Election Integrity:
Accurate Voter Database Tips

Accurate voter data is essential for a smooth, efficient, and valid election. These key guidelines ensure the database you provide meets the highest standards.

Ensure Data Consistency

- Standardize key fields like name, address, and membership status
- Identify and correct errors, missing fields, or unusual characters
- Ensure email fields and other data are complete, no extra spaces
- SBS reviews your database counts for quality control

Monitor Constantly

- Periodic voter data reviews are vital, even between election cycles
- Avoid last-minute issues by keeping the database current
- SBS offers tools like membership update surveys and in-person data collection options

Remove Non-Eligible Voters

- Regularly update eligibility criteria to avoid election challenges
- Adhere to bylaws, member status, dues paid
- SBS can assist in maintaining accurate voter lists

Eliminate Duplicates

- Use software to run routine checks to identify, merge, and delete
- Merge carefully to ensure no essential data is lost

Final Data Checks

- Templates are a guide: use or add only fields needed for your election
- Ensure blank fields contain no spaces
- Include leading zeros when necessary (zip codes)
- Add "filtered data fields" (region, chapter) if needed
- Ensure "full name" field is exactly how it should be addressed
- Data should be one file on one tab
- Save final file in the preferred format: .xls, .csv, .txt

Benefits of a Clean Database

- Accurate Communications
- Smooth Election Process
- Improved Participation

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