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A Guide to Conducting a Successful Voter Education Drive Document Title:

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Alberto R. Conzales Secretary of State

### AN OVERVIEW:

The Secretary of State's voter registration drive is a non-partisan statewide program designed to increase participation in the election process through registering new voters and encouraging voter turnout. The success of this program depends on the assistance of members throughout the community.

This brochure serves to provide guidelines for businesses, associations, schools, and other organizations that wish to plan and implement a voter registration/education drive.

## PLANNING THE DRIVE:

Any group planning a voter registration drive should tailor it to its:

- · individual organizational structure;
- · management style; and
- · physical setting.

Groups are encouraged to adjust the following guidelines to fit their specific situations.

#### **COMMITMENT:**

The most important part of the drive is a strong commitment from the organization's leaders. Without this, most drives, whether large or small, may not be as successful as possible. You can show your commitment to this program in many ways. You may want to:

- Send a memoranda to employees or members;
- Mention the drive in meetings and gatherings;
- Distribute voter registration cards and posters throughout your headquarters;
- Designate a week as "Voter Registration Week" or "Get Out-The-Vote Week";
- Sponsor a voter registration "open house" with refreshments during lunch or after work;
- If you are conducting a drive in the community, set up a booth in a shopping mall, in front of a grocery store, or in front of your building; or
- Have a slogan contest to encourage participation in your drive.

The possibilities are endless, but to get the drive started, we have included a sample memorandum. Remember to adapt the memorandum to your organizational structure and the time frame of the upcoming election (see "important election dates" section in this brochure).

## CHOOSING A COORDINATOR:

Depending on the size of your organization, whom you choose as a coordinator will vary. Generally, public affairs directors, member relations committees, or human resource directors are best suited for the job. Whomever you choose, remember that he/she must have access to all the organization's members, and that he/she must have enough authority to run the drive.

	SAMPLE MEMORANDUM		
TO:	Employees (Members, etc.)		
FROM:	, Chief Executive Officer (President, etc.)		
DATE:	, 1998/1999		
RE:	Employee (Member, etc.) participation in the November General Election		

## **GOALS:**

After the coordinator is selected, the organization's leaders and the coordinator should meet to set and define the goals for the drive. In this meeting, the following tips should be discussed:

- Whom do we want to address? (the members of our organization, the members of their families, the community at large?)
- What percentage of this group can be registered?
- What is the time frame of the drive?
- \* What resources or promotional materials

- will we provide?
- What resources do we need from the Secretary of State's office?
- What specific activities should we try?

### IMPLEMENTING THE DRIVE:

Now that you have established a commitment to your cause, selected a coordinator and determined your goals, you are ready to begin the drive.

The following is a listing and brief explanation of some widely used voter registration activities. If you want more details about these activities, or if you want assistance implementing a plan that will fit your needs, please contact the Elections Division of the Secretary of State's office at 1-800-252-VOTE(8683).

### A PUBLIC RELATIONS CAMPAIGN:

Your involvement in a voter registration/education drive can be a big opportunity for community involvement and exposure. Your efforts will be supported by a strong statewide media campaign which the Secretary of State's office has put together, so the citizens in your community will have knowledge of the voter registration campaign. Here are some ways that you can participate in this type of campaign:

- Use your organization's newsletters, memoranda, or bulletin boards to inform your employees, members, and/or customers of your plan to hold a drive;
- Write letters to the editor supporting the drive;
- Hold a press conference to announce the drive;
- Conduct a joint voter registration drive with another group in your community;
- Distribute bumper stickers or flyers with your organization's logo and a catchy voter registration slogan.

### **REGISTRATION ACTIVITIES:**

Before starting your voter registration drive, you may wish to have someone in your organization become a volunteer deputy registrar. Anyone can issue voter registration applications, but only the voter registrar of your county and volunteer deputy registrars can accept completed applications. The process is easy. Simply contact your local voter registrar or the Elections Division of the Secretary of State's office for information.

You will need the following forms and supplies for your drive (most are available from the Secretary of State's office at no cost):

- 1. voter registration applications and display boxes;
- a list of county seats and zip codes (included in this brochure);
- 3. identifying signs and posters;
- 4. the telephone number of your local voter registrar and surrounding voter registrars (also included in this brochure);
- 5. pens and pencils; and
- 6. name tags for the coordinator and volunteers.

In addition, the Secretary of State's office distributes two brochures entitled:

- 1. "Voter Registration in Texas," and
- "The Volunteer Deputy Registrar Guide," which may prove helpful. Please contact our office to order these brochures and supplies.

Once you have the necessary materials, it is time to begin registering new voters. Your approach must respect the individual's right to register or to not register, as well as their right to vote or not vote. (Use persuasive leadership whenever possible to encourage registration and voter turnout, but never force your opinions on an individual.) Also, make sure that your coordinator and volunteers are well supplied with voter registration materials and are able to answer basic questions about the registration process.

"GET-OUT-THE-VOTE" CAMPAIGN: Registration is only the first step in conducting a successful voter registration drive. The second and most important step is motivating those you have registered to actually "Get Out & Vote." Please consider the following suggestions:

<u>Information</u>: Make sure that all potential voters know when and where they can vote. You can get a list of polling places from your county clerk, and this brochure lists the important 1998 and 1999 election dates.

Education: The more information that potential voters have, the more likely it is that they will participate in the election process. Have your coordinator put together a listing of nonpartisan organizations in your area that can provide information about the candidates' positions on each issue (such as the League of Women Voters).

Early Voting: In Texas, a person is no longer required to have a reason to vote early by personal appearance. Thus, you should encourage early voting by stressing its convenience. You can obtain a list of the dates and times and polling places for early voting from your local county clerk.

Follow Up: None of the above information is useful unless you can get it to potential voters. Newsletters, memoranda, payroll stuffers, posters, booths, staff meetings and phone calls are just a few of the tools you can use to distribute this information.

## VOTER REGISTRATION MATERIALS AVAILABLE FROM THE SECRETARY, OF STATE'S OFFICE

VOTER REGISTRATION APPLICATIONS: The voter registration application measures 6° x 8° and is postage-paid by the State of Texas.

VOTER REGISTRATION POSTER: The two-sided poster measures 11° x 17,° and displays information in both English and Spanish. We recommend that you place it in a prominent area, such as a store front window or reception area.

DISPLAY BOX: The display box allows you to display up to 400 voter registration applications in a professional manner. Assembled, each box measures 6 1/2° x 12 1/2°. The box is mailed to you flat with assembly instructions.

VOTER REGISTRATION IN TEXAS BROCHURE: This brochure is very useful to your voter registration coordinator. The brochure outlines the qualifications for voting, who is entitled to vote, how to register to vote, and the process by which a voter's application is processed once it is received by the local Voter Registrar.

VOLUNTEER DEPUTY REGISTRAR GUIDE: This brochure explains how a member of your organization can become a volunteer deputy registrar.

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P.O. Box 12060 Austin, Texas 78711-2060 http://www.sos.state.tx.us
(512) 463-5650

1-800-252-VOTE(8683) Fax (512) 475-2811

TDD 1-800-735-2989

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## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR VOTER REGISTRATION

Please complete all of the information on the application. Print in ink or type. If you have any questions about how to fill out this application, please call the Secretary of State's Office toll free at 1-800-252-VOTE(8683), TDD 1-800-735-2989.

- Name-Give your full name including first, middle and last. If you have changed your name, give former name.
- Residence Address Include street address, city, state, and zip. If you do not have a street address, give a description of the location of where you live.
- Mailing Address If mail cannot be delivered to your residence, give a mailing address.
- 4. Gender, Social Security Number, Telephone Number, and Driver's License Number or Identification Number are optional. The social security number is solicited by authority of sec. 13.122 and will be used to maintain the accuracy of the registration records. Your voter registration application is open to the public.
- City and County of Former Residence If you were previously registered in another county in Texas, complete this box.
- 6. Agent An agent may apply for voter registration for another person as long as that person is related to the applicant as husband, wife, father, mother, son or daughter. The agent must also be a registered voter or have submitted an application for registration. Indicate the relationship of the agent on the application. Indicate relationship next to signature.
- 7. Sign Your Name. If you cannot sign your name next to the X, a person may witness you making your mark. Give the name and address of the person who witnessed your mark above the signature line. If you cannot make a mark, have the witness state the applicant could not make a mark. You do not need a witness if you can sign your name.
- Indicate by checking the appropriate box above your signature if this application is a new registration, a change of name or address, or request for replacement certificate.

Remember, your coordinator and volunteers should not indicate in any way how an individual should vote. Moreover, it is important that your organization not conduct the drive in a manner that favors a particular candidate or political party. Every effort should be made to ensure that the voter registration/education drive and "Get-Out-The-Vote" campaign remain completely nonpartisan.

## CONDUCTING A NONPARTISAN DRIVE:

Federal law allows a corporation to jointly sponsor a nonpartisan voter registration or "Get-Out-The-Vote" drive with a nonpartisan, tax-exempt organization or with the state or local agency responsible for administering elections, such as the Secretary of State's office.

A corporation may distribute to the general public registration and voter information prepared by the election officials. The corporation may set up a table, rack, or booth on its own premises for distributing official voter information, and employees may help distribute these materials. Of course, the distribution must be carried out in a nonpartisan manner; the corporation may not endorse or support a candidate or party in connection with the distribution.

Federal law also allows a corporation to purchase nonpartisan voter registration and get-out-the-vote ads directed to the general public. This message should be limited to promoting such acts as voting and registration (e.g., "please register and vote") and to describing the time and place for registration or for voting. The message may be delivered through posters, billboards, broadcast media, newspapers, newsletters, brochures, or similar communications.

Other activities of a jointly-sponsored, nonpartisan registration drive must be conducted either by a person authorized by the governmental agency or by the nonpartisan organization itself. In other words, the co-sponsor, such as the Secretary of State's office, or the tax-exempt organization must participate in administering any other activities of the drive, although the corporation may make its office building and employees available for such activities.

# MEASURING RESULTS HOW WELL DID WE DO?

As in other efforts by an organization, it is important to measure the level of success. Measuring the results should be done in a manner that enables your leaders to know that you conducted a successful drive, that a high percentage of your organization is registered to vote, and that they actually did vote in the last election. One way to measure the results of the drive is through the use of surveys. By surveying your organization at the beginning of the drive, and after an election, you can determine how many people you registered, and how many people actually voted. Another way is to check with your volunteer deputy registrar. They will have records of how many completed applications they received and delivered to the voter registrar.

#### IMPORTANT ADDRESSES

#### THE OFFICE OF THE SECRETARY OF STATE

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
(512)463-5650
1-800-252-VOTE(8683)

#### FEDERAL ELECTIONS COMMISSION

999 E Street N.W. Washington, D.C. 20463 1-800-424-9530

#### TEXAS DEMOCRATIC PARTY

Bill White, Chair 919 Congress, Suite 600 Austin, Texas 78701 (512)478-9800

#### **TEXAS REPUBLICAN PARTY**

Susan Weddington, Chair 211 East 7th Street, Suite 620 Austin, Texas 78701 (512)477-9821

#### LIBERTARIAN PARTY OF TEXAS

Jay Manifold, Chair 709 W. Rochelle Rd., #2116 Irving, Texas 75062 (800)422-1776 or (972)405-8634

#### **IMPORTANT 1998 ELECTION DATES**

October 5, 1998: Last day citizens may register to vote for the November 3, 1998, general election.

October 19, 1998 to October 30, 1998: Period for early voting by personal appearance for the November 3, 1998 general election. Early Voting Clerk could order voting to begin on October 17 or October 18.

November 3, 1998: general election day.

## LIST OF VOTER REGISTRARS BY COUNTY

To properly complete a voter registration application, find the county in which you reside, fill in the address and zip code on the front of the application, and mail postage-free.

County name	City 7in	Telephone
County. name Anderson	City Zip Palestine 75801	903-723-7438
Andrews	Andrews 79714	915-524-1409
Angelina	Lufkin 75902-1344	409-634-8376
Aransas	Rockport 78382-2798	512-729-7431
Archer	Archer City 76351-0700	940-574-4531
Armstrong	Claude 79019	806-226-4481
Atascosa	Jourdanton 78026	830-769-3142
Austin	•	9-865-5911x106
Bailey	Muleshoe 79347	806-272-3022
Bandera	Bandera 78003	830-796-3731
Bastrop	Bastrop 78602-0579 512-	
Baylor	Seymour 76380	940-888-3169
Bee	Beeville 78102-5627	512-362-3250
Bell		460-2355x5315
Bexar	San Antonio 78207	210-220-2251
Blanco	Johnson City 78636	830-868-7178
Borden	Gail 79738-0115	806-756-4311
Bosque	Meridian 76665-0346	254-435-2301
Bowie	New Boston 75570	903-628-6810
Brazoria	Angleton 77515	409-849-5711
Brazos	Bryan 77803-5336	409-775-7400
Brewster	Alpine 79831-0119	915-837-3366
Briscoe	Silverton 79257	806-823-2131
Brooks	Falfurrias 78355	512-325-5604
Brown	Brownwood 76801	915-643-1646
Burleson	Caldwell 77836	409-567-4288
Burnet	Burnet 78611	512-756-5420
Caldwell	Lockhart 78644-2747	512-398-1830
Calhoun	Port Lavaca 77979	512-553-4434
Callahan	Baird 79504	915-854-1020
Cameron	Brownsville 78522	956-544-0809
Camp	Pittsburg 75686	903-856-3391
Carson	Panhandle 79068-0399	806-537-3412
Cass	Linden 75563-0820	903-756-5513
Castro	Dimmitt 79027	806-647-5336
Chambers	Anahuac 77514-0519	409-267-8301
Cherokee	Rusk 75785	903-683-5478
Childress	Childress 79201-0004	940-937-6143
Clay	Henrietta 765365	940-538-4356
Cochran	Morton 79346	806-266-5171
Coke	Robert Lee 79645	915-453-2614
Coleman	Coleman 76834	915-625-2153
Collin	Plano 75074	972-633-3200
Collingsworth	Wellington 79095	806-447-5606
Colorado	Columbus 78934	409-732-3204
Comal	New Braunfels 78130	830-620-5521
Comanche	Comanche 76442-3264	915-356-3101
Concho	Paint Rock 76866-0067	915-732-4312
Cooke	Gainesville 76240-4730	940-668-5425
Coryell	Gatesville 76528	254-865-5016
Cottle	Paducah 79248	806-492-3345
Crane	Crane 79731	915-558-2622
Crockett	Ozona 76943-2507	915-392-2674
Crosby	Crosbyton 79322	806-675-2312
Culberson	Van Horn 79855	915-283-2130

Dalhart 79022 806-249-2801 Dallam Dallas Dallas 75 202 214-653-7860 Lamesa 79331-1268 806-872-7181 Dawson Deaf Smith Hereford 79045-5593 806-363-7077 Cooper 75432 903-395-2718 Delta Denton Denton 76201-9024 940-565-8514 DeWitt Cuero 77954-9024 512-275-3410 Dickens Dickens 79229-0120 806-623-5531 830-876-2325 Dimmit Carrizo Springs 78834 Donley Clarendon 79226 806-874-2193 Duval San Diego 78384 512-279-3322 Eastland Eastland 76448 254-629-1564 Ector Odessa 79760-8149 915-335-3187 Edwards Rocksprings 78880-0378 830-683-2337 El Paso 79901 915-546-2154 El Paso Filis Waxahachie 75165 972-923-5195 Erath Stephenville 76401 254-965-8990 Marlin 76661-0059 254-883-2752 Falls Fannin Bonham 75418 903-583-7486 Fayette La Grange 78945 409-968-3164 Fisher Roby 79543-0278 915-776-2181 Floydada 79235 Floyd 806-983-4908 Crowell 79227 940-684-1501 Foard Fort Bend Richmond 77406-1046 281-341-8670 Mt. Vernon 75457 903-537-2358 Franklin Fairfield 75840-0257 903-389-2336 Freestone Frio Pearsall 78061 830-334-2152 Gaines Seminale 79360 915-758-4008 Galveston 77550 409-766-2280 Galveston Post 79356-3242 806-495-4448 Gillespie Fredericksburg 78624 830-997-6519 Glasscock Garden City 79739-0089 915-354-2361 Goliad 77963 512-645-3354 Goliad Gonzales Gonzales 78629 830-672-2841 Gray Pampa 79066 806-669-8018 Sherman 75091 903-893-8683 Grayson Longview 75606 903-237-2652 Gregg Anderson 77830-0209 Grimes 409-873-2111 Seguin 78155-1340 Guadalupe 830-303-6363 Hale Plainview 79072 806-291-5276 Hall Memphis 79245 806-259-2125 Hamilton Hamilton 76531-1859 254-386-5114 Hansford Spearman 79081 806-659-4120 Hardeman Quanah 79252 940-663-5221 Hardin Kountze 77625 409-246-5180 Harris Houston 77253-3527 713-224-1919 Marshall 75671-8409 903-935-4822 Harrison Hartley Channing 79018 806-235-3142 Haskell 79521 Haskell 817-864-2181 San Marcos 78666-7751 512-396-3232 Hays Canadian 79014 Hemphill 806-323-6661 Athens 75751 903-675-6134 Henderson Hidalgo Edinburg 78540-0659 856-318-2570 Hill Hillsboro 76645 254-582-3862 Hockley Levelland 79336-4345 806-894-4938 Hood Granbury 76048-0339 817-579-3222 Hopkins Sulphur Springs 75482 903-885-2666 Houston Crockett 75835 409-544-2761 Howard Big Spring 79721 915-264-2232 Hudspeth Sierra Blanca 79851 915-369-2331 Hunt Greenville 75403 903-408-4150 Hutchinson Stinnett 79083-0989 806-878-4005 Mertzon 76941-0859 915-835-7771 Irion Jack Jacksboro 76458 940-567-2352 Jackson Edna 77957-2733 512-782-3473 Jasper Jasper 75951-8070 409-384-2632

Jeff Davis Fort Davis 79734 915-426-3213 lefferson Beaumont 77701 409-835-8516 Hebbranville 78361 512-527-3237 Jim Hogg lim Wells Alice 78332 512-668-5711 Johnson Cleburne 76033 817-641-4046 Jones Anson 79501 915-823-2437 Karnes City 78118 Karnes 830-780-2431 Kaufman Kaufman 75142-2058 972-932-4331 830-249-9343 Kendall Boerne 78006-1377 Sarita 78385 512-294-5202 Kenedy layton 79528-0007 Kent 806-237-3801 Kerr Kerrville 78028-5323 830-792-2242 Kimble Junction 76849 915-446-3353 Guthrie 79236 King 806-596-4318 Kinney Brackettville 78832 830-563-2688 Kleberg Kingsville 78364-1457 512-595-8542 Knox Benjamin 79505 940-454-2411 Cotulla 78014-0737 La Salle 830-879-2387 Lamar Paris 75460-4265 903-737-2420 Lamb Littlefield 79339 806-385-4222 Lampasas 76550 Lampasas 512-556-8271 Lavaca Hallettsville 77964-0293 512-798-3601 Giddings 78942-0419 Lee 409-542-3684 Centerville 75833 903-536-2543 Leon Liberty Liberty 77575 409-336-4629 Limestone Groesbeck 76642 254-729-3405 Lipscomb Lipscomb 79056-0128 806-862-2911 Live Oak George West 78022 512-449-2733x111 Llano Llano 78643 915-247-4165 Loving Mentone 79754 915-377-2411 Lubbock Lubbock 79408-3536 806-775-1338 Tahoka 79373-1205 806-998-4112 Madison Madisonville 77864-0417 409-348-2654 Marion Jefferson 75657-2266 903-665-3281 Martin Stanton 79782-0998 915-756-3397 Mason 76856 915-347-5252 Mason Matagorda Bay City 77414 409-244-7670 Maverick Eagle Pass 78853 830-773-9273 Brady 76825 McCulloch 915-597-0733 McLennan Waco 76703-2450 254-757-5043 McMullen Tilden 78072 512-274-3233 Hando 78861 Medina 830-426-4313 Menard Menard 76859 915-396-4523 Midland Midland 79702-3434 915-688-1222 Milam Cameron 76520 254-697-6484 Mills Goldthwaite 76844 915-648-3879 Mitchell Colorado City 79512 915-728-2606 Montague Montague 76251-0008 940-894-3881 Montgomery Conroe 77305-2646 409-756-0571 Moore Dumas 79029-0616 806-935-2008 Daingerfield 75638-1315 903-645-2446 Morris Matador 79244 Motley Nacogdoches Nacogdoches 75961 409-560-7825 Navarro Corsicana 75151 903-654-3080 Newton 75966-0456 409-379-4241 Newton Nolan Sweetwater 79556-1278 915-235-3271 Corpus Christi 78401 Nueces 512-888-0404 Ochiltree Perryton 79070-3154 806-435-8100 Oldham Vega 79092-0211 806-267-2280 Orange Orange 77631-0670 409-882-7971 Palo Pinto Palo Pinto 76484 940-659-1271 Panola Carthage 75633-2527 903-693-0370 Weatherford 76086-0819 817-594-7461 Parker Farwell 79325 806-481-3845 Parmer Pecos Fort Stockton 79735 915-336-3386 Palk Livingston 77351-2838 409-327-6880

Potter Amarillo 79105-9638 806-379-2288 Presidio Marfa 79843-0848 915-729-4081 Rains Emory 75440 903-473-2934 Randall Canyon 79015-0997 806-655-6287 Reagan Big Lake 76932 915-884-2131 Real Leakev 78873-0909 830-232-6210 Red River Clarksville 75426-3041 903-427-2401 Reeves Pecos 79772-0700 915-445-5473 Refugio Refugio 78377 512-526-2023 Miami 79059-0006 Roberts 806-868-3611 Robertson Franklin 77856-0220 409-828-3337 Rockwall Rockwall 75087-3700 972-771-6582 Runnels Ballinger 76821-0517 915-365-2339 Rusk Henderson 75652 903-657-0338 Sabine Hemphill 75948-0310 409-787-2257 San Augustine San Augustine 75972 409-275-2300 San Jacinto Coldspring 77331-0117 409-653-2311 San Patricio Sinton 78387 512-364-6150 San Saba San Saba 76877 915-372-5325 Schleicher Eldorado 76936-0658 915-853-3066 Snyder 79549 Scurry 915-573-5332 **Shackelford** Albany 76430-0877 915-762-2232 Center 75935 Shelby 409-598-4441 Sherman Stratford 79084-1229 806-396-2150 Smith Tyler 75710-1018 903-535-0632 Somervell Glen Rose 76043-0305 254-897-2419 Rio Grande City 78582 956-487-4090 Starr Stephens Breckenridge 76424 254-559-2732 Sterling City 76951-0055 915-378-5191 Sterling Stonewall Aspermont 79502 940-989-2633 Sonora 76950 Sutton 915-387-2342 Swisher Tulia 79088 806-995-3513 Tarrant Fort Worth 76196-0136 817-884-1115 915-674-1218 Taylor Abilene 79604 Terrell Sanderson 79848 915-345-2525 Terry Brownfield 79316 806-637-8551 Throckmorton Throckmorton 76083 940-849-2501 Titus Mt. Pleasant 75455 903-577-6712 Tom Green San Angelo 76903-5887 915-659-6542 Travis Austin 78767-1748 512-473-9473 Trinity Groveton 75845 409-642-1637 Tyler Woodville 75979-4735 409-283-2734 Upshur Gilmer 75644 903-843-3085 Rankin 79778 Upton 915-693-2422 Uvalde 78801 Uvalde 830-278-3225 Val Verde Del Rio 78841 830-774-7535 Van Zandt Canton 75103 903-567-6503 Victoria Victoria 77901 512-576-0124 Walker Huntsville 77340 409-436-4959 Waller Hempstead 77445-0183 409-826-7643 Ward Monahans 79756 915-943-2546 Washington Brenham 77833 409-277-6200 Webb Laredo 78042-0029 956-721-2493 Wharton Wharton 77488 409-532-3312 Wheeler Wheeler 79096 806-826-3131 Wichita Wichita Falls 76301 940-766-8144 Wilbarger Vernon 76384 940-552-9341 Willacy Raymondville 78580 956-689-3621 Williamson Georgetown 78626 512 -930-4320Metro Floresville 78114-2239 Wilson 830-393-7313 Winkler Kermit 79745-0970 915-586-3465 Wise Decatur 76234-0299 940-627-3523 Wood Quitman 75783-0428 903-763-2261 Yoakum Plains 79355-0250 806-456-2825 Young Graham 76450 940-549-1393 Zapata Zapata 78076-1008 956-765-9971 Zavala Crystal City 78839 830-374-2351