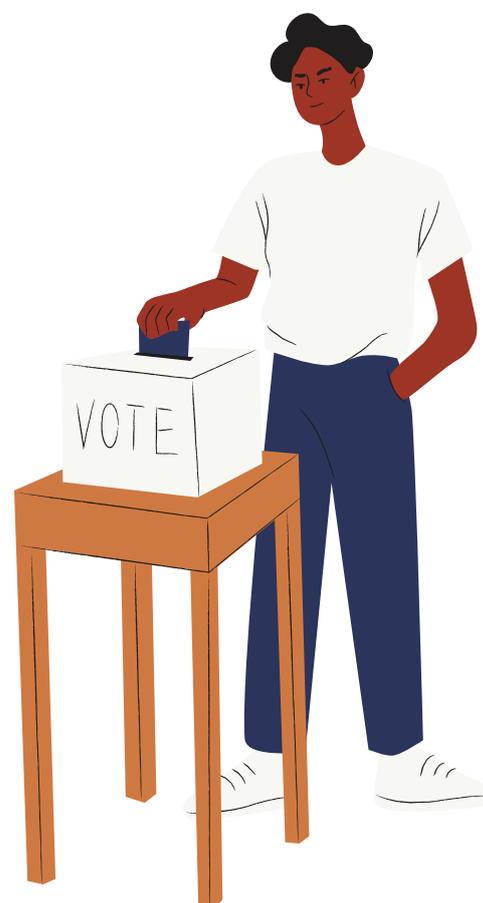
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SECTION 1: OVERVIEW



Dear Election Engagement Fellows,

It is my pleasure to welcome you to the Campus Election Engagement Project's team. Youth voting and election participation are essential to American democracy. College students have the potential to determine the country's most important elections, if they vote. Though many college students want, intend and even plan to vote, they are much more likely than other voting populations to be derailed by voting obstacles.

Students miss out on voting largely because of substantial structural barriers, including unfamiliarity with voting laws and identification requirements, limited information about how or where to register or to vote and not having access to Election Day transportation. Personal barriers can also prevent students from voting, such as graduating from high school, starting college, working during college, being in the military and moving out of their parents' homes.

This handbook is designed to help new CEEP Election Engagement Fellows get started in their campus engagement efforts. As a CEEP Fellow, you'll play an integral role in helping your school community create an environment that encourages and supports student voters. You'll find creative ways to spread the word about the importance of voting, help students register to vote and ensure that they get to the polls to make their voices heard.

As a Fellow, you're a critical partner in the ongoing work of ensuring a more equitable and inclusive democracy.

Welcome aboard!

Courtney Cochran

Courtney Cochran
National Director



About the Campus Election Engagement Project

Mission Statement

The mission of Campus Election Engagement Project (CEEP) is to help America's colleges and universities engage students in federal, state and local elections, creating a pattern of lifelong civic and voting participation.

Vision Statement

CEEP views voting as a means to promote a more equitable and inclusive democracy and to address past and present disenfranchisement.

Nonpartisan Statement

CEEP is a nonpartisan organization. This means that it does not support or oppose any political party or candidate, nor does it take positions on political issues. Views of CEEP staff, Fellows, alumni and partner organizations are their own, and should not be taken as positions of, or endorsements by, CEEP.

Organization Background

CEEP began as a one-time pilot in 2008, working to build the capacity of colleges and universities to engage their students in elections and voting. We resumed our work in 2012 with campuses and continue to build momentum in both election and non-election years. Each year CEEP has grown the number of its resources, nonpartisan guides, State Directors, Fellows, campuses and organizational partners.



CEEP works with colleges and universities to use their institutional resources to get students involved in elections, helping them register, volunteer, learn about candidates and issues, navigate voting laws and turn out at the polls. We want students to fully participate in democracy as voters, educators and citizens while at school and throughout their lives. CEEP has a comprehensive road map we call "7 Key Ways," which outlines a systematic approach to building campus and student involvement in elections. With support and training from our CEEP State Directors, CEEP Fellows take action using 7 Key Ways and our other resources.

Election Engagement Fellows Overview

What Does a CEEP Election Engagement Fellow Do?

As a CEEP Election Engagement Fellow, you will develop and execute a plan to register, educate and mobilize students to vote. You will help your campus create online systems that encourage and foster voter participation. You should bring your own interests and creativity to these tasks, finding ways to get students excited about the importance and value of voting. Your goal is to increase student participation by working in three areas: voter registration, voter education and getting out the vote (GOTV).

You **must work in a nonpartisan manner** as you build contacts and allies across the campus community. This includes faculty of all disciplines, student government, student services, legislative affairs, the registrar, residence and dorm management, athletics, fraternities/sororities, student clubs and other community partners. You'll learn voter registration laws and deadlines, voter identification requirements and communication skills, such as how to build a brand and create content to post online. Ask your State Director about our approved partners on your campus.

You must keep track of information for each event you promote, including the number of students reached, a description of the event and possibly the number of students who register to vote. At the end of your Fellowship, you'll compose and submit a post-semester report reflecting and summarizing your accomplishments. **Failure to produce these items may result in a delayed or denied stipend from CEEP.**

What is the Fellow's Commitment?

Fellows are required to work approximately 100 hours on **nonpartisan** engagement efforts over the course of their contracts. You'll divide your time between planning, election engagement activities and an institutional project of your choice. Your commitment may also include check-ins with State Directors or Campus Advisors, voter summits and statewide or national trainings. On average, this will break down to 25-30 hours on activities; 25-30 hours on trainings, check-ins and monthly team meetings; and 40-50 hours on your institutional project.

CEEP knows that sometimes things happen that are out of your control. We'll do everything we can to work with you. Please reach out to your State Director if you're struggling to meet the full requirements of your Fellowship as detailed above.

OUR STRUCTURE

ASSISTANT FELLOWSHIP DIRECTOR

The Assistant Fellowship Director serves as the second responder and problem solver for issues related to Election Engagement Fellows. The Assistant Fellowship Director is responsible for managing day-to-day functions as well as maintaining the trainings and quizzes, alumni network and Fellows activity trackers.

STATE DIRECTOR

State Directors partner with administrators, faculty and student leaders. State Directors serve as catalysts, resource providers and trusted guides to help schools mobilize toward their own institutional success. This includes access, resources and relationships to embed election engagement in campus policies and budgets. At CEEP, we believe that having strong partnerships with key campus stakeholders means that our Fellows' projects and initiatives have a deeper and more lasting impact on their campuses.

CAMPUS ADVISOR

Campus Advisors are CEEP's main points of contact on campuses. They provide on-the-ground support and guidance for Fellows in regard to the specific structure, rules and policies of their campuses. Typically housed in an engagement office or academic department, Campus Advisors help navigate campus politics, connect Fellows to campus departments and find additional funding for electoral engagement activities when possible. Campus Advisors also help State Directors recruit, interview and hire Fellows.

NATIONAL DIRECTOR

The National Director is responsible for the research, development and presentation of CEEP's Fellowship program. The National Director oversees CEEP State Directors and ensures that Fellows meet all procedures and deadlines to achieve successful programming. In addition, the National Director helps CEEP State Directors and Fellows maintain knowledge of election laws and regulations that pertain to the organization's operations in their respective locations.

CEEP ELECTION ENGAGEMENT FELLOW

A CEEP Fellow is a currently enrolled undergraduate or graduate student who leads their campus with voter registration, voter education and voter engagement efforts. A Fellow uses resources like the CEEP assessment tool to develop and implement a plan on their campus for a team of administrators, faculty, staff and student leaders to come together to help register and engage students in the election process. Fellows receive orientation, training support and guidance from CEEP. They are also responsible for spearheading major institutional initiatives and implementing peer-to-peer strategies most effective for motivating students to vote. CEEP Fellows can be compensated in a variety of ways. They can receive a stipend paid directly by CEEP or by a campus office or student government. They may also be compensated via academic credit or work study, or receive volunteer or internship hours.

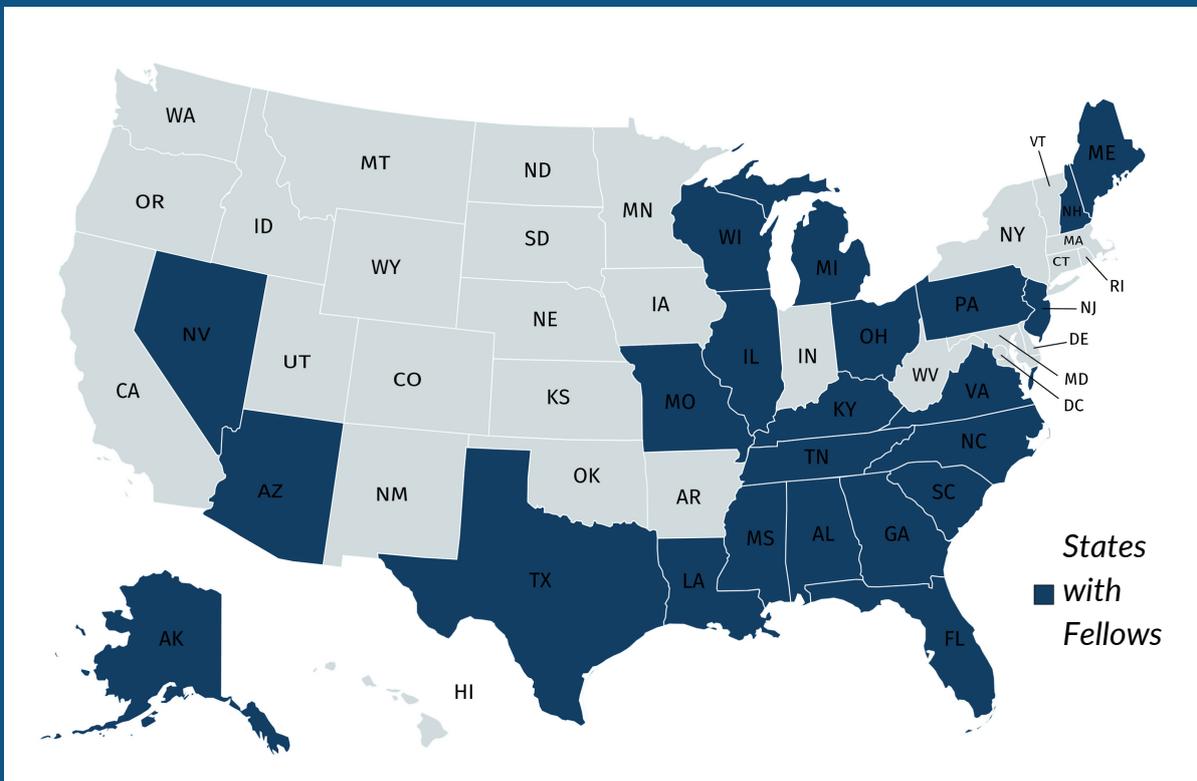
CAMPUS PARTNERSHIPS

CEEP often works with departments and organizations on campus, including:

- Student activities/student life
- Student government association
- Civic/community engagement office
- Faculty members from departments like political science or communications
- Other key stakeholders, such as the library or campus athletic teams

2021 STATES WITH FELLOWS

Your role as a Fellow plays into a much larger piece of the puzzle. In 2021 Fellows will represent 23 states! CEEP has found that sustaining student voting from one election cycle to the next requires constant care and nurturing of our campus partnerships. As a part of the CEEP team, you will be connected to a network of peers who are also passionate about election engagement. We are excited to work with you as you continue to plan and institutionalize voter engagement on your campus.



Campus Election Engagement Project's 7 Key Ways to Engage Your Campus

Student voting doesn't just happen. It takes cultivation. We've developed seven key areas of electoral engagement to create a road map for increasing your success—areas that complement each other as you effectively engage your campus. Our approach addresses many of the key barriers to participation, from lack of information about the election process to student cynicism about whether their voices matter. You don't have to do everything on this list to make a major difference, but these areas reinforce each other, so it's crucial to address all seven of them—choosing ideas that fit your campus best. The earlier you start, the better, particularly for tasks that take significant institutional planning.

1 Build a Team

You'll find it difficult to engage an entire campus by yourself, so create a core group to coordinate engagement efforts, divide up the work and ensure that key stakeholders communicate.

2 Register Students to Vote

It's the first step to student electoral participation. Set campus-wide goals and plan ways to reach them.

3 Educate Students

Educate students on issues and candidates. Offer clear information on where candidates stand, so students can make informed choices.

4 Help Students Volunteer

Help students to volunteer with partisan or nonpartisan campaigns of their choice. Early civic involvement patterns tend to stick, and this makes future participation more likely.

5 Build Election Excitement and Visibility

Build election excitement and visibility leading up to Election Day, using every appropriate channel.

6 Get Out the Vote

Make sure students know where to vote, when to vote and what to bring. Combine face-to-face and online technologies to engage all eligible students.

7 Measure Your Impact

Document your work as you go, so you can see what works and what doesn't. Monitor your progress and keep on building a foundation for the future.

SECTION 2: FELLOWSHIP

This section outlines the basic information you need to be a successful Fellow. We'll begin with the three key areas of election engagement: voter registration, voter education and getting out the vote. Once you're an expert in these core areas, we will move on to discuss developing a campus plan and how to track your progress. We will also review some replicable models and success stories from other Fellows to provide inspiration.

VOTER REGISTRATION

The first thing you should know is that **voter registration laws are different in every state.**

Your State Director will train you on your state's election laws and guidelines. Pay close attention: it's your job to become an expert on these laws.

Your peers may be unsure if they should register to vote with a home or campus address. Let them know they can use either address, but most likely can't vote from a campus address if their school meets online this fall. Remind them to update their voter registration information every time they move.

You should be able to answer the following questions:

- What are the critical dates and deadlines for in-person registration?
- What are your state laws about online voter registration?
- What forms of identification should students take to the polls?
- Does your campus student ID qualify as an acceptable form of identification in your state?

Students who **register with a home address** may need to request absentee ballots, or vote by mail if their home state allows it. Remind students that registration dates, deadlines and some of the candidates may be different if they decide to register to vote using their home addresses. If you need more guidance to help students choose which address to use, contact your State Director.



Students who **register with a campus address** can vote in person during the academic year. They must use a physical address (that is, not a campus mailbox number). Make sure you know the correct physical address of the campus and that of each residence hall as recognized by the state election board. A letter from the president or chancellor or a zero-balance utility bill issued by the school may be needed as an address confirmation. It's critical to know the specific rules for your state or campus so you can confidently and accurately help students register. You should also learn about relevant voter identification rules so students can get the proper identification needed well before Election Day. Please make sure that off-campus students know that they may have to vote at a different polling site than on-campus students.

While each state has a specific registration form, the federal government also has a **national mail-in voter registration form**. U.S. citizens can use it to register or update their information, but it's important to follow state-specific instructions.

It is critical that you double- and triple-check the address that registration forms should be mailed to if your state does not have online registration. Local forms can be dropped off with your city or county election authority. They may also need to be delivered by a specific time and date.

Once you feel confident about your knowledge of the voter registration requirements in your state, you'll need to find ways to share the information with your student body.

VOTER EDUCATION

Many students don't vote because they think they don't know enough about the candidates or issues. You can change this by offering students accurate and trustworthy information on candidates, issues and voting logistics.

Voting rules: You can create and distribute handouts with everything students should know about voting: registration deadlines, requirements, rules and logistics. Ask your State Director if there's an information sheet you can use. If not, create your own and have your State Director review it to ensure that students are receiving the most accurate information.

Issues and candidates: CEEP provides candidate guides for major races like senator and governor. For local races, you can [create your own guides](#) using the same framework. Ask your school's political science, communications or honors faculty to review any guides you make—or faculty may decide to make a guide for you. Journalism or communications students can create handouts on the pros and cons of major local initiatives, and you can ask your campus newspaper to cover them. Your campus should be a hub where students can reflect on key issues and critically evaluate local, state and national candidates.

Encourage student newspapers to cover elections and election issues and to arrange interviews on campus radio stations and television broadcasts. Display information and promote events through campus announcement screens and posters. Disseminate content online. Foster interaction using social media.



Meet, greet and engage: Bring candidates to a virtual town hall. To remain nonpartisan, make sure you invite the candidates from every political party running in a particular race. Schedule events at popular times and promote them widely. Offer incentives to attend, such as asking faculty to provide academic credit for students who come to the event. Hold debate watch parties and host follow-up conversations through Facebook and Twitter.

Hold formal and informal debates and discussions in person or on Zoom. Partner with student groups—such as veterans, students with disabilities and multicultural groups—to hold forums and educational events. Include campus communities, such as student government, athletics and student services, as well. Invite political science, sociology and communications students to survey students for their perspectives and then share the outcomes. Ask faculty to hold follow-up discussions and host online policy debates. Think outside the box, and include faculty from social work, education, arts and other departments that don't typically promote voting. Encourage conversations about current issues and candidates in classrooms, dorms, student clubs and student gathering places.

GET OUT THE VOTE (GOTV)

No matter how many people you register to vote or educate on the candidates and issues, you still need to make sure they actually go to the polls on Election Day or send in their ballots early. “Get Out the Vote,” or GOTV, is your strategy to ensure that students turn out on Election Day.

During the GOTV phase, your goal is to reach as many students as possible before the polls close on Election Day. Make sure your campus team can provide information to students on polling locations, same-day voting and registration (if applicable), voter ID rules and where to find candidate information. An important thing to remember is that not all voting takes place on Election Day, so GOTV can look very different depending on your focus. GOTV can include early voting in person, mail-in ballots, absentee ballots and in-person voting on Election Day. Let’s take a look at each type of voting.

Here are some common questions about early voting:

- When does early voting start?
- Where do I go to vote early?
- What kind of identification do I need?
- Do I need my ID to vote early?
- What if I have a mail-in or absentee ballot?
- How do I ensure that my vote is counted after I mail it?
- Can ballots be forwarded to me at another address? What happens if my ballot is mailed to my old address? How does a returned ballot impact my voter registration status?

Early voting is the ability to cast your official ballot before Election Day, either in person at a polling place, through the mail or via a drop box. It breaks down barriers to voting by allowing more participation. It creates voting opportunities for people who might otherwise be left out—like students, people who’ll be out of town on Election Day, those with medical conditions, campaign or poll workers, or even those with religious commitments. States with early voting typically have seen an increase in voter turnout and participation. In-person early voting helps to alleviate long lines at polling stations. It typically provides voters with two or more weeks to cast their ballots in person, instead of just one day. Make sure that you’re familiar with the early voting laws in your state. If you have any questions about these laws, please ask!

The nice thing about **mail-in ballots and absentee voting** is that they don’t require voters to physically go to the polls. As with voter registration, each state has its own mail-in and/or absentee rules. Some states require a particular reason to vote by mail. Often you’ll have to send in a request to obtain a mail-in ballot. Once you receive the ballot, you fill it out and follow the instructions to mail it back. (Please note: Not all states or voting districts provide return postage. If you know a voter who needs help with postage to mail a ballot, please notify your State Director immediately.)



CEEP recommends that Fellows and voters check their state Secretary of State or Election Commissioner’s website to find the correct information on early voting, absentee ballot requests and voting in person. This is particularly important in states with strict voter fraud laws.

ENGAGEMENT PLANS

The Engagement Plan is a tool to help you plan and implement projects during your CEEP Fellowship. You will receive an Engagement Plan template, which you must fill out at the start of the term, submit to your State Director and update throughout the semester to track your progress. The template includes a list of initial tasks, a guide to help you identify the challenges your campus faces, sections to help you think out your activities and institutional project, and a place to plan your Fellowship goals week by week.

You should update your Engagement Plan regularly. This working document is a great tool to help you stay on track and focus on your most important tasks. It is also a key part of your communication with your State Director. Before, during and after projects, you should return to the Engagement Plan to record what you have done and what you still need to do. Every week within the Engagement Plan Template, copy and paste the Week-by-Week Schedule table to keep track of your progress. Before bi-weekly check-ins with your supervisor, copy and paste the State Director Check-Ins table to prepare for the meeting.

At the end of your Fellowship, your Engagement Plan should be completely filled out with each activity, project and week included. When working on your engagement plan, use **SMARTER goals** paired with **CEEP's 7 Key Ways**:

- Be **specific**. Define your activities and goals. Know your limitations and identify key stakeholders to help you **build a team** or to put your institutional project in action.
- Create a project where you can **measure** success. Consider who your target audience is and the metrics you hope to achieve. Your project should include **registering students to vote** and **educating** them on registration requirements, candidates, issues and the voting process.
- Make your project **attainable**. Know your campus and create activities that appeal to its students. Plan your events around campus traditions or work with established organizations on campus to **get students to volunteer**.
- Be **realistic** with your project, goals and timeline. **Build election excitement and visibility** to increase awareness, both online and around campus.
- Project promotion and strategy are key to staying on **time**. **Getting out the vote** has a deadline (Election Day), and your project should prepare voters to make informed decisions.
- **Evaluate** your plan often. **Measuring your impact** can help your project live beyond your Fellowship and continue to educate and inform your community.
- **Reward** yourself and your team for all your hard work! Voter engagement is a marathon, not a sprint, so you must celebrate small successes throughout the term.

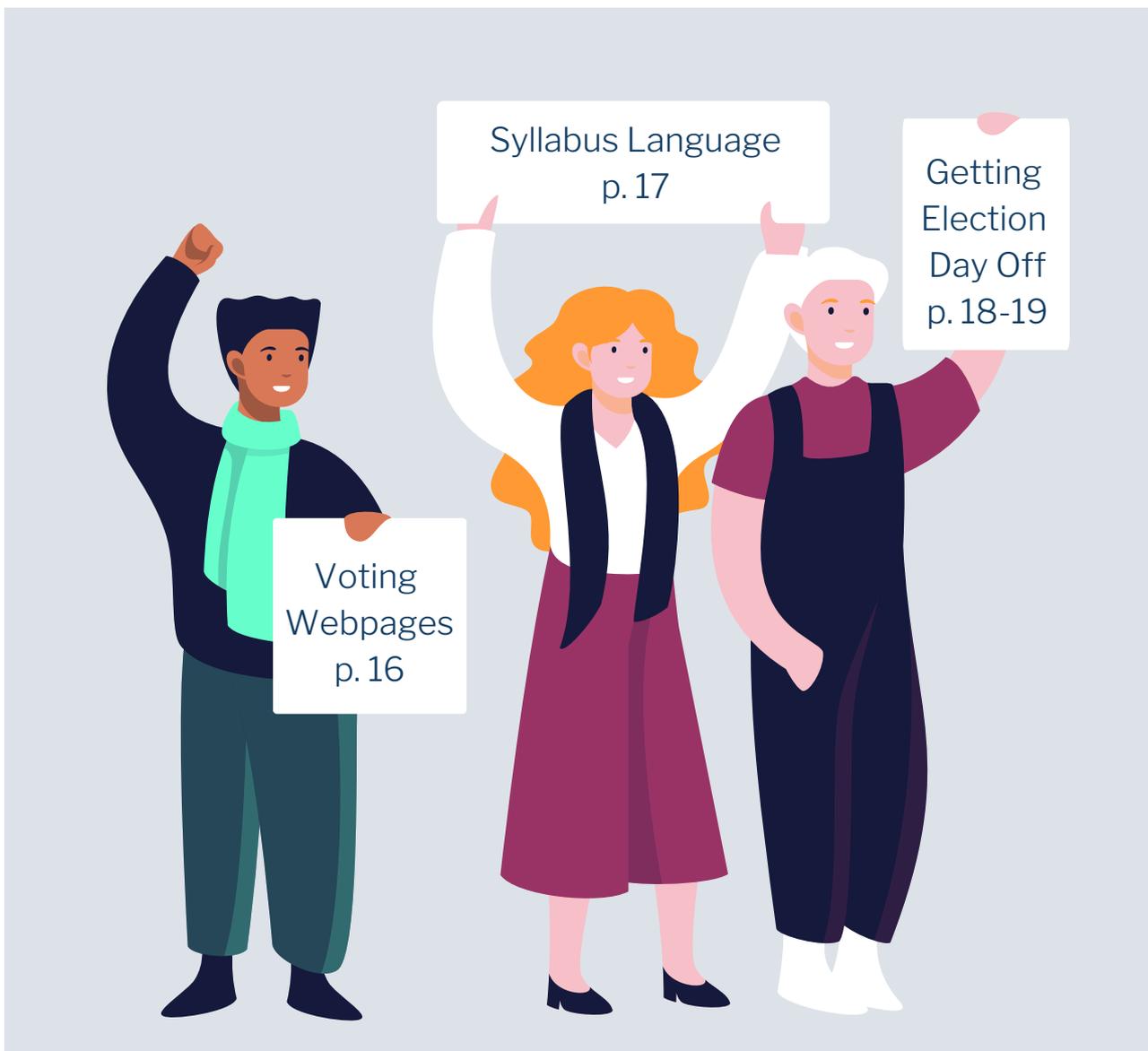
To see some **sample Engagement Plans**, check out some of our [alumni plans](#) or a [social media plan](#) by a former University of Central Florida Fellow.

Institutional Projects and Models

Voter engagement goes beyond a typical two-year or four-year election cycle. Elections actually happen every year, and so should engagement. CEEP Fellows seek to permanently change campus culture in favor of election engagement through institutional projects. It often takes more than a single school term to plan and carry out an institutional project on campus.

Model Programs

CEEP Fellows have big and exciting imaginations when it comes to election engagement. Sometimes it's useful to know what other campuses have accomplished, so you can choose an idea to replicate or to use as a great starting point for your own project.



Voting Webpages

Voting webpages are a great example of a successful institutional project for a campus of any size. You can create a one-stop shop for all voting-related needs on your campus by adding a specific landing page for voter engagement to your institution's website. This webpage should let students know where to find information on registering to vote as a college student, early voting and vote-by-mail opportunities, and how to vote on Election Day. Check out these voting pages as examples!

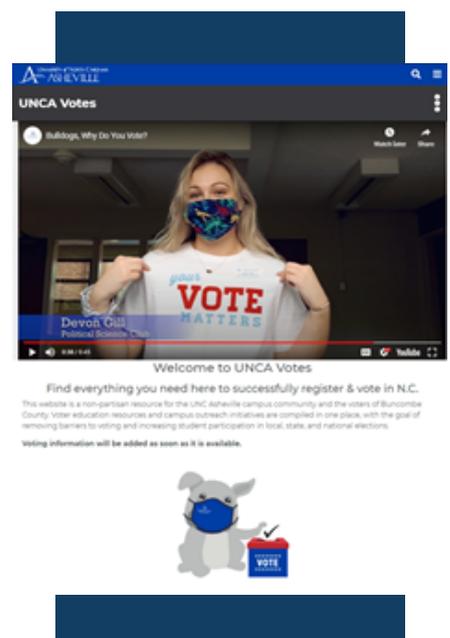
University of Missouri – St. Louis Fellow Anna Meyer helped her campus launch its [voting website](#). Students, faculty and staff used it to explore voting-related resources for 2020. Viewers could find out what was on their ballots, learn about voter ID laws and look up their polling locations.



Here is what Meredith College Fellow Hunter Klas had to say [when asked about her Fellowship work](#) and the campus voting website: “My goal for this Fellowship is to really make sure every student at Meredith is truly informed about the candidates and knows how to register to vote and where to find that information. As citizens of the United States, I feel that it is part of our duty to vote and to be informed about what is happening around us.” [Here](#) is the site that she built with the campus press shop.

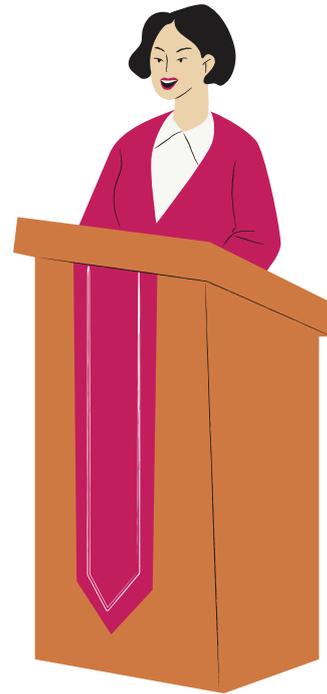
CEEP's nonpartisan voter guides were prominently displayed at Saint Joseph's College in Maine. Fellow Shannon Connelly helped to launch the college's first voting [website](#), which focuses on the importance of civic participation for citizens. Voting is an opportunity to personally influence the direction of a community.

On the University of North Carolina – Asheville's voter [website](#), some of the T-shirts and stickers should look familiar. This site is home to all nonpartisan resources for voters in Buncombe County, including voter education material and campus outreach initiatives. UNC – Asheville has a campus goal to increase student participation in all elections while removing barriers to voting.



Syllabus Language

CEEP Fellows at a number of schools—including Bowling Green State University and Central Michigan University—have been successful in drafting syllabus language about voter engagement to give to faculty to include in their syllabi. Syllabus language has been broadly distributed and used by campuses like Wayne State University and University of Michigan – Dearborn. Several departments or individual faculty members from Michigan State University, Delta College, Western Michigan University, Saginaw Valley State University and University of Michigan in Ann Arbor also used this voter engagement syllabus language.



Faculty members may not always be open to spending class time on nonpartisan voter engagement—but this is a great way to get them engaged and reach their students without taking up class time. Encourage your campus faculty to add voter engagement material to their syllabi. Here is language that you can copy and paste directly or edit to suit your needs:

Sample Syllabus Language

Voting in [STATE NAME]

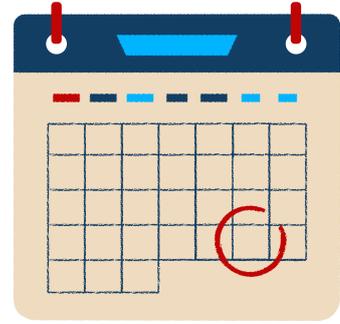
Register: Did you know you can register to vote and check your voter registration status at [STATE SPECIFIC LINK]?

Vote: In [STATE NAME], you can vote absentee—or vote from home—in any election. You can request your absentee ballot at [STATE SPECIFIC LINK].

Make a Difference: Sign up to work the polls on Election Day by contacting your local city clerk’s office (find your clerk at [STATE SPECIFIC LINK]) or visiting [STATE SPECIFIC LINK].

For more information on registration and voting procedure, visit your campus resource page at [INSERT YOUR COLLEGE VOTING WEBSITE] or [STATE SPECIFIC LINK].

Getting Election Day Off



Getting Election Day off is one of the most exciting initiatives our Fellows have undertaken. This can include encouraging campuses to provide excused absences, partially canceling classes on Election Day or completely canceling classes to encourage students to head out to the polls.

In Pennsylvania, Fellows worked hard to help students maximize their voting time. Campuses like [Drexel University closed early on Election Day](#). The school's announcement asked all faculty to plan accordingly and, if possible, provide flexibility and support for students. Drexel's Undergraduate Student Government Association proposed closing the campus early to help combat low voter turnout. They had strong support from their Faculty Senate and deans, which led to the campus closing at 2 p.m. on Election Day. Over at a neighboring campus, the [Community College of Philadelphia canceled all classes on Election Day](#). The goal of canceling classes was to downsize excuses like "I can't vote, I had class all day." Meanwhile, CCP Votes, a coalition and initiative of faculty, staff and students (including CEEP Fellows), focused on encouraging students to vote by mail.

At Shippensburg University of Pennsylvania, Fellow Ian Coyne worked with his campus's faculty union to give students an excused absence on Election Day. The notice was shared with all faculty to recognize the importance of voter turnout.

Fellow Jonathan Hogan at Lawrence University in Appleton, Wisconsin, successfully convinced the university president to cancel classes on Election Day, which ensured that students voting in person were not forced to choose between going to class and going to their polling places. In his initial request to the president, Jonathan said, "The declaration of an Election Day holiday would send a clear signal to all Lawrentians that the administration supports and encourages civic engagement of the entire Lawrence community. Furthermore, such a holiday would significantly increase Lawrence's voter turnout by reducing the most salient cost of voting: missing a class or an hour of work." Another successful election holiday in the books for CEEP Fellows!

Bailey Martin, University of Missouri Fellow and president of the Associated Students of the University of Missouri, worked with multiple student organizations to request that faculty cancel or modify classes on Election Day. She drafted a request for all faculty to cancel classes or offer asynchronous options for Election Day. She worked with a faculty member to present it to the MU Faculty Council and also sent it to the provost. It was [co-signed by these campus organizations](#): Missouri Students Association, Association of Black Graduate and Professional Students, FourFront Marginalized Student Government, Missouri International Student Council, Mizzou College Republicans, Mizzou Democrats, Alumni Association Student Board, Graduate Professional Council, Multicultural Greek Council, National Pan-Hellenic Council and Legion of Black Collegians. Their full statement can be read [here](#).

Sample Proposal for Getting Election Day Off

Here's an example of a proposal some of our past Fellows used to get excused absences on Election Day at their campuses.



Proposal: To Create a Civically Engaging Atmosphere at [INSTITUTION] by Making National Election Day a Holiday

Whereas the Campus Election Engagement Project (CEEP) Fellows represent all students at [INSTITUTION],

Whereas during the 2019 general election, [INSERT COUNTY] had a total of [##]% of registered voters cast a ballot,

Whereas the Fellows wish to create a comfortable atmosphere for students to perform civic engagement and participation, and

Whereas it is favorable that no requirement be made for participating students in order to avoid associating voting as an assignment,

Therefore let it be resolved that the Campus Election Engagement Project (CEEP) Fellows recommend that National Election Day be considered a campus holiday for all students and faculty at [INSTITUTION] on an annual basis.

Let it further be resolved that CEEP recommends canceling classes on Election Day to ensure that students are allowed the availability to vote in person, and volunteer at the polls without the added stress of assignments and time constraints.

OPTIONAL: Let it further be resolved that CEEP recommends providing information relevant to voting and important voting dates (e.g., registration deadlines, early busing notifications, absentee ballots, etc.) via a tab on the [INSTITUTION] website.

Let it further be resolved that if classes cannot be canceled, classes should be optional so students are allowed the opportunity to vote in person or volunteer as poll workers, and for the school to promote the participation of young people in our electoral process.

Success Stories

Each semester we find our Fellows doing incredible things on their campuses. Here are a few success stories that are sure to inspire you:

Tiara Thomas, a CEEP Fellow at Tennessee State University, planned and implemented the Bigger Picture Rally. It attracted over 200 students, who could check their voter registration or register to vote, apply for an absentee ballot or visit a food truck. The event included guest speakers, like the Tennessee Secretary of State, and was held at the football stadium to allow adequate space for social distancing. Building on the rally's excitement, Tiara went on to host a voter registration presentation and training for the TSU football team and marching band. Paying it forward, the marching band director sent out a direct challenge to the Alabama A&M marching band to do the same. This is a prime example of our Fellows' hard work going beyond their campuses to have a national impact.



About a quarter of your time as a Fellow will be spent doing direct outreach. You need to conduct **at least four engagement activities** in the following categories:

- Voter registration
- Voter education
- Getting out the vote (GOTV)

You should report the details of each activity in the Activity Tracker.

North Florida Fellows from Tallahassee Community College, Florida State University and Florida Agricultural Mechanical University joined forces for an event on the first-ever Vote Early Day. Students from all three campuses marched in groups of 50 during Strolls to the Polls.

As part of his institutional project, Virginia Tech Fellow Lami Akinyemi worked with his Campus Advisor and the VT Engage associate director to create a Hokies Vote Ambassadors program. The program has 15-20 Voting Ambassadors who do class visits, coordinate with student organizations interested in voter engagement work and generally support their peers. Addie Parker, another Virginia Tech Fellow, helped design the framework for the program over the summer and get it off the ground.

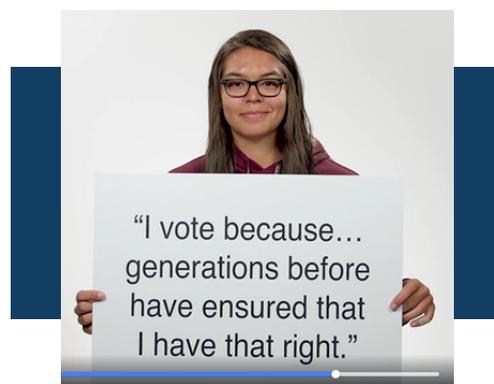
Alexandria Simms worked with school administrators at The Chicago School of Professional Psychology to create a [Canvas Course shell](#) for the "Democracy Challenge." The shell shows up as a "course" for all students enrolled at the institution and includes voter registration information for Illinois, Wisconsin and Michigan. It has also integrated CEEP's [vote.org](#) tools, nonpartisan presidential guide, videos and much more.

Videos

While our nation was experiencing a global pandemic, our Fellows found ways to stay connected with their peers through technology. Everyone loves a good visual, and video campaigns are a powerful tool because they highlight a call to action. Viewers are more likely to watch a short clip than to read through a long paragraph of text. Videos can also use visual elements that appeal to different communication styles. Focus on special effects, movement, style and closed captions. Check out some of the amazing videos produced by Fellows:

Using National Voter Registration Day (NVRD) as an opportunity to educate others, LaSalle University in Philadelphia, Pennsylvania, created a [NVRD diversity video](#) to be broadcast across their campus network. On the other side of the state, the University of Pittsburgh's PITT Votes coalition shared a video on [Why We Vote](#).

Fellow and Student Body President Katie Prebelich at Central Michigan University created [this video](#), which was shared across Central Votes platforms. She also partnered with Residence Life to distribute stamps for mail-in ballots (funded via the CEEP Action Mini Grant) in all 10 open residence halls, and set up displays featuring the CEEP presidential guide alongside additional voting information.



Our Fellow at Ivy Tech Community College in Indiana worked with the Office of Student Life & Development to use the campus's institutional YouTube channel to share a [welcome video](#) with students, faculty and staff. The video covered election options available to the campus community for the 2020 fall elections.



Southern New Hampshire College's Fellow worked with her campus marketing and communications team to produce a [video](#) on the importance of voting. This was used on the SNHC website and shared through campus social media accounts. See if you can spot her sporting her Your Vote Matters mask at the end.

How-to videos are an easy way to engage your audience. A Western Carolina University Fellow created [this video](#) on how to register to vote in North Carolina.

Videos don't always have to be serious. As part of an ongoing social media campaign, Alma College Fellow Atulya Dora-Laskey created a comical [video](#) with the Alma College Student Congress, Young Democratic Socialists and Students for Liberty.

Celebrities in the Spotlight

Including celebrities in your activities is a great way to increase excitement in the lead-up to Election Day. Check out these examples from past fellows:

Florida State University (FSU) Fellow Francia Raisa hosted two virtual events featuring actor and FSU alumnus Kal Penn, who appeared on TV's "House" and in the film "Harold and Kumar Go to White Castle"—and also served in the Obama administration as associate director of the White House Office of Public Engagement. The first event was set up like a town hall and discussed voting issues that are pertinent to young voters. The second event was the series finale of Hulu's show "Kal Penn Approves This Message." Students had the opportunity to ask Penn and other guest speakers questions about voting.

Winston-Salem State University Fellows worked with 10-time NBA All-Star and WSSU alumnus Chris Paul (point guard for the Oklahoma City Thunder) to encourage student voting at WSSU. About 2,500 students had the opportunity to march to the polls with the point guard to turn out to vote early. To kick off the march, students gathered around Paul, who gave a motivating speech, saying, "Y'all can really make a difference."



As part of its voter education campaign, which was funded by a CEEP Action Grant, James Madison University (JMU) released a series of "Cameos." These videos featured [Jim O'Heir](#) (Jerry/Gary/Larry from "Parks and Rec"), [Kate Flannery](#) (Meredith from "The Office") and [Brian Baumgartner](#) (Kevin Malone from "The Office").

Our partners at the ALL IN Campus Democracy Challenge invited CEEP Fellows to participate in a weeklong series of [Voting Power Hours](#). Fellows were joined by celebrities like Emma Stone, Dave Matthews and Tessa Thompson Zhu, who text-banked along with students to encourage others to get out to vote. During the series, our Fellow Sam Jacobs



from Grand Valley State University had the opportunity to discuss voting with Selena Gomez. Following the event, Sam was mentioned in Cosmopolitan for asking Selena about her first voting experience.

The United States women's soccer team shared this TikTok video from our Penn State University Fellow. The video showcases [how to style your voting T-shirt](#).

Sean Flynn, an Australian-American actor, singer and producer best known for playing Chase Matthews on Nickelodeon's Zoey 101, hosted an [episode of The Conversationalist](#) featuring Fellow Bianca Herrera from Nova Southeastern University.

Campus Celebrities

Celebrities are more than just actors, actresses, athletes and musicians. Stars can also be campus icons, campus ambassadors or athletes, chancellors, presidents and state or local politicians. Check out these examples from our campuses:

Fellow Maddie Maviglia from the University of Michigan – Dearborn worked on an institutional project with the chancellor's office to promote voting campus-wide. One of the subprojects was a [video from the chancellor](#) encouraging students to vote.

Michigan Lieutenant Governor Garlin Gilchrist was a special guest for Western Michigan University Fellow Alex Lawrence's [GOTV activity](#). The event was organized in conjunction with WeVote and took place via Zoom.



UNC – Asheville worked with both the men's and women's basketball programs to get 100% voter registration from the players. Fellows also worked to get the players to promote voting on their social media accounts.



Fellows at Otterbein University reported that all but two of the school's athletic teams had 100% of their members registered to vote. The two exceptions were women's soccer (98%) and women's lacrosse (90%).

Shippensburg University of Pennsylvania registered over 70% of its student-athletes in fall 2020 thanks to voter registration efforts led by the ShipVotes coalition. Alongside State Director Johanna Mudry, Fellows Ian Coyne and Nina Mitchell hosted a series of seven virtual voter registration trainings for athletic teams on campus. Teams were trained to help students register to vote and utilize their reputations as student-athletes to stimulate election engagement. All trainings had more than 100 coaches and athletes in attendance. The following teams were trained to be student voting ambassadors: softball, women's swimming, baseball, lacrosse, wrestling, men's swimming, volleyball, tennis, men's soccer, women's basketball field hockey, men's basketball, women's soccer, football, men and women's cross country and men and women's track and field

Measuring Your Impact

Activity Tracker

CEEP would not be able to keep up with your great work without the last of the 7 Key Ways: **Measure Your Impact**. Our [Activity Tracker](#) allows us to track your voter engagement work throughout the semester and the impact you're having on your campus. To fulfill your Fellowship, you must have at least four activities entered, in one of our three categories: voter registration, voter education and getting out the vote.

Follow these steps to fill out the Activity Tracker:

Step 1: Go to campuselect.org and select the Activity Tracker at the top.

Step 2: Select your state.

Step 3: Fill in your information. Enter your name, the date of the activity, what type of event this was (voter registration, voter education or GOTV).

Step 4: When you fill out the description and purpose of your event, write it in third person. For example, "Sabrina set up a voter registration table outside of the student center at Coastal Carolina University." This helps us easily share your work.

Step 5: Submit your activity! Repeat this process every time you complete a new activity.

***All Civil Dialogue events fall in the voter education category.*

Final Report

You must submit a final report to complete your CEEP Fellowship. This report looks at your experience, materials and partnerships and important areas for improvement. You'll evaluate how your institutional project has impacted your campus community through outreach, expanded efforts, nonpartisan branding and innovation. Use some space in your report for self-reflection, to measure personal professional development and add any extra explanations to events or projects. The final report will be reviewed in conjunction with the Activity Tracker to help CEEP ensure that you've met your CEEP Fellowship requirements.

SECTION 3: TRAININGS

CEEP provides support for Fellows throughout the course of their CEEP Fellowships. You'll receive a series of trainings to help you acclimate to your new position. These trainings are meant to make you an expert in elections in your state and help you learn new skills to encourage others to vote. The trainings are crucial for your success with CEEP.

National Trainings

National trainings are pre-recorded and include quizzes that you must complete by the deadlines listed in the Fellowship timeline. You'll be expected to complete three national trainings of your choice. Fellows may receive national training in the following areas:

Working from Home

Working from home brings many benefits, such as a more flexible schedule and no transportation worries. However, there are also lots of challenges. It can be harder to create a schedule, stay on task and get things done. Our team has always been remote, so we have some good tips for working from home.

- Students will learn how to adapt their workspace and routine to a virtual environment.
- Students will be able to create routines to maintain their physical and mental health while working from home.
- Students will learn how to use different forms of online communication and learn the proper etiquette associated with each.

Getting Started

This training defines a voter and explains how students can become voter ready. Learn where to turn for registration information, voter visibility and team building. Find out what it means to be nonpartisan.

- Students will learn how to register voters in their state.
- Students will learn how to create a brand and begin their voting initiative on their campus.
- Students will learn what CEEP is and does, and what role their Fellowship plays in our organization and the voter engagement movement as a whole.

Best Practices for Voter Registration, Education, and GOTV

Learn the best ways to host a variety of voter engagement events on your campus. Prepare to navigate conversations with your peers, stay nonpartisan and provide appropriate voter education resources.

- Students will learn about different ways to engage their peers and choose ways that best fit their campus.
- Students will be able to navigate conversations with their peers while staying nonpartisan.
- Students will learn how to assist students with absentee and early voting.

Crossing the Finish Line: GOTV and Wrap-Up

Learn ways to build Election Day excitement through get-out-the-vote events and campaigns. Become aware of your voting rights and discuss how to handle voter suppression at the polls. Discover how to build a brand and create a voting campaign to build excitement.

- Students will learn methods of getting out the vote both on Election Day and before.
- Students will use both in-person and online techniques to turn out voters.
- Students will tie GOTV plans into existing brands and build on the registration, education and election engagement work already done.
- Students will learn to articulate voting rights, know how to combat voter suppression and intimidation efforts, and know what to do if a problem arises at the polls.

Digital Organizing: Social Media and Branding

Create a digital brand that works for your campus. Learn to define your mission, cultivate content and tell your story online.

- Students will be able to understand the dynamics of digital organizing and its importance for digital communication.
- Students will learn how to implement digital storytelling.
- Students will recognize different elements of branding and apply them.
- Students will build the capacity to hold meaningful online conversations and connect with students over digital media.

Creating Civil Dialogue: Living Room Conversations

In an increasingly tense political world, we want to provide you a guide for creating and encouraging civil dialogue. This training features a few members of the CEEP staff who navigate political discussions and create civil dialogue.

- Students will learn how to create an environment that promotes civil political dialogue.
- Students will be able to begin political conversations that lead to civil dialogue and learn how to find common ground with the participants.
- Students will learn how to adapt these guidelines and tools to different situations, people and conversations.

Self-Care During the Campaign Season

This training focuses on the dos and don'ts of self-care throughout your Fellowship. It touches on everything from proper planning and SMARTER goals (see "Engagement Plans" on p. 13) to creating a self-care plan.

- Students will understand the importance of planning and reaching out to campus stakeholders early on in the semester and will be able to create and execute an internal communication plan.
- Students will understand what self-care is and how to practice it.
- Students will be able to create a SMARTER goal.

Coalition Building and Long-Term Planning

No one can engage an entire campus alone. Create a core group to coordinate engagement efforts, divide up the work and ensure that key stakeholders communicate.

- Students will learn how to build coalitions to support voter engagement work.
- Students will learn how to plan for the long term and address the most pressing needs of their campus.
- Students will understand the importance of professional relationships in the success of their coalition and plans.



Statewide Trainings

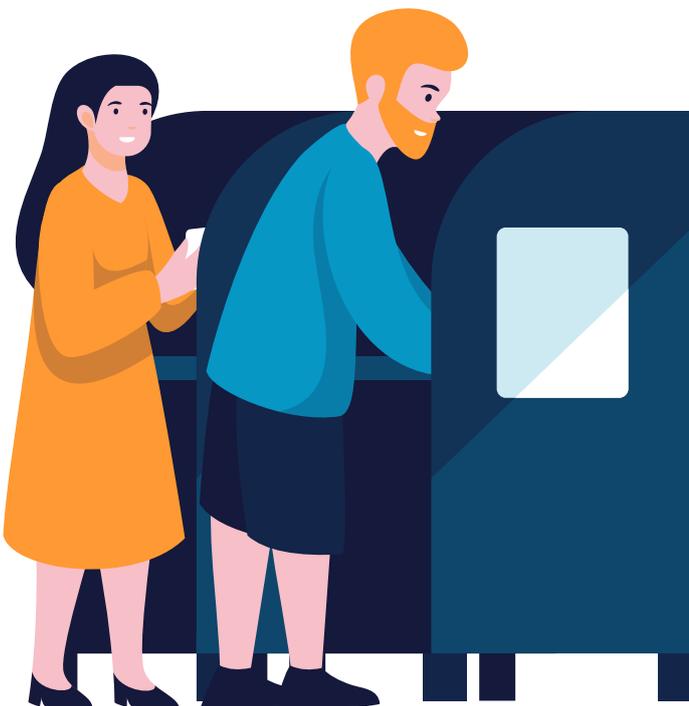
Statewide trainings are given to each Fellow by their State Directors. There will be two trainings that will cover onboarding and statewide voter registration.

Onboarding Engagement Fellows

Knowing your commitment and Fellowship expectations will be critical to getting started. Fellows will learn how to create an engagement plan while remaining nonpartisan.

CEEP is a nonprofit with 501(c)(3) status from the IRS. Nonprofits can advocate for social causes and can help people participate in elections. They may not support or oppose any particular candidate or political party.

- Students will learn how to remain nonpartisan during voter engagement work.
- Students will understand how to utilize CEEP materials and resources.
- Students will understand the importance of building a plan and creating a timeline.



State Voter Registration

This training will cover your state voter registration laws, rules and deadlines. You will also review the calendar of elections and election information, typically found on your state's Secretary of State or Board of Elections website.

- Students will learn/recall statewide rules and regulations around voter registration and how to register others.
- Students will understand the importance of voter education and how to deal with voter apathy.
- Students will understand the importance of relationships between their local boards of elections and local clerks (when applicable) and statewide election offices.

Additional Learning Opportunities

Mini Trainings

In addition to our national trainings, we also provide several short, single-topic “mini trainings.” These are for supplemental instruction but are not required.

- Using the Activity Tracker
- Effective Tabling
- Getting out the Vote
- Being Nonpartisan
- Social Media and Branding



On-the-Ground/Virtual Experience

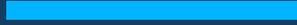
In addition to the trainings we provide, our Fellows learn in other ways. Much of what Fellows learn during their Fellowship comes not as a result of formal training, but instead from “learning by doing.” Through interacting with the Campus Advisor, planning events and building a broad coalition of voter engagement allies on campus, we expect our Fellows to also gain experience in:

- Working intimately with state laws surrounding voter registration and elections and university policies relating to voter engagement.
- Building and maintaining professional relationships with various organizations and departments in universities and their local community.
- Creating civil and unbiased political dialogue with other college students.
- Maintaining nonpartisanship during potentially tense political elections and voter engagement events.
- Planning and overseeing voter engagement events and bringing about sustainable voter-related policies on campus.
- Learning how to communicate and work effectively in a remote environment. This includes learning about new tools to aid in their work.

Continued Learning Experiences

As part of our ongoing commitment to Fellows, CEEP provides several opportunities for former Fellows to stay involved by becoming Fellow Alumni. Fellow Alumni can stay involved with CEEP and learn from each other. Our Fellows and Alumni will be able to interact and learn to:

- Continue to connect with others in voter engagement, which provides more opportunities to continue working in the field.
- Translate the skills and knowledge learned during their Fellowship into current or future professional settings.
- Pass on their Fellowship knowledge and experience to future Fellows through our mentorship program.
- Continue their professional development through regular trainings provided by our Alumni Network.



ADDITIONAL RESOURCES



Alumni Association

After you finish your Fellowship, we would love for you to continue your involvement with CEEP through our new Alumni Network.

As a member of our Alumni Network, you'll have continued access to the following:



- Professional development trainings regularly provided by CEEP and our partners.
- Networking opportunities to meet others in the voter engagement field.
- Career opportunities with CEEP before they're open to the public.
- A community of other previous Fellows to connect with and learn from.
- Interview practice and resume advice from a couple of our dedicated staffers.



CAMPUS ELECTION ENGAGEMENT PROJECT

Alumni Association

LEADING BY EXAMPLE

Help us update our records and we'll let you know what resources and events are in the works. Update your information [here](#), and/or if you are interested in receiving the CEEP Alumni Newsletter, please make sure to [sign up](#). For more information, check out our [website](#).



Meet the CEEP Staff



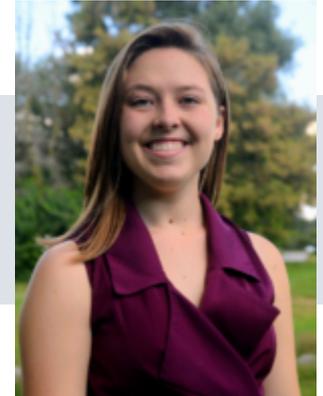
Paul Rogat Loeb
CEEP Founder &
President



Amy Ludwig
Executive Director



Courtney Cochran
National Fellowship
Director & Associate
Director



Jessica Holtkamp
Assistant Fellowship
Director



Jen Tomasetti
At-Large State
Director



Jared Lucero
Southwest Regional
State Director



Monica Matteo-
Salinas
Florida Director



Daniel Coley
Georgia Director



Meg McCormick
Maine Director &
New England
Coordinator



Ellen Wehrman
Michigan Director



Jacob I. Wilson
Missouri and Virginia
Director



Michelle Black
Graduate Assistant
for Missouri and
Virginia

CEEP Staff (cont.)



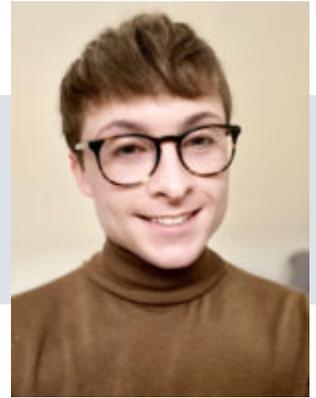
Liam Hysjulien
North Carolina
Director and
Associate Director of
Special Projects



Nate Hall
Ohio Director



Johanna Mudry
Kentucky, New York
and Pennsylvania
State Director



Luke Verdecchia
Wisconsin State
Director and Graphic
Design Specialist



Ella Lawson
Fellows Program
Intern

See the full list of
CEEP staff [here](#)
and see a list of
current fellows
[here](#).



Definitions and Terms

To get started in election engagement, you need to understand the key terms in our line of work. The terms below will become an integral part of your vocabulary during your Fellowship.

Absentee ballot: A ballot cast by a voter unable or unwilling to attend a polling place. Forms and rules vary widely by state. Can include vote-by-mail options.

Civic: Relating to the public life of citizens concerned with the affairs of the community and nation as contrasted with private or personal life.

Civic dialogue: Dialogue about civic issues, policies or decisions of consequence to people's lives, communities and society. Meaningful civic dialogue is intentional and purposeful.

Civic engagement: Any individual or group activity addressing issues of public concern that seeks to make a difference in the civic life of people's communities. This means promoting the quality of life in a community through both political and nonpolitical processes. This can take many forms, from individual volunteerism to organizational involvement to electoral participation. Also known as civic participation.



Civil discourse: Civil conversation in a democratic society. Civil discourse is truthful, productive and audience-based. This involves listening and talking and speakers taking responsibility for their words.

Community engagement: A community-centered approach to engagement between institutions of higher education and their larger communities for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity that seeks to better engage the community to achieve long-term and sustainable outcomes.

Constitution Day: A federal observance that recognizes the adoption of the U.S. Constitution and those who have become U.S. citizens. It is normally observed on Sept. 17.

Sources: American Psychological Association, American University Project on Civil Discourse, Animating Democracy, Center for Civic Education, ConstitutionDay.com, Kathleen Hall Jamieson and Joseph N. Cappella, "Spiral of Cynicism: The Press and the Public Good," National Voter Registration Day and Penn State College of Agricultural Sciences.

Cynicism: Mistrust generalized from particular leaders or political groups to the political process as a whole—a process perceived to corrupt the people who participate in it and to draw corrupt persons as participants.

Democracy: A system of government where citizens exercise power by voting.

Democratic engagement: An approach to civic engagement that seeks to better engage citizens in the political and electoral processes in order to strengthen democracy.

Dorm storm: Intensive registration or GOTV efforts focused on college dormitories.

Early voting: Ballots cast by voters before an election. Forms and rules vary widely by state. Can be in person or by mail-in ballots.

Electoral engagement: An approach to civic engagement that seeks to better engage citizens in the electoral process through participation in elections. Also known as election engagement.

Fellows: Students hired by CEEP who help carry out CEEP's approaches on the ground, working with the nonpartisan engagement teams on their campuses.

Get out the vote (GOTV): Any effort intended to encourage citizens to vote in elections. This usually takes place in the immediate lead-up to an election.

Midterm election (midterms): An election that takes place in the middle of the term of the executive, in which citizens elect their representatives and other officeholders. (The next federal midterm election is in 2022.)

National Voter Registration Day (NVRD): Held on the fourth Tuesday of September, National Voter Registration Day “seeks to create broad awareness of voter registration opportunities to reach tens of thousands of voters who may not register otherwise.” The next NVRD will take place on Sept. 28, 2021.

Nonpartisan: Not biased or partisan, especially toward any particular political group, such as a political party or campaign. Opposite of partisan.

Partisan: Biased toward or advocating for a particular political group, such as a political party or campaign. Opposite of nonpartisan.

Political learning: Learning about politics and the political process through participation.



Primary election (primaries): An election in which citizens vote for their preferred candidate to run in an upcoming general election. Primaries can be open (i.e., open to the general, voting-age public) or closed (open only to members of a political party). In some states, primaries advance the top two candidates to the general election, regardless of political party.

Service learning: An educational approach in which learning objectives are combined with community service or action to meet societal needs.

7 Key Ways: CEEP's suggested approach to election engagement. See "7 Key Ways to Act."

Special election: An election that takes place to fill a vacant position or decide a ballot initiative.

Voter apathy: A lack of voter interest in participating in elections and/or the electoral process, often stemming from cynicism or a perception that a citizen's vote does not make a difference.

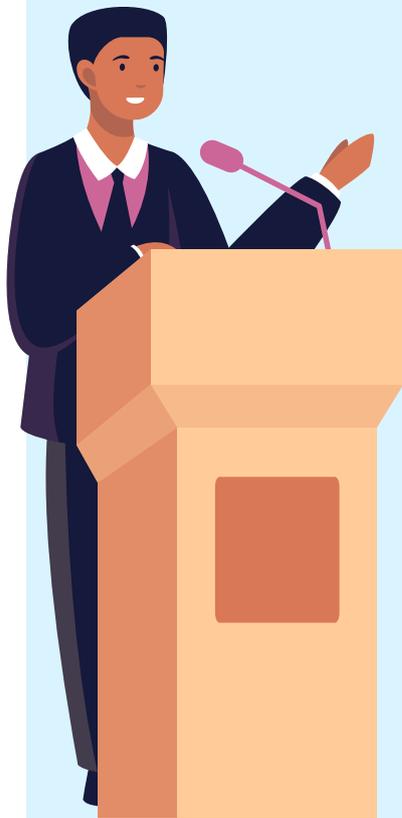
Voter education: Any effort intended to educate citizens on any aspect of the electoral process. This includes, but is not limited to, educating citizens on issues, candidate positions and why elections matter.

Voter registration: Any effort intended to register citizens to vote.



Frequently Asked Questions

How do I know when my actions might seem to be partisan?



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 nonpartisan resources, like our candidate guides or those of the League of Women Voters, that allow voters to compare where the candidates stand.
- Talk about particular issues, focusing on what they are and which elected officials or candidates (e.g., state senators, city councilmembers, members of Congress) make those decisions.
- For state or local initiatives, 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 candidates a voter is likely to support before offering to register them.
- Use code words that 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. Examples would include "Register to vote now to stop water pollution" or "Remember to vote against college loan forgiveness."
- Target voter registration or GOTV efforts to lists of people provided by political parties or organizations that support or oppose candidates.

Does being a CEEP Fellow mean I can't work for a candidate or political party?

You can support the candidate or political party of your choice in everyday life outside of your work as a CEEP Fellow, but not within the context of the work you are doing for CEEP. When you are not acting on behalf of CEEP, you should make it clear that such opinions are your own.

Can I host a candidate forum or invite a candidate to visit campus?

Yes, but only if you invite all candidates or political parties to participate.

Can I be featured in the media for my activism and political activities?

If you are featured as a CEEP Fellow, you should not reference your political views but only the mission of the organization. If you are to be interviewed, ask to see the questions in advance. Please check with your State Director before giving any official statements.

Can I wear a personal item representing a candidate or political party?

You may do so on your own time but not when representing CEEP.

Resources

Here, we've provided a brief description of helpful resources that can be found on our website or in the Fellows Drive:

Engagement Resources

- [COVID-19 and CEEP Student Fellows](#): Reference this document to find a list of ways to continue to engage your campus, whether it is taking partial measures to reduce risk or undergoing complete closure.
- [Advisor Fellowship Handbook](#): Share this handbook with your Campus Advisor to help them get started with our Fellowship program.
- [Engagement Plan Template](#): Found in the Fellow's Drive. Use this document to plan your activities and institutional project and measure your progress throughout the semester.
- [Partner Organizations](#): Look here to find a list of approved third-party partners and their descriptions.
- [Social Media Toolkit](#): This toolkit will help you produce effective messages to engage your students and reach them through social media.
- [Social Media Civic Participation](#): This example packet explains the social media campaign that the University of Central Florida's Student Government Association used to prepare for the 2020 election.

For Fellows By Fellows

- [Civil Dialogue: Talking With Friends, Family and Neighbors](#): Read some recommendations about how to start meaningful conversations with individuals all across the political spectrum.
- [Event Troubleshooting Guide](#): Here are some tips and tricks for planning and hosting successful activities.
- [Feeling Stuck? Fellows Project Ideas](#): To help you out with brainstorming and planning, we compiled a list of project and event ideas that worked for past Fellows.
- [Post-Fellowship Advice](#): Here is a list of 10 different ways you can stay civically engaged after completing the Fellowship.



Other Resources

Available in the Fellows Drive.

Learning Outcomes

Listed here are all the skills and educational goals that the Fellowship supports.

Self-Care Resources

Find information and helpful advice about taking care of yourself during the Fellowship.

Fellows Checklist

This is a list of the tasks you are required to complete during the Fellowship.

Your Vote and COVID

This FAQ answers some questions about casting a ballot and being a Fellow during the COVID-19 pandemic.

Vote Plan

These short guides can help students create a plan for how and when they are going to vote.



Chat & Chew Schedule

Check out this document for all the dates, times and topics for Chat & Chews this semester.



Every Vote Counts (EVC) and CEEP Partnership

EVC is a nonpartisan organization that can help you develop a voter engagement student organization on campus.

Using Slack

Read tips for using Slack, a professional messaging platform.

CEEP Style Guide

This document contains information on CEEP's preferred fonts and formatting.

Apathetic Voter Guide

Here are tips for engaging students who are uninterested in voting.



Fall Fellowship Timeline

January 15	Application Deadline
January 22	Hiring Deadline
January 25	Contract Starts
January 26	Chat & Chew
February 12	Paperwork Deadline
February 12	Training #1 Video and Quiz Due
February 16	Chat & Chew
February 26	Training #2 Video and Quiz Due
March 9	Chat & Chew
March 12	Training #3 Video and Quiz Due
April 6	Chat & Chew
April 30	Final Reports Due & Contract Ends
May 7	Pay Day



Tools

zoom

CEEP uses Zoom for Fellows training sessions, state/individual check-ins and more. If you don't already have your own free Zoom account, here are some helpful steps:

- Open a new window and type in: <https://www.zoom.us/>.
- Click the blue box that says "sign up, it's free."
- Use your email address and create a password.
- Once logged in, you will find your dashboard.
- On your dashboard will be the link to your **unique, personal Zoom ID number**.
- Please note that if you need to run your own Zoom meeting, your free Zoom profile comes with a 40-minute video chat room for calls with more than two people. Zoom also has apps available for both iOS and Android.

Joining a Call

- Click on the Zoom link that has been shared with you, if applicable.
- Open your Zoom app, click "Join a Meeting" and type the meeting ID number.
- If prompted, click the green button that says "Join with Computer Audio."



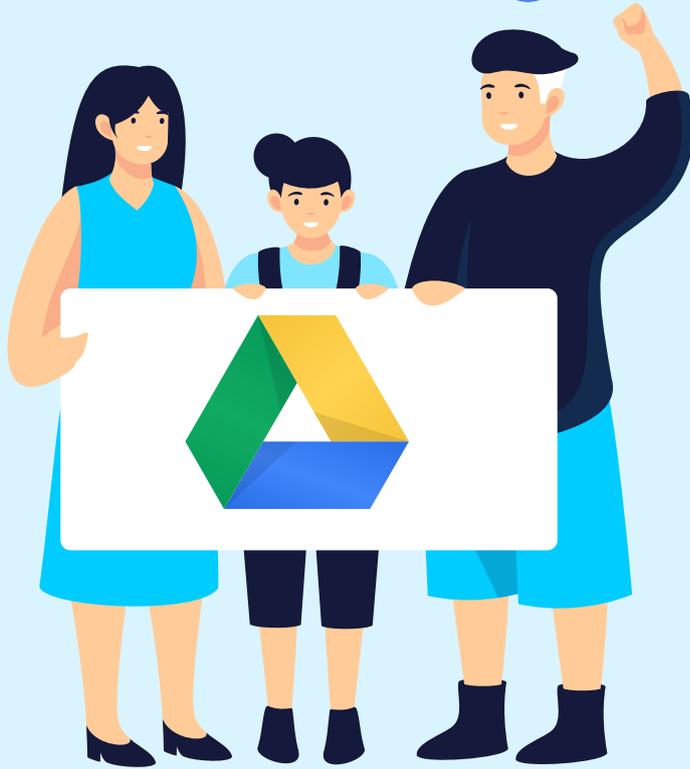
Helpful Tips

- You can turn your camera on and off by clicking the camera button on the bottom left.
- You can mute and unmute your microphone by clicking the microphone button on the bottom left.
- You can leave the meeting by clicking the "Leave Meeting" button on the bottom right.
- You can chat with other meeting participants with the "Chat" button.

Zoom Etiquette

- Send the Zoom link out beforehand and make sure it's correct!
- Mute yourself when you aren't speaking.
- Keep your video on and look into the camera (at your peers).
- Eliminate distractions and focus on the meeting.
- Be aware of your background and if you're hosting, stick around. This is not the time to get up and be walking around.

Google Drive

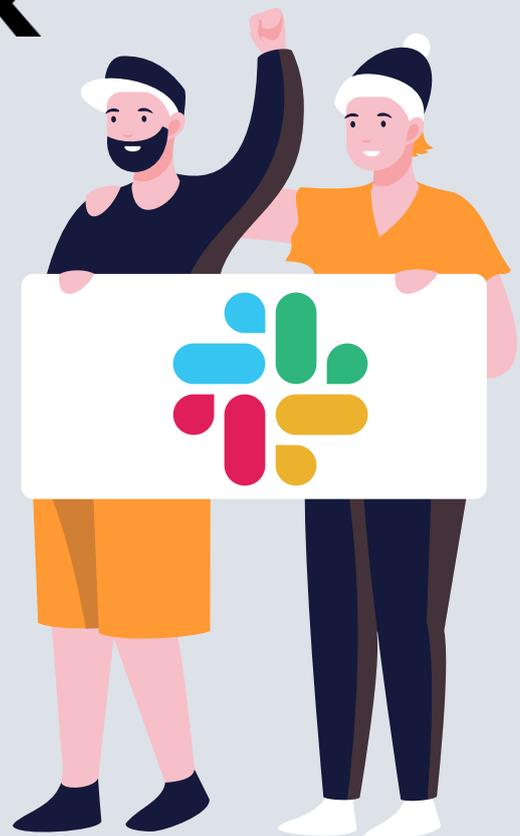


The CEEP Google Drive account will be your one-stop shop for success. Here you will find resources, images and templates to be used over the course of your Fellowship. Please download files from Drive before editing them. Your State Director will give you access to Google Drive.

slack

Slack is the number one way CEEP Fellows communicate with each other. Each week a CEEP team member will ask questions on Slack to help Fellows participate and get to know each other. These may include challenges with prizes. Fellows are highly encouraged to participate. Slack is one of the quickest ways to get in touch with CEEP staff.

If you've never used Slack, we have created a resource, located in the Fellows Drive, to help you use it effectively. While Slack is not a requirement, it's the best way to communicate with State Directors and Fellowship Directors as well as collaborate on projects and troubleshoot issues with other Fellows. Slack has become a very popular online tool in the workplace. Getting familiar with it is just another skill to put on your resume.



**CAMPUS
ELECTION
ENGAGEMENT
PROJECT
FELLOW**