**DO**

GET TO KNOW THE 2018 PENNY SWAP
Talk about it with family, friends, etc. After work you can express a position.

UNDERSTAND THE PROCESS
How was the Penny Swap called? Read about it by clicking on the FAQ section of the Penny Swap tab on www.episd.org.

SHARE THE FACTS
Feel free to educate people about the Penny Swap.

ENCOURAGE PEOPLE TO VOTE
Don't encourage them "how" to vote.

KNOW PENNY SWAP INFORMATION RESOURCES
Who to call, online content, print materials, etc. Check it out online by clicking on the Penny Swap tab on www.episd.org.

VOTE!
As a registered voter, it is your privilege to make your voice heard. Election Day is Tuesday, Nov. 6. Early voting is Oct. 22 to Nov. 2.

RULE OF THUMB
After an election is called, you are not allowed to use district-owned resources to advocate (encourage support or opposition). District-owned resources include your paid time, as well as all district equipment (telephones, computers, printers copiers). Discussion of the Penny Swap election, even factual, should not interfere with work duties and should not take place in the classroom unless otherwise relevant to subject matter.

However, you can share FACTS any time you want.

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**DON'T**

ADVOCATE DURING WORK HOURS
You can share facts only. After hours, you can advocate if you choose.

SPEND OR AUTHORIZE SPENDING OF DISTRICT FUNDS FOR POLITICAL ADVERTISING

CONDUCT POLITICAL ADVERTISING USING DISTRICT-OWNED RESOURCES
That includes creating or forwarding pro-TRE phone messages, e-mails, printed materials, etc.

CONDUCT POLITICAL ADVERTISING ON DISTRICT PROPERTY
No pro-TRE meetings or literature should be at campus/district functions

BE AFRAID TO SHARE FACTUAL INFORMATION
You are welcome to answer questions about the TRE and provide factual information. Only advocate after work, if desired.

WHAT IS POLITICAL ADVERTISING?
A communication that advocates a particular outcome of an election. It can be a communication in almost any written or broadcast form, such as a billboard, flier, newsletter poster, television or radio advertisement, an email message and a website.

For more information: www.ethics.state.tx.us