

# **Let's Build A Party**

## **PC Training**



## **Arizona Legislative District 8**

## **Precinct Committeeman Manual**

**2011-2012**

**Jim Ward, District 8 Chairman**

# LET'S BUILD A PARTY

## DISTRICT 8 PC TRAINING MANUAL 2011-2012

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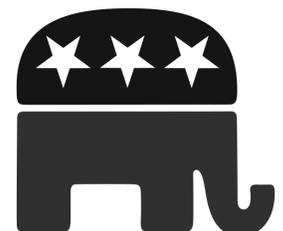
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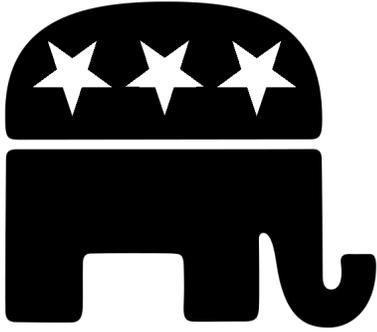
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# Welcome to Legislative District 8

# Let's Build A Party

## INTRODUCTION

We are all here because we believe in the Republican Party - and we believe that the Republican way is the best way to govern our great nation.

You became a Precinct Committeeman — also known as a PC — by election in the last primary election, or by appointment since the election.

Precinct Committeemen are representatives of a precinct, a geographical area established by law and drawn by the County Board of Supervisors for election purposes and consists of voters of all political parties. Every precinct has an assigned polling place — the designated area where registered voters of a precinct cast their ballots. Strong precinct organization is the foundation of the Republican Party. This is where elections are won or lost. Nothing can replace the precinct volunteer as the most important asset in electing Republicans to office. The Precinct Committeeman works directly with his or her neighbor to get out the vote and provides for an informed electorate. The influence a precinct committeeman can have through personal contact should not be underestimated.

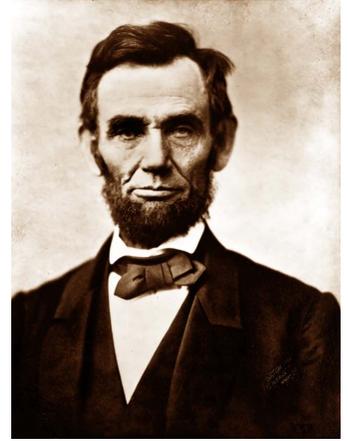
Precinct Committeemen are elected officials of the Party, as established by State Law. Vacancies may be filled by appointment. Appointments are recommended by the District and approved by the County Board of Supervisors.

You need to remember always how important Precinct Committeemen are to the Party - and to the people. You are the only Party official elected directly by the people. All others are elected by the Precinct Committeemen, or in turn, by the State Committeemen.

The well-organized precinct follows guidelines established by Abraham Lincoln in 1840 which have withstood the trials of time. They are just as successful today as when Lincoln first put pen to paper.

The information you receive in this training and in this manual may sound overwhelming to you, but try to remember this: An active worker in the Party and in the former District 28, now District 8, calculated the average time needed to work a Precinct completely - BY THE BOOK - and it would take each of you about 30 minutes a week, 52 weeks in each of the years of your term to do a PERFECT JOB!!!

# ABRAHAM LINCOLN'S 1840 'PERFECT LIST'



“Organize the whole state, so that every Whig can be brought to the Polls.

...appoint in each county a County Captain and take the pledge to perform promptly all the duties assigned him.

...divide (the) county into small sections, and appoint in each a subcommittee or section.

...to appoint one person in each section as Section Captain.

...make a perfect list of all the voters and ascertain with certainty for whom they will vote.

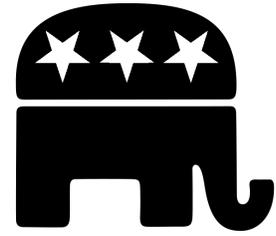
...to see each man of his Section face to face, and procure his pledge that he will for no consideration (impossibilities excepted) stay from the polls on the first Monday in November; and that he will record his vote as early on the day as possible.

...keep a constant watch on the doubtful voters and have them talked to by those in whom they have the most confidence.

... and on election days, see that every Whig is brought to the polls.”

— *Written by Abraham Lincoln and published in the Illinois State Register, February 21, 1840 - fourteen years before he helped form the Republican Party.*

# PRINCIPLES OF THE REPUBLICAN PARTY



**We believe** that man has been endowed by his Creator with freedom of will and that

what has been granted must not be compromised by any man or government.

**We believe** that the first function of our national government is to protect its citizens from foreign aggressors who would impose by force their way of life upon us.

**We believe** that a fundamental function of government at all levels is to protect its citizens from crime.

**We believe** that each individual is entitled to equal treatment by his government.

**We believe** that it is the right of each individual to receive equal treatment and equal opportunity from government under its laws.

**We believe** that the free enterprise system is the best system devised for managing the economic affairs of man because it maximizes freedom and production, stimulates competition and thereby benefits the consumer and citizen.

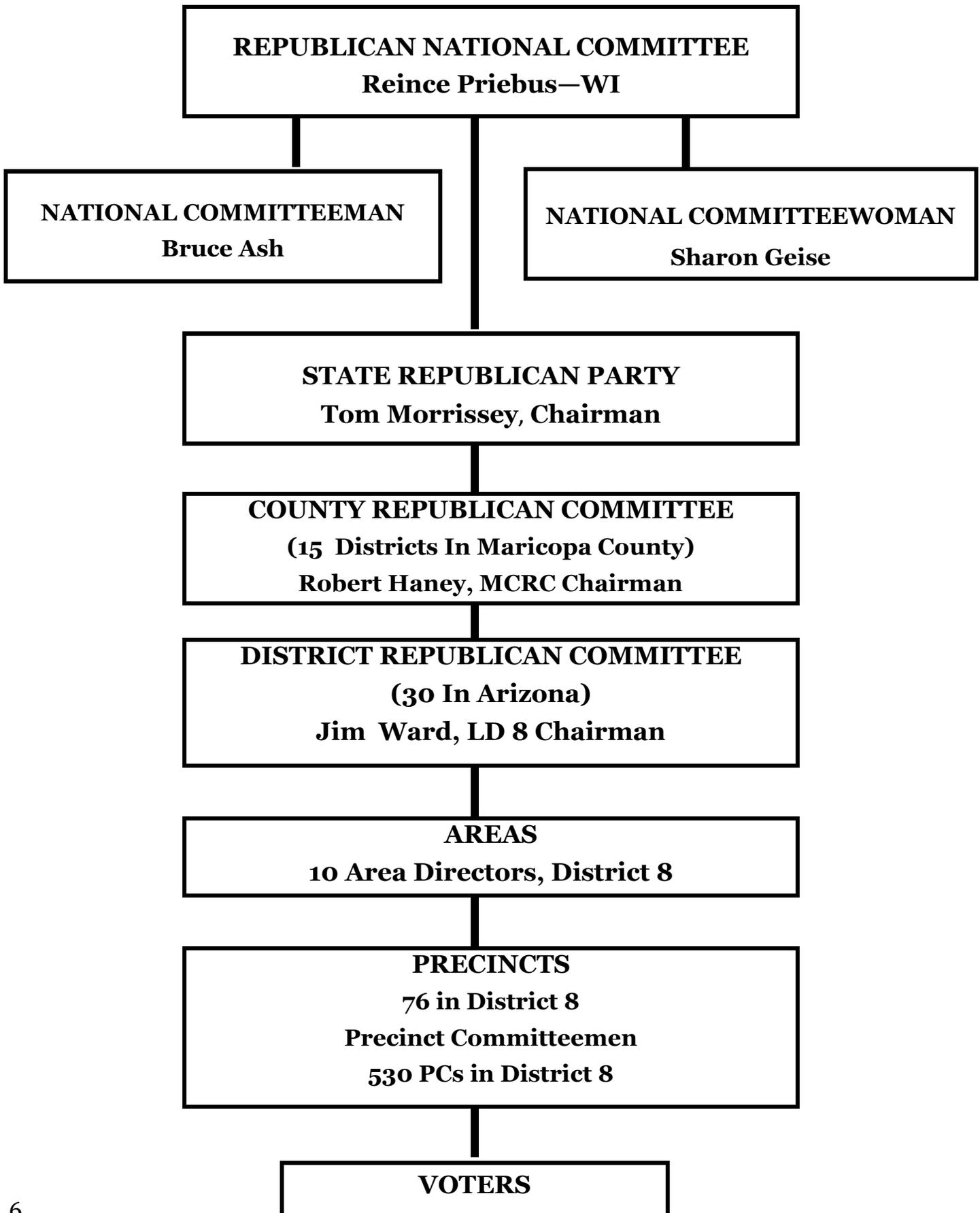
**We believe** that the foundation of our economy and strength of our nation lies in the working people who are the producing, taxpaying members of our society.

**We believe** that our economic system depends upon a strong dollar and that excessive government spending reduces the value of the dollar, and must be curbed.

**We believe** that with freedom comes responsibility and that individual initiative is a prerequisite to government assistance unless the individual is unable to help himself.

**We believe** that the birthright of each American is to be educated to the maximum of his ability, to enjoy the fruits of his labor and advance in economic status.

# REPUBLICAN PARTY STRUCTURE



# **REPUBLICAN PARTY STRUCTURE ELECTED OFFICIALS OF THE STATE PARTY**

## **STATE PARTY OFFICERS**

**State Chairman**  
**First Vice Chairman**  
**Second Vice Chairman**  
**Third Vice Chairman**  
**Secretary**  
**Assistant Secretary**  
**Treasurer**  
**Assistant Treasurer**  
**Sergeant-At-Arms**  
**Assistant Sergeant-At-Arms**

## **STATE EXECUTIVE COMMITTEE**

**State Party Officers**  
**Fifteen County Chairmen**  
**Thirty County Vice Chairmen**  
**Three Members-At-Large elected from each Congressional District**  
**President, Arizona Federation of Republican Women**

## **STATE COMMITTEE**

**Fifteen County Chairmen**  
**State Committeemen**  
**(One elected for every three Precinct Committeemen elected in the Primary Election)**

**Officers elected at the Statutory Meeting**  
**(Chairman, Secretary, and Treasurer)**  
**Officers elected at the Mandatory Meeting**  
**(Three Vice Chairmen, Assistant Secretary, Assistant Treasurer,**  
**Sergeant-At-Arms, and the Assistant Sergeant-At-Arms)**

## **COUNTY COMMITTEES - 15**

**All Precinct Committeemen within the County**  
**County Officers elected in January after the General Election**  
**(Chairman, Two Vice Chairmen, Secretary, and Treasurer)**

## **LEGISLATIVE DISTRICTS - 30**

**Precinct Committeemen within District**  
**District Officers elected at the Organizational Meeting held after the General Election**  
**(Chairman, Two Vice Chairmen, Secretary, and Treasurer)**

## **PRECINCT COMMITTEEMEN**

**One elected per Precinct plus one additional for each 125 registered**  
**Republican voters as of March 1st of a General Election Year.**  
**(Currently, over 2054 Precincts statewide; over 1030 Precincts in Maricopa County)**

# **DISTRICT 8 ORGANIZATION**

## **ELECTED OFFICERS:**

DISTRICT CHAIRMAN: Jim Ward

FIRST VICE CHAIRMAN/MEMBERSHIP: Barb McMullen

SECOND VICE CHAIRMAN/PROGRAM: Boe James

SECRETARY: Doug Little

TREASURER: Joan Parker

## **APPOINTED OFFICERS AND COMMITTEE CHAIRMEN:**

VICE CHAIRMEN FOR OPERATIONS/MEMBERSHIP UTILIZATION (2)

AREA DIRECTORS (10)

COMMITTEE CHAIRMEN (number varies)

## **DUTIES OF ELECTED OFFICERS**

### **DISTRICT CHAIRMAN:**

The District Chairman is responsible for the overall operation of the District. He/She appoints the committee chairmen, and appointed officers, holds Board of Directors meetings, and presides at District 8 regular meetings. The Chairman represents the District at County and State Republican meetings.

### **FIRST VICE CHAIRMAN:**

The First Vice Chairman serves the District as Membership Chairman. He/She is responsible for recruiting and retaining Precinct Committeemen for the District.

### **SECOND VICE CHAIRMAN:**

The Second Vice Chairman serves as Program Chairman and is responsible for scheduling speakers and planning the programs for the regular meetings of the District.

### **SECRETARY:**

The Secretary takes minutes at board and regular meetings, and circulates them appropriately. He/She handles any correspondence and ballots for District elections as requested by the Chairman.

### **TREASURER:**

The Treasurer receives and distributes all monies of the District. He/She guides the board in preparing the budget, and prepares Financial Reports for the board and regular meetings. The Treasurer, with the District Chairman, prepares all Financial Reports required by County, State or Federal Governments.

# **DISTRICT 8 ORGANIZATION — CONTINUED**

## **VICE CHAIRMEN**

### **OPERATIONS/MEMBERSHIP UTILIZATION**

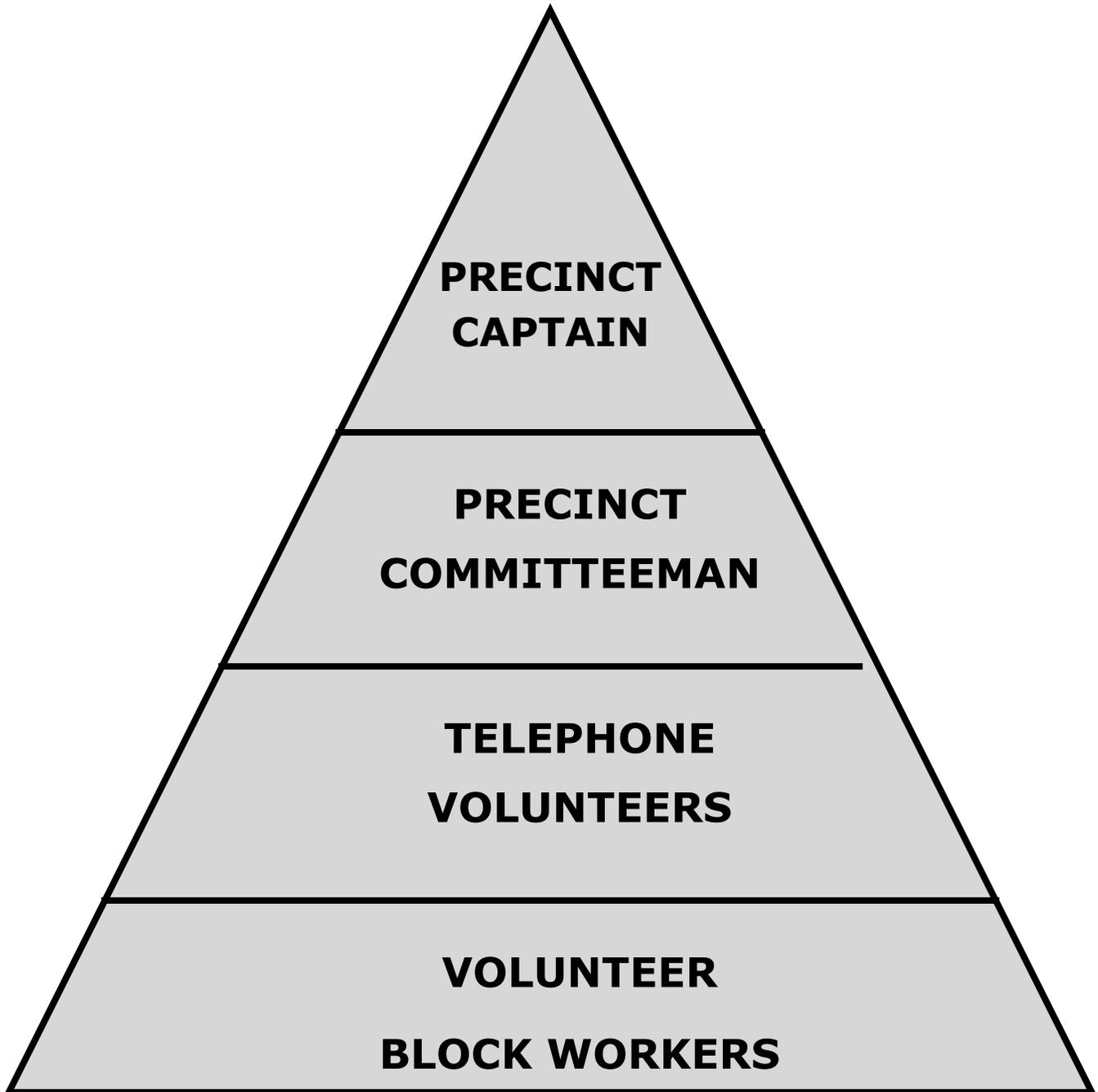
Legislative District 8 has two (2) Vice Chairmen for Operations/Membership Utilization. The two Vice Chairmen work closely with the District Chairman and Membership Chairman to coordinate the dissemination of information, Walking List distribution, and action plans to the Area Directors. The Area Directors in turn get this information to the Precinct Captains who then coordinate with the individual Precinct Committeemen in their precincts. District 8 is organized into ten (10) Areas based on geographic location. Each of the Areas has an Area Director, and each Area is composed of 5-7 Precincts. The two Vice Chairmen maintain files for all of the pertinent information about the Precincts, and Coordinate this with the Website Manager.

## **AREA DIRECTORS**

The Area Directors (10) shall serve as "Point Persons" for each of the ten (10) Areas of District 8. Their duties include:

1. Ensure that each Precinct is functioning properly. Hold quarterly meetings to discuss priorities and assist Precinct Captains in filling Precinct vacancies. When Precinct quotas are reached, ensure meetings are held to allow for changes in leadership, if desired, and to distribute materials to all Precinct Committeemen
2. Collect signed Captain Election Forms (APPENDIX E) and Usage Forms (APPENDIX F) from the Precinct Captains.
3. Ensure that Precinct Captains have access to Maricopa County Walking Lists and/or Voter Vault.
4. Report gains and losses of PCs to the Membership Chairman.
5. Work with Telephone Chairman on obtaining volunteers.
6. Arrange for training of Precinct Captains, as necessary.
7. Work with Voter Registration Chairman on local opportunities to register voters.
8. Ensure Precinct proxies for County meetings are valid and carried by Precinct personnel.
9. Ensure Nomination Petitions and Affidavits are properly completed for the Primary Election.

# **PRECINCT ORGANIZATION PYRAMID**



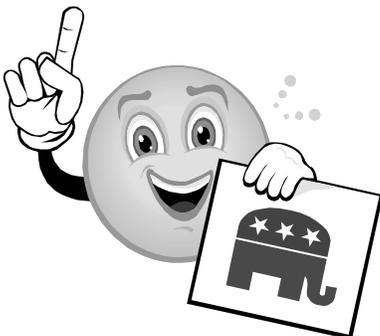
**EVERYONE IS IMPORTANT AND VALUABLE  
TO A WINNING EFFORT!  
IT TAKES EVERYONE TO WIN!**

# PRECINCT CAPTAINS

All committeemen in each precinct meet promptly (usually within 20 days) after the Fall Election to elect a Precinct Captain. The form for electing a Precinct Captain can be found as APPENDIX E. The Captain assumes the following specific duties in addition to the basic duties of Precinct Committeemen:

## A PRECINCT CAPTAIN'S SEVEN STEPS TO AN ORGANIZED PRECINCT

1. Divide the precinct into geographical areas.
2. Assign to Precinct Committeemen specific geographical areas.
3. Distribute current walking lists and a map of the specific areas to Precinct Committeemen, and obtain a signed "Usage Form" from each.
4. When the Precinct Captain is elected, complete the "Captain's Election Form" and return it to the Area Director.
5. Assemble Republican voters into a Republican Only list, and keep Precinct records up to date.
6. Communicate regularly with your Precinct Committeemen, and follow up with them on their duties. Build team spirit.
7. Serve as liaison between the District and Committeemen in the Precinct.



**Stay informed!**

**Be sure to visit the  
District 8 website ...**

**[www.d8azgop.org](http://www.d8azgop.org)**

## **WHY BE A PRECINCT COMMITTEEMAN?**

- 1. It's your official "admission" into the Party.**
- 2. Enables you to know your neighborhood and your neighbors.**
- 3. Gives you the opportunity to get to know your elected officials on a personal basis.**
- 4. Lets you see the "true" candidates who are running for office.**
- 5. Gives you insight into what is really going on inside the Party.**
- 6. Allows your voice to be heard much more effectively than if you are just a registered voter.**
- 7. Enables you to be part of the decision making process in the Party.**
- 8. Allows you to have a vote in the leadership of our local Party.**
- 9. Gives you access to more information about issues and policy than what you read in the newspaper.**
- 10. Gives you visibility with elected officials, which might be a benefit in the future.**
- 11. Enables you to be invited to non-public events featuring national level elected officials such as the President, Vice President or Senate and Congressional leaders.**
- 12. Gives you experience for greater responsibility with the Party in the future.**
- 13. Provides the opportunity to be appointed to local, county, or state Boards and Commissions.**
- 14. Allows you to learn the mechanics of a campaign and the election process.**
- 15. Gives you visibility to run for office in the future.**

## **AS A PRECINCT COMMITTEEMAN ...**

**your main goal is to**

***ELECT MORE REPUBLICANS TO OFFICE***



## **PRECINCT COMMITTEEN DUTIES:**

1. **ELECT** District, County and State Party leaders who will best represent and implement the philosophies and goals of the precinct constituents.
2. **EXPAND** political knowledge and activities.
3. **ACTIVELY SUPPORT** Party activities at the District and County level.  
Demonstrate a willingness to work toward Party unity and accomplishing Republican Party long range goals.
4. **REGISTER** Republicans to vote.
5. **ELECT** a Captain who is willing to donate time, energy, and leadership to the Precinct.
6. **CANVASS** the Precinct periodically and keep track of changes in the neighborhood, making sure all Republicans are registered to vote.
7. **RECRUIT** Precinct Volunteers and assign specific blocks to them for door-to-door and telephone work.
8. **ATTEND** Precinct, District, and County meetings.
9. **CARRY** nominating petitions, distribute election information and candidate literature in your Precinct.
10. **PARTICIPATE** in Get-Out-The-Vote and Election Day activities.

## **BUILDING THE PRECINCT ORGANIZATION ...**

### **Your most important job as a Precinct Committeeman**

It is the job of the Precinct Committeemen to build the Precinct organization with assistance of the Precinct Captain and the Area Directors. The focus should be on recruiting more volunteers and completing the Voter Identification Canvass. The Voter Canvass is made much easier and more efficient with more people involved. Telephone Volunteers and Volunteer Block Workers can be a great asset to Precinct Committeemen and to the Captain. These Volunteers have specific jobs, and can be invaluable in cleaning up the voter lists – the first step in **GET-OUT-THE-VOTE**.

All Precinct Committeemen, Precinct Captains, and Area Directors should work closely together to maintain Precinct records as accurately as possible. Lists may be maintained on a computer or manually, but should be shared with each other on a regular basis so that the Republican Only lists are developed, maintained, and ready for Get-Out-The-Vote in the second year of the term. Get-Out-The Vote is the ultimate mission of the District, and this is made so much easier if accurate and up to date lists are available to all Precinct Committeemen.

# Here are some of the basic **TOOLS** you will need to do your job as a **District 8 Precinct Committeeman:**



1. **PRECINCT "WALKING LIST"** which lists voters by their street address. Lists are available from the District Chairman or the Precinct Captain. Listings are quite self-explanatory, with exception of OC (indicating occupation) and VOTE. An Occupation Code list will be provided to you, and the VOTE is the voting history of an individual, and is read from left to right, i.e. YNNN means that the individual voted in the 2004 General election, but did not vote in the 2008 Primary, nor in the 2010 General or Primary election. (APPENDIX A AND B)
2. **PRECINCT MAP** which is provided to PCs by the Precinct Captain or District Chairman. It contains the geographical boundaries of a Precinct and streets contained within the area. If you have block volunteers, the map will help you make their assignments. (City engineering departments also provide plat maps that may be purchased nominally. These maps show actual lots. In subdivisions being developed, builders have been generous in providing plat maps. Realtors also have plat maps for subdivisions for which they have exclusive listing rights.)
3. **PRECINCT ALPHABETICAL LIST** which is a list of voters in a precinct. Each County Recorder by law provides a copy of all registered voters for each precinct and, in addition, updates of new registrations and deletions. The Alpha List is used only to Get-Out-The-Vote at election time and is the only register the District Chairman has.
4. **VOTER REGISTRATION FORMS** which are available from the County or State GOP offices, the District Chairman, the library, banks, Elections Department or the Voter Registration Chairman. New residents, persons who have moved, had a name change, or who wish to change parties need to be re-registered. ALWAYS BE PREPARED!

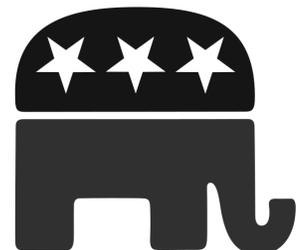
## WORKING WITH VOLUNTEERS

1. Assess your volunteer needs. Determine how many you will need, and where you will need them.
2. Recruit your volunteers through friends, neighborhood ,the Party, Party auxiliary organizations, women’s groups, past volunteer lists, and community groups. As a last resort, use your Alpha voter list and “cold” call Republican voters in the geographical areas in your precinct where you need volunteers. Look for voters who have 3 or 4 “Y’s” on the right hand side of the list.
3. Assure volunteers that their work, no matter how routine, is important to the success of the Party.
4. Give specific assignments. When possible, recruit a volunteer for one assignment only, and be sure to match the job to the volunteer. Take advantage of their talent!
5. Provide thorough and detailed instructions. Go over the instructions with each volunteer, and leave them with a WRITTEN copy.
6. Give a specific time frame for the volunteer to complete their tasks.
7. Be helpful and available to the volunteers. Be calm, steady, and patient.
8. THANK YOUR VOLUNTEERS. THEN THANK THEM AGAIN!!!
9. Follow up with your volunteers on a regular basis. Let them know what is happening in the Party and that you care about them, and they will likely be available to you when you need them again.

## WINNING WITH VOLUNTEERS

In this high tech generation of politics, there is still at least one element that cannot be replaced by a machine - **THE VOLUNTEER!**

**VOLUNTEERS ARE THE MOST VITAL INGREDIENT  
IN A CAMPAIGN OR PARTY ORGANIZATION.**



# **RECRUITING PRECINCT VOLUNTEERS**

**PRECINCT COMMITTEEMEN** are the building blocks. Everyone needs to be aware of open Precincts, and Precincts with vacancies, and every effort should be made to recruit new Precinct Committeemen throughout the year.

**TELEPHONE VOLUNTEERS** are individuals willing to take portions of the voter list and make calls to verify the information on the list. This provides the Precinct with their Republican Only lists. Often these volunteers are winter visitors who are good Republicans, no matter where they reside. Others may be people who wish to help, but are shut-ins or otherwise unable to become Precinct Committeemen. Anyone willing to do the job can be enlisted as a telephone volunteer.

**VOLUNTEER BLOCK WORKERS** need to be full-time residents who know their neighborhood, and are very important assistants who can provide information on vacant homes, new residents, deaths, divorces, homes for sale and much more. They become the eyes and ears of the Party to alert Precinct Committeemen of changes as they occur in the neighborhood, especially after a particular neighborhood has been worked. This invaluable assistance keeps lists up to date without having to duplicate effort to rework areas already completed.

A number of years ago a national survey indicated that 3% of the population do volunteer work for a political party, *but that 30% would if asked!*

**RECRUITING VOLUNTEERS** There are several good sources of volunteers:

1. Persons who have volunteered in the past.
2. Members of Republican organizations such as the Federation or Forum groups.
3. Friends and relatives of Party volunteers or candidates.
4. Members of community service clubs, church groups, business and professional organizations, and members of veteran's organizations.
5. Individuals who indicate a desire to help when canvassing door to door in your neighborhood.
6. Part-time residents who are Republican.
7. Volunteers to recruit other friends to work with them.

Scripts to assist in recruiting Precinct volunteers appear in APPENDIX C and D.



## THE VOTER IDENTIFICATION CANVASS

The voter identification canvass is the most important function of the Precinct Organization. It forms the basis for all other activities of the Party in conducting a successful campaign and Get-Out-The-Vote during an election year. House-to-house calling produces new voters, new volunteers, and sometimes leads to financial contributions. The voter identification canvass produces THE PERFECT LIST of all voters during the non-election year which saves valuable time and volunteer resources during the election year. From this list comes the REPUBLICAN ONLY list which enables Precinct Committeemen to conduct and participate in a successful GET-OUT-THE-VOTE.



### **PURPOSE OF THE CANVASS:**

1. Call on each home in the Precinct - not just Republican households. Identify all registered Republicans and recruit Volunteer Block Workers and Telephone Volunteers.
2. Register all Republicans that are unregistered, have an address or name change, or others that wish to change their party affiliation to Republican.
3. Offer assistance and information as a representative of the Party by establishing friendly relations with your neighbors and offering assistance to them as needed, staying well informed on the issues and what is going on politically so that you are able to give the Republican viewpoint when the opportunity presents itself.

(APPENDIX H - Questions That Voters Often Ask)

### **INFORMATION TO BE COLLECTED FROM CANVASS:**

1. Name and Party affiliation (if possible) of all adult residents in the household.
2. Verify address and phone number of each Republican voter in the household.  
Remember: Not all adult residents of a household have the same phone number.
3. Obtain e-mail addresses for each adult voter in the household with e-mail capabilities. As with phone numbers, not all adult residents of the household will have the same e-mail address. EXTREMELY IMPORTANT FOR GET-OUT-THE-VOTE!
4. Names of children who will become 18 before the next election, or who are away in college or the military.
5. Names of individuals willing to be a volunteer worker for the Precinct.
6. Names of split ticket voters, Independents leaning Republican, and adamant other party voters, as well as other party voters who may seem dissatisfied with their choice.

## REPUBLICAN NATIONAL COMMITTEE VOTER VAULT

Voter Vault is a database maintained by the RNC. ***It can only be accessed by having an assigned login and password to enter the site.*** District Chairmen and District Officers can use the site to locate and utilize certain demographics for Precinct Walking Lists and GOTV efforts. For example, one survey might want to target Independent or PND women voters age 25-40 who have voted in three out of the last four elections. Another way that Voter Vault can be used is to check and see if voters' addresses are still current. This is a powerful tool that helps battle the complaints about Walking Lists not being current whenever they are used for GOTV efforts.

## ALTERNATIVE METHODS OF IDENTIFYING VOTERS

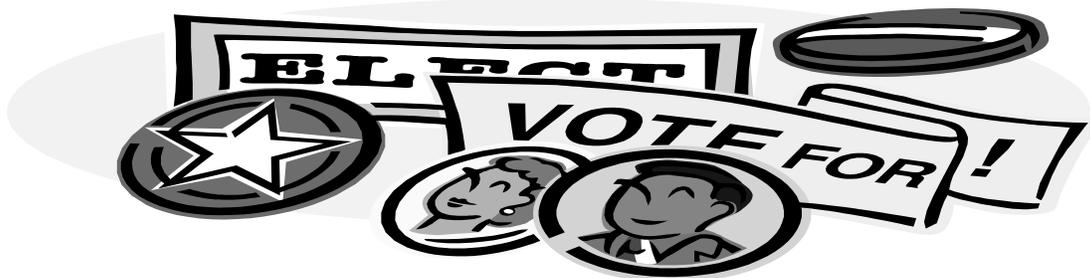
There is no doubt that the best and most accurate method of developing the PERFECT LIST is the door-to-door canvass. However, in this day and time, it often happens that residents will not open the door if they do not recognize the person calling, which makes door-to-door canvassing very difficult, at best. Many Precinct Committeemen and volunteers are not comfortable going door-to-door to canvass their precincts, and it goes without saying that the safety and comfort of our volunteer workers is of utmost concern.

It is recognized that larger numbers of our citizens are living in gated communities and secured buildings which do not permit solicitation. If possible, identify a contact person or persons within these closed communities who would be willing to host a gathering in their homes where you could make contact with voters within these communities. Informal get-to-gathers can be very productive and affords another means for face-to-face contact with the voters.

More and more Precinct Committeemen and Precinct Volunteers are employed full time outside the home, and discretionary time is more limited. Therefore, more and more voter canvassing is being done by telephone, and by e-mail. The latter will become more and more important as we develop ways to maintain up to date e-mail address listings.

If door-to-door canvassing is not possible, Precinct Committeemen are urged to use the telephone and e-mail in your precinct, but understand up front that this list will probably not be as accurate as a face-to-face, door-to-door campaign. A number of voters list office numbers on their voter registration forms and these numbers appear on the Walking Lists rather than residential numbers. Also many voters have unlisted numbers. E-mail addresses are currently not available on the walking or alpha lists, and must be obtained from other sources, or from your first pass at contacting voters in your Precinct. This will initially be more time consuming, but once you have e-mail access, you will be able to conduct a very complete and successful Get-Out-The-Vote campaign.

Be as creative and innovative as you can be, and do the best that you can. Just remember that the PERFECT LIST is Lincoln's challenge to us. He understood in 1840 that reaching voters at the grassroots level was the most effective way to get them informed and get them to the polls. Lincoln probably never visualized a world of computers and electronic technology that we enjoy today. But he did understand what it takes to win elections. In the last one hundred and sixty-three years, the basics have not changed. GET-OUT-THE-VOTE!!!



# TIME LINE TO VICTORY 2011-2012

**JANUARY - 2011**

**DECEMBER 2011**

1. ASSESS YOUR PRECINCT.
2. RECRUIT YOUR VOLUNTEERS  
AND PRECINCT COMMITTEEMEN.
3. REGISTER VOTERS.
4. CANVASS YOUR PRECINCT.
5. DEVELOP YOUR PERFECT LIST.
6. ATTEND DISTRICT, COUNTY,  
AND STATE MEETINGS

**JANUARY -**

**FEBRUARY 2012**

**Presidential Preference Primary**

**Date TBA**

1. REVIEW THE WORK OF 2011.
2. CONTACT YOUR VOLUNTEERS.
3. CONTINUE TO REGISTER VOTERS.
4. RECRUIT ADDITIONAL  
VOLUNTEERS.
5. COMMUNICATE WITH YOUR  
VOLUNTEERS. BUILD A GOOD  
WORKING RELATIONSHIP WITH  
THEM.
6. ATTEND DISTRICT. COUNTY,  
AND STATE MEETINGS.

**MARCH -**

**APRIL 2012**

1. CONTINUE VOLUNTEER CONTACTS.
2. REPLACE VOLUNTEERS NO LONGER  
AVAILABLE TO YOU.
3. RECONFIRM YOUR PERFECT LIST  
AND MAKE NECESSARY CHANGES.
4. CONTINUE TO REGISTER VOTERS
5. ATTEND ALL LEVELS OF PARTY MEETINGS.

**MAY -**

**JUNE 2012**

1. CARRY PETITIONS.
2. CARRY YOUR OWN PETITION  
AND GET YOUR AFFIDAVIT  
NOTARIZED.
3. CONTINUE TO REGISTER VOTERS.
4. ATTEND DISTRICT, COUNTY,  
AND STATE MEETINGS.

**JULY -  
SEPTEMBER 2012**

1. MAINTAIN CONTACT WITH YOUR VOLUNTEERS.
2. WORK FOR CANDIDATES OF YOUR CHOICE.
3. CONTINUE TO REGISTER VOTERS.
4. ATTEND DISTRICT, COUNTY, AND STATE MEETINGS.

**JUNE 2012 REQUESTS TAKEN FOR PRIMARY EARLYBALLOTS  
JULY 31, 2012**

**VOTER REGISTRATION  
DEADLINE FOR PRIMARY ELECTION**

**AUGUST 17, 2012**

**DEADLINE TO REQUEST EARLY BALLOT**

**AUGUST 28, 2012 PRIMARY ELECTION**

**SEPTEMBER -  
NOVEMBER 2012**

1. WORK FOR REPUBLICAN NOMINEES
2. GET-OUT-THE-VOTE IN FULL SWING.
3. RECRUIT ADDITIONAL VOLUNTEERS, IF NECESSARY.
4. CONTINUE TO REGISTER VOTERS.
5. TELEPHONE VOLUNTEERS. MAKE PRELIMINARY CALLS FOR VOTER INFORMATION (EARLY BALLOT, POLLING SITE, RIDE TO POLLS, ETC.)
6. BLOCK WORKERS REMINDED TO GET OUT DOOR HANGERS WITH ELECTION AND CANDIDATE INFORMATION.
7. VOLUNTEER IN THE DISTRICT GET-OUT-THE-VOTE OFFICE.
8. ATTEND DISTRICT, COUNTY, AND STATE MEETINGS
9. **GET-OUT-THE-VOTE**

**SEPTEMBER 2012  
OCTOBER 10, 2012**

**REQUESTS TAKEN FOR GENERAL EARLY BALLOTS  
VOTER REGISTRATION DEADLINE  
FOR GENERAL ELECTION**

**OCTOBER 26, 2010**

**DEADLINE TO REQUEST GENERAL EARLY BALLOT**

**NOVEMBER 6, 2012 GENERAL ELECTION**

**CELEBRATE VICTORY 2012!**

# **APPENDIX**

**Appendix A: Recruiting Script, Recruiting Precinct Committeemen**

**Appendix B: Recruiting Script, Volunteers, Block Workers**

**Appendix C: Precinct Captain Election Form**

**Appendix D: Precinct Committeeman Appointment Form**

**Appendix E: Frequently Asked Voter Questions**

**Appendix F: Important Contact Information**

**Appendix G : Voter Vault Agreement Form**

## APPENDIX A

# RECRUITING SCRIPT

## RECRUITING PRECINCT COMMITTEEMEN

Hello, I am \_\_\_\_\_, your Republican Precinct Captain in \_\_\_\_\_ Precinct. I am calling you to see if you would meet with me to discuss what a Precinct Committeeman does, and to see if you would like to join us in strengthening our Republican Party and helping our Republican Candidates get elected to office.

(RESPONSE FROM THE CONTACT) THEN.....either:

a. That is great! I have my calendar here, so when is a convenient time for you to meet with me? (CONFIRM A DATE, TIME, PLACE.) Thank you so much for talking with me and for volunteering to help the Party. YOU DID IT!!

OR

b. I am so sorry, but I fully understand. Maybe I could telephone you another time to help us out on a special project. Thank you for your time, and I will stay in touch with you. (BETTER LUCK NEXT TIME!)

\* ALWAYS SPEAK WITH A SMILE IN YOUR VOICE AND ANSWER HONESTLY ANY QUESTIONS REGARDING THE DUTIES AND TIME COMMITMENT.

\* DO NOT ENGAGE IN DISCUSSIONS ON ISSUES OR CANDIDATES.

\* REMAIN COURTEOUS AND AVOID THE “HARD SELL” APPROACH.

## APPENDIX B

### RECRUITING SCRIPT RECRUITING PRECINCT VOLUNTEERS — TELEPHONE VOLUNTEERS:

Hello, I am \_\_\_\_\_, your Republican Precinct Captain in \_\_\_\_\_ Precinct. I am calling to see if you would help

us by telephoning some of your neighbors. We need to verify our

voter list, and be sure who our Republican voters in this precinct are, before we get into our next election. We will provide you with complete instructions and training, and furnish everything that you will need. You can do this from your home, and we really need your help.

(RESPONSE FROM CONTACT) THEN ..... either:

a. That is great! When will it be convenient for me to come over and talk with you? (CONFIRM DATE AND TIME). Thank you so much. You will make a real difference for the Republican Party. YOU DID IT!!!

**OR**

b. I am so sorry, but I do understand. Thank you for your time, and if I can answer any questions or help you in any way, please call me. My name again is \_\_\_\_\_, and my phone number is \_\_\_\_\_. Thank you.

### RECRUITING PRECINCT VOLUNTEERS — FOR BLOCK WORKERS:

Hello, I am \_\_\_\_\_, your Republican Precinct Captain in

\_\_\_\_\_ Precinct. I am calling to see if you would help us by becoming a Block Worker to distribute information and literature to neighbors in your block before the election. This will include Party and election information as well as some candidate information for \_\_\_\_\_, \_\_\_\_\_, and other

candidates. (FILL IN CANDIDATES NAMES) We will provide you with complete instructions and training, and will furnish everything that you will need. We could really use your help.

(RESPONSE FROM CONTACT) THEN.....

[SEE a OR b IN THE ABOVE SCRIPT TO COMPLETE THE CONVERSATION.]

## APPENDIX C

### LEGISLATIVE DISTRICT 8 PRECINCT CAPTAINS ELECTION FORM

We, the duly elected, or appointed, precinct committeeman of  
\_\_\_\_\_ Precinct, do hereby certify that  
\_\_\_\_\_ has been elected as Captain of our precinct.

E-mail Address: \_\_\_\_\_

PRINTED NAME	SIGNATURE	DATE
01 _____	_____	_____
02 _____	_____	_____
03 _____	_____	_____
04 _____	_____	_____
05 _____	_____	_____
06 _____	_____	_____
07 _____	_____	_____
08 _____	_____	_____
09 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____
13 _____	_____	_____
14 _____	_____	_____
15 _____	_____	_____

# OF AUTHTHORIZED  
PC'S \_\_\_\_\_ FILLED POSITIONS \_\_\_\_\_

# APPENDIX D MARICOPA COUNTY REPUBLICAN COMMITTEE

10050 W. Bell Road, Suite 49,  
Sun City, AZ 85351  
623-977-4532-Call for Fax or Email signed copy to: MCRCWest@@cox.net

## Request for Precinct Committee Appointment

Congressional District \_\_\_\_\_ Supervisor District \_\_\_\_\_ Legislative District \_\_\_\_\_ Precinct \_\_\_\_\_

Request is hereby made of the Maricopa County Board of Supervisors that following named Person to be appointed to the office of: **PRECINCT COMMITTEEMAN** in the above named precinct

\_\_\_\_\_  
**FULL AND COMPLETE NAME AS REGISTERED TO VOTE. PLEASE PRINT OR TYPE**

\_\_\_\_\_  
**Street/City/Zip Code**

\_\_\_\_\_  
**Mailing Address, if Different**

\_\_\_\_\_  
Home Phone

Cell Phone

Email address

\_\_\_\_\_  
Voter ID# \_\_\_\_\_

\_\_\_\_\_  
DATE OF BIRTH

**VERIFY THAT THE INDIVIDUAL IS REGISTERED TO VOTE AT THE ABOVE ADDRESS**

\_\_\_\_\_  
Applicant's Signature

Date

\_\_\_\_\_  
Precinct Captain's signature, if applicable

Date

\_\_\_\_\_  
District Chairman's signature

Date

\_\_\_\_\_  
MCRC Chairman's signature

Date

Paid for by the Maricopa County Republican Party  
<http://www.maricopagop.org/>

# APPENDIX E

Return To: Barb McMullen, 9822 N. 77<sup>th</sup> ST. Scottsdale, AZ 85258

**QUESTIONS THAT VOTERS OFTEN ASK**  
For information on # of authorized PC's [barbmcmullen@cox.net](mailto:barbmcmullen@cox.net)

**POLLING PLACE:** \_\_\_\_\_

**PRECINCT NAME:** \_\_\_\_\_

**LEGISLATIVE DISTRICT:**  8  **CONGRESSIONAL DISTRICT:**  5

**CONGRESSMAN:**  REP. DAVID SCHWEIKERT (REP)

**U.S. SENATORS:**  SEN. JON KYL

SEN. JOHN MCCAIN

**STATE SENATOR:**  SEN. MICHELE REAGAN

**STATE REPRESENTATIVES:**

REP. JOHN KAVANAGH

REP. MICHELLE UGENTI

**COUNTY CHAIRMAN:**  ROBERT HANEY

**DISTRICT CHAIRMAN:**  JIM WARD

**COUNTY ELECTIONS DEPARTMENT:** 111 S. 3rd Avenue, Phoenix, AZ, 85003 /  
(602)-506-3535 / [www.recorder.maricopa.gov](http://www.recorder.maricopa.gov)

**THE REPUBLICAN PARTY STAND FOR:** \_\_\_\_\_

**REPUBLICAN ORGANIZATIONS IN AREA:** \_\_\_\_\_

**REGISTRATION DEADLINES:**      **PRESIDENTIAL PREFERENCE:** \_\_\_\_\_

**PRIMARY:** \_\_\_\_\_      **GENERAL:** \_\_\_\_\_

**EARLY VOTING DATES:** \_\_\_\_\_

**MAY I CIRCULATE A NOMINATION PETITION ON BEHALF OF ANOTHER PC IN MY PRECINCT?**       YES

**IS THE PETITION VOID IF THE SIGNER MAKES AN ERROR?**  NO , simply draw a line through the error and have them sign correctly. If the individual signs in error (not in the district, not registered to vote), simply draw a line through it and go to the next line for the next person.

# **APPENDIX F**

## **IMPORTANT CONTACT INFORMATION**

### **LEGISLATIVE DISTRICT 8:**

**www.d8azgop.org / email: district8gop@gmail.com**

**Address: 10378 E. Morningstar DR, Scottsdale, AZ 85255**

### **MARICOPA COUNTY REPUBLICAN PARTY:**

**www.maricopagop.org / email contacts available on website**

**Address: 11005 W. Bell Road, Suite 49, Sun City, AZ 85351**

**Phone: (623) 977-4532**

### **ARIZONA STATE REPUBLICAN PARTY:**

**www.azgop.org / email: info@azgop.org**

**Address: 3501 N. 24th Street, Phoenix, AZ 85016**

**Phone: (602) 957-7770 / FAX: (602) 224-0932**

### **REPUBLICAN NATIONAL COMMITTEE:**

**www.rnc.org / email: info@gop.co**

**Phone: (202) 863-8500**

**See the “Contact Us” page of the website for more information**

### **MARICOPA COUNTY RECORDER:**

**www.recorder.maricopa.gov / email: voterinfo@risc.maricopa.gov**

**Address: 111 S. 3rd Avenue, Phoenix, AZ, 85003**

**Phone: (602) 506-3535**

### **ARIZONA STATE HOUSE OF REPRESENTATIVES:**

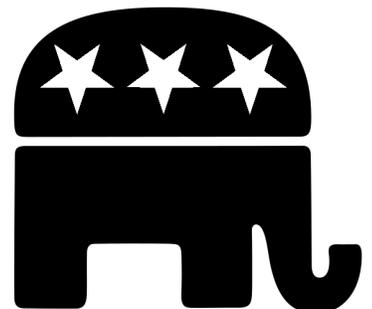
**www.azhouse.gov / (602) 926- 3559**

**1700 West Washington, Phoenix, AZ 85007**

### **ARIZONA STATE SENATE:**

**www.azsenate.gov / (602) 926-4221**

**1700 West Washington, Phoenix, AZ 85007**



# APPENDIX G



## Voter Vault Access Agreement

The Arizona Republican Party (AZGOP), in conjunction with the Republican National Committee (RNC), will maintain a statewide, Internet-accessible registered voter file database for use by various AZGOP organizations and other expressly authorized users.

**AUTHORIZED USERS:** Authorized Users are those organizations and individuals who have requested and received express permission from the AZGOP to obtain a password to be used for access to Voter Vault. Passwords will be issued by the AZGOP for a period of no longer than the current election cycle ending December 31, 2012, and must be renewed thereafter. Passwords may not be shared with other users or non-users. Failure to comply with any Voter Vault policies in this document or the user agreements within the Voter Vault site will subject users and/or organizations to immediate suspension or revocation of Voter Vault privileges.

**PERMISSIBLE USAGE:** It is understood that the information contained in Voter Vault may be used for any legal purpose that may reasonably be categorized as both non-commercial and political. Under no circumstances shall any information incorporated in Voter Vault be used for a commercial purpose.

**AMENDMENTS:** AZGOP reserves the right to update and amend this policy as deemed necessary. All updates and amendments shall be considered retroactive to the original implementation date of this signed agreement.

I, \_\_\_\_\_, agree to the provisions listed in this document as a requirement for access to the Voter Vault system. Should I break any part of this agreement, I understand that the AZGOP may suspend or revoke my Voter Vault user privileges. Furthermore, I hereby pledge that I am a registered Arizona Republican and intend to remain so throughout the duration of this election cycle ending December 31, 2012. Finally, I pledge that, if working and/or volunteering for candidates for elected office, I will use Voter Vault only for Republican candidates for office (this may include Republican candidates running in non-partisan races).

**I need Voter Vault access because (check & complete all that apply to get appropriate access):**

I am a Republican Precinct Committeeman/woman in County/Precinct: \_\_\_\_\_

I am a Republican candidate for elected office (what CD/LD/specific election): \_\_\_\_\_

I am a Republican staff or volunteer for a candidate or party at: \_\_\_\_\_

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

## VOTER VAULT ACCESS APPLICATION (please print):

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address/City/ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred User Name: \_\_\_\_\_ Preferred Password: \_\_\_\_\_