# Community Civic Engagement Program
# Digital Checklist

**How to use this document:** Please make a copy of this document so that you can make your own edits! You can make a copy by going to "File" and selecting "Make a Copy." You'll then choose the folder where you want to save the document and select "Make a copy."

**Name:**
**Organization Name:**
**State:**
**Organizer/Vot-ER Contact Name:**

Not Started ▾  1. Find out who schedules the texts at your health center, how much texting will cost your health center, and how many patients are eligible to be texted through your patient texting platform.

Not Started ▾  2. [Fill out this form](#) with the above information to place an order for your customized texts. We will then email you back in a few days with the customized series of texts you'll need to use at your health center.

Not Started ▾  3. Send the text series to the staff member who schedules your texts. Discuss when these texts will be scheduled and how to plan them around other outreach messaging/staff capacity.

Not Started ▾  4. Follow up with the relevant staff member to ensure that texts are scheduled. Work with your finance office to bill the texting costs to your CCEP award.

Not Started ▾  5. [After the award period has elapsed] Follow up with the relevant staff member to collect the following reporting information:

        Number of texts sent:
        Number of opt-outs:
        Number of undelivered messages/other deliverability info:

Then email this information to Michael Kaiser-Nyman at [michael@vot-er.org](mailto:michael@vot-er.org) and CC Desiree Shayer, [desiree@vot-er.org](mailto:desiree@vot-er.org).