

GOPAC

Precinct Leader Get Out the Vote Handbook

A Guide to Organize Your Precinct to Maximize Turnout

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Overview

“Organize the whole state so that every Whig can be brought to the polls... Divide the country into small districts and appoint in each a sub-committee, make a perfect list of all the voters and ascertain with certainty for whom they will vote, 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 Day see that every Whig is brought to the polls.”

-Abraham Lincoln

Published in the Illinois State Register, February 21, 1840

These basic organizational tactics are as successful today as they were in President Lincoln’s time. Abraham Lincoln understood the role of the precinct leader. Although we live in a technological age, the best way to identify, persuade and turnout favorable voters is through precinct operations. The task is still to identify our favorable voters, persuade the undecided, and make sure our supporters go to the polls on Election Day. Just as in Abe Lincoln’s time, the people who can best do this job of identification and persuasion are found at the local level – in the neighborhood.

Election Day is the “one-day sale” for the precinct leader and the political campaign. Election Day is the sum total of all your efforts. You might fall behind in other programs (such as Letter to the Editor or a volunteer picnic), but if you don’t have a good Election Day operation, everything could be lost.

While other things are important in politics, too often we have neglected the basic truth upon which precinct organizations are built – we may win thousands and even millions of votes for our candidates, but we must win our campaigns one vote at a time.

Elections are won at the local level. That is where the hard work pays off.

In this GOPAC handbook, we discuss how to maximize turnout with an effective Get-Out-the-Vote (GOTV) operation. As a precinct leader, you are in the best position to mount an operation to Get-Out-the-Vote at the grassroots level for Election Day. You have a very specific and defined voter audience – the voters of your precinct!

Part I: The Job of the Precinct Leader

You are the Face of the Local GOP – Your job as a Republican precinct leader is an extremely important one. In many respects, you are the Republican Party within your neighborhood. You represent Republican voters in your precinct. You play a pivotal role in selecting and election Republican candidates for a wide variety of responsible positions, ranging from Governor to the city council. You are the first and, in many ways the most important link in the chain that makes up our representative form of government.

Politics is Personal – All politics is personal. As the Party’s most direct link with the voter, you are responsible for establishing a neighbor-to-neighbor rapport with the residents in your precinct. These people may often seek your counsel as they make election decisions. A good precinct leader will try to visit every home in the precinct. Studies have shown this personal, one-on-one contact is more persuasive and effective than television advertisements.

You Will Make the Difference – As a precinct leader, you have made a commitment to making a difference. You will share the joy of victory and the agony of defeat. Most important, you will share the final sense of accomplishment that comes with electing good public officials, with making government work effectively.

You should work in conjunction with the GOP campaigns, county and state organizations that impact your precinct. You are the on-site representative of these groups and need to be “in the loop” as to their overall goals and operations. For example, if the presidential campaign runs a heavy phone bank turnout operation it will impact the turnout in your precinct on Election Day. You need to know the tactics being used by others so you can coordinate your efforts.

Discover Your Best Method – The suggestions contained in this handbook have proven helpful over the years for precinct leaders, but they are suggestions, not rules cast in stone. There is no single formula for success in the political arena.

Good judgment and knowledge of your individual precinct will be your guide in deciding which suggestions work for you. Your goal is to inform voters, identify favorable voters and get them to the polls. How you attain this goal however, will be determined by your own experience and creativity, coupled with the guidelines contained in this handbook.

County and state Party organizations often provide training for precinct leaders. Call your local Party headquarters for information on available training. In addition, GOPAC is the premier Republican education and training institute, dedicated to growing the Republican Party from the grassroots by training workers and candidates to fight and win up and down the ballot.

The Party is counting on you, the precinct leader, to accomplish the following activities:

- Identify and register all Republicans.
- Canvass your precinct to identify all favorable voters.
- Recruit and train volunteers.
- Organize your precinct by blocks.
- Distribute literature and information on Republican candidates.
- Hold a precinct caucus as required.
- Provide for ballot security on Election Day.
- Get Republican voters to the polls on Election Day.
- Serve as the Republican Party's year round liaison in your neighborhood.

Good planning is the key to attaining any worthwhile goal. This holds true in business, family life, civic activities, and especially, politics. Your overall goal is to ensure that every voter in your precinct who supports Republican candidates gets to the polls on Election Day. To accomplish this goal, you must first organize your precinct.

Accomplishing these tasks will be much less formidable if you develop a calendar and timetable.

The Calendar Should Include:

- Dates fixed by state law (Voter Registration Deadline, Caucus Day, Election Day, etc).
- Dates of party activities (county fair, major charity events, major school events).
- Target dates for accomplishing each of your precinct tasks (voter registration drive, precinct canvass, volunteer recruitment).

In developing a timetable, start with the date of a particular activity and determine the tasks that must be accomplished to make that activity a success. Now, simply work backwards from that date and determine what needs to be done, the time it takes to do it and how many people are needed to get it done. Once you have developed all the steps necessary to accomplish the task mark the day to begin working.

Precinct organization is not something you can accomplish in a day, a week or even a month. It takes time to understand your precinct, get some help, train your volunteers, work your precinct, deliver the votes and keep up the good work. Choose your tasks wisely. Work from Election Day backwards. Start with the simplest task, such as a literature drop in one neighborhood, and build on your accomplishments. Focus on what you need to accomplish for Election Day first.

The key to a strong precinct organization is simple – “many hands make less work.” Not only do you lighten the load but you also bring more people into the Party by asking people to help. Resist the temptation to do everything by yourself. Build a team – an organization – to work your precinct.

Goals for Precinct Leaders

Simplify the goals for your precinct organization. Do not try to be all things for all people (i.e. do a few things well rather than many things poorly). For example, your local GOP campaign may rely on your precinct organization to do all canvassing and literature drops for their campaign. Even with hard work and many helpers, you may not be able to accomplish this. Set your priorities with the focus on what you can accomplish to maximize the vote on Election Day. Here are some simple, clear-cut goals for an effective precinct organization:

- Conduct a canvass and literature drops
- Recruit volunteers to create a neighborhood “block” organization
- Get-Out-The-Vote – put up yard signs, send personal post cards, make phone calls
- Man and work the Polls on Election Day

Part II: Six Steps to Organize Your Precinct

Here are some general guidelines on how to organize your precinct. Keep your goals simple. Focus foremost on Election Day. You will find people to help and you will find people who know what to do. Try to build on the success of previous campaigns and the party organizations in your area. Be sure to work in coordination with the other local GOP groups and clubs, such as Republican women, College Republicans and Young Republicans. Remember these six steps:

- **Understand Your Precinct**
- **Get Some Help**
- **Train Your Volunteers**
- **Work Your Precinct**
- **Deliver the Votes**
- **Keep Up the Good Work**

Step One: Understand Your Precinct

The first step in becoming an effective Precinct Leader is to arm yourself with the tools and information to do the job. Get out and drive your precinct. Review voter lists and look for people who you may know. The best way to learn your precinct is by canvassing (going door-to-door). When you walk your precinct, you discover valuable information, such as where to put up signs, meeting locations for volunteers, important intersections. This is not a difficult task. You need to become the “master” of your precinct.

Become familiar with these items of interest:

- **Know the geography** get a precinct map from the Supervisor of Elections office. Find out the exact boundaries of your precinct as well as the boundaries of the local, state, and federal districts that encompass your precinct.
- **Know the people** discover the Republican officials, activists and party workers who live and work in your precinct. You can often recruit workers if they know they will have access to elected officials who live in their same area.
- **Know the voters** obtain voter lists, voter identification information and lists from previous elections. You can often recruit workers if they know they will have access to elected officials who live in their same area.
- **Know the numbers** know where your votes are to win! Research the voting patterns of your precinct over the past elections.
- **Know the law.** Find someone well versed in Election Law. Know the rules that govern voter registration, absentee ballots, and Election Day procedure and ballot security.

Here is a checklist to help you understand your precinct:

The Precinct Development Worksheet

- ❑ **Republican Executive Committee Roster** – You need to know who you are working with on the committee and how to contact them. Having a roster also enables you to identify blocks that have vacancies when you are out and about “talking up” the Party. It also enables you to tell anyone you meet who their committeeman and committeewomen are and how to contact them.
- ❑ **List of Republican County & Republican Clubs’ meetings times, places and contact person** – When you meet someone interested in getting involved in the Republican Party, there is no better way to help them do so than by inviting them to the next meeting. Do not let any opportunity for getting people involved pass by without taking full advantage.
- ❑ **Lists of all Elected Officials** – One of the most popular and useful pieces of information you can give someone as a Republican Party worker, is a list of all the elected officials that represent your county. Almost all Supervisors of Elections publish a “voter guide” that includes the names, addresses, and phone numbers of all elected officials in the county and those who represent it. These guides usually include precinct voting locations, registration sites and other information about the county’s registration and voting process.
- ❑ **Map of Precinct** – A detailed map of the precinct is a must for anyone wishing to effectively organize and work his or her precinct. Precinct maps can be obtained from the Supervisor of Elections office.
- ❑ **List of Registered Voters in Precinct** – A list of the registered voters is also a must for anyone wishing to effectively organize and work their precinct. These lists can be obtained from the Supervisor of Elections office or through the Party Headquarters.

Preparation/Tools/Supplies:

- ❑ Door hangers with name and phone number
- ❑ Voter Registration and Absentee Ballot form
- ❑ Handout material (brochures, article, petition forms, etc.)
- ❑ Location of polling site – directions from various points in the district, county, etc

Step Two: Get Some Help

In this “virtual” world of politics, there is still one element that cannot be replaced by a machine – volunteers! We have found year after year, survey after survey, that the most powerful tool in any political campaign is person-to-person contact. Volunteers are enthusiastic, and their enthusiasm is contagious. Every person you touch with your GOP precinct organization has a circle of at least 50 local contacts. So when you consider doing a task yourself rather than recruiting two people – you have just cut out 100 potential people you could have touched with a personal appeal.

Once you understand your precinct and know what you want to accomplish, consider these points when you get some help:

- **Know Whom to Recruit** – In other words, find people and create a talent pool to accomplish the tasks at hand.
- **Know How to Recruit Volunteers** – Find out what makes people want to volunteer in your area. Ask people who have recruited what has worked in the past.
- **Know Your Needs for Volunteers** – Above all else – keep people busy. There is nothing worse to call people, line them up to work and then have nothing for them to do.

Volunteer Recruitment Checklist

- All politics is personal – encourage people to become a member of your team.
- Volunteers create community connection – create activity – become known in your area.
- Volunteers are critical to create a grassroots organization on neighborhood level.

Understand Why People Volunteer:

- Devoted to a candidate and/or party
- Care about an issue or cause
- Desire to get involved
- Want to make a difference
- Personal or professional advancement

Keys to Recruitment:

Ask, ask often and ask with a purpose – Be sure to follow-up with volunteers by phone, mail, and email – and don’t settle for one contact. People lead busy lives and need to be reminded.

One person – point person for volunteers – Have one person in your organization deal with volunteers on an ongoing basis. This allows relationships and friendships to develop which fosters commitment. People are apt to show up if they know and respect the person who is watching out for them.

Recruit through many sources and lists – personal lists, Republican Party, previous campaigns, and voter lists. Look for people involved in many other organizations: Business, Charity, Civic, Community/Neighborhood, Schools, Churches, Veterans, and Senior organizations.

Step Three: Train Your Volunteers

Utilize your volunteers by making sure they know exactly what you want them to do. For example, if you recruit people to work outside the polls on Election Day, assign them a specific job. Meet with them in person in advance of Election Day. Often people leave the comfort of their homes and enter a new situation to volunteer. Your job is to make them feel welcome, so they will come back.

Review these training guidelines to help enhance your program:

- **Know where to recruit and train** – Count back from Election Day and set a time and place.
- **Know how to hold a meeting** – Start on time and end early – keep it to an hour.
- **Know how to train** – Involve people, make it interesting, recognize and award volunteers.

Have a Personal, Positive Approach:

- Offer a specific assignment with a set time, date, and location
- Have them fill out a volunteer form – keep it simple
- Make them feel part of a bigger picture
- Let them know what is expected of them
- Send a confirmation postcard, follow-up with a phone call, reminder email

Step Four: Work Your Precinct

The hard work comes when you conduct programs. As stated before, keep your goals simple and focused. Try to accomplish four basic goals between now and Election Day:

- Locate likely Republican voters
- See that they are registered
- Make sure they are informed
- See that they go out and vote

You accomplish these goals through various programs. These programs include door-to-door canvassing, list development, direct mail and phone banks. A visible show of support such as lit drops, putting up yard signs in strategic locations, calling and writing friends and neighbors can be done effectively on the precinct level in conjunction with other campaigns.

The best way to work your precinct is by building a volunteer organization to touch each of your favorable and undecided voters personally. The more targeted, personal, and friendly the appeal, the better. People can see through “canned material”. People want to feel we are talking directly to them. The best way to reach people is through neighbors and friends they know and trust.

Step Five: Deliver the Votes

Election Day is show time. You have your one-day sale to deliver the votes. It is very important to have an effective voter turnout operation. That's how you deliver the votes. In the next section we present a detailed Election Day plan. In a nutshell, this is what you want to accomplish:

- **Organize your volunteers** – Give your volunteers specific instructions – keep it simple.
- **Remind your voters** – Create activity – attract attention through yard signs, lit drops, with loud speakers and music – use your imagination!
- **Check your polling places** – Know all the nuances and rules that govern your polling place. Contact election judges in advance. Figure out the rules and how to maximize your advantages.
- **Round up your voters** – Call, hunt down, offer babysitting, drive, contact family and friends, go to their door an hour before the polls close – make sure your favorable voters vote.
- **Help keep elections honest** – Know how to avert voter fraud before the vote – so that the deceased and out of district people don't vote. Know the laws that govern voting procedures. Be sure you have the numbers of lawyers and government officials who can help you.

Step Six: Keep Up the Good Work

Once you have created an organization – keep it going. Year after year, campaigns and local GOP groups have to recreate a precinct organization. The best thing you can do to serve the cause is to create an on-going, effective precinct organization. Resist the glare of the bright lights and build a grassroots team.

- **Keep the enthusiasm going** – Work to build on your success. Pass on valuable information. Build lists.
- **There is a lot to do between now and Election Day** – Focus on a few tasks and create an organization to do it in the next few weeks.
- **Your hard work now will pay off in the future** – The best reward is a GOP majority of elected officials and voters in your precinct as a result of your efforts!

Remember the Six Steps to Organize Your Precinct

- **Understand your precinct**
- **Get some help**
- **Train your volunteers**
- **Deliver the votes**
- **Work your precinct**
- **Keep up the good work**

Election Day Plan

Now that we've covered the basics on how to organize your precinct, let's review how to create an Election Day program for your specific precinct. Election Day activities require a well thought-out plan. First, develop an overall strategy for turning out voters. Be sure you coordinate your efforts with the county GOP, local campaigns and officials. You want to maximize your efforts. Meet personally with people from all these groups as soon as possible. Review these eight guidelines to develop an Election Day program for your precinct.

Election Day Plan

- What can you accomplish in your precinct?
- Voter identification and turnout goals – know the numbers and voters
- What campaign tactics will you use: door-to-door, phone banks, neighbor-to-neighbor post cards, absentee ballots, poll watcher program, Election Day coverage, drivers, babysitting?
- Timetable – set deadlines on a calendar
- Budget – Estimate costs of handouts, making copies, stakes and other materials

Targeting

- Targets – all or selected voters – Republicans, Swing?
- Who are the voters and where do they live?
- Coordinate with Republican Party and other campaigns
- What are your goals – how many voters in your precinct?

Recruiting Writers

- Volunteer lists and recruitment program
- Who is in charge – delegate
- Recruitment drive – ask and ask often

List Inventory and Development

- Up-to-date volunteer and voter lists
- Inventory type of lists – door-to-door lists, alphabetical, absentee, phone lists
- Choose lists for each program – door-to-door for canvassing, alphabetical for poll watching, etc.

Work Your Precinct

- Obtain campaign materials from campaigns and/or state and local party committees
- Locate likely GOP voters and verify their location
- Prepare materials for volunteers for all programs
- Fact sheets for volunteers – list exact instructions and duties
- Election Day Headquarters – select a location near the polling place

Train Workers

- Train volunteers to: prepare voter lists, telephone, poll watch
- Designate volunteers to be: runners, drivers, babysitters
- Assign each volunteer a specific job and deadline
- Hold a meeting – make it simple
- Encourage workers
- Award workers

Conduct Programs

- Work backwards from Election Day
- Fill needs on Election Day first, then canvass
- Call all workers and get a commitment for Election Day – three shifts, outside workers first, then inside poll watchers – poll workers on outside, poll watchers on inside of poll
- Follow-up with workers
- Track voters and turn-out on Election Day
- Sample ballot programs
- Victory Party – all invited and where – fliers

Wrap-Up

- Compile results
- Thank all volunteers and workers

Part III: What Can You Do to Get Out the Vote on Election Day?

Let's examine in detail the types of activities you can do to maximize the votes on Election Day. Typically people wait until the last weekend before Election Day to conduct a voter blitz – this is too late. Since the rise of two-member working families, people are too busy to catch in one weekend.

Also, with the advent of absentee and early voting procedures in many states. Election Day has become a two or three week period. Examine the laws in your state or have someone do this for you. The laws determine when you need to conduct your programs. Absentee voting procedures have become so flexible that people can go to the courthouse and vote in many states in advance.

Absentee ballots should be provided for prospective Republican voters unable to go to the polls on Election Day. Approximately ten percent or more of registered voters are unable to get to the polls. Also, early voting is becoming more commonplace. This means you need to contact likely absentee and early voters in advance of Election Day.

Absentee ballots account for a crucial margin in many races. Coordinate with your county and state party to follow-up on absentee voter mailings.

Persons requesting absentee ballots are:

- Out of town for vacation or work
- Military personnel
- College Students
- Seniors
- Ill or disabled

(Laws governing issuance of absentee ballots will vary among the states.)

A Well Organized Absentee Ballot Program Requires:

- An absentee ballot chairman
- A review of absentee ballot laws
- A plan to identify and locate persons who need absentee ballots
- Appropriate follow-up by:
 - Providing applications
 - Maintaining a list of requests
 - Calling
 - Mailing letters and literature
 - Notifying voter of deadlines

Procedure for Absentee Voter Drive

Step One – After the canvass, make a list of Republicans and Republican-leaning unaffiliated people who have indicated that they will need an absentee ballot

Step Two - Contact the above by call, visit, or letter with instructions on absentee balloting

Step Three – Maintain a master list of names and phone numbers of every one contacted and then prior to the deadline for application, make a final telephone call

Choose a location for your Election Day headquarters. This is usually the home of one of the committee people. Someone should be there all day and your block workers should know where the headquarters will be and your plan for the day.

Assign someone to go to the polls frequently during the day to pick up a printout indicating those who have and have not voted. From 2:00PM-7:00PM, call all Republicans who have not voted, and especially the unaffiliated individuals who lean Republican. You can decide whether you, the precinct leader will do the calling or if you want to recruit others to help. Normally, it should not require more than three people working during these hours to complete the calls.

During the last five days before Election Day, your telephone committee should call on all the registered Republicans and the unaffiliated people who lean Republican in your precinct. They should identify themselves as volunteer Republican precinct workers; remind the voters that next Tuesday is Election Day and ask the following questions:

“Will you need a ride to the polling place?”

- If the answer is yes, make a note of what time they would like to be picked up and assign someone to take them.

“Do you know the address of your polling place?”

- Make sure they have the correct address.

“Have you applied for an absentee ballot?”

- If yes, make sure they have filled it out and mailed it to the proper authorities in time to be received on or before Election Day.

“Can you help us get out the Republican vote by serving as a precinct worker on Election Day?”

- If so, arrange for them to help work your precinct, or, if you already have enough Election Day workers, give their names and telephone numbers to the county headquarters or county chairman. They may then be assigned to help in other areas.

“Will you please vote early on Election Day?”

- Explain that voting early is important because:
It may be necessary to wait in line at the polling place if they vote late in the day.

- Choose a location for Election Day headquarters, perhaps the home of the precinct leader. The headquarters will be manned throughout Election Day.
- Election Day volunteers should be briefed as to the location of headquarters and the Election Day plan.
- Assign poll watchers who will, armed with precinct voter list printouts, mark off names as people vote/or remove cards from precinct card file as people vote.
- Another volunteer should be assigned to retrieve the list or cards around 2:00PM. Split the list of Republicans who have yet to vote between three volunteer callers.
- Between the hours of 2:00PM and 7:00PM on Election Day volunteers will call those Republicans who have not voted reminding them to go to the polls and offer assistance. **(Calling to remind Republicans to vote on Election Day may well be the single most vital activity performed by precinct leaders, and can literally mean the difference between winning and losing for Republican candidates).**

Laws regarding poll watchers may vary among the states.

Election day is the climax of all your political activities for the year. Therefore, it is important to implement a detailed training program for poll watchers. Poll watchers perform two critical roles:

- They help ensure the maximum Republican turnout.
- They ensure that all votes cast are legal. Every political party is entitled to have one poll watcher present at all times when the polls are open and to remain through the count and certification of the vote. The watcher must be a registered elector residing within the county and must be certified by the county chairman.

Training Poll Watchers

Recruit poll watchers at least one month prior to Election Day. It is important to recruit reliable people – block workers are excellent choices. To provide complete coverage, determine how many poll watchers will be needed by drafting a schedule starting at 7:00AM on Election Day with shifts from two to four hours for each poll watcher.

(Some State Parties offer excellent programs for training poll watchers. Precinct leaders should check this out before launching into their own training programs.)

Train poll watchers approximately two weeks prior to Election Day at your precinct meeting. In this session, discuss the rights and duties of a poll watcher as they are covered in this chapter. Also provide a set of instructions and reasons why and how a poll watcher challenges a voter. Briefly explain how a well-organized poll watching program provides a successful Get-Out-The-Vote effort through which every Republican and favorable voter is contacted.

As precinct leader, you will provide your poll watchers with two sets of alphabetized printouts of all registered Republicans and unaffiliated individuals who lean Republican. Review the purpose of the printout. Explain that the printouts are marked, indicating to the poll watcher the specific voters who are to be challenged. Explain you will also be providing an empty box to mark the voters who have voted.

It is the duty of the first poll watcher to ask the election officials at the polls for a copy of all the electors who have voted absentee and to pull the names of those voters. Each poll watcher has the responsibility to pull the name from both printouts for each elector who votes on Election Day.

Inform your poll watchers that a runner will pick up the first set of cards at about 2:00PM for electors who have yet voted and the second set at approximately 5:00PM. After the last pickup, the poll watchers duty is to continue to challenge until 7:00PM to verify the count after the polls close.

The poll watchers need to be aware that they must be certified and have the certificate with them on Election Day. Explain that you will issue their certificates as soon as the county chairman provides you with them.

Duties of the Poll Watcher

- Observe voting and counting procedures, reporting any questionable procedure to the county clerk or to the county headquarters
- Maintain the list of all those who voted and didn't vote
- Challenge any unqualified voter... or ask a Republican election official to do so

Rights of the Poll Watcher

The watcher has the right to be in the polling place at all times on Election Day from at least 15 minutes prior to opening of the polls and to remain through the counting and certification of the votes.

The watcher has the right to be seated reasonably close to the area where poll books and registration books are located, but no closer than six feet to the voting machines, booths, or ballot box.

The watcher has the right to hear the judges call out names of each voter and to have a clear view of the voting machine.

Supplies for the poll watcher

- Poll Watcher's certificate
- Instructions on rights, duties, and nature of the job
- List of registered voters that also contains those voters to be challenged and documentation for that challenge

- Locations and telephone numbers for Republican county and precinct headquarters on Election Day

Instructions for Poll Watchers

As a poll watcher, you are representing the Republican Party. Maintain decorum at all times.

Don't let socializing interfere with your job or hinder election procedures. Be prompt! Be at the polling place on time. You may be relieving another volunteer. Do not leave the polling place until you are relieved. It is imperative that someone be at the polls at all times while the polls are open.

Do not forget to vote yourself. The first poll watcher of the day will have to vote after he or she is relieved. All other poll watchers should vote before they relieve the next person. Observe "NO SMOKING" signs particularly if the polling place is a school. Smoking may violate school rules.

Do not electioneer! Do not wear political buttons or other political decoration. Do not engage in any political discussions. If you have political bumper stickers on your car, do not park within 100 feet of the polling place.

As the name of each voter is called, mark that name on the printout of registered voters, and place it in the box designated for those who have voted.

Special instructions for the first Poll Watcher

The election officials will have a list of those voters who have obtained absentee ballots. Ask to see the list and immediately pull those voters, noting that they voted absentee. You may not be able to complete this during the early rush, but do so at the first slow period. If you have not pulled all the names by the time you are relieved, ask the next poll watcher to continue where you left off.

The Challenge

One of the most important jobs on Election Day, second only to getting out the vote, is making certain that only eligible voters cast ballots. A little preparation will assure that the election is an honest one. The critical thing to remember with regard to ballot security is that no ineligible voter must be allowed to enter the voting booth without a challenge...once the vote is cast, it is irretrievable.

Who may challenge? Any election official, poll watcher, clerk, or elector may challenge any potential voter when he has reason to believe that the voter is not qualified.

What is the basis for a challenge?

- A person pretending to be a particular registered voter.

- The voter has already cast an absentee ballot or has already been issued one.
- The person registered is known to have died or is incarcerated.
- The person is registered in another county.
- The person has moved from the precinct more than 32 days before the Election (the most common challenge).
- The person has not resided in the state for 32 days.
- The person is not a U.S. citizen.
- The person is not 18 years old by Election Day.

How do you challenge? Each challenge must be written. Include the name of the person challenged, the reason for the challenge, and your name – the challenger must sign it.

The county clerk provides Challenge Forms to the election officials. Be sure of your facts. The challenge must be made at the time the elector tires to vote. Remember you must challenge before the elector votes.

- Operational program – “multi-candidate operation”, state/local party operation
- Obtain email information – remind volunteers of schedule
- Work on outside of poll first – most visible
- Inside Poll-watcher program – description: check-off favorable, telephone/email follow-up, runner between polls and phone bank – two checks during the day – focus on afternoon reminders
- Election Day Phone Bank
- Ballot Integrity Program in coordination with poll watcher program
- Activities of candidate and candidate’s family
- Transportation to the polls
- System to gather returns – website for election returns
- Cell phone numbers of volunteers in each location
- Anticipate opposition’s activity and problems
- Stand ready to challenge voter ballot security problems or irregularities
- Victory celebration

Part IV: Appendix

Estimated Volunteer Needs

Job	Number Required	Date Required	Date Trained
Voter Identification Block Workers Telephoners			
Registration Telephoners Drivers Babysitters			
Voter Turn-Out Telephoners Drivers Babysitters Checkers Runners			
Ballot Security Poll Watchers Headquarters Staff Election Officials			

Volunteer Application Form

Name: _____

Ward: _____ Precinct: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Home): _____ (Work): _____

Email: _____

I am willing to help with:

- | | |
|--|---|
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> Computer Assistance | <input type="checkbox"/> Driving |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Babysitting |
| <input type="checkbox"/> Telephoning | <input type="checkbox"/> Poll Watching |
| <input type="checkbox"/> Receptionist Work | <input type="checkbox"/> Voter Registration |
| <input type="checkbox"/> Door-To-Door | <input type="checkbox"/> Mailings |
| <input type="checkbox"/> Research | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Youth Activities |
| <input type="checkbox"/> Art Work | <input type="checkbox"/> Special Talent |

I prefer to work:

- Wherever Needed
- At Campaign Headquarters

I am available on: _____

(list days of the week and preferred hours)

- I am not available on Election Day
- I am available on Election Day to:
 - Distribute literature at the polls
 - Telephone
 - Drive
 - Baby-sit
 - Contact Voters Door-To-Door

Election Day Volunteer Schedule

Precinct: _____ Chairman: _____
Contact Numbers: _____

Volunteer to put Polls Signs Up at 5:30AM _____

POLL WATCHERS – Inside poll from 6:00AM to 7:00PM.

Must be registered voter in precinct:

6:00AM to _____ Contact Numbers
_____ to _____
_____ to _____
_____ to _____

POLL WORKERS – Outside poll from 6:00AM to 7:00PM.

Hand out literature.

6:00AM to _____ Contact Numbers
_____ to _____
_____ to _____
_____ to _____

Volunteer to Close Polls and Phone In Vote:

Sign Removal Person (may be the same person who closes the poll)

