

# ALABAMA DEMOCRATS

**PARTY PRECINCT MANUAL**  
Alabama Democrats Get out the Vote



Message from the Chairman:

The 2010 elections taught us that we not only need to work harder but we need to work smarter. Moving forward, the Alabama Democratic Party is committed to engaging volunteers and activists at a grassroots level to help us build the field team we need to win elections.

To be successful, we need to develop a precinct program in every county to turn out the vote in the most effective and efficient way possible. We need to organize trainings in each county to teach local organizers how to take advantage of the latest electoral technologies and other critical tools necessary for building our county parties, identifying Democratic voters, and turning out the Democratic vote in 2012 and 2014.

The Party needs to be turned upside down and become a service provider to our local chapters and clubs. Our county organizations should be given the guidance, direction, resources, and tools necessary to get the job done locally.

With your help and with the hard work of 67 county parties, the days of Republicans out-organizing us at the local level are over.

In service,

A handwritten signature in black ink, appearing to read 'Mark Kennedy', with a long horizontal flourish extending to the right.

Judge Mark Kennedy  
Chairman

# Why We're in the Fight

**Alabama Democrats believe in the equality of all people, the power of education, the dignity of work, and our responsibility to each other, especially the least of these.**

## The Program

The Alabama Democratic Party rolled out a statewide voter ID and GOTV program to our county chairs, vice chairs, and club presidents at our 2011 County Chairs Summit in May.

The program focuses on four major activities:

1. Voter ID on the phone
2. Voter ID door-to-door
3. Voter registration
4. Absentee Voter ID and GOTV

In order to win our countywide races and for each county (even the reddest of the red) to squeeze out every possible vote for our statewide candidates, each county party, club, and affiliated group needs to do their part. We need to know who the Democrats are and get them to the polls. We need to know who the Republicans are and stop wasting money sending them direct mail and reminding them when Election Day is. We need to know who the Independents and persuadable voters are and talk to them as many times as we can about our beliefs and our candidates.

It will take some time, but it's not rocket science.

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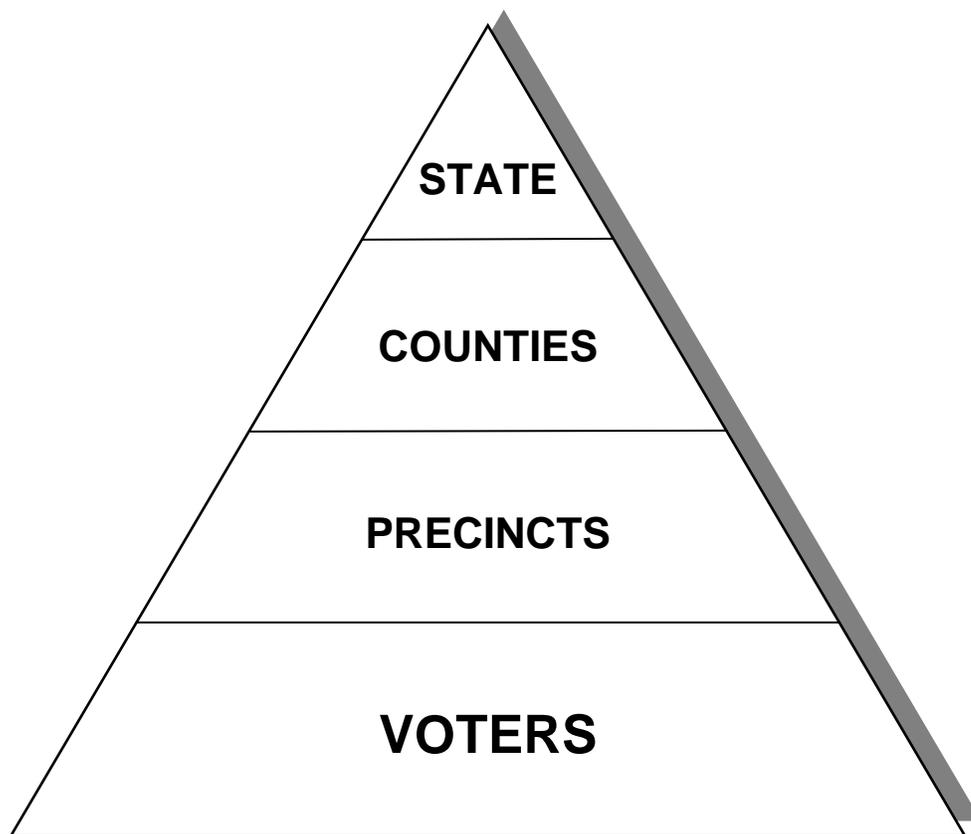
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## Purpose – Why are you here?

You are HERE because:

- You think about politics everyday
- You understand that public policy affects your everyday life
- You see public policy as a means to bring about positive change
- You watch the news, read the paper, and know what is going on in the world more than most people
- You might even listen to NPR and watch public television [gasp]
- You VOTE
- You are reading this training manual at this very moment

The local precincts are the most important components of our mission to rebuild the Alabama Democratic Party. The foundation of a strong viable Democratic Party is a local precinct organization that can identify and turn out the Democratic vote. The purpose of this manual is to provide you with suggestions of how to organize, develop strategies, and implement a successful precinct plan that will assure Democrats will be elected in your county and that your county maximizes its votes for our statewide candidates.



# Shifting the Paradigm

Democratic Politics in Alabama has become inefficient. The way we go about electing Democrats hasn't allowed our citizens to be very engaged in the process, nor has it allowed us to hold our leaders accountable for their behavior in office. We need to shake things up...a lot.

Here's how it's been working...

The electoral scene is cyclical. Six months or so before the election, we pick out the painfully small number of legislators whose seats are considered "competitive" and we go to work. After raising some money, many campaigns set up shop in the "field"—opening storefront headquarters and offices around the state. We buy computers and phones, call around to build a volunteer and supporter network, and spend thousands, even millions, of dollars on what's effectively a one-time marketing blitz.

Then, the day after the election, everything disappears! The lease is up, the trained staff is looking for new jobs, the volunteer network fades into oblivion, the computers and phones go into a box, and the network of activists and supporters crumbles. The attitude is one of, "See ya in four years", and no one thinks that's strange. Groups abandon the massive organizations they spent so much money constructing only to have to start over again the next election season.

**It's expensive. It's inefficient. It can never build momentum from one year to the next.** For Alabama to reach its potential, to move off of the bottom of the list in every ranking of the states, this "once every four years" model of engaging our voters has to go. Democrats should be organizing year-round. We need to be doing more than a quick sprint to the polls every couple of years. We need to think bigger.

Rebuilding the Alabama Democratic Party is going to require all kinds of players, but it mostly is going to require someone to stick around after the election is over.

Why? Because we can use our resources more than once. We can train volunteers and staff over the course of years, not just a few months. We can build relationships among citizens and local groups and facilitate long-term partnerships—partnerships that stay in place and are there when we need them. We can get to know our communities and play an integral part in them—year in, year out, year round.

To create a state that we can be proud to leave behind to our children and grandchildren, we need to advance a progressive agenda by building a permanent army of informed activists, volunteers, and voters.

What we've been doing obviously hasn't worked so well. It's time to try something different.

# Organizing

## Precinct Organizing Overview

Organizing from the ground up, starting at the grassroots, needs to happen with the most basic of all governmental districts, the precinct. The general concept of this section is to emphasize the importance of neighbor-to-neighbor organizing and to get you started on your local effort.

### What is a Precinct?

A precinct is the smallest administrative governmental unit, composed of a number of registered voters in a defined geographic area. All voters in this area vote at the same location and on the same kinds of machines.

A number of precincts comprise larger administrative units such as counties, state House and state Senate districts, and U.S. Congressional districts.

Though larger electoral districts tend to change every decade, precincts generally remain the same barring any major change in population.

Precincts are not an arbitrary unit of division created by the campaign or a political party, they are defined by the county government. Since precincts exist continuously, with or without any particular campaign working in them, our organizing efforts should be continuous as well.

### Campaign-Oriented Organizing vs. Community-Oriented Organizing

Electoral campaigns organize precincts as part of their field plan, a coordinated effort detailing the strategy, activities, schedules, resources, and targets necessary to win an election. A campaign will organize a precinct in ways that make sense for a temporary organization with a one-time specific numerical goal. Currently, most precincts organized by political parties in this country are organized for short-term campaign work. This is not the only way to organize a precinct. Precincts can also be organized along a community-oriented model. In these models, the organizers are people who live in the precincts themselves and have a more personal connection with their neighborhood. This kind of organizing lends itself to greater sustainability through multiple election cycles and builds a permanent infrastructure for building the Democratic Party.

### Voter Mobilization: The Case for Voter-to-Voter Contact

Your precinct is the first piece of a network in your community, your county, and your state. The goal is simple: build a localized community of informed citizens and voters. First, you need to understand the basics of a field campaign.

Volunteers, activists, candidates, and campaign professionals use a number of tactics to get voters to come to the polls and vote for Democrats.

Some of the methods most commonly used are:

- Direct mail (letters and oversized postcards of candidates with their beautiful smiling

- families and, often, a good looking hunting dog)
- Volunteer phone banks (phone calls made by local volunteers of a campaign)
  - Paid phone banks (phone calls made by paid telemarketing firm employees with funny accents)
  - Robocalls (pre-recorded messages from candidates or celebrities like, “This is Jimmy Buffet calling and I’m supporting Don Siegleman for Governor”)
  - Door-to-Door canvassing (knocking on doors and asking people face-to-face to support local candidates)
  - Leafleting (dropping pieces of literature at the doorstep or under someone’s windshield wipers)
  - Tabling, yard signs, car decals, and other visibility efforts
  - Email

For decades, there’s been no “proof” of which tactics are more effective (and under what circumstances) other than anecdotal “war stories” from activists and the professional campaign crowd. Two Yale professors have been working for about 15 years now to give us some hard evidence. Since 1998, studies have been conducted in over 30 states in every conceivable type of campaign: ballot measures, constitutional amendments, presidential elections, congressional elections, gubernatorial elections, city council elections, dog catcher elections...you name it, they’ve put these tactics to the test using actual research methods. After more than a decade of studying these tactics in various kinds of campaigns and in various states, the results are surprisingly solid. In campaign after campaign the results are always the same. Some tactics work better than others and some don’t seem to work at all.

The table below shows the number of additional voters turned out as a result of a specific kind of targeted campaign tactic.

### Effectiveness of Campaign Tactics

<b>Tactic</b>	<b>Additional Supporters Generated Per Contact</b>
Door-to-door Canvassing	1 vote per 14 contacts (plus spillover)
Leafleting	1 vote per 189 contacts
Partisan Direct Mail	No detectable effect
Nonpartisan Direct Mail	1 vote per 200 contacts
Volunteer Phone Bank	1 vote per 38 contacts
Paid Phone Bank	1 vote per 180 contacts
Robo Calls	1 vote per 900 contacts
E-mail	No detectable effect
Election Day Festivals/Rallies	Raises precinct-wide turnout by 1 to 2%
Television	Raises zip-code-wide turnout by 0.5%
Radio	Raises city-wide turnout by 0.8%

**Donald P. Green and Alan S. Gerber, *Get Out the Vote: How to Increase Voter Turnout* (Washington, D.C.: The Brookings Institution, 2008)**

It looks like there are a couple of clear winners: Door-to-door canvassing and volunteer phone banking appear to be the kings of campaigning. While they are harder to pull off in terms of volunteer recruitment, they give the biggest bang for the buck and for the time spent—by a mile.

# How to Win an Election

If you're running a campaign as a candidate, it shouldn't be rocket science. You find out how many votes you need to win, you find out who the regular voters are, you find out how many of those voters are going to vote for you, you persuade the ones on the fence, and you turn those people out to the polls on Election Day. The county party should already have a lot of this work done before campaigns get going if we're going to be successful.

## Step 1: Figure out your Win Number and Who the Voters Are

How many votes is it going to take to win? You can figure that out. Find out about how many people voted in the last couple of similar elections. We call this the "projected turnout". You basically need half of the projected turnout plus one vote to win. 50% + 1 is the minimum, a cushioned 52% or 54% is even better.

Remember, not everyone is registered to vote, and not everyone who is registered actually votes. We need to first go after the "likely voters". These are the folks who are registered and who actually turn out. We can find out who these people are by using VoteBuilder (more on that later).

## Step 2: Initial ID

Ask everybody if they're with us, if they're with the other guy, or if they don't know yet.

- Folks with us: GOTV. Register everyone in their household to vote
- Folks in the middle: Persuade them to be with us. Go back as often as it takes.
- Folks with them: Leave alone. Don't remind them there's an election.

**EVERY SINGLE PERSON'S RESPONSE GETS WRITTEN DOWN AND KEPT IN VOTE BUILDER (MORE ON THAT LATER). WE KNOW, TO THE PERSON, WHO IS GOING TO VOTE FOR US ON ELECTION DAY, WHO IS GOING TO VOTE FOR THE OTHER GUY, AND WHO WON'T TELL US.**

## Step 3: Persuasion

Ask the folks in the middle to be with us. Convince them they've been with us the whole time.

Do this door-to-door if you can, or on the phone as a second best option.

As folks decide they're with us, move them to the "with us" column and get them to the polls on Election Day.

## **Step 4: See Where You Are**

If you've talked to everybody who is with us and persuaded everybody you can in the middle to be with us and you still haven't reached your win number plus a cushion, you have three options:

1. Expand the universe of voters by registering more people to vote who are for you
2. Go to the people who are with them and try to convince them to be with us
3. Lose the election

## **Step 5: Maximize Absentee and Early Voting**

**YOU NEED TO BANK ALL OF THE ABSENTEE VOTES YOU CAN BEFORE ELECTION DAY. YOU SHOULD KNOW ON ELECTION DAY HOW MANY VOTES YOU ALREADY HAVE FROM ABSENTEE SUPPORTERS. THIS SHOULD BE A FOUNDATIONAL PART OF YOUR PLAN.**

The day the applications become available, make sure all of your supporters who need to vote absentee request their ballot. This is your responsibility.

The day the ballots get mailed out, remind all of your supporters who requested one that they are on the way and to watch for them in the mail.

Make sure all of your supporters mail in their absentee ballot and provide a photo ID (beginning in 2014) or vote absentee at the courthouse. This is your responsibility.

## **Step 6: Set up a Poll Striking Operation**

For each polling place, prepare a list of people who are with us and who need to come to the polls. Train a volunteer to sit at each polling place throughout Election Day to check off supporters as they vote.

At three different points throughout the day, like at 9:00 AM, 2:00 PM, and 5:00 PM, call all of your supporters who haven't voted yet and tell them to go vote. Go and get them and drag them to the polls if necessary.

## **Final Thoughts**

Obviously none of this can be done without managing a lot of data and without planning. The plan should be written down. If it's not written down, it doesn't exist. More importantly, if the data doesn't get entered into VoteBuilder, the work didn't take place.

This model makes it our responsibility to know, to the person, who supports us and who doesn't and to get specific individuals to the polls.

Putting out signs, taking out ads, and crossing your fingers on Election Day is not a field program.

## The Program

The Alabama Democratic Party rolled out a statewide voter ID and GOTV program to our county chairs, vice chairs, and club presidents at our 2011 County Chairs Summit in May. This program will serve as one of the signature focuses of Judge Kenney's tenure as Chairman.

The program focuses on four major activities:

5. Voter ID on the phone
6. Voter ID door-to-door
7. Voter registration
8. Absentee Voter ID and GOTV

In order to win our countywide races and for each county (even the reddest of the red) to squeeze out every possible vote for our statewide candidates, each county party, club, and affiliated group needs to do their part. We need to know who the Democrats are and get them to the polls. We need to know who the Republicans are and stop wasting money sending them direct mail and reminding them when Election Day is. We need to know who the Independents and persuadable voters are and talk to them as many times as we can about our beliefs and our candidates.

It will take some time, but it's not rocket science.

## Voter ID

Alabama has two major challenges when it comes to figuring out who is a Democrat and who is a Republican. When we register to vote, we don't declare ourselves a member of either party. In other words, we don't have partisan voter registration. The state also doesn't report on who votes in which primary election. So if you vote in the Democratic Presidential Preference Primary instead of the Republican Primary, we only know that you voted in one of the primaries, not which one.

This makes our jobs more difficult than in other states.

The only way to tell who is a Democrat, a Republican, or an Independent in Alabama is to ask each voter, either on the phone or on their doorstep, and keep track of their responses. For too long in Alabama, when you heard political operatives talking about GOTV (Get-Out-The-Vote), what they really meant was getting out the African American vote. Past voting history has shown that African Americans in Alabama are extremely likely to vote for Democrats, and Alabama has a sizeable African American population.

However, we cannot count on turning out African Americans alone and think we will be successful. We need to also focus on identifying everybody and turning out specific individuals. This is going to require hard work, but it's absolutely necessary.

## Voter ID on the Phone

Phone banks provide a direct, relatively personal means of communication between the Democratic Party or a campaign and voters. Phone banks can be used for a variety of purposes:

- Identify voter attitudes toward the Party and its candidates (canvassing)
- Deliver a message to a select group of voters
- Invite voters to rallies, protests, and fundraisers
- Find yard sign locations and volunteers
- Get-Out-The-Vote during Election Day
- Identify voter attitudes to separate undecided voters from those who support the Party or a candidate and only need some motivation and a reminder to ensure that their ballots are cast

**Phone Bank Coordinator:** The most important single factor in phone banking is having a capable phone bank coordinator. This will reduce confusion and duplication.

**Setting Up a Phone Bank:** Calls can be made from either a centralized phone bank where all the phones are under supervision or in a decentralized operation using volunteers who call from their homes.

**Central Location:** The most efficient method of phone banking for calling a large number of people is utilizing a central location. You need to install phones at a headquarters or find phones already installed. Union halls or real estate, insurance, car dealerships, and law offices are locations that often have a number of phones and lines already installed. Callers need sufficient space for their telephone lists and report forms. **Everyone can also call on cell phones.** Each volunteer can bring their own phone or the county party or club can purchase some pre-paid phones to keep for the group. Be sure to have chargers handy.

**Plan in Advance:** Volunteers are easier to get if pre-selected dates and times are advertised. Canvassing/IDing should occur well in advance of early voting. Encouraging supporters to go to the polls (GOTV efforts) should occur immediately before and during early voting, through Election Day. **The county party or club should have a standing day and time each week for phone banking.** If everyone knows that you'll be calling every Monday night from 5:30 – 8:00 PM, they get in the habit of showing up when they can.

### Calling Times:

Mon – Thus 5 PM to 8 PM

Fri (typically not a good day to call)

Sat 10 AM to 8 PM

Sun 1 PM to 5 PM

Mon – Sat to speak to senior citizens call 10 AM to 5 PM

## Voter ID Door-to-Door

Canvassing means going door-to-door and trying to speak to voters in each household. This is the single best method to persuade voters, to get information, to organize and build the Party, and to get supporters to the polls. This door-to-door activity can be as simple an activity as covering a single precinct, as a precinct captain might do, or a supervised, targeted effort to reach as many voters as possible in a certain period. The downside of canvassing is that it is the most labor-intensive method of voter contact, involving lots of hard work with little glamour. Canvassing should not be confused with literature drops (lit-drops) or door hanging. In a canvass you knock on doors and speak to people, while lit-drops and door hanging are used only to deliver material. Canvassing is far more effective with a candidate, but it is also done without a candidate.

**Canvass Coordinator:** As with any campaign activity, it is helpful if one person is in charge to reduce confusion and duplication.

**Targeting Your Area:** A campaign must select where to expend its resources. Precincts with a high density of voting Democrats yield the best results. The impression any canvasser makes at the voter's door will last far longer than anything the canvasser says. You are canvassing to change or reinforce the voter's attitude toward the Party and make citizens want to elect its candidates. People are friendlier, easier to approach, and more receptive if you are polite and dress neatly. Wear nametags to look more "official" and make the voter more comfortable. It is also important for canvassers to be familiar with any material they are distributing. **Be sure to wear comfortable shoes.** You may also wear candidate's t-shirts so that you are visible from a distance.

## Necessary Supplies

**A Walk List of Registered Voters:** Voter registration lists in a block-walk format (by street – split odd and even addresses) may be obtained from your county Voter File Manager (VFM)—more on that later.

**Precinct Maps or Street Maps:** Precinct maps may be obtained from your county VFM – more on that later.

**Hand-out Material:** Party material and "sorry we missed you" cards should be provided.

**Safety Equipment:** A cell phone with pre-programmed phone numbers, water, a snack, and a buddy make a safer canvass.

## Getting Ready to Walk

The following are steps to use in getting ready to walk:

- Map and sort walks by street. Obtain a map of the precinct and highlight the streets. Subdivide a large precinct into several "walks."
- Create a walk package for neighborhoods. Take a 9x11 envelope and staple your

map to it. If this is a small precinct, then the map is OK. If it's a large precinct, you must create two walk packages. On one map use a pink highlighter to section off one half of the precinct, and on the second package use a green highlighter. Two people walk one half and two walk the other. Place your survey form, script, literature, bumper stickers, voter registration forms, etc., inside the walk package. Make sure to include a lapel sticker or button for identification, or provide the walkers with Democratic t-shirts.

- Walk with a partner who can log responses, tell you the names and voting history of a person without you having to manage a clipboard, list, pen, and push-cards/leaflets. Remember: You are trying to reach as many voters as possible.
- When you ring a doorbell, wait a little longer if the voter is elderly or if you see some indication that the voter may move slowly, for example, a wheelchair ramp to the house.
- Address a voter by name ("Mr. Smith?"). Voters will respond and warm up and are more inclined to be favorable.
- If no one is home, write a note in a bold, thick pen across the card. Something such as, "Ms. Smith, I look forward to visiting with you soon. - John." You can write the message beforehand to save time on the street and just add the name at the door.
- Volunteers will need some training before they go canvassing. Organize volunteers into teams of two, with one person walking the right side and one the left side of the street.

### Optimum Canvassing Times

- **Weekdays:** Avoid the dark, and don't canvass too late (start wrapping up around 7:00 PM). These are general rules to canvass by. Obviously, these times change with the seasons.
- **Saturdays:** 10:00 AM to 5:00 PM
- **Sundays:** 1:00 PM to 5:00 PM

### Canvassing Tips: The Do's and Don'ts

- **Safety First:** Never go inside anyone's house. Number one: you really know much about the person. They could be a psycho killer. Number two: you don't want to waste precious canvassing time keeping a lonely person company.
- **Beware of Dogs:** If you have to enter a fenced-in area to reach the door, shake the fence first and see if any dogs are waiting for you.
- **Dress the Part:** Dress appropriately and wear comfortable shoes. Don't wear anything offensive. No Budweiser shirts or anything "revealing". Basically, dress plain.
- **Know the Message:** Be a brief speaker and a good listener. Have the script memorized so you don't have to read from the sheet.
- **It's Not Only What You Say:** 90% of communication is non-verbal. Always take a step back away from the door after ringing the bell so you seem less intrusive. Always smile when a voter answers the door and always look the voter in the eyes.

- **Say “I Don’t Know”:** If you can’t answer a question, write it down and follow up with the voter later. Don’t make up policy as you go, and don’t feel like you have to have all of the answers. Remember, you are representing the Alabama Democratic Party, not just yourself.
- **You’re Not the Mailman:** Never put literature in or on mailboxes—only on the door. The Party doesn’t need a hefty fine for tampering with the U.S. Postal Service.

## Safety

Door-to-door canvassing can place volunteers at some personal risk. You can minimize risk in 6 ways:

1. Send canvassers out in pairs. Sending workers out in pairs has the added benefit of providing some assurances that the canvassers are actually doing what they are supposed to be doing.
2. Provide canvassers with maps of their assigned areas (Turfs) so they do not get lost.
3. Provide canvassers with an emergency phone number so they can call for help in the event they encounter a problem. At least one canvasser in a pair should be equipped with a cell phone.
4. Whenever possible, assign canvassers to neighborhoods with which they are familiar
5. Have all canvassers reconvene at a predetermined time and location so that you can count heads.
6. Never go inside anyone’s home.

## General Tips on Effective Phone Banking and Canvassing

- **It’s about quantity as well as quality:** There are thousands of voters statewide that we will need to talk to multiple times before Election Day in order for us to reach our goals. We want to have good, quality conversations with the voters that we talk to, but we need to use our time efficiently. No one should spend more than 3-4 minutes talking to any one voter. Be friendly and enthusiastic—but once you’ve answered their questions and they’ve answered yours, politely move on to the next phone number or doorstep.
- **Use the script, but put it your own words and voice:** The script you are given should give you a good sense of the key questions we are trying to get answered, but you will be most effective if you get your own routine going and don’t read from the sheet like a robot.
- **Arguing with people won’t convince them:** Even if you feel like what someone at the door or on the phone tells you is the wrong way to think about things, arguing that the voter you are talking to is “wrong” is probably not going to convince them, but rather reinforce the views they already had. When someone disagrees with you or what we, as Democrats, believe—thank them for their opinion and move on.
- **Only contact the voters on your list:** The people who are on your list are there for a reason—they are registered voters who are likely to vote in key precincts. If you

go to every door, or stop by the homes of random people who are not on your list, you may be spending time talking to people who will never vote for us.

- **Keep in mind that someone is going to back through your packet and enter the data:** Remember the rule, “If it isn’t in VoteBuilder, it doesn’t exist”. It is important that the marks on your call sheet and walk packet are neat and orderly so that in the next day or so, someone can read and accurately enter all of your notes into VoteBuilder.
- **Smile and have fun:** Have a good time with this. Voters will be more receptive to people having fun than someone just going through the motions.

## **Absentee Program**

The bottom line is that Republicans killed us in 2010 in the absentee boxes. They had a plan. (See the absentee votes by county in Appendix D)

Let's face it. Some people work 2 shifts. Some people don't have childcare. Some people don't have transportation. Some people are elderly. These folks have a hard time going to the polling place to vote, and these folks are largely Democrats.

By not having a focused absentee program, Democrats are willingly giving up ground in every county.

Each county party should know every Democrat in their party who needs to vote absentee, and it is our job to make sure that those folks submit their absentee ballot application, that the ballots arrive when they're supposed to and get filled out, and that the ballots get mailed back by the deadline.

All of our absentee votes should be votes in the bank on Election Day. We should know which Democrats turned theirs in and how many votes we need at the polls in each precinct.

Our new voter ID script which you will see in a later section includes questions about Democrats needing to vote absentee or needing rides to the polls. It is the job of the county party to make sure there is a system in place to bank these Democratic votes in every election.

# Voter Registration

Every time you identify a Democrat on the phone or at the door, you should ask that voter if there are any other Democrats in the home who are over 18 years of age who are not registered to vote and get them registered. This is part of our Voter ID Script which you'll see in a later section. We need to expand our pool of Democrats and this is the easiest way to do it.

As you can see on the Voter Registration Card below, a lot of information is required to register to vote in Alabama. Since you will be registering potential voters during your canvassing activities, you need to be familiar with all the information required for registration in Alabama.

## Required Information

- Full name
- Last four digits of SSN or full Alabama driver's license number (whichever makes them more comfortable)
- Home telephone number & work telephone (if applicable)
- County of residence
- Residential address (physical address, not a mailing address like a PO Box)
- Date of birth
- Place of birth
- Race
- Sex
- Signature and date

A copy of a current and valid ID is requested though not required. **You should never ask for ID when registering a potential voter.**

## Registering a New Voter

If a member of a household would like to register, you should always fill out the registration card yourself and take it with you. Assure the voter that you will send it to the proper office and save them the money for a stamp. This eliminates the risk of illegibility and ensures that the voter will be registered. If you leave the card with the person, chances are that they will not complete the registration process.

Beginning at the top of the registration card and continuing down, ask the person for all of the appropriate information required to complete the form. Print the information. **DO NOT WRITE IN CURSIVE.** Once all relevant fields have been completed, read over all the information to be sure it is correct. Next, have the person sign and date the form. The signature line is located at the bottom of the form.

**IMPORTANT: Make sure to get the person's signature; otherwise you have a wasted**

**registration. Never sign for the registrant!**

If a person does not want to give you the information you need to complete the form, don't argue, and don't pry. Leave the voter registration card at the household when you go. Hopefully, if you're polite about it, they will complete the form on their own. If you have to leave a voter registration card, be sure to explain the entire registration process before you go. Emphasize that the registrant must send the form to their county Board of Registrars, the address of which is located on the back of the form. **Do not mail the form to the Secretary of State's Office in Montgomery.**

**Important Facts**

- Registration must be filed 10 days before an election
- Party affiliation is not required when registering
- Alabama does not ask for an email address when registering
- A copy of an ID is requested but not required
- Registrants must provide the last four digits of their SSN or full Alabama driver's license number
- Registration forms must be mailed to the registrant's county Board of Registrars, **not the Secretary of State**

# State of Alabama Mail-In Voter Registration Form

NVRA-2  
DOJ.08.22.2007

FOR USE BY U.S. CITIZENS ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ PLEASE USE INK ♦ PRINT LEGIBLY

**You can use this form to:**

- ▶ Register to vote in Alabama.
- ▶ Update your voter registration record, if you have changed your name or address.

**To register to vote in the State of Alabama, you must:**

- ▶ Be a citizen of the United States.
- ▶ Reside in Alabama.
- ▶ Be at least 18 years of age on or before election day.
- ▶ Not have been convicted of a disqualifying felony, or if you have been convicted, you must have had your civil rights restored.
- ▶ Not have been declared "mentally incompetent" by a court.

**Deadline for submitting application:**

Voter registration and updating of voter records is closed during the ten days prior to each election in Alabama.

**ID requested:** You may send with this application a copy of a current and valid photo identification, government check, paycheck, or other government document that shows your name and address. You will be required to present identification when you vote absentee or at your polling place.

<b>Are you a citizen of the United States of America?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ATTENTION! If you answer "No" to either of these questions, do not complete this application.</b>
<b>Will you be 18 years of age on or before election day?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>1 Print Your Name:</b> Last First Middle	<b>Driver's License Number:</b>				
	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; text-align: center;">STATE</td> <td style="width: 20px; text-align: center;">NUMBER</td> </tr> <tr> <td style="width: 20px; text-align: center;">[ ] [ ]</td> <td style="width: 20px; text-align: center;">[ ] [ ] [ ] [ ]</td> </tr> </table>	STATE	NUMBER	[ ] [ ]	[ ] [ ] [ ] [ ]
STATE	NUMBER				
[ ] [ ]	[ ] [ ] [ ] [ ]				

<b>2 Print Maiden Name / Former Name (if reporting a change of name)</b>	<b>IF YOU HAVE NO DRIVER'S LICENSE NUMBER</b>
	Last four digits of Social Security number: [ ] [ ] [ ] [ ]

<b>3 Home Telephone</b>	<b>4 Work Telephone</b>	<b>5 Inside City Limits?</b>	<b>6 County where you live</b>
( ) ( )	( ) ( )	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please name the city:			

<b>Addresses</b>	<b>Current</b>	Address where you live: (Do not use post office box)	Print House Number and Street	City	State	ZIP
	<b>Old</b>	Address where you receive your mail:	Print House Number and Street (or PO Box)	City	State	ZIP
		Address where you were last registered to vote: (Do not use post office box)	Print House Number and Street	City	County	State

<b>8 Date of Birth</b> (month, day, year)		<b>11 Place of Birth</b>	City	County	State	Country

**9 Race (check one)**

White  Black

Asian  American Indian

Hispanic  Other

**10 Sex (check one)**

Female  Male

**12 Map / Diagram**

If your house has no street number or name, please draw a map of where your house is located. Please include roads and landmarks.

**13 Did you receive assistance?**

If you are unable to sign your name, who helped you fill out this application? Give name, address, and phone number (phone number is optional).

**REGISTRARS USE ONLY**

County Pct \_\_\_\_\_

City Pct \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

Board member \_\_\_\_\_

Board member \_\_\_\_\_

Board member \_\_\_\_\_

**Voter Declaration - Read and Sign Under Penalty of Perjury**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▶ I am a U.S. citizen</li> <li>▶ I live in the State of Alabama</li> <li>▶ I will be at least 18 years of age on or before election day</li> <li>▶ I am not barred from voting by reason of a disqualifying felony conviction</li> <li>▶ I have not been judged "mentally incompetent" in a court of law</li> </ul> | <p>I solemnly swear or affirm to support and defend the constitution of the United States and the State of Alabama and further disavow any belief or affiliation with any group which advocates the overthrow of the governments of the United States or the State of Alabama by unlawful means and that the information contained herein is true, so help me God.</p> |
|--|--|

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

The decision to register to vote is yours. If you decide to register to vote, the office at which you are submitting this application will remain confidential and will be used only for voter registration purposes. If you decline to register to vote, your decision will remain confidential and will be used only for voter registration purposes.

# Keeping Track of it All – VoteBuilder: The Voter File

VoteBuilder is a powerful online tool that allows you to download walking lists and phone lists.

Campaigns and other groups also use VoteBuilder for mailings, door-to-door and phone canvassing, and other related activities. You can also help make the data in VoteBuilder better by updating and correcting information about voters. Don't hesitate to call the Alabama Democratic Party (334) 262-2221 if you need help.

## What is VoteBuilder?

VoteBuilder is an online file of registered voters in Alabama provided by the Democratic National Committee and the Alabama Democratic Party. The Secretary of State provides us with basic information, such as name, address, age, and vote history—which elections each voter has or hasn't voted in. The DNC, campaigns, and people like you help us to get more in-depth information about voters. We rely on your help to get the following information, which helps us to better target voters:

- Phone numbers and email addresses
- Changes of address
- Political affiliation
- Positions on issues

## How to Use VoteBuilder

Each county party, club, and affiliated group taking part in our statewide voter ID and precinct program will be using the same script when talking to voters on the phone or at the doorstep (see below). VoteBuilder helps us target the likely voters and provides lists for walking door-to-door and lists for phone banking. VoteBuilder is smart. It can print a list of voters whose houses are all on the same side of the street. It leaves off people who aren't registered. It can only print lists of the people who vote all the time or it can just print lists of people who vote in presidential years and not in gubernatorial years or both. It can just about do it all. We just need to use it.

VoteBuilder is an online system. You can access it anywhere you have an Internet connection. The information is stored online. It can't be lost if your computer goes bust.

Each county chair or club president will designate a Voter File Manager for their county, club, or organization. The Voter File Manager will be responsible for getting new logins for additional volunteers and for managing the data collection and data entry for each county.

**NO MATTER HOW MUCH WORK YOUR GROUP DOES OR HOW MANY DEMOCRATS YOU IDENTIFY, IF THE INFORMATION DOES NOT GET ENTERED INTO VOTEBUILDER YOU MAY AS WELL HAVE NOT DONE THE WORK. AS FAR AS WE'RE CONCERNED, IF THE DATA ISN'T IN VOTEBUILDER, THE WORK DIDN'T HAPPEN.**

## **Alabama Democrats Voter ID Script**

**Hi, may I speak to [VOTER'S NAME ON YOUR LIST]?**

**My name is [YOUR NAME]. I'm a volunteer with the Alabama [or YOUR COUNTY] Democrats and I'm calling folks in your neighborhood about upcoming elections in Alabama.**

**Do you have two minutes to answer a couple of quick questions?**

**IF NO – Thank you for your time. [HANG UP]**

**IF YES – OK, great. Would you say you consider yourself a Democrat, a Republican, or an Independent? [RECORD ANSWER]**

**IF DEMOCRAT**

**Great. Would you say you just lean Democrat, or are you a solid Democrat? [RECORD ANSWER]**

**IF REPUBLICAN**

**Great. Would you say you just lean Republican, or are you a solid Republican?**

**[RECORD ANSWER. THANK YOU FOR YOUR TIME – HANG UP]**

**IF INDEPENDENT**

**Great. Would you say you lean Democrat, lean Republican, or are you a solid Independent?**

**[RECORD ANSWER. THANK YOU FOR YOUR TIME – HANG UP]**

**THE REST OF THE SCRIPT IS FOR DEMOCRATS ONLY.**

**OK, on Election Day, do you need a ride to your polling location or do you need to vote absentee by mail? [RECORD ANSWER]**

**Do you have a government-issued photo ID, like a driver's license that is not expired? [RECORD ANSWER]**

**IF NO – Do you need a ride to get a new ID? [RECORD ANSWER]**

**Would you be willing to volunteer for your local Democratic Party or for Democratic candidates? [RECORD ANSWER]**

**OK, last question. We'd like to keep you informed about upcoming elections and the Alabama [or YOUR COUNTY] Democrats. May I get your email address? [RECORD EMAIL ADDRESS]**

**Would you like to receive a text message on your cell phone reminding you to vote on Election Day? [RECORD CELL PHONE NUMBER]**

**OK. Thank you again for your commitment to vote and for supporting Alabama Democrats. Have a great [day/night]!**

**KEEP DIALING!!**

2569619	Campbell, Hope L 317 Bradley Dr Montgomery, AL 36109	(334) 220-9892 Asian Age: 34 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
3037441	Norsworthy, Ashley T 106 Bradley Dr Montgomery, AL 36109	(334) 224-9341 Caucasian Age: 24 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1010651	Brown, Tamiko T 111 Bradley Dr Montgomery, AL 36109	(334) 239-7844 Black Age: 43 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1202700	Metzger, David H 200 Bradley Dr Montgomery, AL 36109	(334) 244-0874 Caucasian Age: 44 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1270449	Stinson, Sheila 123 Bradley Dr Montgomery, AL 36109	(334) 244-2988 Caucasian Age: 49 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1267621	Mills, Gertie J 15 Bradley Dr Montgomery, AL 36109	(334) 262-1213 Caucasian Age: 86 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1198621	Russell, James L 21 Bradley Dr Montgomery, AL 36109	(334) 270-2031 Caucasian Age: 44 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1219063	Russell, Michele S 21 Bradley Dr Montgomery, AL 36109	(334) 270-2031 Caucasian Age: 46 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1010650	Boyd, Jean M 103 Bradley Dr Montgomery, AL 36109	(334) 270-3144 Caucasian Age: 48 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1242757	Fuller, Jimmy R 103 Bradley Dr Montgomery, AL 36109	(334) 270-3144 Caucasian Age: 56 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1071689	Howard, Lynelle B 311 Bradley Dr Montgomery, AL 36109	(334) 270-3182 Caucasian Age: 58 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1249287	Payne, Blanche F 322 Bradley Dr Montgomery, AL 36109	(334) 270-4793 Caucasian Age: 62 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1199643	Payne, Robert K 322 Bradley Dr Montgomery, AL 36109	(334) 270-4793 Caucasian Age: 66 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
3132419	Wright, Stephen B 120 Bradley Dr Montgomery, AL 36109	(334) 270-9919 Caucasian Age: 48 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
1212839	Godfrey, Dorothy 112 Bradley Dr Montgomery, AL 36109	(334) 271-1556 Caucasian Age: 54 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:
2694775	Knight, Shawnda L 211 Bradley Dr Montgomery, AL 36109	(334) 271-4356 Black Age: 35 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Cell: <input type="checkbox"/> M	Email: <input type="checkbox"/> Cell:

Montgomery · Precinct 03a

Polling Location: Capitol His Baptist Church, 2514 Madison Avenue

1212376	Rawls, Henry W 7 Bradley Dr Montgomery, AL 36109	(334) 272-1570 Caucasian Age: 84 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1199639	Berry, Timothy E 9 Bradley Dr Montgomery, AL 36109	(334) 272-3196 Caucasian Age: 59 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1265930	Berry, Sara B 9 Bradley Dr Montgomery, AL 36109	(334) 272-3196 Caucasian Age: 85 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
2577705	Conway, Leslie K 11 Bradley Dr Montgomery, AL 36109	(334) 356-9734 Caucasian Age: 32 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1196682	Hill, Bryant C 13 Bradley Dr Montgomery, AL 36109	(334) 272-2454 Caucasian Age: 76 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1219062	Hill, Dottie J 13 Bradley Dr Montgomery, AL 36109	(334) 272-2454 Caucasian Age: 75 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1222831	Smith, William T 15 Bradley Dr Montgomery, AL 36109	(334) 322-5918 Black Age: 25 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1267621	Mills, Gertie J 15 Bradley Dr Montgomery, AL 36109	(334) 262-1213 Caucasian Age: 86 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1222003	Cathoun, Charles A 17 Bradley Dr Montgomery, AL 36109	(334) 277-1330 Caucasian Age: 62 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
2878558	Bell, Holly M 19 Bradley Dr Montgomery, AL 36109	(803) 468-1571 Caucasian Age: 28 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
2907590	Bell, Michael 19 Bradley Dr Montgomery, AL 36109	(803) 468-1572 Caucasian Age: 28 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
3034357	Bell, Leesa C 19 Bradley Dr Montgomery, AL 36109	(803) 468-1695 Caucasian Age: 23 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
3248358	Bell, Holly M 19 Bradley Dr Montgomery, AL 36109	Caucasian Age: 29 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1198621	Russell, James L 21 Bradley Dr Montgomery, AL 36109	(334) 270-2031 Caucasian Age: 44 Sex: M	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:
1219063	Russell, Michele S 21 Bradley Dr Montgomery, AL 36109	(334) 270-2031 Caucasian Age: 46 Sex: F	Party: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Abs/Ride: <input type="checkbox"/> A <input type="checkbox"/> R	Photo ID: <input type="checkbox"/> N <input type="checkbox"/> R	Reg Dems: <input type="checkbox"/> Y	Vol: <input type="checkbox"/> Y <input type="checkbox"/> N	Email: <input type="checkbox"/> M <input type="checkbox"/> Cell:

# Precinct Organizing for the Long Haul

## Step One: Research

The first step in organizing your precinct is to understand the precinct.

- **Get to Know Your:**

- Community leaders
- Local issue groups
- Existing political party precinct leaders
- State House Representative
- State Senate Representative
- Local elections officials
- Neighborhood Associations
- County Clerk

- **Know the Numbers**

Your most important asset in organizing your precinct is the ADP's voter file, VoteBuilder. VoteBuilder is more substantive than the publicly available voter role kept by the County Board of Registrars. Knowing what kind of precinct you are organizing will help you set goals in a similar manner.

The number of registered voters is important. It helps organizers know what they will be working with. To do this, you must obtain the Voter File data from your precinct.

- **Strategies**

- Increase voter registration
- Facilitate voter contact with elected officials and other community members
- Identify absentee voters and plan to help them vote
- Persuade those who disagree with you
- Increase turnout

## Step Two: Volunteer Recruitment

After you've identified the key players in your precinct, get started on recruitment right away. A precinct organizer should create a team and invest these activists in the success of the precinct. A precinct organizer should only be a one-man show as a last resort.

- **Recruiting Your Team**

Remember to start close to home, literally, and cast a wide net around your neighborhood. Call on your existing local network – people who would help you because they know you. Known political and/or issue activists in your area are also a good first outreach. Elected officials might know a number of reliable activists in your neighborhood. As always, the best source of volunteers is from other volunteers. Utilize the personal networks of others.

- **Public Displays of Affiliation**

Wearing buttons is not enough, but it is always a good way to see who is passionate in the neighborhood. Look for people with Democratic bumper stickers, lawn signs, buttons, and other public displays of Democratic affection. If this person is a stranger, work on becoming familiar. A knock on the door or a sidewalk chat is a great way to start.

- **The Initial Precinct Meeting**

One of the most powerful tools in neighbor-to-neighbor organizing is the house meeting, or in this case, a 'Precinct Meeting'. The precinct organizer rolls out a plan, explains how people can make an impact, and commits people to a role.

Potential activists are invited to a meeting at an activist's house. The meeting starts out with some time to get to know each other and connect, but it is important to get down to business relatively quickly. The precinct organizer should briefly explain the value of precinct organizing, giving the context of the organizing project. The precinct organizer works out a goal for the precinct (number of volunteers, number of events, etc.). The precinct organizer discusses the importance of direct voter contact and layered communication as a strategy and lays out tactics used in the precinct (how much canvassing, how much phone calling). A rough timeline with benchmarks should be rolled out.

At this point, many potential activists will be impressed, overwhelmed, or a combination of both. The precinct organizer should break down the plan into small, manageable chunks. The precinct-wide contact goal can be broken down block by block. Every potential role in the precinct is written out for people to see.

- **Delegating Tasks**

It is easy enough to work out an impressive sounding plan, but the challenge is to get your team to execute it. You'll need to invest people in their own part of the plan. Because everything is quantified and broken down, people can see the impact one person can make. Even in a group setting, it is important to commit people by asking them individually. Additional tasks for those who want to take leadership positions should be laid out. Each person should be asked, one-on-one at the meeting and for everyone to hear, "Can I count on you to take care of the voters on your block" (or something similar). The precinct organizer goes around the room, asking each person in turn, until each person has been asked. Start with the strongest, most enthusiastic team member – the first response will set the tone for each subsequent task. After people have been asked to take care of their block, you can ask the room as a whole for people to take on additional responsibilities.

After roles are fulfilled, take a minute to celebrate your new team. Before concluding, the team should head right into the plan sketched out by the precinct organizer. This will be the precinct organizer's opportunity to get team members to work out and internalize their individual goals. As a group, start filling in your timeline or calendar and determine an action item that can be taken and completed in a week's time. Determine the date of the first round of voter contact (identifying supporters) and the first precinct social event. Keep the momentum of the first meeting going by making sure to call and follow-up with each of your attendees

within two days of the meeting.

- **Additional Volunteer Pushes**

The initial precinct meeting is the culmination of the first recruitment push. Your precinct organization must always be recruiting. Recruitment must be one of the benchmarks to measure the success of the organization.

Every now and then the initial precinct meeting should be replicated to give new volunteers a sense of context. The team should evaluate progress toward benchmarks and celebrate successes. Different tactics can be used to build up the names of potential activists in your neighborhood. Neighborly social events and community service projects are excellent ways to build a political community as well as build your volunteer list. Precinct BBQs or similar events in your neighborhood can be a great first event. Having your initial team invite its assigned voters is an easy contact for the team member and a fun event for the voter. These social events serve as a community-building opportunity, a voter ID opportunity, and a recruitment opportunity. **Be sure to have a sign-in sheet for all attendees (with email)**, and follow up with all new attendees with a phone call or personal visit to plug into volunteer opportunity.

**Remember, have a sign-up sheet at every event. Be sure to ask for email addresses.**

## **Step Three: Planning and Precinct Management**

- **Planning**

Your precinct plan should start with a goal and work backwards from there. The ultimate goal of the organization is to increase the number of progressive voters by organizing and educating your neighbors. Additional goals can include the number of volunteers on the team, increased voter registration, especially among populations that don't usually vote, identifying supporters of specific issues and causes, the number of social events and service events, and so on.

Set your timelines and benchmarks as specifically as possible. How many households can your team canvass in an hour, a day, a week, a month? How many volunteers are needed for the team to realize its goals? Remember to consider your resources. If you live in an area where houses are spaced far apart or where people are seldom at home, then your team members will require more time to contact the precinct's voters.

- **Managing**

Just as recruiting is an ongoing process, so is developing the team you've created. The tone set by the precinct organizer will determine the success of the precinct team. Celebrating success and highlighting those who've done good work are the keys to any organization. But your focus should always return to the impact a small group of people can make in its own backyard. The precinct organizer is building a team not merely recruiting volunteers. Ideally, you'll work with these members over a period of many years. Keep the tone casual, friendly, and neighborly.

Encourage in your activists a sense of ownership over the program – this is their neighborhood. Let your team know from the start that they are a part of a larger precinct network. People will feel confident in your plan knowing that others nearby are doing the same.

Always be on the lookout for team members who show great leadership potential. If someone should be taking on greater responsibility, encourage them to do so. You should have a plan for your best activists to take increasing leadership. Meet with your best team members individually to reinforce their sense of ownership over the precinct.

## **Step Four: Networking – Be a Resource**

One of the greatest benefits of having a robust precinct program is building a local and personal connection between the statewide and county parties and the voters themselves. Building a precinct program will serve that function, literally bringing politics close to home for more people. Instead of being confused as to who stands for what or what the important issues even are, your neighbors will have a resource easily available to them... you are the local representative of a progressive movement. Of course, if you have no idea about the pros and cons of a given issue, don't give out information you are not sure of. Tell the voter that you will get back with them. After all.... you are neighbors, and it gives you an excuse to talk to each other, an increasingly novel idea in America.

Modern political campaigning has become more sophisticated, but runs the danger of becoming remote and impersonal. Voters increasingly ignore strangers calling their homes, knocking on their doors, and sending them mail before an election. It's not that people ignore callers, knockers, and mail – they ignore strangers who do it. This is the greatest strength of community-oriented precinct organizing – familiarity.

- **Precinct Events**

Casual, targeted precinct events are a high-impact activity that will motivate your activists and volunteers as well as engage everyday voters. These events can be ordinary, like a neighborhood BBQ in your backyard. What makes the event extraordinary is that it gives fellow progressives a sense of community and it serves as a great recruitment tool. The event can be as conspicuous as you feel appropriate for your neighborhood, but the point is to start putting a local familiar face on electoral and issue-oriented organizing. The first events do not need to have an explicit agenda except for a few key items:

- Everyone should know how you got their name (publicly available voter roll)
- Everyone should know that the event is a local ADP event and more will follow
- Inclusiveness. The invite list will be for your targeted progressive voters, but no one should feel alienated. No 'litmus' test for attendance, unless someone just comes to heckle or otherwise cause a problem.... by all means ask these folks to put down the potato salad and go home!
- Data collection. Always important. Have everyone sign a guest book/sheet with contact information **(including email address)**
- You have a plan. Let people know. Everyone is having fun at the event, but

you're also doing serious work and people should know that they're welcome to join.

- Ask the volunteers to do something specific
- Make your contact information available, and have basic materials on voting, registering, etc. on hand

The frequency of these events can vary from precinct to precinct. **At a minimum, have events once every quarter.**

- **Relationship Building: Your Precinct Network**

Just as your precinct team is a resource for your precinct's voters, it is also a resource for the other precinct teams in the area. If there is a network of precinct organizers in your area, the ADP will be sure to put you in contact with them. Other volunteer precinct organizers can provide experience and resources for your precinct team and likewise your precinct team might be able to provide insights for them. The ADP will try to get precinct organizers from each county together as regular as possible for volunteers to share best practices and be reminded that they are not alone!

Inter-precinct events help build a sense of community for your activists. Having a picnic with five or six different precincts shows each team member how they are part of a larger effort. These events can also show voters that the ADP is not a foreign, distant, or faceless organization; instead the ADP is their neighbor and friend.

## **Step Five: Execute Local, Direct Voter Contact**

The bulk of your precinct organizing work will be direct voter contact. From the very beginning, your precinct should have a plan with goals, strategies, tactics, timelines, and benchmarks. If you know that your precinct cast 400 votes in the last similar election, your precinct goal might be to increase to 450 or 500 votes or to be sure that the voters are educated on the issues and able to cast their vote for a Democrat. If you have an entire year to work on this plan, this might be realistic. If you have three months, you might have a harder time. Either way, your events and activities follow a plan and have a purpose.

On the most basic level, your precinct's tactical plan should be:

- **Finding New Democratic Voters**

A continuous, neighbor-to-neighbor organizing program has the time and the local knowledge to increase the number of progressive causes championed and Democratic candidates elected in a way no temporary campaign can afford to do. As a precinct level organization, your voter contact priorities can play to these strengths.

- **Strategy and Tactics: Variations and Considerations**

There are more than 2,000 precincts in Alabama. The principle of neighbor-to-neighbor organizing is the same in all of them, but more targeted tactics may vary greatly. Starting early and planning far into the future is the best way to maximize available tactics. The gold standard is accomplishing direct contact with every supportive and undecided voter multiple times.

## **APPENDIX A: Organized Activities and Events for Visibility**

Events are an excellent way to show our colors, get like-minded people together, and have fun. Besides being fun, they can also be high-visibility activities. They can be casual or formal and for just a few people or a few hundred. The list of events is almost endless but here are a few of the more popular events: picnics at public parks, backyard barbeques, yard sales, art auctions, ice cream socials, carnivals, book sales, wine tasting parties, lunches, dinners, coffees, dog shows, and meet-the-candidate events. Some of these events are easier to do than others, and some require more help than others. It is vital that the Democratic message be displayed far and wide. The number of possible activities and events one can participate in or organize is endless.

The following are some of the possibilities for displaying the message:

- Democratic vehicle or float in a parade
- Democratic booth at fairs and community events
- Democratic hot dog picnics, ice cream socials, and backyard barbeques
- Democratic potluck dinners
- Democratic informal and formal dinners
- Rallies, protests, and town hall meetings

### **Event Responsibilities and Roles**

Make sure one person at every event is responsible for identifying key participants and getting correct spellings, titles, and addresses. You are going to want to send thank-you notes to people who helped make the event possible and dignitaries who joined your event. And at every event, someone must be prepared to record the names, e-mail addresses, and other information of people who want to volunteer or contribute. This list is valuable for future use.

### **Crowd-Building Techniques**

Good crowd building requires enthusiasm, tremendous organization, creativity, and hard work. Be sure to solicit additional suggestions about techniques that might be productive in a particular area or community.

The following sources of communication vary in their effectiveness depending upon location:

- Leafleting and posters
- Mass e-mailing
- Group invitations
- Paid advertisements
- Web pages
- Phone Banks
- Sound trucks
- Radio talk shows
- Phone banks
- Free media and public service announcements

## **Crowd-Pleasing Ideas**

The following activities can be used to enhance an event:

- Music
- Pre-programs
- Ticker tape, confetti
- Enthusiastic speakers
- Organized enthusiasm
- Loads of signs and flags everywhere
- A core group of people to interact with the crowd
- Local business involvement (food vendors, local radio stations)
- “Crowd toys,” e.g., beads, pennants, pom-poms, glow sticks, other spirit items

## **Ongoing Activities**

Success for the Democratic Party is winning elections. We must elect people who can make a positive difference in our communities and our nation and pass laws to protect our rights, create a more secure nation, and provide fair opportunity for everyone.

The key to this success is giving individuals a reason to join us at a grassroots level to turn out voters. Achieving this goal requires year-round coordination. It cannot be accomplished in only the 60 days before an election. Our year-round effort must involve our core constituencies first and then reach out to new constituencies and voters who share our fundamental commitment to our communities.

## **Create Relationships**

In Alabama, even the best candidate cannot spend five minutes with each voter or shake everyone’s hand. This is one reason that candidates are often seen as out of touch. We should work to provide opportunities for our candidates to meet people. Then it is our job to represent our candidates and shake the hands of the people in our communities.

## **Encourage Activity and Keep Activists Involved**

Never wait until September of an election year and the traditional Labor Day campaign kick-off to start organizing. Volunteers should be kept active and interested throughout the year. This will raise awareness for the few months of the election cycle so that our organization is ready to go when the primaries are over.

## **Activity Suggestions**

Activists and organizers should remain active throughout every year. *Appendix D* has suggestions for organizing activities. The following activities are very helpful to the Party and our candidates.

## **Parades and Community Events**

- Send information about parades, festivals, neighborhood meetings, etc., to candidates and party affiliates, including local Democratic clubs
- Encourage people to host community-based activities (BBQs, coffees, parties, etc.)
- Send representatives to as many events as possible
- Show that we are active by participation

- Create a personal relationship between individual voters and the Democratic Party

## **Democratic Party Meetings and Functions**

Activists, elected officials, and candidates will want to do the following things:

- Attend meetings of local Democratic clubs and organizations
- Find out their plans, especially for the fall election
- Create personal relationships
- Seek active support and volunteers
- Encourage personal growth by urging group members to participate in different functions

## **Labor Meetings/Functions**

Labor has always been an important factor in the Democratic Party. These are among the ways Labor can help.

- Provide lists of all Central Labor Council meeting dates, times, and locations
- Have representatives attend as many events as possible
- Help create personal relationships between Labor and the candidates and workers
- Provide information about activities and encourage participation
- Provide information about candidates to members of Central Labor Council

## **Meet-and-Greets with NEW People**

Reach out to new people all year with some of the following activities:

- Organize fish fries, BBQs, fiestas, etc.
- Invite Democrats in the area
- Mingle, talk to people one-on-one
- Make events fun—some of these events might also work as fundraisers

## **Send Fundraising and Get-Involved Mailing**

Use these mailing groups:

- Include identified supporters
- Reach the many people who would be willing to help, but may not have been reached by our previous fundraising and volunteer recruitment efforts

**The ADP is currently developing a website template for each County Party. The County Chair will be responsible for providing relevant information, news postings, photographs, etc, to their respective website.**

## **Sign-Up Program**

- Challenge supporters to sign up ten people to be on the e-mail update list
- Mail a bumper sticker to everyone who signs up
- Reward our supporters who meet the challenge (even if it's only a thank-you e-mail)

## **Block Meetings**

- A block meeting at your home is one of the most direct ways to recruit and organize Democratic voters in your precinct

- Block meetings are an excellent venue for introducing local elected officials and candidates to neighbors. Persuade the official or candidate to make a short presentation.

## Placing Signs

Yard signs and large signs are an important part of any election. They provide important information to voters. Signs should be put out for the Primary and General Elections.

**Locations:** The best locations are high-traffic areas such as intersections or along busy streets and highways. Signs at business locations are also important. Finding locations should be accomplished during phone banking and canvassing, by asking elected officials, and by asking in person. Signs should also be placed at polling locations.

**Ordinances:** Know the local, municipal, and county regulations on sign size and location. Follow them!

### Suggested Practices:

Remember these rules when placing signs:

- Always ask or have permission before erecting a sign.
- Keep track of the locations of placed signs.
- Never touch a sign of the opposition party or campaign.
- Dress appropriately for the work you are doing, including using gloves and wearing eye protection and sturdy footwear.
- Retrieve signs after the election.

## **APPENDIX B: Event Planning Checklists**

### **Parade Float / Vehicle**

Having a Democratic vehicle or float in a parade is a high-visibility activity and a lot of fun. The following are important steps in having a vehicle or float in a parade:

- Watch local papers, TV, and flyers for parade announcements.
- Contact the parade organizers for entry forms.
- Find someone with a car (convertibles are nice) or pickup truck that is willing to have the vehicle decorated. A float is better, but then a trailer, a tow vehicle, and more decorations are needed
- Return the entry form in a timely manner (with the entry fee, if required).
- Set a meeting time/place for participants to gather, typically set by the parade organizers.
- Send out notifications.
- Assemble decorations and purchase tossing goodies (most parades allow you to throw candy or other 'light' items such as beads).
- Consider something to be noticed such as waving American flags and/or blowing bubbles in all parades, even those that do not allow 'tossing.'
- If you wish to pass out material along the parade route, check with organizers to see what is allowed.
- Have adequate seating on the pickup or float. Standing may be unsafe, and the safety of all participants is paramount. Provide a safety briefing before starting.
- Have 2-way communication between the tow vehicle and float.
- Provide refreshments, especially for the longer parades.
- Suggest to participants that they bring sunscreen and hats.

## Booth

Having a Democratic booth at a fair is a high visibility activity and a great way to meet and talk to people. The following are important steps to having a successful booth:

- Watch local papers, TV, and flyers for fair announcements.
- Contact the organizers for entry forms.
- Return the form, with entry fee, as required. Check the form to see whether they provide electricity and whether there is a charge.
- Determine what you'll need to furnish:
  - A small tent--typically you get a 10X10 booth space. Have extra rope and tie - down weights (plastic water bottles that can be filled on-site work well).
  - Portable tables and chairs
  - Signs, decorating material, table coverings, and material tie -downs
  - Handout material such as free pamphlets, buttons, and bumper stickers
  - Bumper stickers, buttons, pins, etc. Most organizations allow their sale (Note: Do Not "sell" materials, rather, "request a contribution"). Have a cash box for money collected.
  - Garbage bags and paper towels
  - Electric extension cords
  - Adequate lighting (for night events)
  - Inclement weather gear
  - A supply of food and drink for the volunteers
  - **Sign-up sheets** Many of your visitors may become future activists
  - A hinged "V" formed of pegboards with elastic to create holders is good for displaying bumper stickers. People love reading the bumper stickers.
- The organizers may allow you to set up the day before or the morning of the fair.
- Make sure you have enough volunteers not only to staff the booth, but to set it up and take it down.

## Hot Dog Picnic, Ice Cream Socials, Backyard Barbeque

The following checklist is for hot dog picnics, but can be applied to any number of events such as ice cream socials and backyard barbeques (non-potluck).

### Determine Purpose

- Group fun
- High visibility and/or increasing volunteers or membership

### Determine Date and Time

- Group fun - pick what's best for the group
- High visibility - weekend afternoons are best

### Determine Location

- Group fun - backyard or local park
- High visibility - city or county parks on main highways with good traffic

### Secure Location

- Back yard - get a volunteer's back yard
- City or county park
  - Check out park - does it have enough picnic tables, restrooms, parking, water/electricity available, trash cans and/or dumpsters, shade?
  - Call city or county parks and recreation department - find out where to go to secure location (2 months prior)
    - Go to appropriate office and secure date and location (1 month prior)
    - Be prepared to pay fee and deposit
    - For local park you may need resident of that city to make reservations
    - Ask about general rules - if possible, get a copy of the rules
    - Prepare to answer questions you may be asked
      - Number of attendees (estimate low)
      - Will alcohol be served? - you need to hire law enforcement
    - **Follow their rules!**

### Requisition of Food and Supplies - Based on expected number of attendees

- Hot dogs and buns
  - 2 hot dogs per person
  - 1 package of turkey dogs (for dietary restrictions) per 20 people attending.
- Chips
  - 1 bag per person
  - Individual variety packs work best
- Optional additional foods
  - Potato salads or cole slaws (requires cooling) 1 quart per 20 people
  - Cookies or desserts
- Condiments
  - Mustard and catsup (individual packets or squeeze bottles), relish (jar or squeeze

- bottles), sauerkraut (jar)
  - Optional - mayonnaise (individual packets or squeeze bottles)
- Serving Utensils
  - Long-handled tongs
  - Slotted spoons
  - Forks
  - Small sharp knife
- Coolers and ice (or cold packs)
  - Food (keep separate from anything else)
  - Drinks
  - Ice for drinks
- Garbage can/s - as needed
- Drinks
  - Plastic cups 1 per person
  - 5-gallon container (self-serve) of lemonade or ice tea
- Bring additional mix, water, and ice to make more
- Assure someone is responsible for making replacements
  - Bottled water (currently more popular than canned drinks)
    - Individual small bottles 1 per person
    - Additional bottles if no self-serve container
  - Canned drinks
    - Variety of regular and diet, plus some caffeine-free canned drinks (1 per person if you have bottled water but no self-serve container)
    - Optional - variety of 2-liter bottles (but must have cups and ice)
  - Wine (if permitted)
    - Variety of boxes (glass containers frequently not allowed)
    - Variety of bottles - don't forget corkscrew
  - Beer (if permitted)
    - Variety of regular and light
    - 1 can or bottle per 5 people depending on the group
  - Optional – 5-gallon container (self-serve) of homemade sangria (remember ice)

## Coolers and Ice

Label all coolers

- 1 small cooler for ice for drinks with 2 cups for serving ice
- 1 or 2 large or very large coolers with ice for cooling bottled water and canned drinks
- 1 cooler with ice for cooling alcoholic drinks (keep separate from non-alcoholic drinks)
- 1 large cooler with extra ice

## Paper Goods and Supplies

Suggestion: Purchase in bulk quantity when possible

- Hot dog trays 2 per person
- Paper/plastic plates (large or small) at least 1 per person
- Plastic silverware at least one set per person
- Napkins (1-2 large packages)
- Paper towels (1-2 rolls)
- Trash bags - several food-store plastic bags and 1 box of garbage-can size

- Masking tape (1 wide roll)
- Table cloths (optional)
- Handi-wipes or baby wipes
- Plastic gloves for food handlers

### **Cooking equipment**

- 1 small portable (table -top) gas grill with fuel (works as well as big and is easier to move)
- 1 spare fuel tank
- Long-tip lighter (matches as backup)
- Scissors (for cutting food only)
- Scissors (for cutting open packages)
- Serving Utensils
  - Long-handled tongs
  - Slotted spoons
  - Forks
  - Small sharp knife

### **Tables and Chairs**

- 1 sign-in and/or donation table and chair/s
- 1 cooking table and chair
- 1 foodstuffs table
- Picnic table and/or portable tables
- Chairs - stackable plastic chairs work well
  - Supplied by organization
  - Supplied by attendees

### **Miscellaneous**

- Flags and banners
- First aid kit
- Small fire extinguisher
- Bullhorn - for announcements
- Handouts about group - other groups
- Name tags and markers
- Sign-in sheets and pens
- Candidate material
- Fundraising items for sale/donations
- Tents and/or sun umbrellas - if no shade
- Children's toys/games - someone should be responsible for watching over activities

### **Invitations**

- Homemade or locally printed postcards (4 per page) - include date, time, location, charge, etc.
  - Mail to group and/or larger list 2 weeks prior to event (blind mailings = 3% response)
    - D or DDs - can utilize precinct chairs for personal messages. Additional postage may be needed. (D=voted Democratic in the last primary,

- DD=voted Democratic in two out of the last three primaries.)
    - Elected officials
    - Candidates
  - Labels
    - Group list
    - Voter list
- Letters - usually not worth cost
- Flyers - hand out at meetings
- Internet - distribution / websites / blogs
- Robo-calling or phone-tree calling

## **Scheduling**

- 30 minutes minimum for setup - depending on number of volunteers
- 3 to 4 hours for event
- 30 minutes minimum for cleanup - depending on number of volunteers

## **Financial Planning**

- Expect total costs about \$3/person; \$2/person for second event (from bulk purchase leftovers of equipment and packaged food)
- Event money supplied by group or sponsors
- Donations - Taking donations typically brings in as much as charging for event
  - Have well-marked small pail or clear container as donation jar (put in a few \$5's and \$10's as 'seed' money - can be used to purchase more supplies if needed)
  - Have change or someone responsible for making change
  - Have someone responsible to get money to treasurer
- Fees \$5 adults, \$2 children, 4 and under free (suggested amounts)
  - Have large poster with amounts clearly listed
  - Have change
  - Have someone responsible to make change
  - Have someone responsible to get money to treasurer

## Potluck Dinner / Barbeque

The following checklist is for a potluck dinner or potluck barbeque.

### Select Coordinators

- Food Coordinators
  - RSVP person for food being brought
  - Person for purchasing food and supplies
- Setup-Cleanup / Decorations Coordinator
- Invitation Coordinator

### Determine Purpose

- Group Fun
- High visibility and/or increasing volunteers or membership

### Determine Date and Time

- For group fun - pick what's best for the group
- For high visibility - evenings and weekend afternoons are best

### Determine Location

- Group fun
  - Backyard
  - Local park
- High visibility
  - Facility of adequate size for expected attendance
  - City or county parks on main highways with good traffic

### Secure Location

- Volunteer's backyard
- City or county park / facility
  - Check out park / facility - Does it have enough (picnic) tables, chairs, restrooms, parking, (shade), water/electricity available, trash cans and/or dumpsters
  - Call city or county Parks and Recreation Department or facility - find out where to go to secure location (2 months prior)
  - Go to appropriate office and secure date and location / sign contract (1 to 2 months prior)
  - Be prepared to pay fee and deposit
  - For local park you may need resident of that city to make reservations
  - General rules – **Follow their rules**
    - Ask about rules
    - Get a copy of rules, if possible!
  - Questions you may be asked
    - Number of attendees (make best guess)
    - Will alcohol be served - you may need to hire law enforcement

### Requisition of Food and Supplies - Based on expected number of attendees

- Main dish (if group supplying)

- Side dishes (if group supplying)
- Bread(s) (if group is supplying)
- Desserts (if group is supplying)
- Condiments
  - Mustard, Catsup, Mayonnaise, Relish
  - Individual packets or squeeze bottles
- Serving Utensils
  - Long-handled tongs
  - Slotted spoons
  - Forks
- Cooler/s and ice (or cold packs) for food (keep separate from anything else)
- Garbage can/s - as needed
- Drinks
  - Plastic cups 1 per person
  - 5-gallon container (self-serve) of lemonade or ice tea
    - Bring additional mix, water, and ice to make more
    - Assure someone is responsible for making replacements
  - Bottled water (currently more popular than canned drinks)
    - Individual small bottles 1 per person
    - Additional bottles if no self-serve container
  - Canned drinks
    - Variety of regular and diet, plus some caffeine-free canned drinks (1 per person if you have bottled water but no self-serve container)
    - Optional - variety of 2-liter bottles (but must have cups and ice)
  - Wine (if permitted)
    - Variety of boxes (glass containers frequently not allowed)
    - Variety of bottles - don't forget corkscrew
  - Beer (if permitted)
    - Variety of regular and light
    - 1 can or bottle per 5 people depending on the group
  - Optional – 5-gallon container (self-serve) of homemade sangria (remember ice)

## **Coolers & Ice**

- Suggestion: Use masking tape to label all coolers
- 1 small cooler for ice for drinks
  - Place 2 plastic cups in cooler for serving ice
- 1 or 2 large or very large coolers with ice for bottled water/canned drinks
- 1 cooler with ice for alcoholic drinks (keep separate from non-alcoholic drinks)
- 1 large cooler with spare ice

## **Paper Goods & Supplies**

- Suggestion: Purchase in bulk quantity when possible
- Large paper/plastic plates 1/person
- Small paper/plastic plates 1/person
- Plastic silverware - at least one set per person
- Napkins (1-2 large packages)
- Paper towels (1-2 rolls)
- Trash bags - several food-store plastic bags & 1 box of garbage can size

- Masking tape (1 wide roll)
- Table cloths (optional)
- Handi-wipes or baby wipes
- Plastic gloves - for food handlers

## **Cooking / Heating Equipment**

- Chafing dishes
- Spare fuel
- Long-tip lighter (matches as backup)
- Scissors (for food only)
- Scissors (for cutting open packages)
- Utensils - long-handled tongs & small sharp knife

## **Tables and Chairs**

- 1 sign-in and/or donation table & chair/s
- Several for holding the food
- Outdoor event
  - Picnic table and/or portable tables
  - Chairs - stackable plastic chairs work well
    - Supplied by organization
    - Supplied by attendees

## **Miscellaneous**

- Flags and Banners
- First aid kit
- Small fire extinguisher
- Bull horn - for announcements
- Handouts about group - other groups
- Name tags and markers
- Sign-in sheets and pens
- Candidate material
- Fundraising items for sale/donations
- Tent/s and/or sun umbrella/s- if no shade
- Children's toys/games - someone should be responsible for watching over activities

## **Invitations**

- Home-made or locally printed post cards (4 per page) - include date, time, location, RSVP Coordinator, charge, etc.
  - Mail to group and/or larger list 2 weeks prior to event (blind mailings = 3% response)
    - D or DDs - can utilize precinct chairs for personal messages. Additional postage may be needed. (D=voted Democratic in the last primary, DD=voted in the last 2 Democratic primary or voted Democratic in 2 out of the last 3 primaries.)
    - Elected officials
    - Candidates
  - Labels
    - Group list

- Voter list
- Letters - usually not worth cost
- Flyers - hand out at meetings
- Internet - distribution / web sites
- Robo-calling or phone-tree calling

## **Scheduling**

- 30 minutes minimum for setup - depending on number of volunteers
- 2 to 4 hours event
- 30 minutes minimum for cleanup - depending on number of volunteers

## **Financial Planning**

- Expect total costs about \$4/person; \$3/person for second event (from bulk purchase leftovers of supplies and packaged food).
- Event money fronted by group or sponsors
- Pricing: Taking donations typically brings in as much as charging for event
- Donations
  - Have well-marked small pail or clear container as donation jar (put in a few \$5's and \$10's as 'seed' money - can be used to purchase more supplies if needed)
  - No need to have change and someone responsible to make change (can use seed money to make change if you have to)
- Fees \$5 adults, \$2 children, 4 and under free (suggested amounts)
  - Have large poster with amounts clearly listed
  - Have a donation jar

# APPENDIX C: Fundraiser or Dinner Checklist

## **6 Weeks from Event**

- Select event date (no Wednesdays or Sundays in most areas)
- Secure event location and caterer or have volunteers prepare the food
- Set date for organizational meeting and develop list of tasks to assign
- Develop event fundraising goal
- Develop a host committee list
- Decide ticket costs or sponsorship levels
- Contact potential host committee members and secure money commitments
- Clean up and finalize mailing list for invitations
- Design and print invitations and tickets

## **4 Weeks before Event**

- Check in with host committee members by phone or meeting
- Send letter inviting all local officials as guests
- Plan entertainment and book a photographer if necessary
- Hold organizational meeting to assign tasks like addressing invitations, decorating, greeting and sign- in, taking photos, and clean-up

## **3 Weeks from Event**

- Mail invitations or solicitation letters
- Recruit a group to create decorations, sign- in sheets, nametags, and program design, as well as coordinate set-up and clean-up
- Continue to call and solicit contributions

## **2 Weeks before Event**

- Run ads in local/neighborhood papers or on radio, if necessary
- Have your event included on the community calendars
- Continue to call and solicit contributions
- Develop and print program
- Finalize details of who will speak and when
- Confirm with caterer, entertainment, and location
- Contact the media

## **1 Week before Event**

- Phone bank to remind guests and get a head count

## **2-3 Days before Event**

- Prepare nametags (local officials and sponsors)

## **1-2 Days before Event**

- Contact the media

### **Day of Event**

- Hold final organizational meeting at event site
- Fax or e- mail event reminder to sponsors and steering committee
- Set up your event EARLY
- Make sure you have the following:
  - Plenty of volunteers to help you
  - An area for elected official check- in
  - Sign-in sheets
  - Ballpoint pens (for sign-in sheets)
  - Sharpie markers (for name tags)
  - Name tags for elected officials and sponsors
  - Blank name tags
  - Bumper stickers
  - Contribution envelopes
  - Change for ticket purchases
  - Container to collect contributions at the door
  - Decorations
  - Tape and scissors
  - Thank-you board to showcase your sponsors

### **Day after Event**

- Send thank-you letters to host committee, volunteers, contributors, and attendees
- Call those who pledged money, but did not attend/contribute
- Send a thank-you gift, if someone hosted the event in their home

## APPENDIX D: Absentee Votes for Governor 2010

County	Precinct	DEMOCRAT	REPUBLICAN
Autauga	ABSENTEE		482
Baldwin	ABSENTEE	206	1214
Barbour	ABSENTEE	503	140
Bibb	ABSENTEE	23	93
Blount	ABSENTEE	45	228
Bullock	ABSENTEE	199	29
Butler	ABSENTEE	81	93
Calhoun	ABSENTEE	166	381
Chambers	ABSENTEE	94	164
Cherokee	ABSENTEE	71	167
Chilton	ABSENTEE	171	328
Choctaw	ABSENTEE	332	115
Clarke	ABSENTEE	150	219
Clay	ABSENTEE	176	153
Cleburne	ABSENTEE	77	235
Coffee	ABSENTEE	105	311
Colbert	ABSENTEE	148	281
Conecuh	ABSENTEE	141	80
Coosa	ABSENTEE	33	78
Covington	ABSENTEE	107	303
Crenshaw	ABSENTEE	121	153
Cullman	ABSENTEE	202	649
Dale	ABSENTEE	139	281
Dallas	ABSENTEE	350	186
DeKalb	ABSENTEE	473	428
Elmore	ABSENTEE	195	490
Escambia	ABSENTEE	58	175
Etowah	ABSENTEE	273	483
Fayette	ABSENTEE	30	79
Franklin	ABSENTEE	66	111
Geneva	ABSENTEE	58	163
Greene	ABSENTEE	260	16
Hale	ABSENTEE	275	65
Henry	ABSENTEE	142	152

<b>County</b>	<b>Precinct</b>	<b>DEMOCRAT</b>	<b>REPUBLICAN</b>
Houston	ABSENTEE	497	632
Jackson	ABSENTEE	157	199
Lamar	ABSENTEE	32	75
Lauderdale	ABSENTEE	246	578
Lawrence	ABSENTEE	112	138
Lee	ABSENTEE	255	656
Limestone	ABSENTEE	168	562
Lowndes	ABSENTEE	129	40
Macon	ABSENTEE	245	24
Madison	ABSENTEE	925	2497
Marengo	ABSENTEE	211	130
Marion	ABSENTEE	59	174
Marshall	ABSENTEE	115	430
Mobile	ABSENTEE	804	1503
Monroe	ABSENTEE	57	113
Montgomery	ABSENTEE	810	1408
Morgan	ABSENTEE	309	837
Perry	ABSENTEE	260	42
Pickens	ABSENTEE	60	116
Pike	ABSENTEE	122	169
Randolph	ABSENTEE	87	209
Russell	ABSENTEE	100	135
Shelby	ABSENTEE	165	1199
St Clair	ABSENTEE	75	361
Sumter	ABSENTEE	482	50
Talladega	ABSENTEE	247	353
Tallapoosa	ABSENTEE	270	293
Tuscaloosa	ABSENTEE	353	921
Walker	ABSENTEE	165	274
Washington	ABSENTEE	28	80
Wilcox	ABSENTEE	224	33
Winston	ABSENTEE	43	193
<b>TOTAL DIFF</b>	9563	13386	22949
<b>TOTAL % DIFF</b>	26.32%	36.84%	63.16%