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Frankfort, Kentucky
October 27, 1939

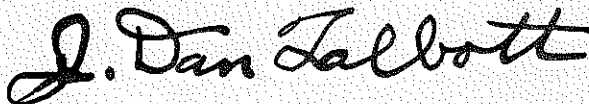
TO: All Employees of The Commonwealth of Kentucky

An outline of specific jobs that must be done by state employees prior to election day and an outline of definite tasks to be performed by state employees on election day are enclosed.

As a loyal Democrat who has been provided employment by this administration and the Democratic party, it becomes your obligation, as well as the obligation of every loyal Democratic citizen to carry out the work that must be done to insure the kind of majority we deserve.

The administration that has been in charge of the affairs of the Commonwealth during the past four years has rendered an outstanding public service and is justly proud of its unprecedented accomplishments. You have contributed your part. On November 7, the citizenship will pass judgment upon our record. If you believe that you have done your job well and that the administration has been one of outstanding and unparalleled achievements, it now becomes your duty to work zealously from this hour until the polls close on November 7, to see that every Democrat registers his approval in the ballot box by voting the straight Democratic ticket. You may rest assured that the opposition will do everything in its power to condemn our record on election day. Every Democratic voter must be canvassed, and his vote recorded at the polls on November 7. Study the enclosed outlines and put them into practice. Your efforts will be closely checked. We expect every employee to do his duty.

Very sincerely yours,



J. Dan Talbott

Encl. 2

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WORK OF LOYAL DEMOCRATS PRIOR TO ELECTION DAY

1. Poll home precinct in cooperation with County or City Chairman.
2. Personal contact work with:
 - a. Relatives
 - b. Relatives-in-law
 - c. Personal friends
 - d. Business associates - especially those with whom you spend your money.
 - e. Civic, fraternal and church associates
 - f. Sick and infirm persons - assure them of transportation and care.
 - g. Undecided voters
3. Cooperate with your County or City Chairman and do exactly what they ask of you.
4. Visit your home county as frequently as possible, if you are working away from home.
5. Write letters in behalf of the ticket.
6. Arrange for transportation for persons who are registered in your county but who are temporarily residing in some other county. Report such persons to County Chairman and make arrangements for transportation.
7. Become active members of party organizations and affiliated clubs such as Young Democratic Club, etc.
8. Preach the Gospel - "VOTE IT STRAIGHT: DON'T SCRATCH".
9. Create harmony and good will among all Democrats - especially with those who have any factional feelings. Emphasize party unity.

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DUTIES OF DEMOCRAT WORKERS ON ELECTION DAY

1. Make automobile available if you have one. Drive it yourself or provide a driver.
2. Check precinct list to see who has and who has not voted.
3. Confer with challenger about person wanting to vote who are not properly registered.
4. Talk with persons before they vote. Sway the undecided.
5. Hand out sample Democratic ballots and show poorly informed voters how to vote the STRAIGHT TICKET.
6. Preach the gospel - "VOTE IT STRAIGHT: DON'T SCRATCH." Keep Preaching. Have the speaker give information about the number of spoiled ballots during the last regular gubernatorial election because of improper scratching of ballots.
7. Make telephone or personal calls on people who have not voted.
8. Be there at 6:00 A. M. and stay until polls close. Do not leave even for lunch without a substitute.
9. Make yourself available to your County Chairman to tabulate or check the vote count.
10. Make special effort to transport sick and infirm persons to the polls.
11. Get your vote out early. Vote early yourself.