**EMAIL SET-UP**

**\*\*Required. Incomplete forms will be returned. Please submit to** [**cansupport@aclu.org**](mailto:cansupport@aclu.org)**.**

If you have not already, please schedule the email on the [CAN Calendar.](https://www.acluloop.org/Departments/affiliateSupport/CAN/Lists/CAN%20Calendar1/Main.aspx)

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| **Affiliate Name \*\*** | ACLU of New Jersey |

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| **Target Audience \*\*** |
| Affiliate Full List  Segmented list (Please provide zip codes, chapter code or any other geo-information below. Please separate zip codes with a comma.) |
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| **Testers and Reviewers \*\***  **Please provide the email address of those that should receive a test version of this email. One person from your affiliate should respond to the CAN team with edits from all members of your affiliate team. Please don’t have everyone reply directly to the CAN team.** |
| All NJ |

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| **Email Template \*\***  **Note: Images are required for the Action, Event and Banner format emails.** | | | |
| Letter format  (no image) | Action format  (image 190x230) | Event Template  (image 350x300) | Banner Format (Image 600x300) |
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| **Subject line \*\***  Tease, tell or take action. Avoid initial caps, keep it under 50 characters, and make it compelling for constituents to open your email. Avoid the words “Help,” “Act,” “Marriage,” “Immigration,” “Immigrant,” “Action,” ” Let’s,” and “Save the date.” |
| Did your legislators vote for liberty? |

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| **Pre-header Text \*\***  The pre-header is the short summary text that follows the subject line when an email is viewed in the inbox. It is right about the header logo. Include a call to action. |
| Find out how your elected officials voted on civil liberties |

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| **Side Box Content (Action & Event format only)** |
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| **Hyperlinks for email message \*\*** |
| <https://www.aclu-nj.org/2017scorecard> |

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| **Email Body Content \*\***  Keep the content brief. One of the worst mistakes we make is trying to include the entire story into the email message. Think about when you open an email in your inbox. Do you read every single word in there? Probably not. Find a way to summarize the content compelling way, and let them click through to a page on your website for more information.  Answer the these three questions for the reader when you write your message:   1. **What are you asking me to do?** Always give the reader an action to take. Your call to action should be able to stand-alone. Remember, people scan their emails, and if there is one thing you want your recipient to notice, it is your call-to-action. 2. **What is in it for me?** You know the value of your email content, but does your recipient? Tell them why taking action is important for them or why they should attend an event. 3. **Why should I care?** Write in the second person – orient the copy toward the reader and not the ACLU. Readers take action on things that are about them or affect them. |
| Dear supporter,  Do your lawmakers fight for what matters to you – strengthening our civil liberties and civil rights? Our scorecard for the 217th legislative session will help you find out.  At a time when so many cherished rights are under threat, New Jersey must be a national leader in furthering our freedom and equality. [We tracked state lawmakers’ votes](https://www.aclu-nj.org/2017scorecard) on pivotal civil liberties issues in 2016-2017, including ending the abuses of solitary confinement, unjustly punishing boycott participants, and expansion of our state’s pioneering family leave insurance program.    Some bills, like guidelines for respecting the rights and dignity of transgender students, are now law. Others, like parole reform, are not.  We need you to hold your lawmakers accountable. The first step is knowing how they voted on these important issues.  No matter who becomes governor in 2018, our elected representatives have the power to improve the lives of all New Jerseyans with their votes and proposals. We hope [this scorecard](https://www.aclu-nj.org/2017scorecard) helps you hold them to account for the rest of this legislative session and beyond.  Sincerely,  Amol Sinha  Executive Director |

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| **Social Share Buttons \*\***  **Social share buttons are added to the Action and Event templates. Please provide the language below for Twitter. We cannot customize the email or Facebook links.** |
| **Twitter:** |
| Did your lawmakers vote for liberty? Find out with @ACLUNJ’s legislative scorecard. |