Define Zones for Local Elections to Add to Slate Cards
(Elections in Municipalities, City Wards, Local Districts, Special Districts)

These instructions describe how to add down-ballot races to your Endorsements File Prototype that is pre-populated with "well-known" district elections and candidates.

Introduction: It is difficult to create slate cards that support local "down ballot" races because VAN does not have data that identifies municipal districts, city wards, community development districts, fire control districts, etc. These elections occur in locally defined 'districts' that may not align with precinct boundaries. County Supervisors of Elections (SOEs) use subdivisions of precincts called precinct-splits to more accurately define these districts.

In contrast to VAN, the Voter Analysis Tool (VAT) does have precinct-split data from the Division of Elections Voter Registration File to define the electoral districts in each county and match those districts with its voters. VAT can generate lists of voters in the defined districts to upload into VAN to use for canvassing activities beyond slate cards.

Preparation for Defining Districts and Zones in VAT

Request a District Definition List and list of Announced Candidates from your county Supervisor of Elections.

Determine with county leadership which down-ballot elections and candidates to include on your slate cards.

Step 1. In VAT with Information from County SOE - Create District Definitions

Login to the VAT Home page (vat.flddc.org) and CLICK the "District Definitions" tool to request "The District List Report" for your county. VAT fills in three columns:

A	B	C
District Code	District Number	Precincts in District

Figure 1. VAT generated District Definition List

	A	B	C	
1	CAP	1	116	
2	CDD	23	301.2, 301.4, 301.5, 303.1	
3	CDD	24	303.3	
4	CDD	25	302.4	
5	CDD	26	408.1	
6	CDD	27	305.1	
7	CDD	28	210.4	
8	CDD	29	314.3	
9	CDD	30	302.6, 305.2	

Save, then ADD a column between B and C and label the 4 columns

A	B	C	D
District Code	District Number	SOE Definition (Name)	Precincts in District

To complete Column C, use the District Definition List from your local SOE to add meaningful district names in column C. Save the completed spreadsheet as a reference for you to copy and paste from when creating Zone Definitions in Step 2.

Note: The VAT District Definitions list only includes municipal and local districts. "Well-Known Districts" are already in VAT and are displayed in the Endorsement File Prototype. Well-Known Districts include: US Congressional and Senate districts, state house and senate districts, school board districts, and county commission districts.

Figure 2. District List Report from VAT with SOE Definitions added

District Code	District Number	SOE Definition	Precincts in District	
CAP	1	Captiva Erosion	116	
CDD	24	Bay Creek Comm Dist	303.3	
CDD	25	River Ridge Comm Dist	302.4	
CDD	26	Herons Glen Rec Dist	408.1	
CDD	27	Brooks I CDD	305.1	
CDD	28	Heritage Palms CDD	210.4	
CDD	29	Stoneybrook CDD	314.3	

Step 2. In VAT Using District Definitions - Create Zone Definitions

On the VAT HOME page, CLICK the "Manage Zone Definitions" tool. Use the District Definitions spreadsheet from Step 1 to copy and paste the SOE Definition (Name) and list of precincts (each separated by a comma) into the Zone definition dialogue box. Repeat for each district and SAVE each one. When finished you should see a list of the "local" zones you entered on the VAT Zone Maintenance page. These may be edited at any time.

Figure 3. Dialogue Box to Enter Zone Definitions from your county District List

Figure 4. Completed Zone Definition List for Upcoming Elections in your County

Step 3. Add Local Elections to the Endorsements File (EF)

Open your saved EF from "How to Create Slate Cards for Well-Known Districts." Add the down-ballot elections and candidates that your county wants to support on slate cards, using the title and Zone Name from the VAT Zone Management page and selecting the Ballot Order Display Code (BOC) from the tables that follow. The red font in the example below shows the local elections added to the pre-populated EF of well-known districts.

BOC	English Title	Spanish Title	English Amend	Spanish Amend	Candidate 1	Candidate 2	DataField	Value	Style
Title	Lee County Voter R	Recomendaciones para los votantes del condado de/Lee para las elecciónes generales de 2024							
Footer	Paid for by Democr	This communication is not authorized by any candidate or candidates' committee.							
PO1A	President and Vice	Presidente y Vicepresidente			Joseph R Bic	Kamala D. Harris			Y
PO1B	United States Sena	Senador de los Estados Unidos			Primary				N
PO1C	Representative in C	Representante en el Congreso Distrito 17			Primary		Congressi	17	N
PO1C	Representative in C	Representante en el Congreso Distrito 19			Kari L. Lerner		Congressi	19	Y
PO2G	State Senator Distri	Senador Estatal Distrito 27			Phillip Ray Carter		Senate_Di	27	Y
PO2G	State Senator Distri	Senador Estatal Distrito 33			Christopher Proia		Senate_Di	33	Y
PO2H	State Representativ	Representante Estatal Distrito 76			Jim Blue		House_Di:	76	Y
PO2H	State Representativ	Representante Estatal Distrito 77			Cornelius Fowler		House_Di:	77	Y
PO2H	State Representativ	Representante Estatal Distrito 78			Howard Sapp		House_Di:	78	Y
PO2H	State Representativ	Representante Estatal Distrito 79			Denise McCleary		House_Di:	79	Y
PO2H	State Representativ	Representante Estatal Distrito 80			Mitchel Schlayer		House_Di:	80	Y
PO3F	School Board Superintendent				Victor Arias				Y
PO3H	Board of County Co	Junta de Comisionados del Condado Distrito 5			Kizzie Flowler				Y
NPO2C	School Board Mem	Miembro del Consejo Escolar Distrito 2			Carol Frantz		School_Bc	2	Y
NPO2C	School Board Mem	Miembro del Consejo Escolar Distrito 3			Kaitlyn Schoefell		School_Bc	3	Y
NPO2C	School Board Mem	Miembro del Consejo Escolar Distrito 7			Sheridan Chester				Y
NPO1A	Justice of the Supre	Magistrado del Tribunal Supremo			Renatha Francis				N
NPO1A	Justice of the Supre	Magistrado del Tribunal Supremo			Meredith Sasso				N
PM1	No 1 Constitutional	Num 1 Enmie	Partisan School	Enmienda a las (	.				N
PM1	No 2 Constitutional	Num 2 Enmie	Florida Right to	Enmienda sobre	.				N
PM1	No 3 Constitutional	Num 3 Enmie	Marijuana Lega	Iniciativa de leg	.				Y
PM1	No 4 Constitutional	Num 4 Enmie	Right to Abortic	Iniciativa sobre	.				Y
PM1	No 5 Constitutional	Num 5 Enmie	Annual Inflatio	Ajuste anual por	.				N
PM1	No 6 Constitutional	Num 6 Enmie	Repeal of Publi	Derogación de l	.				N
NPO3A	Bonita Springs City Council				Zachary Smith		Zone	WRD 42 - Bonita Springs Dist	Y
NPO3A	City of Fort Myers, Ward 4				Dr Cindy Banyai		Zone	WRD 84 - Ft Myers Dist 4	Y
NPO3A	Cape Coral Dist 4				Richard Carr		Zone	WRD 54 - Cape Coral Dist 4	Y
NPO4C	Lehigh Acres Municipal Services Improvement - Seat 1				Julie Hollingsworth		Zone	LAM 1 - Lehigh Acres Municipa	Y

BOC = Ballot Display Order Code that tells the program how to organize your slate card
English Title = Name of the office based on the SOE District Definition List and VAT Zones
Candidate 1 = Name of candidate your DEC is endorsing
Candidate 2 = running mate (Vice president or Lieutenant Governor)
DataField = add the word "Zone" for all local elections *except* leave blank if the election is county wide (see School Board Superintendent entry above)
Value = copy and paste the NAME of the VAT Zone associated with this election
Style = Y or N whether your DEC supports the candidate or not

The first table shows the ballot order for partisan elections; the second table for non-partisan. Find the office that best describes the electoral race and select the Ballot Order Code to include on your Endorsements File in the first column (column A).

Ballot Order Code List for Partisan Elections

Category Desc	Sub-category	Group/Offices	Ballot Order Code	
Partisan	**Federal Offices**		PO1	
		President/Vice President	PO1A	
		US Senate	PO1B	
		US House	PO1C	
	State Offices		PO2	
		Governor/Lt Governor	PO2A	In VA EF Prototype
		Attorney General	PO2B	
		Chief Financial Officer	PO2C	
		State Attorney	PO2D	
		Commissioner of Agriculture	PO2E	
		Public Defender	PO2F	
		State Senator	PO2G	
		State Representative	PO2H	
		Clerk of Circuit Court	PO2I	
	County Offices		PO3	
		County Mayor	PO3A	
		Clerk of County Court	PO3B	
		Sherrif	PO3C	
		Property Appraiser	PO3D	
		Tax Collector	PO3E	
		Superintendent of Schools	PO3F	
		Supervisor of Elections	PO3G	
	(in VAT EF Prototype)	Board of County Commissioners	PO3H	
		Other County Offices	PO3J	
	Municipal Offices		PO4	
		Mayor	PO4A	
		City Council	PO4B	
		Other	PO4C	
	District/special district offices		PO5	
		Multi-county	PO5A	
		County	PO5B	
		Municipal	PO5C	
		Less than Municipal	PO5D	

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Ballot Order Code List for Non-Partisan Elections

Category Desc	Sub-category	Group/Offices	Ballot Order Code
Non-Partisan	**State Offices**		NPO1
		Justice of the Supreme Court	NPO1A
		Judge District Court of Appeal	NPO1B
		Circuit Judge	NPO1C
		Other State Offices	NPO1D
	County Offices		NPO2
		County Judge	NPO2A
		Non-partisan county office	NPO2B
	(in VAT EF Prototype)	School Board Member	NPO2C
		Other Offices	NPO2D
	Municipal office		NPO3
		Mayor	NPO3A
		City Council	NPO3B
		Other	NPO3C
	District and Special Districts		NPO4
		Multi-county	NPO4A
		County	NPO4B
		Municipal	NPO4C
	Districts less than Municipal		NPO5
		Community Council Area	NPO5A
		Community Development District	NPO5B
		Other Districts	NPO5C
Public Measures		Statewide constitutional amendment	PM1
		County public measure	PM2
		Municipal public measure	PM3
		Special District public measure	PM4

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Examples:
Your county SOE website can provide a list of all candidates. Validate affiliation if needed. Check with your DEC to identify which races and candidates should be included on your slate cards. Some examples from Lee County:

Information from DEC:

Municipalities – City Council
City of Bonita Springs (<mark>non-partisan</mark>)
     Mayor–(Frederick) Rick Steinmeyer (R)
     District 2–(Jesus) Jesse Purdon (R)
         Zachary Smith (D) ⬅
     District 4–Chris Corrie (R)
     District 6–Fred Forbes (R)

BOC	English Title	Candidate 1	DataField	Value	Style
NPO3B	Bonita Springs City Council	Zachary Smith	Zone	WRD 42 – Bonita Springs Dist 2	Y

<mark>Non-Partisan</mark> Special Districts
Beach Road Golf Estates <mark>CDD</mark> (Precinct 313)
     Seat 1–Joseph Grillo (NPA)
     Seat 2–*Barry Kove (D)* ⬅

Translates into the following entry in the Endorsements File:

BOC	English Title	Candidate 1	DataField	Value	Style
NPO5B	Beach Road Golf Estates - Seat 2	Barry Kove	Zone	CDD 45 - E Bonita Beach Rd	Y

Once your Endorsements File is complete, return to Step 3 of "Create Slate Cards for Well-Known Districts 2024."