Easy Steps to a Successful SNAP ☺

1. Send money and commits around & ensure you get daily changes/monthly totals from each region:

NE

S

W

MW

DC

PAC

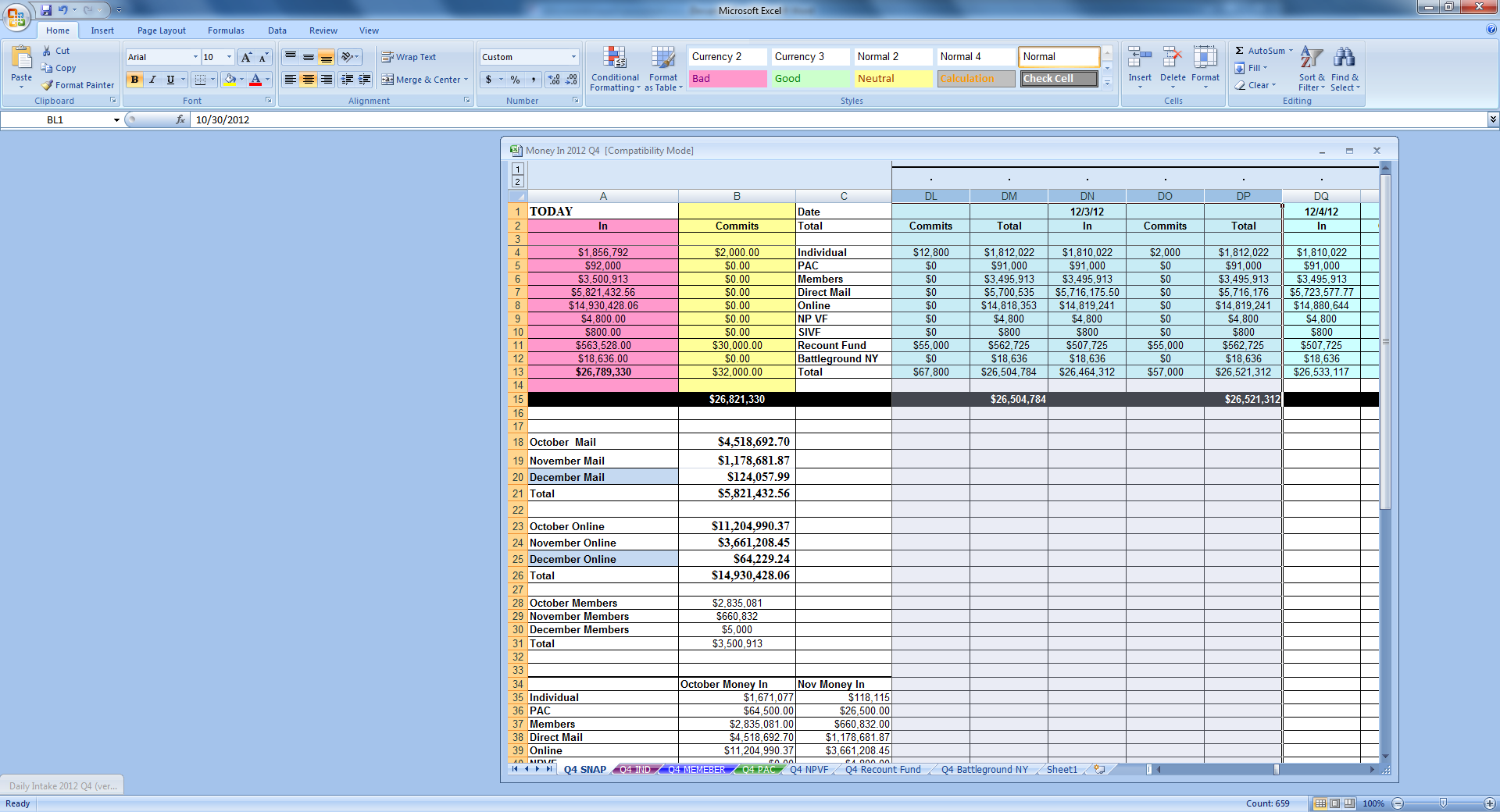
MOC

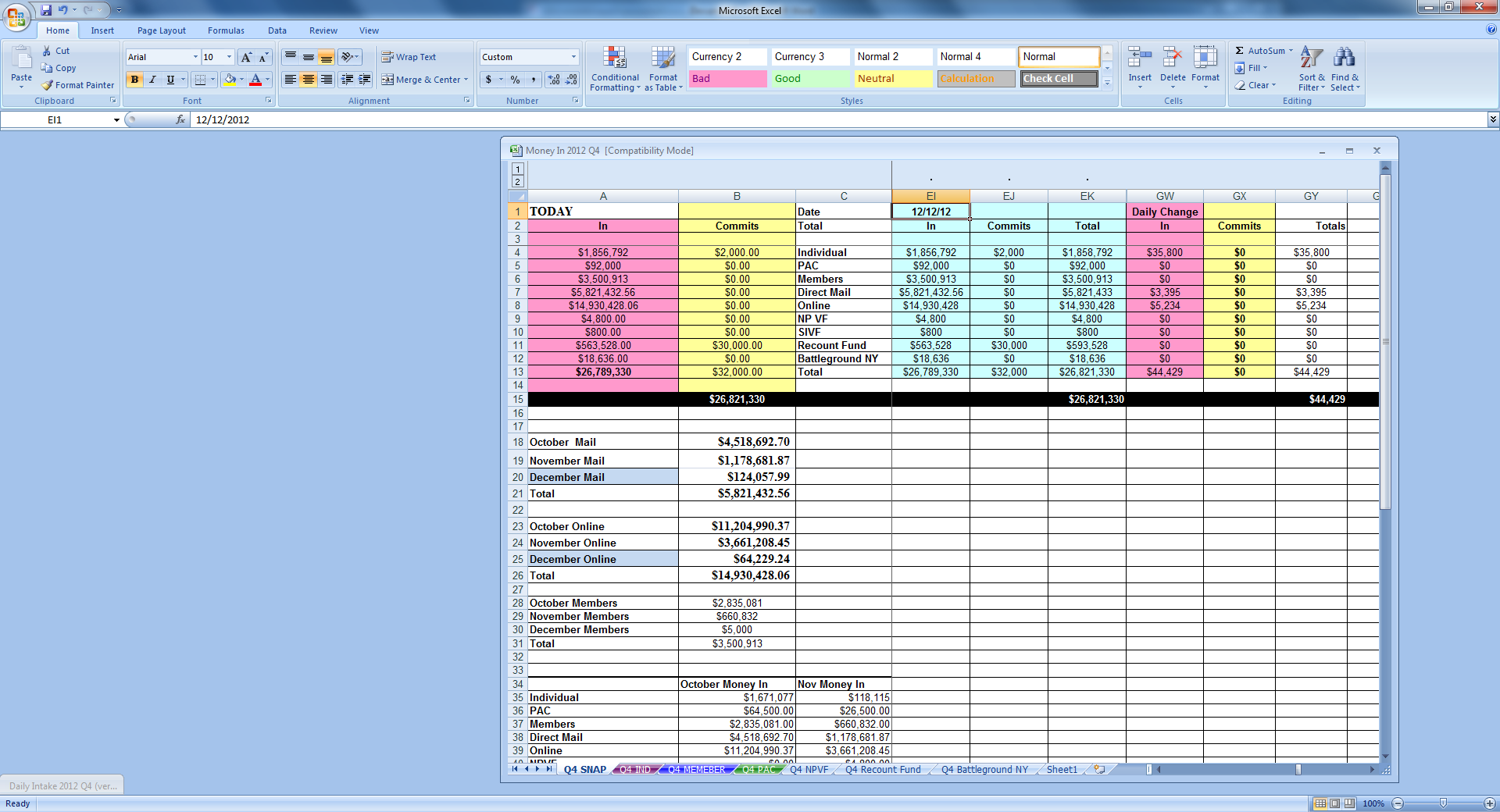
DM/ON

1. Set up SNAP email.

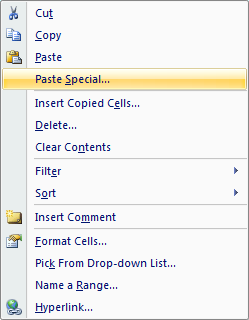
* Open SNAP email from the previous night
* Reply All
* Bcc’ yourself on new SNAP email
* Ensure the comparison dates on the SNAP match today’s date (i.e. Today is 07/10/13, ensure you have 07/10/12 showing and 07/1/ showing); these are all found in past money in spreadsheets

1. Once you receive all regions money in and hard commits, you are ready to do the SNAP! Input each region’s totals/daily changes to the actual Money In spreadsheet, under the Individual Tab. You will put PAC money in the PAC tab and Member, Recount, Victory Fund money under their proper tab. Online and Direct Mail money goes directly on the SNAP tab. Once you do this, ensure that all totals are adding up properly!!
2. After all money that was received that day is reflected properly in the Money In spreadsheet, you are ready to do the daily change. This reflects where we were yesterday compared to where we are today. To do this, you want to hide all the SNAP (in blue) until you get to yesterday’s SNAP. Keep yesterday’s SNAP open and then hide until you get to the Daily Change Chart (in pink). Complete the daily change and copy & paste the chart into the SNAP email.





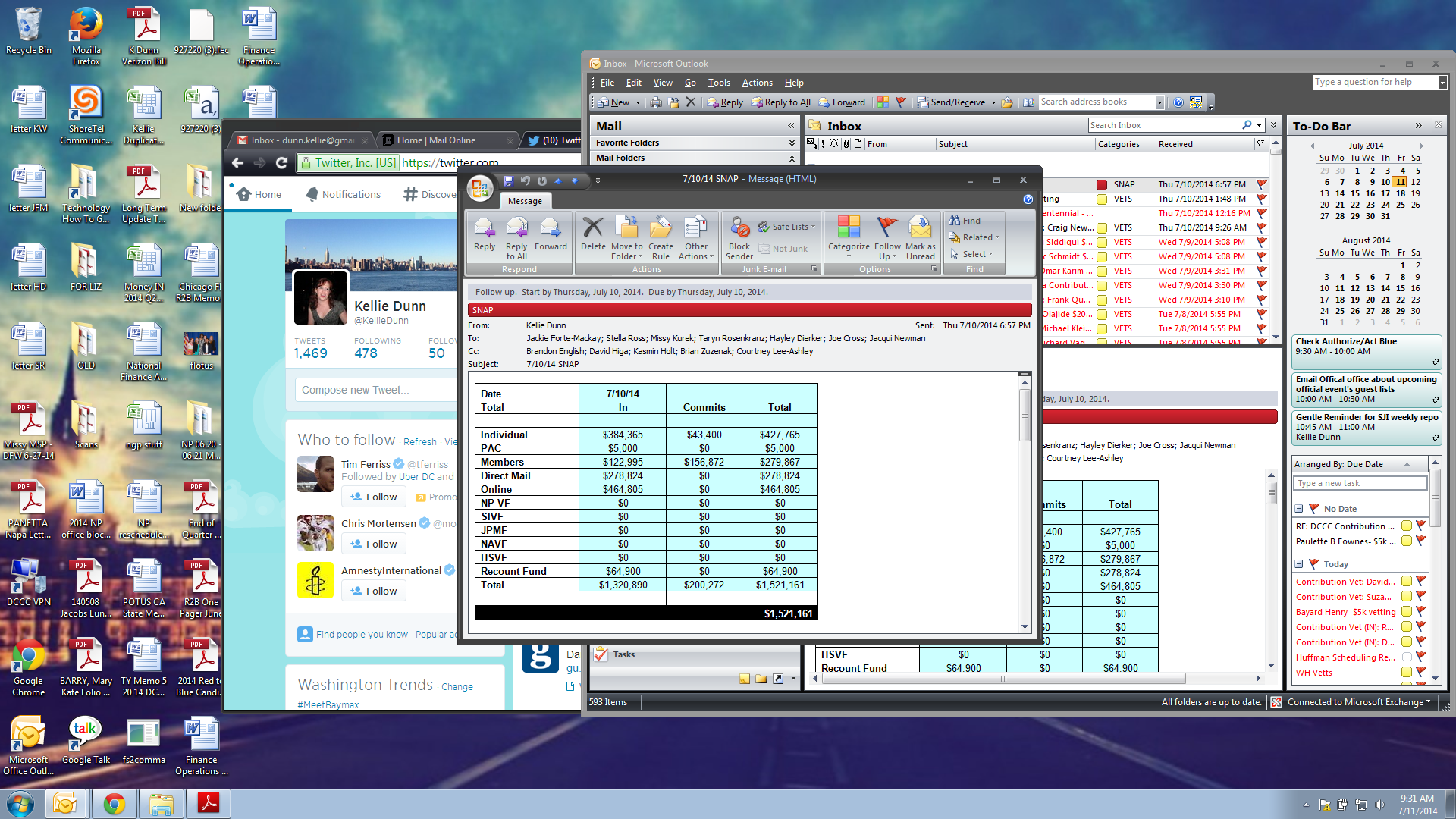
1. At the bottom of the SNAP email, transfer daily change numbers.
2. Next, complete today’s SNAP! You will hide all past SNAPS and create today’s SNAP beside the previous one. Use today’s date and copy and ‘PASTE SPECIAL/VALUES’ contents into the snap.



1. Now, transfer today’s SNAP onto the email you are sending out and copy the chart showing all totals on the Money IN spreadsheet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **July Money In** | **August Money In** | **September Money In** | **Total** |
| **Individual** | $244,500 | $0.00 | $0 | $244,500 |
| **PAC** | $15,000 | $0.00 | $0 | $15,000 |
| **Members** | $46,224 | $0.00 | $0 | $46,224 |
| **Direct Mail** | $194,185 | $0.00 | $0 | $194,185 |
| **Online** | $55,600 | $0.00 | $0 | $55,600 |
| **NPVF** | $0 | $0.00 | $0 | $0 |
| **SIVF** | $0 | $0.00 | $0 | $0 |
| **JPMF** | $0 | $0.00 | $0 | $0 |
| **NAVF** | $0 | $0.00 | $0 | $0 |
| **HSVF** | $0 | $0.00 | $0 | $0 |
| **Recount Fund** | $0 | $0.00 | $0 | $0 |
| **Battleground NY** | $0 | $0.00 | $0 | $0 |
| **Total** | $555,509 | $0 | $0 | $555,509 |
|  |  |  |  |  |

1. You are ready to send out the SNAP!- your SNAP should look like this:



|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **7/9/13** |  |  |
| **Total** | **In** | **Commits** | **Total** |
|  |  |  |  |
| **Individual** | $244,500 | $63,500 | $308,000 |
| **PAC** | $15,000 | $27,500 | $42,500 |
| **Members** | $46,224 | $164,077 | $210,301 |
| **Direct Mail** | $194,185 | $0 | $194,185 |
| **Online** | $55,600 | $0 | $55,600 |
| **NP VF** | $0 | $0 | $0 |
| **SIVF** | $0 | $0 | $0 |
| **JPMF** | $0 | $0 | $0 |
| **NAVF** | $0 | $0 | $0 |
| **HSVF** | $0 | $0 |  |
| **Recount Fund** | $0 | $0 | $0 |
| **Battleground NY** | $0 | $0 | $0 |
| **Total** | $555,509 | $255,077 | $810,586 |
|  |  |  |  |
|  |  |  | **$810,586** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **July Money In** | **August Money In** | **September**  **Money In** | **Total** |
| **Individual** | $244,500 | $0.00 | $0 | $244,500 |
| **PAC** | $15,000 | $0.00 | $0 | $15,000 |
| **Members** | $46,224 | $0.00 | $0 | $46,224 |
| **Direct Mail** | $194,185 | $0.00 | $0 | $194,185 |
| **Online** | $55,600 | $0.00 | $0 | $55,600 |
| **NPVF** | $0 | $0.00 | $0 | $0 |
| **SIVF** | $0 | $0.00 | $0 | $0 |
| **JPMF** | $0 | $0.00 | $0 | $0 |
| **NAVF** | $0 | $0.00 | $0 | $0 |
| **HSVF** | $0 | $0.00 | $0 | $0 |
| **Recount Fund** | $0 | $0.00 | $0 | $0 |
| **Battleground NY** | $0 | $0.00 | $0 | $0 |
| **Total** | $555,509 | $0 | $0 | $555,509 |
|  |  |  |  |  |

**Vs.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **7/9/12** |  |  |
| **Total** | **In** | **Commits** | **Total** |
|  |  |  |  |
| **Individual** | $54,000 | $46,000 | $100,000 |
| **PAC** | $15,000 | $20,000 | $35,000 |
| **Members** | $40,313 | $464,211 | $504,524 |
| **Direct Mail** | $307,885 | $0 | $307,885 |
| **Online** | $316,316 | $0 | $316,316 |
| **NP VF** | $0 | $7,750 | $7,750 |
| **JKVF** |  |  |  |
| **OHVF** |  |  |  |
| **JPMF** |  |  |  |
| **Battleground NY** |  |  |  |
| **Recount Fund 2012** |  |  |  |
| **Total** | $733,514 | $537,961 | $1,271,475 |
|  |  |  | $0 |
|  |  |  | **$1,271,475** |

**Vs.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **7/14/11** |  |  |
| **Total** | **In** | **Commits** | **Total** |
|  |  |  |  |
| **Individual** | $220,328 | $121,150 | $341,478 |
| **PAC** | $34,500 | $32,500 | $67,000 |
| **Members** | $111,513 | $194,255 | $305,768 |
| **Direct Mail** | $202,374 | $0 | $202,374 |
| **Online** | $138,787 | $0 | $138,787 |
| **NP VF** | $0 | $0 | $0 |
| **Obama Prospect Mailing** | $1,850 | $0 | $0 |
| **House Senate Victory Fund** | $0 | $0 | $0 |
| **Jared Polis MF** | $0 | $0 | $0 |
| **DeGette Victory Fund** |  |  |  |
| **Total** | $709,352 | $347,905 | $1,057,257 |
|  |  |  |  |
|  |  |  | **$1,057,257** |

**Daily Intake: Increased by $810,586**

**Individual Money In: Increased by $244,500**

**Individual Commits: Increased by $63,500**

**PAC Money In: Increased by $15,000**

**PAC Commits: Increased by  $27,500**

**Member Money In: Increased by $46,224**

**Member Commits: Increased by $164,077**

**Direct Mail: Increased by $194,185**

**Online: Increased by $55,600**

**Nancy Pelosi Victory Fund Money In: Increased by $0**

**Nancy Pelosi Victory Fund Hard Commits: Increased by $0**

**Steve Israel Victory Fund Money In: Increased by: $0**

**Steve Israel Victory Fund Hard Commits: Increased by: $0**

**Jared Polis Majority Fund Money In: Increased by: $0**

**Jared Polis Majority Fund Hard Commits: Increased by: $0**

**New American Victory Fund Money In: Increased by: $0**

**New American Victory Fund Hard Commits: Increased by: $0**

**House Senate Victory Fund Money In: Increased by: $0**

**House Senate Victory Fund Hard Commits: Increased by: $0**

**Recount Fund Money In: Increased by $0**

**Recount Fund Hard Commits:  Increased by $0**