



# ★ Hospitals Helping Arizonans Vote ★

## SAMPLE MEMO

*The Arizona Hospital and Healthcare Association (AzHHA) is providing the following **sample memorandum** for your organization to e-mail to employees. Feel free to use this and other communications tools AzHHA has created, including the county-specific fliers, implementation ideas and newsletter articles. All materials provide the opportunity for hospitals to individualize to their organizations and counties.*

**Recommended Timing:** *E-mail to staff before Aug 4 to encourage voter registration and remind them of early voting dates.*

### Voting In Four Easy Steps

[Insert Date]

#### MEMORANDUM

TO: [Insert Name(s) and Title(s)]

FROM: [Insert Name and Title]

SUBJECT: *Hospitals Helping Arizonans Vote*

[Insert Organization's Name] is joining hospitals and health systems statewide to encourage people to exercise their right to vote during this important Arizona Primary Election\* on Sept. 2 and the General Election on Nov. 4. Here are four easy steps to vote in these upcoming elections:

1) Register to Vote by Aug. 4:

- online at (EZ Voter) [www.azsos.gov](http://www.azsos.gov) (you also may check if you are already registered to vote); or
- via phone at 602-542-8683.

You also may visit:

- your local County Recorder's Office (location and contact information available at [www.azsos.gov](http://www.azsos.gov)). Upon completion the form may be hand delivered and/or mailed to the County Recorder's Office;
- city or town clerk's office;
- public libraries; or
- U.S. post offices.

2) Request an Early Voting Ballot:

contact the [Insert County Name] Recorder's Office [Insert location and contact information, which is available at [www.azsos.gov](http://www.azsos.gov)].

3) Find Out Where to Vote:



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- look on the address label of the sample ballot you receive by mail; or
- contact the *[Insert County Name]* Elections Office.

4) VOTE on BOTH Election Days!

- Early voters, mail in your ballots by **Sept. 2** for the **Primary Election**.
- If you have **not** voted early, vote on **Sept. 2** at your designated polling place for the **Primary Election**.
- Early voters, mail in your ballots by **Nov. 4** for the **General Election**.
- If you have **not** voted early, vote on **Nov. 4** at your designated polling place for the **General Election**.

Get local information on voter registration and voting at:

[www.azhha.org](http://www.azhha.org) and <http://hospitals.helpingamericansvote.org/>

\*Arizona's 30 state senators and 60 representatives are running for re-election. Candidates go through a Primary and General Election. The Primary Election on Sept. 2 will narrow the list of candidates in each district to two candidates in each race. The candidates that win the most votes in the primary will be the two candidates that go on to run in the General Election.