



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 FAQs and sample newsletter articles. All materials provide the opportunity for hospitals to individualize to their organizations and counties.

Recommended Timing: E-mail to staff before Oct. 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 General Election on Nov. 2. Here are four easy steps to vote in the upcoming election:

- 1) Register to Vote by Oct. 4:
 - online at (EZ Voter) <http://www.azsos.gov/election/VoterRegistration.htm>;
 - if you are already registered, you can check on your registration at <https://voter.azsos.gov/VoterView/Home.do>;
 - you may also visit your local County Recorder's Office (location and contact information available at <http://www.azsos.gov/election/county.htm>). 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 <http://www.azsos.gov/election/county.htm>].
- 3) Find Out Where to Vote:
 - look on the address label of the sample ballot you receive by mail; or

- contact the [*Insert County Name*] Elections Office.
- 4) VOTE on Election Day!
- Early voters, mail in your ballots by **Oct. 28** for the **General Election**.
 - If you have **not** voted early, vote on **Nov. 2** at your designated polling place.

Get local information on voter registration and voting at:

<http://www.azsos.gov/election/VoterRegistration.htm>