



ROUTT COUNTY REPUBLICANS

2026 Caucus Training

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Routt County Republican Caucus 2026 Overview

- **March 3, 2026**
- **PCP Arrive for Setup at 6:00pm**
- **Check-in at 6:30pm**
- **Caucus at 7:00pm**
- **Various Precinct Locations**
- See **[Precinct Caucus 2026 INFO](#)** page for more details

PRECINCT COMMITTEE PERSON (PCP) Caucus Responsibilities

A Precinct Committee Person (PCP), who is elected at the last caucus or installed by the Central Committee is tasked with:

- **Preparing for Caucus**
- **Running the Caucus**
- **Following up with paperwork submission to the Central Committee Secretary after Caucus**
- **Cleaning up the Caucus location**

BEFORE CAUCUS

PCPs should:

- Contact as many voters as they are able in their precinct (see voter lists in your Precinct Packet) to invite them to caucus.
- Post the Large Precinct Sign(s) at the Caucus location. This **must be done at least 12 days before caucus to validate the caucus. February 19th is deadline.** (One or more of these signs should be in your Precinct Packet.
- Attend any caucus trainings as required.
- Determine if there are any **Accommodation Requests for Remote Participation in Caucus.** The Central Committee Secretary will inform you.

BEFORE CAUCUS

- Colorado HB24-1067 mandates a means be available for potential participants with a disability to request accommodation for remote participation in the caucus. See our [Accommodation Request page](#).
- If there is a request for your precinct, you will need a computer and a phone at your caucus location so you can provide Zoom access. RCR will provide the Zoom account and technical help.
- You will also need to verify the person's identity via Zoom -- they will need to show their identification on their screen.
- Our deadline for requesting was February 17th, and we have received no requests.

BEFORE CAUCUS

PCPs should receive a Precinct Packet which contains:

- **Delegates/Alternates Information incl. Quick Start instructions, Attendee Sign-In**
- **The Call (aka the Script)**
- **Small Precinct Signs**
- **Sign-in sheet Form**
- **Caucus Minutes & Election Results Form**
- **Voter Lists (A-K and L-Z)**
- **Election Judge Signup List**

BEFORE CAUCUS

PCPs will receive some supplies for caucus:

- Large Precinct Sign(s)
- Thank you notes
- An American flag (if you need one)
- Various supplies such as pens, pads, and paper for ballots
- Promotional Caucus Sign(s)

BEFORE CAUCUS

Read the cover page of the Precinct Packet which includes:

- **Delegate and Alternate Information (you will need this for the election of Delegates and Alternates)**
- **Quick Start Instructions (include information about a Teller committee and other helps to get started).**
- **Attendee Sign-in instructions (covers importance of participant verification).**

BEFORE CAUCUS

Precinct Packet Cover Page example:

PRECINCT 4304318 246	
Caucus Location: _____, CO Caucus Room:	Caucus Business: <ol style="list-style-type: none">1. Elect precinct committee people2. Elect delegates/alternates3. Resolutions
PRECINCT DELEGATE INFORMATION	
This precinct votes for 6 delegates on 'County Assembly Delegates' ballot Top 3 are delegates, next 3 are alternates – List on Consolidated Delegate Report Form	
QUICK-START INSTRUCTIONS <ol style="list-style-type: none">1. OBSERVE. Carefully observe the status of your room—make sure it looks like this when caucus is done!2. CANDIDATE LITERATURE. Display candidate literature (if any) prominently in caucus room.3. PREPARE SIGN-IN. Find Caucus Sign-In sheets, sign yourself in, then find one or more individuals to help with signing people in as they arrive.4. TELLER COMMITTEE. Find two individuals to serve as Teller Committee. All ballots counted by Teller Committee should be returned with caucus paperwork.5. START ON SCHEDULE. Begin following caucus script at the scheduled start time – <i>NOT BEFORE!</i>6. PAPERWORK. Sign-in sheets should be completed as attendees check-in at the beginning of the meeting. The delegate/alternate/precinct person election form can be completed as those votes are completed.7. CLEAN-UP. When the meeting is over make sure you leave the room exactly as you found it.	ATTENDEE SIGN-IN <ol style="list-style-type: none">1. VERIFY ATTENDEE STATUS. Before signing an attendee in, verify that they are on the list of Registered Republicans that are eligible to participate. If they are not on the list and don't claim to be a "confidential voter," they may observe but may not vote or be elected to any position.2. CONFIDENTIAL VOTER. If an attendee claims to be an eligible Republican voter who has registered as "confidential," call your county clerk and recorder to verify their eligibility. If the county clerk indicates they are eligible, they may participate even though they aren't on the list. Be sure to write "CONFIDENTIAL" for their voter ID#.3. ATTENDEE INITIALS. Every attendee must initial the sign-in sheet next to their name. Those volunteering to help check people in may fill out the rest of the sign-in sheet, but the attendee must initial next to his/her name.
	DELEGATES <ol style="list-style-type: none">1. COUNTY ASSEMBLY. All delegates to higher assembly (house, senate, state, national etc.) MUST FIRST BE ELECTED DELEGATES TO COUNTY ASSEMBLY.

BEFORE CAUCUS

Pre-Registration:

- Participants can pre-register here: caucus.cologop.org. This will generate a confirmation and participants should bring their confirmation to caucus in case they are not pre-printed on the sign-in form.
- They will still need to verify their identity with a driver's license or other state id with a photo.

BEFORE CAUCUS

Pre-Registration Confirmation Example:



CONFIRM YOUR IDENTITY

Your Address: 9440 S HACKBERRY LN, HIGHLANDS RANCH 80129

Please select your name from the list of eligible voters registered at this address:

- HALEY RENEE ANDERSON
- HANNAH SCOTT ANDERSON
- MARY RENEE ANDERSON
- SCOTT PHILIP ANDERSON

PRE-REGISTER FOR CAUCUS NOW!

Pre-register now to speed up check-in and to receive important updates prior to the 2022 precinct caucus.

Your Email Address:

Your Phone Number:

Election Judge Check if you'd like to volunteer to be an election judge for the Republican Party.

[Click to Complete Pre-Registration!](#)

NOTE: By requesting pre-registration, you authorize the Colorado GOP to send email reminders to you about the caucus for which you are pre-registering.

Your Address: 9440 S HACKBERRY LN
County: Douglas

Your precinct caucus will be held at the following location:

Precinct: 4304318221
Caucus Location: Thunder Ridge High School
Address: 1991 West Wildcat Reserve Parkway
City: Highlands Ranch 80129

Republican Contact: Renee Anderson
Phone: reneeanderson11@outlook.com
Email: reneeanderson11@outlook.com



Colorado Republican Party
ColoGOP.org

MARCH 1ST, 2022 12:00 PM CAUCUS PRE-REGISTRATION FORM

Caucus Attendee Name:	MARY RENEE ANDERSON
Caucus Attendee Address:	9440 S HACKBERRY LN, HIGHLANDS RANCH 80129
Caucus Attendee Email:	RENEEANDERSON11@OUTLOOK.COM
Caucus Attendee Phone:	17203012846
County:	Douglas
Colorado Voter ID#:	5813417
Status:	Eligibility confirmed and Pre-Registered for Caucus
Pre-Registration Date:	02/14/2022 16:31

CAUCUS LOCATION

Precinct:	4304318221
Caucus Location:	Thunder Ridge High School
Address:	1991 West Wildcat Reserve Parkway
City:	Highlands Ranch 80129
Republican Contact:	Renee Anderson
Phone:	
Email:	reneeanderson11@outlook.com

OTHER INFORMATION

* Caucus begins at 12:00pm Please arrive 30-45 minutes early
 * Some counties may require photo identification to participate.
 * Only those voters that were registered Republicans by the deadline are eligible to participate.
 * Those eligible to participate in this caucus are eligible to be elected as a precinct committee person and/or as a delegate to county and higher district assemblies.
 * You may only participate in your precinct's caucus.
 * IMPORTANT: Please note that if you have pre-registered within one week of the caucuses, you may or may not be on the county pre-registration at caucus. Counties must print pre-registration information from the system with enough time to distribute the information to their many caucus locations and precinct captains throughout the county. We appreciate your patience and participation in this important process.

PRINT AND BRING THIS FORM WITH YOU TO CAUCUS

[Print Your Pre-Registration Form](#)



CAUCUS

Room Setup:

- Be sure to take a photo of the room before you begin.
- Place Small precinct signs (see the Precinct Packet) on the door of the room and on a table in the room and maybe elsewhere as necessary.
- Place sign-in sheets (use the form in the Precinct Packet) on the same table as the small precinct sign.

CAUCUS

Check-In:

- 6:30pm to 7:00pm. **No** check-in after 7:00pm.
- Attendees sign in on the form provided in the Precinct Packet.
- Credentialing (id check) performed to verify if an attendee is eligible* to participate. Driver's license or other state id with a photo are accepted.
- Credentialing is also for those who have pre-registered.

*Eligible to participate in caucus if: registered voter in Colorado, affiliated with the Republican party at least 22 days before caucus and lives in the precinct (see the list of voters in the Precinct Packet to verify)

BEFORE CAUCUS

Sign-in:

- Participants should sign in.
- Use the Sign-in forms in the Precinct Packet. Please note it's important to use this form and not create your own.
- Those who have pre-registered at least two weeks before caucus will likely be pre-printed on the form.
- There are several copies of the form in the Precinct Packet.

CAUCUS

Guide for Conducting the Meeting:

- Use the “Call to Order” aka the Call or the Script -- it’s the meeting order which includes what needs to be said, when it needs to be said, and how it needs to be said.
- **STICK** to the script! Yes, reading almost verbatim (except for variables) is best practice for maintaining the validity of the caucus.

CAUCUS

General Overview of the Meeting:

- Chair and Secretary duties are explained and chosen.
- Teller committee chosen.
- PCP duties are explained, candidates nominated and voted on by participants for a new two year term.
- Duties of Delegates are explained, nominated and elected by the participants.
- Duties of Alternates (to Delegates) are explained, nominated and elected by participants.
- Resolutions are considered and voted on by participants.
- Election Judge duties are explained and those interested are signed up.
- Meeting adjourned.

CAUCUS

Conducting the Meeting at a Multi-Precinct Location:

- Remember precincts are separate entities hence more than one precinct.
- Meetings should run parallel to each other.
- Nominations absolutely cannot be combined with other precincts.
- Voting absolutely cannot be combined with other precincts.

CAUCUS

Conducting Balloting:

- When you have nominations for any needed vote, use the appointed people (at least two) in the room to be your tellers to count the votes.
- Take the vote with a 1 circled on the ballot paper for the first vote.
- If the vote has clear winners with no ties, you are done.
- If you should have a vote with a tie on the first vote, the next ballot needs to be marked with a 2 circled on it.
- Then take the vote for the tie. Proceed this way until you have a clear winner.
- **Please keep all of these materials** for submission to the RCR Central Committee Secretary after caucus (more on that on page).

CAUCUS

Record Keeping of the Meeting:

- The person chosen as Secretary of the meeting will need to take notes on the events of the meeting, e.g., who made the first motion, who made a second motion, the result of the vote for the motion.
- The person chosen as Chair of the meeting will complete the Caucus Minutes and Election Results Form, which will be submitted after caucus to the Routt County Central Committee Secretary (more on this in a later slide).

CAUCUS

All About Resolutions:

- A fantastic explanation of what resolutions are and how to craft them has been created by the Archuleta County Republicans.
- Please see [their page](#) for help. You'll be glad you did!

AFTER CAUCUS

As soon as possible after caucus (that night or the next morning at the latest), the following are submitted to the Central Committee Secretary:

- Caucus Minutes & Election Results Form that's in your Precinct Packet
- Election Judges List

These items must be a snapshot texted or emailed to Janny Moser, Secretary, Routt County Republicans. Her cell# 970-302-1456.

Her email: routtgopsecretary@gmail.com

Submissions continued on the next page

AFTER CAUCUS

Submission of Original Paperwork:

- **Within two days**, all of the paperwork in your Precinct Packet including balloting materials but excluding signage must be submitted to the RCR Central Committee Secretary, Janny Moser.
- These materials will be archived as an additional record of how the caucus was conducted.
- Please call or text Janny at 970-302-1456 to make arrangements for this submission.

AFTER CAUCUS

Caucus Minutes and Election Results Form Example:

2024 OFFICIAL CAUCUS MINUTES AND ELECTION RESULTS							PRECINCT: 4304318 246					
Voter ID	Who Ran Meeting (Please print Name)			Voter ID	Elected Office (Please print Name)							
	Caucus Chairman:				PCP1:							
	Caucus Secretary:				PCP2:							
	Caucus Treasurer:											
DELEGATES: 3												
ALTERNATES: 3												
ASSEMBLY ELECTIONS - Number of delegates/alternates determined by your county party												
COUNTY DELEGATES AND ALTERNATES (Must be a registered Republican living in precinct)							Check if intend to run for higher assemblies:					
Rank	Voter Initials	VoterID	Name (Please Print Clearly)	* P/U	For Presidential Candidate	#Votes Rcvd	STATE	CD4 N/A			HD43 N/A	
Del-1												
Del-2												
Del-3												
Alt-1												
Alt-2												
Alt-3												

AFTER CAUCUS

Election Judges List Example:

2026 Election Judges – Precinct # _____

Name	Physical Address	Phone	Email



AFTER CAUCUS

PCP Last Duties:

- Clean up the caucus location
- Leave Thank You notes for the appropriate parties
- Take a photo of the location after you're done to record the condition you left it. Please leave it as you found it or better.

CAUCUS SUPPORT CONTACT

If you have any questions or concerns about caucus, please contact me either by calling me at 970-302-1456 or emailing me at routtgopsecretary@gmail.com

Thank you for taking this training. I hope it was helpful.

Janny Moser

Secretary

Routt County Republican Central Committee

PRECINCT COMMITTEE PERSON

**We appreciate your
volunteering to be a PCP.
We need more of you!**

The next page is an overview of the job and a link to the PCP manual. Please share if you know someone who may be interested.

PRECINCT COMMITTEE PERSON OVERVIEW

The PCP is an elected position. The election occurs at caucus. The term runs for two years following a PCP's election until the next PCP election at the 2028 caucus.

PCPs are:

- Informed voters willing to be point people in their precincts.
- Vital to getting out the vote.
- Voting members of the Central Committee.
- Conduct the caucus meeting.

For more information on PCPs, please see our [PCP Manual](#).