

ATTACHMENT 6

2008 Post-Election Voting Survey of Local Election Officials

Sample Cover Letter

Sample Thank you/Reminder Letter

2008 Post-Election Voting Survey of Overseas Citizens

Sample Department of State Notification Letter

Sample Department of State Cover Letter

Sample Department of State Thank you/Reminder Letter

(E-mail reminders not yet available)

Audience: Local Election Officials
Reminder Cover Letter to be sent with Survey
Authority: On FVAP letterhead with Director (Polli Brunelli) signature

November 4, 2008

Dear Local Election Official:

Your jurisdiction has been selected to participate in the Federal Voting Assistance Program (FVAP) 2008 Post-election Survey of Local Election Officials. The data derived from the post-election survey supports the report required by the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* and is conducted after each Presidential election. The survey also helps the FVAP develop ways to make absentee voting easier for military and overseas citizens and to identify problems that you may have experienced that can be addressed in future elections. This survey is not the same as the Election Day survey conducted by the United States Elections Assistance Commission.

Although the survey is voluntary, the Post-election Survey is one of the only tools we have to gauge the *UOCAVA* absentee voting process. We consider your information and your opinions very important to improving the Program and the absentee voting process for our military men and women and our overseas citizens. Your responses are confidential. Only persons involved in collecting or preparing the information for analysis will have access to completed surveys.

Note that you have the option of completing the survey electronically. You can find the information to access the Internet Web site on the front page of your survey.

Please return the completed questionnaire electronically or in the postage-paid envelope provided as soon as possible. If you have any questions or suggestions about this survey, please contact Ms. Erin St. Pierre at 1-800-438-8683 or at erin.stpierre@fvap.ncr.gov. We appreciate your assistance on this effort.

Sincerely,

P. K. Brunelli
Director

Enclosure

Audience: Local Election Officials
Reminder Letter/Thank you to be sent late November/early December
Authority: On FVAP Letterhead with Director (Polli Brunelli) signature

Dear Local Election Official:

Several weeks ago, you received a survey in the mail about absentee voting. If you have already mailed your survey to us or responded via the Internet, please disregard this notice. We appreciate you taking the time to do it so quickly. If you have not returned the survey, please take a few minutes now to complete the survey and return it in the pre-addressed, postage-paid envelope provided or respond via the Internet at:

<https://xxxxxxxxxx>

Your access code to the survey on the Internet is on the front page of the survey at the bottom right. If you have misplaced your survey or if you have any questions regarding the survey, you may fax a message to the Federal Voting Assistance Program at (703) 696-1352 or send an e-mail to Erin St Pierre (erin.stpierre@fvap.ncr.gov).

The survey is authorized by the *Uniformed and Overseas Citizens Absentee Voting Act* and helps determine voting participation as well as problems our military men and women and citizens overseas may have experienced while voting in the 2008 election process. Your comments are important and are needed to improve the Federal Voting Assistance Program and the absentee voting process for both uniformed services and citizens overseas.

Thank you for your help with this survey.

Sincerely,

P. K. Brunelli
Director

Announcement E-mail/Hard copy Letter (Sent early November)
Audience: Overseas Citizens (NonFederal Employees)
From: Department of State (Jack Markey or Elizabeth Gracon – Voting Action Officer)

My Fellow Americans:

I would like to invite you to participate in the Federal Voting Assistance Program's 2008 Post-Election Survey.

The *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* of 1986 is designed to help U.S. citizens residing abroad exercise their right to vote. The Post-Election Survey measures the experience of U.S. citizens living overseas during the 2008 Federal election process. The survey results will be presented to the President and Congress, and the findings will be used to improve the Federal Voting Assistance Program (FVAP) and the absentee voting process for all *UOCAVA* citizens.

Our embassies and consulates have selected participants by a completely random method. The survey does not require you to provide any personally identifiable information such as your name, date of birth, or social security number. Participation is voluntary and responses are anonymous. You will not need to put your name or address anywhere on any of the survey materials.

[Paragraph included only in hard copy letter: Enclosed in this envelope you will find a copy of the 2008 Post-Election Survey and a postage-paid return envelope. Please complete the survey, place it into the return envelope, and mail it back to us. If you prefer, you may complete the survey by logging on to our secure Web site, <https://xxxxxxx>, and entering your individual Ticket Number: XXXXX.]

[Paragraph included only in e-mail: The survey is available at this secure Web site, <https://xxxxxxx>. Simply click on the address above to go directly to the Web site. Once you have accessed the Web site you will need to enter the following Ticket Number: XXXXX. If you prefer, you may obtain a hard copy of the survey by contacting the Federal Voting Assistance Program (FVAP) at the contact information listed below.]

If you have any questions or require assistance, you may contact Ms. Erin St Pierre with the FVAP toll-free at 1-800-438-VOTE (or from your current country by using the toll-free numbers on the FVAP website www.fvap.gov). You may also email the FVAP at vote@fvap.ncr.gov.

We appreciate you taking the time to complete this survey and to provide us with your comments and recommendations on the absentee voting process.

Sincerely,

Jack Markey
Chief Voting Action Officer

Pre-Notification (to be sent in late August/early September)
Audience: Overseas Citizens (NonFederal Employees)
From: Department of State signed by Jack Markey

Dear American Citizen:

The Federal Voting Assistance Program is preparing to conduct the 2008 Post-Election Survey. The *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* of 1986 is designed to help U.S. citizens residing abroad exercise their right to vote. The Post-Election Survey measures the experience of U.S. citizens living overseas during the 2008 Federal election process. The survey results will be presented to the President and Congress, and the findings will be used to improve the Federal Voting Assistance Program (FVAP) and the absentee voting process for all *UOCAVA* citizens.

Your assistance is very important to us as we try to improve the absentee voting process for you, overseas Americans. It is also an important tool to evaluate our program.

We will send the Post-Election Survey to you by e-mail shortly after the November 4, 2008 General Election. For your convenience, you will be able to complete the survey either on our secure Web site or on a hard copy survey, a copy of which will be mailed to you or will be available at your local embassy or consulate along with a postage-paid return envelope.

Our embassies and consulates have selected participants by a completely random method. The survey does not require you to provide any personally identifiable information such as your name, date of birth, or social security number. Participation is voluntary and responses are anonymous. You will not need to put your name or address anywhere on any of the survey materials.

If you have any questions or require assistance, you may contact Ms. Erin St Pierre with the Federal Voting Assistance Program (FVAP) toll-free at 1-800-438-VOTE (or from your current country by using the toll-free numbers on the FVAP Web site www.fvap.gov). You may also e-mail the FVAP at vote@fvap.ncr.gov.

We appreciate you taking the time to complete this survey and to provide us with your comments and recommendations on the absentee voting process.

Sincerely,

Jack Markey
Chief Voting Action Officer

Thank you/Reminder (to be sent in late November/early December)
Audience: Overseas Citizens (NonFederal Employees)
From: DoD on FVAP Letterhead (Polli Brunelli)

Dear American Citizen:

Several weeks ago we contacted you requesting your participation in the Federal Voting Assistance Program's 2008 Post-Election Survey about absentee voting. If you have responded via the Internet or completed the hard copy survey, thank you. Your participation is greatly appreciated. If you have not responded to the survey, please take a few minutes now to complete the survey by logging on to our secure Web site, <https://xxxxxxx>, and by entering your individual Ticket Number: XXXXX. If instead you prefer to complete a hard copy survey and do not have one, you may pick up a copy from your local embassy or consulate along with a postage paid return envelope.

If you have any questions or require assistance, please contact Ms. Erin St. Pierre with the Federal Voting Assistance Program (FVAP) toll-free at 1-800-438-VOTE, or from your current country by using the toll-free numbers on the FVAP website www.fvap.gov. You may also email the FVAP at vote@fvap.ncr.gov.

The survey is authorized by the *Uniformed and Overseas Citizens Absentee Voting Act* and helps determine voting participation as well as any problems that military personnel and citizens overseas may have experienced with absentee voting. Participation is voluntary and responses are anonymous. Your comments are important and are needed to improve the Federal Voting Assistance Program and the absentee voting process.

Thank you for your help with this survey.

Sincerely,

Jack Markey
Chief Voting Action Officer