**Running an effective campaign**

**1. Introduction**

Each year during elections, we see candidates come up with some amazing ideas of how to

campaign and communicate with students. This guide is based on advice from former

candidates and Officers, and will give you some great tips on how to build the most effective

campaign possible.

It’s important to point out that you don’t need to do absolutely everything in this guide to win

(although the more you do will obviously help), and there are obviously things not included

because well, we haven’t thought of them yet. It’s also important to point out that money is

not the most important thing in an election. Each year students with small budgets are

successful because they focus on the most effective methods – namely being creative and

going out and talking to as many students as possible. Election campaigns are great fun,

and you’ll meet people you would never normally come into contact with – so make sure you

enjoy it, and good luck.

**2. Planning Your Campaign**

How Does the Process Work?

One of the key things you’ll need to understand is the process by which the elections run.

This will include key dates and an online form you’ll need to complete to officially take part.

All of this is outlined in the Candidate Guide that is given to all students running, and if you

are ever in any doubt you should contact the Deputy Returning Officer for more information.

Remember, if you’re unsure – ask!

Why Are You Standing?

The first thing you should do is to set aside a few hours to think about why you want to run,

what you would do for students and how you plan on conveying that message. These ideas,

what you want to change, should then be fleshed out into your manifesto.

Your next step should be to contact a couple of close friends to run your ideas by them, and

to try and develop a clear message and brand for your campaign. In the early planning

stages, try to keep these meetings to just a few people as you don’t want to over complicate

your ideas.

Who Are You Representing?

Most importantly you should consider the students you hope to represent – after all this is

why you are running for election. Remember, people’s experiences at university can vary

because of social, cultural and other differences. So, think about issues that will be common

to everyone regardless of their background.

A good starting point is the one thing you have in common: you are all at university to get a

degree and further your education. You can then start thinking about a broader range of

issues that affect different people – running ideas past specific groups if you’re unsure about

something. A great way of doing this is to go along to student groups meetings, and ask

them directly about what they’d like to change.

What Are Your Key Policies?

Having thought about the different types of students you will be representing, and the issues

that affect them most, you should try and shape these into your key policies for your

campaign. These policies should be what you put on your posters, what you put on your

leaflets and will form talking points when you’re out on campus talking to students.

A good number to aim for is four or five that you think are a) the most important, and b) most

appealing to students. The more original or creative these are, the more you’ll set yourself

apart from the other candidates, and therefore more recognisable your campaign will be.

You need to tread the line between populism (what students want) and what is achievable in

a year.

Remember, you can have a full manifesto online where you can develop these ideas further,

so try and keep them short and snappy for the promotion material.

Finally, if you’re in doubt about whether you are able to campaign on something, ask

yourself two questions:

i. Does it affect the students I’m running to represent?

ii. Have I got an idea how to solve or improve it?

**3. Your Campaign Message**

A key element to any successful campaign is the publicity behind it – how you tell students

about your ideas and persuade them to vote for you.

Campaign Theme

Many students choose a campaign theme that is linked to their name or something that they

think will appeal to students. Students’ union elections over the past few years have seen

everything from Harry Potter themed election campaigns, to funny puns involving people’s

names, to more serious themes based around a specific policy or idea.

Campaign Colour

This sounds like a simple decision, but you want to choose something that will really stand

out and draw people’s attention to your campaign. In the past, people have picked colours

that link with their name, campaign ideas and items of clothing they already own.

Campaign Slogan(s)

Many students decide that they want to have a slogan that students can remember them by.

Think about slogans used by political parties and political figures, such as Obama’s 2008

‘yes we can’. This was effective as it made a clear link to what people wanted, and was

simple enough to be repeated time and again.

Another popular choice is to link your slogan to your name, which will help with recognition

when students vote. If you think hard enough, almost any name can be made into a slogan.

Translated Literature

Universities are becoming increasingly international in their student make up. These means

a greater proportion of voters will have a first language other than English. An option you

might therefore consider is having your publicity translated to ensure you message reaches

these students effectively.

**4. Your Campaign Publicity**

Posters

The first thing you should think about is the design – make it eye catching and distinct. Look

at ideas from famous advertising campaigns, magazines and television for some inspiration.

During the campaign weeks there will be posters all around campus, and because of this it’s

very easy for students to miss them (it’s called poster blindness). Try and make yours stand

out – through comedy, colour, shape or size. Your posters should have your name, a photo,

your key policies, details of how to vote, and any slogans you’re using on them.

You need to think about where you put your posters up to have the maximum impact on

students. Please ask permission in managed areas of campus such as Libraries and

academic departments, halls and bus stops are a good place to start. However, try and

keep to the notice boards and if someone asks you to move or take posters down then

please cooperate with them. It’s also important to be considerate to other candidates, so try

not to hog all the space in high profile places. Only one poster per candidate is allowed in any one area or notice board. If in doubt about areas to put posters please speak to the SU

before you do.

T-shirts

T-shirts are an excellent way of having your supporters promote your campaign even when

they are not actually out campaigning, and they will make your campaign easily identifiable.

A cheap way to do this is to buy plain t-shirts and iron on transfer paper.

Video

Making a video can be a great way of interacting with students who don’t go onto campus

very often or who wouldn’t read a leaflet. You can make your video serious with you talking

about your policies, or you can make a spoof video that you think will appeal to students and

maybe go viral. Previously, students have chosen to act out scenes from films, sing songs or

change the words of rap songs to make them relevant to their campaign. Upload them to

Youtube or Vimeo and share as much as possible (a simple search on either of these will

give you some good examples from past years too

Facebook

Setting up a Facebook group or page can be an excellent way to get your supporters to

show their support for you, and to help raise the profile of your campaign online. You can

publish your full manifesto, post updates on what you are doing and encourage people to

vote for you. Don’t overdo it though - as a general rule, try and limit yourself to one

Facebook update per day reminding people to vote for you. Sharing photos is a great way to

spread the word too.

Using a Facebook ad can be effective as it is targeted publicity. You can change the settings

to only advertise your Facebook group or page to current students at your University.

Twitter

Using Twitter is also a very good way of communicating with potential voters, especially if

you use the relevant hash tags when tweeting about the elections. Again, photos are a great

way of engaging students.

Website

Having a website can be a useful as it’s somewhere you can direct students to that is

specifically about your campaign. It’s relatively easy to purchase a domain name specific to

your campaign, and then have someone host the site. If you are using a blog as the template

for your website you will also easily be able to see the traffic your website has each day.

Email Address

It is advisable to set up an email address specifically for the election that students are able to

contact you on. This way you can keep your personal accounts separate, and can easily

contact those voters with questions or queries. It is obviously not essential, but it can be a

nice way of allowing students to be in touch with you throughout the campaign.

Songs

In the past, some candidates have also looked to music to help support their campaign –

ranging from re writing song lyrics of popular tunes, to original composed pieces. It’s a great

way of injecting a bit of fun, and drawing attention to your supporters.

**5. How to Campaign**

Campaign Team

One of the most important elements of any campaign’s success is to have a good group of

campaigners who will help you distribute fliers, put up posters and generally spread the word

about your campaign.

If you can, try and hold a training session where you familiarise them with your policies, tell

them how you would like them to campaign, and go through the rules that all candidates and

campaigners must abide by. This is also a great opportunity to talk about some of the

benefits they’ll get from participating, particularly related to employability after graduation.

The best way of ensuring students vote for you is to talk to them, not just hand them a flyer,

so really stress this as much as possible.

Good people to ask to campaign for you are friends from your halls or accommodation,

friends from your course or society or even friends from other universities or back home.

Take some time in putting together some kind of rota if possible, so you know how much to

expect from friends in terms of time commitment. Remember though, these people are

doing you a huge favour and will have other time commitments, so don’t take it personally if

they can’t give as much time as you’d like. It’s also worth setting aside some of your

campaign budget for food and drink – a little gesture like this goes a long way.

Everyone gets a bit stressed out during elections, so if you feel that this is happening to you,

tell your campaign team that you’re going to campaign elsewhere and take half an hour to

reenergise and refocus. Never let yourself get to the stage where you are grumpy with voters

or your campaign team, it’s completely normal, just have a cup of tea and calm down.

Finally, make sure you use your team effectively. Have regular meetings keeping people

updated on what’s happened, and spread people out around campus rather than just outside

main buildings. It’s also worth stressing the importance of them not grouping together and

simply talking to each other – you want them to engaging with students who have yet to be

persuaded to vote for you yet.

Campaign manager

Appointing a close friend to act as a campaign ‘manager’ is an extremely useful technique to

reduce some of the pressure during the election, and will allow you to focus on talking to as

many students as possible. Choose a good organiser, people person, and someone who’s

committed to helping you win. Make sure you thank them at the end of the process too.

Election week timetable

Get one of these written up, prior to the start of elections, for you and your campaign team.

This gives everyone an idea of what they should be doing and ensures that the key places,

like ballot boxes, are covered.

Talking to Students

When talking to students, try and be brief and to the point - but make sure you tell them

something they will remember. A good icebreaker is to introduce yourself, and then ask

them a couple of questions before you start to talk about yourself and your ideas. Focus on

the changes you are proposing that are relevant to them – remember elections are about the

voters.

Lecture Shout Outs

Doing lecture shout outs are an extremely important part of campaigning. For a minute or

two you have access to up to many more students, all in one place, ready to listen to you.

Please ensure if you are considering Lecture shout outs that you have contacted the lecturer and the SU before the shout out and have email permission from them to do this. Please do not be late if they have given you a time to be there and please ensure you do not spend more than 5 mins in any one lecturer. You are using students teaching time.

Like quite a lot of aspects of running an election campaign, it can seem very daunting to walk into a

huge lecture theatre of unfamiliar faces, so start practising on your own lectures where you’ll

know some of the students there. Try and arrive at least 15 minutes before the start in order

to ask permission from the lecturer, and try and keep your pitch down to a minute – audience

participation is great when it works, but can be tricky at 9am.

Using Technology

Technology now means that students can use their phones, computers and iPads/tablets to

vote in the elections. If you use this means you get people to vote then it is very important that you do not pressure students into voting there and then, and if they do, let them do this

independently without standing over them and telling them who to vote for.

Using Sweets

Many candidates choose to give out sweets during election time to lure students into talking

to them. They can also be a nice way of starting a conversation with a potential voter;

however, they are not essential and are, ultimately, an added expense.

Campaign Launch Party

Having a launch party on the first night of voting can often be a very good idea. Invite your

friends, their friends and get people along to celebrate the launch of your campaign. Lots of

bars have space for small private functions that is free to hire and it will help your campaign

gain momentum. This should only be considered for main elections.

**6. Where to Campaign**

Campaigning In Halls of Residences

Halls are a fantastic place to campaign in the evenings once campus has gone quiet and

students have left for the day. Be mindful that these are students’ homes though, and make

sure, you do not campaign after 6pm in Halls

Campaigning at the Bus Queues

Bus queues are a perfect place for you to catch students with five minutes free to talk. You

will often find hundreds of students waiting around and they will usually be more than willing

to talk for a couple of minutes. Fliers are also great as they’ll have time to read them during

their journey.

Campaigning at Student Events

In the run up to the election many candidates will choose to attend student events to try and

gain support from the society and its members. Societies don't usually mind this, however,

you should speak to the President of the society prior to going along to check if it is ok to

attend in this capacity.

Campaigning during Nights Out

Campaigning during nights out can be effective at raising the profile of your campaign,

especially if you get your campaign team dressed up to attract attention. Be careful not to

annoy students who may be taking a break from their studies though, and remember too

many late nights will negatively affect your capacity to campaign during the day.

**What You’ll Need**

Fliers

Posters

Blu Tac

Card

Paint

Sweets

T-Shirts

Scissors

Hard copies of extended manifesto

The SU does have a limited supply of materials for this purpose, please ask to see what we have. Items will not be able to be removed as these will be available for ALL candidates.

**7. Glossary of Key Terms**

Accountability – put most simply, this means making sure the organisation is doing its job

properly. This includes things like blogs, reports and making sure election manifestos are

available for students to see all year round.

Ballot Station – this is a point where students can vote.

Campaigning – this is what you need to do in order to persuade students to vote for you. As

you will have seen in the guide, there are lots of different ways to do this. Be creative!

Candidate – someone who puts themselves forward to run in the elections.

Democracy – this just means we’re run by our members. Elections are one part of this.

Elections – the process by which students choose their elected officers.

Electorate – the name for the group eligible to vote in an election.

Hustings – also called candidate question time, this event offers all candidates the chance to

speak to an audience of students on a range of topics.

Lobby – this is the process of using skills and persuasion to convince a group or

organisation, such as the University, to change or introduce something.

Manifesto – this is the document that each candidate produces, to be published online, for

students to read to help them decide who they want to vote for.

Nomination – you must submit a nomination in order to be a registered candidate in the

elections.

Policies – a set of ideas that reflect your opinions and beliefs, which you use to try and

persuade people to vote for you.

Publicity – this is what you will use to publicise your campaign to students. From leaflets to

tweeting, there are many mediums you can use to create publicity.

Returning Officer – the Returning Officer is the person who has the final say over election

disputes and problems with the election process. They also return the election on results

night, so they are the first person to receive and confirm the winners.

Slogan – something you might use to brand your campaign, such as Vote John Smith #1,

Choose Cheryl, or Select Susan.

So Elections – this is the name and branding for all the elections that we hold. It’s also the

hashtag for twitter - #SoElections

STV – stands for Single Transferrable Vote, which is the way votes are counted to determine

the winner in the elections. Effectively it means everyone is asked to rank the candidates in

order of how much they support them, rather simply choose one individual. More information

on this is available online.

Suspending Studies – this is something that you are entitled to do if you get elected as a

Sabbatical Officer during your time at university. You can then return to university, as

normal, once you have finished your year in office.

Voting Period – this is the period of time that the elections run for, and students are eligible to vote: they cannot vote outside of this time.

**8. Key Dos and Don’ts**

DO

 Do go out and talk to students.

 Do enjoy it as much as possible.

 Do be aware that students get very fed up with the constant hassle of electioneering

very quickly, think of different and exciting ways to campaign

 Do remember to eat and remember to take regular breaks – the same should go for

your campaigners

 Do be able to sum up why a person should vote for you in 30 seconds.

 Do be creative and make things.

 Do make a fun and entertaining video.

 Do use social media to promote your campaign.

 Do make sure you do lots of lecture shout outs.

 Do plan early.

 Do have a clear message.

 Do keep your best campaign ideas secret until you start using them.

 Do take lots of campaign photos by which to remember the campaign you’ve run.

DON’T

 Don’t decide not to run because you are afraid you won’t get elected. In the words of

the famous American baseball player Babe Ruth ‘don’t let the fear of striking out keep you from playing the game’

 Don’t spend too much money, especially not on sweets.

 Don’t go overboard with your publicity; a few posters in each building are more than

enough

 Don’t overwork yourself and your campaign team. Build in breaks to your day.

 Don’t be put off if one student is disinterested or rude to you, the majority will be

interested

 Don’t be unfair to other candidates by taking their posters down or negatively campaigning.

 Don’t promise things that you can’t achieve.

 Don’t litter your campus – remember the way candidates conduct themselves affects

the perception of the SU and students around campus.

**If you have any questions or would like to speak to the Student Voice team**

**then please feel free to contact us at d.clarke@leedstrinity.ac.uk**