Data Collection Sheet for Caucus, Assembly, and Convention

The purpose of this form is to help with data collection for the caucus, assembly, and convention processes. There is a lot of information we need to collect in order to participate fully in the process pursuant to Democratic Party rules. This information is necessary to identify people who want to become county, state, and national delegates. There are certain rules we have to follow to meet DNC requirements for representation at the national convention, and we also need to identify individuals for the purpose of helping candidates through the caucus and assembly process.

The first piece of data we need is every caucus location in each county for each precinct. Use this Google form and enter in caucus locations for each precinct one at a time. Once we have that information, we will be posting caucus locations for each county on CDP’s website.

You will all have hard copy forms to fill out with caucus and assembly information, and you will need to enter this data into VAN. A VAN form will be created by the state party that contains all of the possible activist codes you need to correctly mark attendees and delegates with the necessary information. For those counties where VAN expertise is limited, we can either train you or enter your data for you as long as we are provided with the necessary details. PLEASE HAVE ALL DATA ENTERED WITHIN 24 - 72 HOURS OF THE EVENT*.

Caucus
Delegate data to be entered within 72 hours of event; everyone else by 3/13/20

Attendee Data to Collect:
- Name
- Address
- Home and/or Cell Phone Number
- Email addresses: must have as the state party communicates to delegates via email
- Demographic Data:
  - Gender: male, female, or non-binary
  - Race/ethnicity: White/Caucasian, African-American, Latinx, Native American, Asian American/Pacific Islander
  - Age - specifically if 35 or younger
  - Sexual orientation - specifically LGBTQ+ status
  - Disability status - we don't need them to specify their disability, just need confirmation

*smaller counties should be able to enter delegate data in 24-36 hours
Confidential Voter Status: this is key. We absolutely have to know if someone is a confidential voter so we can make sure they're contacted when they need to be.

Candidacy: in case someone is nominated for office from the floor or identifies themselves as a candidate for office

During Caucus:
- Appoint and Record caucus chair
- Appoint and record caucus secretary
- Elect and record county delegates
- Elect and record new PCPs
- Conduct senate preference poll; collect preferences for data entry

VAN Form Data Entry:
- Mark all attendees elected as county delegates with County Delegate activist code
- Mark all attendees with Attendee activist code
- Mark attendees with correct demographic data, i.e. gender, race, age, sexual orientation, disability status, veteran status, and labor union participation as needed
- Mark caucus chairs and secretaries with Chair and Secretary activist codes
- Mark newly elected PCPs with PCP 2020-22 activist code in VAN
- Mark correct caucus senate candidate preference
- Collect all data on confidential voters
  - Name
  - Address
  - Home and/or Cell Phone Number
  - Email addresses
  - Any position listed they were elected to

COUNTY ASSEMBLY & CONVENTION
Data Collection Checklist to be Entered By

Data:
- Name
- Address
- Home and/or Cell Phone Number
- Email Address
- Demographic Data: gender, race/ethnicity, age, sexual orientation, disability status, veteran status, labor union status
- Confidential Voter Status
- Candidacy: in case someone is nominated for office from the floor or identifies themselves as a candidate for office

*smaller counties should be able to enter delegate data in 24-36 hours
During Assembly and Convention:
- Hold assemblies for legislative and judicial districts residing in county
- Elect delegates to multi-county district assemblies and state assembly
- Hold county convention and conduct presidential preference poll; select delegates for state convention based upon preference poll results

VAN Form:
- Mark all state assembly and convention delegates with State Assembly Del and State Convention Del activist codes
- Mark anyone who was elected to an assembly with the correct activist code
  - CD Delegates and Convention
  - SD Delegate
  - HD Delegate
  - JD Delegate
- Mark all attendees with Attendee activist code
- Mark attendees with correct demographic data, i.e. gender, race, age, sexual orientation, disability status, veteran status, and labor union participation activist codes as needed
- Mark delegate presidential preference with the correct candidate preference activist code
- Collect all data on confidential voters
  - Name
  - Address
  - Home and/or Cell Phone Number
  - Email Address
  - Any position listed they were elected to

**CONGRESSIONAL DISTRICT ASSEMBLY & CONVENTION**
Data Collection Checklist

Data:
- Name
- Address
- Home and/or Cell Phone Number
- Email Address
- Demographic info: gender, race/ethnicity, age, sexual orientation, veteran status, disability status, labor union status
- Confidential Voter Status
- Candidacy: in case someone is nominated for office from the floor or identifies themselves as a candidate for office

During Assembly and Convention:
- Hold congressional assembly

*smaller counties should be able to enter delegate data in 24-36 hours*
Preferences:
- Preference poll for congressional candidates if primary
- Hold congressional convention; elect state convention delegates based on allotted delegate number

VAN Form:
- **IMMEDIATELY AFTER ASSEMBLY**: Mark all convention delegates with State Convention Del activist code
- Mark all attendees with Attendee activist code
- Mark attendees with correct demographic data, i.e. gender, race, age, sexual orientation, disability status, veteran status, and labor union participation activist codes as needed
- Mark delegate convention presidential preferences with the appropriate candidate preference activist code
- Collect all data from confidential voters
  - Name
  - Address
  - Home and/or Cell Phone Number
  - Email Address
  - Any position listed they were elected to

*smaller counties should be able to enter delegate data in 24-36 hours*