**Seven Components of a Strong State Party**

**In your report, please provide an update on each of the questions below the seven core components. Please insert your report into this template under each of the seven sections. If you are in the planning stages for 2016, please indicate your timeline.**

**I.   Infrastructure:**

1. At a minimum your State Party should have the following five full-time trained staff positions: Executive Director, Finance, Compliance, Communications and Data.
   1. Please list all current members of your staff and their titles.

*Kris Banks, Digital Director*

*Emily Bolton, Communications Director*

*Tom Buneo, Deputy Executive Director & COO*

*Georgina Cannan, Voter Protection & Policy Director*

*Joe Cutright, Office Manager*

*Jamie Maniscalco, Finance Director*

*Kees Nordin, Deputy Political Director*

*Shyam Raman, Deputy Data Director*

*Becca Slutzky, Executive Director*

*Semedrian Smith, Deputy Political Director*

*Brenner Tobe, Deputy Executive Director – Data Services*

*Brittne Walker, Operations Director*

* 1. Please indicate which staff members at the State Party handle:
     1. Community Engagement
        1. *Kees Nordin*
        2. *Semedrian Smith*
     2. Political
        1. *Kees Nordin*
        2. *Semedrian Smith*
     3. Research
        1. *Emily Bolton*
     4. Digital
        1. *Kris Banks*
     5. Operations
        1. *Tom Buneo*
        2. *Brittne Walker*
     6. Human resources
        1. *Tom Buneo*
        2. *Brittne Walker*
  2. Are any of your staff funded by a national committee or campaign? If so, please indicate which staff are funded by which committees or campaigns.

*Both Brenner Tobe and Shyam Raman are funded through SPP. We also are starting to build a statewide field program which is being funded by the DNC.*

1. The State Party should have a budget and a finance plan to meet that budget for at least one fiscal year.  This plan should include identified and long-term self-sustaining revenue streams.
   1. Have you developed a finance plan and budget for 2016?

*Yes.*

* 1. What is your state party’s operation budget for 2016?

*2.1 million dollars.*

* 1. What is the administrative split at the State Party?

*72/28.*

* 1. What are your non-federal limits and sources?

*Virginia has no nonfederal limits. We can accept contributions from any source, provided the contribution is directed by a US citizen.*

1. The State Party creates and implements a successful statewide Coordinated Campaign that attracts Democratic stakeholders. At what stage is your coordinated campaign?
   1. Is a plan developed? If so, please send me a copy of your plan.

*The coordinated campaign officially began in Virginia on April 1. I will reach out to Kate Cummings and Chris Bolling to obtain their written plans.*

* 1. Has a table convened? If yes, who sits at the table?

*Yes. Currently, Kate Cummings, Chris Bolling, Becca Slutzky, Tom Buneo, and Brenner Tobe are involved.*

* 1. Have your hired any coordinated staff?

*Yes.*

* 1. Have you hired a Coordinated Director? If so, who is your Coordinated Director?

*Yes. Kate Cummings is the VA Coordinated Director.*

1. The State Party should work with Democratic allies, both national committees and allied organizations. What allies do you traditionally work with?

*Our partners have included DNC, DCCC, as well as Gov. McAuliffe’s PAC, Planned Parenthood, League of Conservation Voters, several PACs (Bloomberg, Giffords, etc), as well as our local committees and constituency caucuses.*

**II.  Training & Bench-Building:**

1. The State Party conducts ongoing training for: Party Leaders (state CD/SDEC County, Precinct), Activists & Candidates.
   1. Have you planned any trainings for this quarter?

*We have begun offering regional trainings that cover VAN, fundraising, voter protection, reporting/compliance, etc. We also offer virtual office hours on a weekly basis to provide VAN assistance.*

* 1. What are the dates and topics of your trainings?

*Regional trainings are currently booked for April 9th (Warrenton) and April 30th (Prince George and Louisa).*

1. Are you working within the local committee structure and with progressive partners to identify potential candidates for local and state offices and provide them counsel and training opportunities?

**III. Election Day Field Effort:**

1. Has the State Party identified precinct organizers or is there a captains system in place (using local committee operations where viable)?
   1. Have you provided them training for every aspect of GOTV – Vote by Mail, Early Vote in Person, and Election Day?
   2. Traditionally, when do you start the planning for Election Day?
   3. Is there traditionally a voter protection component to your election operation?

**IV.  Constituencies:**

1. Develop long-term constituency based outreach – typically caucuses or clubs. Please indicate the constituency groups that you are working with.
2. Establish a coalition table - who traditionally participates at your coalition table?
3. Implement programs to expand the base vote. These programs should be folded into GOTV activities – what programs have you implemented or do you plan to implement to expand the base?
4. Are you conducting voter registration this year? If yes, what is the timeline and goal? If no, are there other organizations conducting voter registration?
5. Does your party have a dedicated staffer to handle community engagement? If not, who handles the constituency outreach?

**V.   Technology:**

1. Up-to-date, sophisticated hardware/software – does your hardware/software meet the needs for the number of staff in your office?

*Virginia received funding from DNC in 2015 to update its server, which has been fully completed. It also has set aside dedicated funding in 2016 for new equipment acquisition for HQ staff. We would need equipment for any coordinated campaign activity.*

1. Up to date Compliance software – which system do you use?

*Virginia updated to the newest version of NGP in January.*

1. User-friendly interactive website – when was your website last rebuilt?

*Virginia completely overhauled its website in 2015, and has maintained/updated it on a regular basis.*

1. Up-to-date email management tool – in-house or a vendor? If you use a vendor, who do you use?

*Our staff email is run through gmail.*

1. Do you have a designated IT director? If no, who on your staff handles your IT needs?

*We do not have a dedicated IT director, but Brenner has often filled that role.*

**VI.   Communications:**

1. Does your State Party have an in-house research program that includes opposition research?

*No.*

1. Do you use the DNC’s project Vantage?

*No.*

1. The State Party has an aggressive internal & external media strategy (including specialty media) – Have you developed main stream and specialty media lists?

*Yes.*

4. Do you have an updated email tool? Do you write your emails in house or use a vendor? If you use a vendor, what vendor do you use?

5. On a weekly basis, how many times do you post on Facebook and Twitter?

6. Does your State Party have a dedicated digital staffer? If not, who handles the digital piece (social media and email programs)?

**VII. Voter Files**

1. Do you partner with the DNC on the development of a national voter file and share lists to exchange IDs and swap data?
2. Do you and your campaigns leverage the predictive models in VAN?
3. How often does your party collect and update data with the DNC?
4. Who on your staff administers VAN and supports/trains campaigns and local parties who use this tool?

*Brenner and Shyam administer VAN and provide weekly virtual office hours to address VAN needs, and on-the-road regional trainings.*