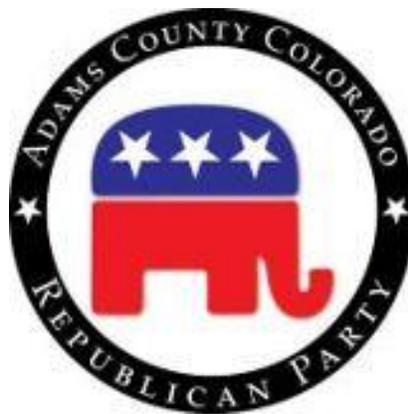


# GRASSROOT LEADERS' HANDBOOK

for

## Precinct Committeepersons & District Captains



This document is composed of contributions from the Adams County Republicans, the Adams County Republicans, the Broomfield County Republicans, the Denver County Republicans, and a variety of other Republican contributors, all of whom are interested in developing information and training materials relating to the roles, responsibilities, duties and tasks of Precinct Committeepersons (PCPs) and District Captains (DCs) throughout the State of Colorado. Check your County Republican Website for more current versions of this document.

(Version 8.1:051715)

# GRASSROOTS LEADERS' HANDBOOK

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Note: For additional information, check your County Republican website.

For Adams County, see <http://www.adamscountygop.com>

## PREFACE

Precinct Committeepersons (PCPs) are the most important people in the American political process. They are the regular folks who meet other voters face-to-face, ask the questions, discuss important issues, and provide the information that will help educate and influence the voting preferences of their friends and neighbors.

If you really want to change our country, start by serving as a Republican Precinct Committeeperson (PCP).

As a PCP, you will have the opportunity to:

- Vote for Party leadership
- Shape the Party platform
- Influence who will be the candidates
- Help get the right people elected to office
- And, have fun getting to know and build relationships with your neighbors.

The purpose of this *Handbook* is to provide you with the basic information you will need to serve either as a PCP or as a District Captain (DC) in your County's Republican Central Committee.

*The whole state must be so well organized that every Whig can be brought to the polls. So divide the country into small districts and appoint in each a committee. Make a perfect list of 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. On Election Day, see that every Whig is brought to the polls.*

**Abraham Lincoln**

In this Handbook, you will learn the qualifications, the assigned responsibilities, and the expected duties and tasks of a successful PCP or DC.

In addition to the information provided herein, check your County's website for additional information that will help you succeed in your role; for example, you should find a calendar of important dates in your County's election cycle; the names and contact information of your County's Republican Party officers and elected officials; links to important websites where you can learn more about how to register voters, absentee voting, polling places, and the like.

Each County Republican Central Committee is working to provide you with all the information that you will need to succeed. Please check your County's website and, if you are not already doing so, begin to participate in your County's Executive Committee meetings, Central Committee and Organizational Meetings, Precinct Caucuses, and other key political and social events. Your involvement is the key to our success in this critical election season.

Our goal is to elect as many Republican candidates as possible to office at every level of government—municipal, county, state, and federal—and stem the tide of the Liberal Progressive Agenda that is destroying our country from within. The future of our country is at stake. We must join together and sacrifice our time, talent, and treasure to make a real difference and continue the trend we established during the 2010 election.

# YOUR JOB AS PRECINCT COMMITTEEPERSON (PCP)

## APPOINTMENT TO OFFICE

Precinct Committeepersons (PCPs) and Co-Precinct Committeepersons are elected at their Precinct Caucuses early in the even-numbered election years.

Once elected, the Adams County Republican (ACR) Caucus Chairman will provide the contact information for each PCP (including their names, addresses, telephone numbers, and email addresses) to the appropriate District Captain or to the ACR Vice Chairman responsible for their District.

They serve at the pleasure of the ACR Executive Committee. After their election, they become voting members of the ACR Central Committee.

They are responsible for the planning, organization, coordination, and supervision of Republican activity within their Precincts.

You can obtain access directly to your precinct list by registering with us online at [www.adcovictory.com](http://www.adcovictory.com) or by [contacting us](#) directly with your name, precinct number, and contact information. Please indicate what data you want included on your list (name, address, phone, voter rank, alphabetical, by party affiliation, etc.) and he will work with you to format and sort your data to meet your needs.

District Captains are responsible for providing each PCP with a copy of this *Handbook* and with an appropriate orientation and training materials that will be available on the Adams County Republican website at [www.AdamsCountyGOP.com](http://www.AdamsCountyGOP.com).

## QUALIFICATIONS

- You must be a registered Republican residing within your Precinct.
  
- You should have or gain knowledge of election-related Colorado Revised Statutes, Bylaws and Rules of ACR Central Committee and Colorado Republican Central Committee, the ACR Strategic Plan and this *Handbook*.
  - Your District Captain will provide you with this information at your PCP orientation and training program, and
  
  - Most, if not all, of the supporting information listed above will be available to you on our website at <http://www.AdamsCountyGOP.com>.
  
- You must have the ability and willingness to work as part of a team within your Precinct, with your District Captain or Co-Captains, and with members of the ACR Executive Committee.

- You must be willing to actively support the designated state and national House and/or Senate District candidates as well as local Republican candidates when and as appropriate.
- You should be willing to develop and maintain a cooperative working relationship with persons of varying political perspectives. If members of the opposing party see you as open and willing to listen to their perspectives and able to intelligently ask questions and defend your conservative political worldview, there is a good chance that they may vote for Republican candidates at the end of the day.

## **JOB DESCRIPTION**

Two Republican Precinct Committee persons are to be elected at the Precinct Caucus for each Precinct in Adams County for a two-year term. They are elected either by a majority of the qualified Republican attendees at the election year Precinct Caucus or, in the event of a vacancy, are nominated by the vacancy committee and ratified by the ACR Chairman.

**PCPs are the most important link in making the political system work.** They are the most effective Republican representatives for advocating and defending our Party's principles and policies, elected officials, and candidates. PCPs are the party representatives who interact directly with the voters in their neighborhoods and build lasting relationships. Such relationships lead to friendships, and friendships, while valuable in and of themselves, will help to inspire voters to participate in the election process.

**For more guidance and suggestions, visit [www.adcovictory.com](http://www.adcovictory.com), select links, training, PCP & DC Training.**

## DUTIES AND RESPONSIBILITIES

The ACR Central Committee and Republican candidates are counting on our PCPs to complete the following activities:

- *Organize* your precinct by neighborhoods.
- With the assistance of your District Captain and your assigned Vice Chairman, recruit and train volunteers, including, if and as appropriate, Block Captains or Neighborhood Coordinators to manage smaller areas of the District.
- Obtain contact information for all volunteers and provide that information to your District Captain or the ACR Chairman or Vice Chairman responsible for your District.
- Canvass your precinct to identify all favorable voters. Lists of voters in your precinct will be available through our Adams County Voter Database. Your DC or VD will be responsible for providing you with access to the database and for training you on how to access the information easily.
- Conduct a voter registration canvass to register unregistered voters as Republicans. You should recommend that each registered Republican voter register for a permanent mail-in ballot. Voting statistics indicate that people with permanent mail-in ballots tend to vote more regularly than those without them.
- Distribute literature and information relating to Republican candidates.
  - Such literature and information will be provided by the ACR through the District Captains.
- Encourage and help Republican voters to get to the polls on Election Day.
  - Identify people who may need assistance getting to the polls, such as elderly or infirm voters, voters in convalescent or nursing homes who can travel, and the like.
  - You can also help these voters to obtain mail-in ballots if appropriate.
- Attend monthly ACR Executive Committee meetings
- Be the Republican Party's year-round liaison in your precinct.

These activities will help elect Republicans to office and you will be a successful PCP!

**Note:** PCPs may be removed from office upon the recommendation of the District Captain from that District if they:

- Have unexcused absences from three consecutive District Meetings, after having received due notice of the meeting.
- Have publicly supported a non-Republican candidate in a partisan election in which a Republican is running for the same office.
- Have failed to deliver or arrange for the delivery of Republican candidates' literature within the Precinct in a partisan election.

## ***Top Ten Duties of a Successful Precinct Committee Person (PCP)***

- 1. PCPs serve for two years as a Republican Party representative in their own home neighborhood.*
- 2. PCPs support all Republican candidates after the Primary Election. You are the eyes, ears and legs for candidates in your precinct. You play a critical role in electing Republican candidates for a wide range of positions, from the local school board to US Congress.*
- 3. PCPs are the “grassroots base” of the Republican party. You are the liaison to the county party organization. This is a year-round commitment, which entails certain responsibilities; the most important is to keep in touch with your Republican neighbors. Recruit and train volunteers (eg, Street Captains to help you) whenever possible. Maintain an updated list of the Republican voters in your precinct with phone numbers and emails when possible.*
- 4. PCPs canvass their precinct, going door-to-door passing out literature for candidates and the party, as well as talking to voters. Your HD35 team will provide you with voter lists and the data you need.*
- 5. PCPs help register voters. There are two choices: If someone would like a person to visit, register them, and turn the form in directly to the Election Office, give the voter’s name, address and phone to your District Captain as soon as you can. If the voter doesn’t want a visit, give them a mail-in registration form. (You can let them know you’re proudly Republican, but can’t coerce them in any way to register for a particular party.)*
- 6. PCPs identify voters. Lots of voters “think like” Republicans, but are not registered with the party. Phone calls and personal contacts are good ways to identify which issues are hot buttons for them and whether they are likely to vote Republican. This information can be compiled and used later for special mailings and other projects.*
- 7. PCPs help Get-Out-The-Vote. Without votes, even the best Republican candidate can’t win. Making sure voters turn in their ballots by Election Day is one of the most crucial jobs you have as a PCP. GOTV (Get-Out-The-Vote) drives include phone banks and doorbelling. These efforts are especially urgent in the final days before the ballots are due.*
- 8. PCPs may participate in fundraising activities. They may be asked to volunteer at events sponsored by the local or state parties.*
- 9. PCPs attend meetings (as voting members) of the County Republican Central Committee (there are 3 required meetings in a 2-yr period.) They may also choose to attend other county meetings held throughout the year for various reasons.*
- 10. PCPs need to be flexible. There is no magic formula for success. Use your best judgment to inform voters and get them to cast a favorable ballot for Republicans.*

# KEYS TO SUCCESS

## PLAN FOR SUCCESS

As you know, good planning is the key to attaining any goal. **Your mission is to ensure that every voter in your precinct who supports Republican candidates gets to the polls on Election Day.** This is referred to as “GOTV” (or Get-Out-the-Vote).

Once you pick your team, let them help you write your plan. This helps them understand the overall objectives and contributes to team cohesiveness.

Your master plan should be your guide for the coming election cycle. Let every team member have a copy. Refer to it. Use it. Don't forget it!<sup>1</sup>

Your District Captain or the ACR Vice Chairman responsible for your District will help train you to develop your plan and conduct your other duties and responsibilities at the PCP orientation and training program in your area.

## BUILD YOUR TEAM

Learn and implement best practices for building coalitions; people are the key to your ground game and the success of our ground game will determine the outcome of elections.

Make sure your team stays informed on current events, issues, meetings, and trainings. Build your community and remember, “All politics is local.” To be effective you will need to build a team. Experience has shown that five team members produce real results.

Teams can be organized by area or function. You can either recruit team members to work on all precinct activities in a specific area of the precinct, or you ask them to do a specific job for the whole precinct. Such jobs would include maintaining registered voter lists, contacting and registering new voters, or organizing the precinct canvass. You can also encourage the creation of neighborhood conservative book clubs; help organize neighborhood or street barbeques or potluck dinners; and other such events so that neighbors get to know each other.

Providing nametags at all neighborhood social and political events is a valuable way to help people to get to know one another better. Knowing people's names is an important prerequisite to building lasting relationships and eventually friendships.

You will want to recruit volunteers to serve as canvassers, election judges, poll watchers and helpers for your projects.

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<sup>1</sup> An example Master Plan will be available for your use and duplication on the ACR website.

## Where to Find Volunteers

- Contact and invite your friends and neighbors in your precinct.
- Ask leaders in the community.
- Network with neighbors and friends.
- Recruit those who have attended past Caucuses.
- Ask newly registered Republicans.
- Ask friends of other volunteers.
- Recruit those who have worked in past candidates' campaigns.
- Speak to and recruit volunteers from members of Republican auxiliary groups; e.g., women's and men's clubs; young, teenage, college age voters; Hispanic and African-American Republicans, etc.
  - Note: the ACR will be able to provide you with lists of people within your precinct, including their party registration information. See your District Captain for additional information.
  - Lists will be available to PCPs on the ACR Voter Database Management System.

## What Will Volunteers Do?

- Inform voters about Precinct Caucuses, voter registration, and polling locations.
- Distribute candidate and party literature.
- Encourage people to submit their mail-in ballots early.
- Help get-out-the-vote on Election Day.
- Form and/or participate in neighborhood conservative book clubs.
- Encourage neighborhood events that promote relationships and friendships

## Poll watchers

Ideally six poll watchers work best for each polling location. Ask each to work for one two-hour period on Election Day. They will record who has voted, so favorable voters can be contacted and urged to vote.

Poll watchers should be encouraged to attend their local poll watcher training program. Ask your District Captain for more information.

## **Election Judges**

Because these are the only paid jobs in the precincts, you should recommend for selection only those who continue to be active, committed, enthusiastic party volunteers.

PCPs should **not serve** as judges on Election Day. Your prime Election Day responsibility is turning out the vote by contacting voters to make sure that they have either turned in their absentee ballots or have gone to their voting place to cast their votes. If people need assistance getting to their polling places, you may offer to assist them, call a neighbor who can assist them, or contact your District Captain for assistance.

Election Judges will be required to attend their election judge training program. Ask your District Captain for more information.

## **ORGANIZE YOUR PRECINCT CALENDAR**

The ACR Executive Committee is preparing a Master Precinct Calendar and will make it available to you on the ACR website.

**Plan your work! Work your plan!**

# YOUR JOB AS A DISTRICT CAPTAIN

## APPOINTMENT TO OFFICE

The position of District Captain (DC) or Co-Captain is established in Colorado Election Laws.

Adams County Republican (ACR) District Captains and Co-Captains are appointed by the ACR Vice-Chairmen responsible for their District and are ratified by the ACR Executive Committee. They report to the ACR Vice Chairman responsible for their District.

DCs serve at the pleasure of the ACR Executive Committee, usually being appointed shortly after the election of ACR officers in February of the odd-numbered years and serving until the next such election. By accepting appointment, they become voting members of the ACR Central Committee and the ACR Executive Committee. They are responsible for the supervision of Republican activity within their assigned District, which is comprised of assigned election precincts within the County.

## QUALIFICATIONS

- You must be a registered Republican residing within the District or assigned by your Vice Chairman to a nearby District.
- You should have or gain knowledge of election-related Colorado Revised Statutes, Bylaws and Rules of ACR Central Committee and Colorado Republican Central Committee, the ACR Strategic Plan and this Handbook.
  - The ACR Executive Committee will provide this information to you at a District Captain orientation and training program.  
This information will also be available to you on the ACR website.
- You must have the ability and willingness to work as part of a team within the District and as a member of the ACR Executive Committee.
- You must be willing to actively support the designated state and national House and/or Senate District candidates as well as local Republican candidates when and as appropriate.
- You must be willing and able to attend regularly scheduled ACR Executive Committee meetings or request an excused absence.
  - The ACR Executive Committee meetings are held on the fourth Thursday of each month from 7:00 p.m. until 9:00 p.m. at the ACR headquarters located in Longmont at 619 Ken Pratt Blvd. at the intersection of Main Street next to the Village Inn Restaurant.
- Effective managerial and supervisory skills with experience in voluntary political organizations can be particularly useful.
- You should be willing to develop and maintain a cooperative working relationship with persons of varying political perspectives. Always remember that many Unaffiliated, Libertarian, and some disaffected Democrat voters may vote for Republican candidates if they know you personally and believe that you are kind, considerate, and open to listening to their points of view.

## **DUTIES AND RESPONSIBILITIES OF DISTRICT CAPTAINS AND CO-CAPTAINS**

- Attend Executive Committee and Central Committee meetings.
- Schedule, set agenda, chair, and facilitate regular meetings of the District.
  - The ACR Executive Committee recommends that District meetings be held at least once each quarter or as appropriate. We recommend that you invite your Vice Chairman to attend your District meetings.
  - The District meetings will serve as a line of communication between you and the Precinct Committeepersons, and between the ACR Executive Committee and your District as well as with candidate campaign organizations.
  - Familiarize yourself with election laws and the election calendar so that you can understand and brief PCPs on procedures and deadlines.
- Organize the District, precinct by precinct. Identify and recruit one or preferably two active and enthusiastic Precinct Committeepersons (PCP) for each Precinct in your District.
- Provide contact information for each PCP, including but not limited to, the name, address, telephone number(s), and email address, to your supervising Vice Chairman.
- Supervise and train the PCPs within their assigned Districts and Precincts.
  - The ACR Executive Committee will train you to do this and provide you with materials to support your PCP training program.
  - Remember that volunteers are not employees. Your job is to inspire and motivate them to contribute, not to direct or order them to perform. Your most effective motivational tool is personal recognition for performance every step of the way.
- When a precinct has PCP vacancies, assume the duties of the PCP for that precinct until you can arrange to fill that vacancy:
- Working in coordination with the ACR Caucus Chairman, set up caucus location and find Republicans who live within the precinct to conduct the caucus.
- Recruit election judges from the precinct.
- Set up and supervise voter turn-out plans, including recruiting poll watchers and help them obtain the appropriate training.
- Help arrange telephone campaigns and contact programs to support Republican candidates.
- Plan for the distribution by door-to-door visits of the Republican Party candidates' information before the Primary and General elections.
  - Set up a literature distribution system with PCPs before the Primary and General elections.
  - Assist Republican candidates by analyzing the district and sharing with them issues of concern, opportunities for appearances, and any special access problems in the district precincts.
- Know your PCPs and develop relationships with them. Assist each of them to understand the voter demographics in his/her precinct and the voting patterns within their Precincts.

### **After an Election**

Thank the PCPs for their work and ask them what tools they need to do their job better in the future. Ask questions like the following:

- Were there any reports of problems with voters, election judges, or poll watchers?
- Did they observe an election fraud or other illegal activity at the polls?
  - If so, did they report such activity to the appropriate authority?
- Has the character of the District changed: for example: are there new homes? Have homes torn down and replaced by apartments or commercial buildings?
- Have there been any obvious demographic changes in their Precinct?
  
- Was there an increase or decrease in absentee, early, or mail voting?

Note: We intend to create a Post-Election PCP/DC Survey and make it available for all to use on the ACR website.

## Precinct Committeeperson-Related Duties

- Maintain accurate records of Precinct Committeepersons elected at their Precinct Caucus.
- Precinct committee vacancies should be filled by appointing qualified, willing Republicans residing in the precinct.
  - Notify the ACR Vice Chairmen responsible for your District of any changes in PCPs.
- Provide an electronic copy of this *Handbook* to each PCP and inform them of their responsibility to actively support any Republican candidate duly nominated by the District, deliver or see to the delivery of candidate literature in their Precinct, assist with the County/District GOTV (Get-Out-the-Vote) effort, attend scheduled District meetings, assist with Precinct Caucus location, and provide assistance with voter registration.

## General

- Actively support the Adams County Republican Executive Committee including, but not limited to, sustaining membership, countywide fund raising efforts, timely completion of special assignments as requested by the Adams County Republican Chair and/or Executive Committee. Encourage your PCPs and other activists to become members and to support countywide fund-raising efforts, such as the annual Lincoln Day Dinner and other such events.
- Upon vacating office, return all district records including, but not limited to, district minutes, PCP records and activist records to the newly elected District Captains or pass them on to the ACR Vice Chairman responsible for your District. Do not destroy or dispose of any records in your possession.

## Things to Avoid

Violation of any of the following guidelines will require the ACR Executive Committee to request your resignation and notify all district PCPs of the violation and why you were asked to resign.

- Do not openly or covertly work against any Republican candidate.
- Do not openly or covertly support a non-Republican in a partisan election in which a Republican candidate is running for the same office.
- Do not openly or covertly support a candidate in a Republican Primary Election. Wait until the General Election to support Republican candidates.
- Do not make public derogatory remarks about any Republican candidate or recognized Republican organization.
- Do not allow your personal opinions, beliefs and/or prejudices to interfere with your duties as a Republican District Captain.
- Do not imply that your personal opinions, beliefs, and/or prejudices are representative of your District, ACR Executive/Central Committee, Colorado Republican Executive/Central Committee and/or Republican National Committee (RNC).
- Do not use your position as District Captain to advance any personal issue or agenda.
- Do not make public derogatory remarks about your District officers, Adams County Republican Central Committee officers, Adams County Republican Executive Committee, Colorado Republican Executive/Central Committee and/or Republican National Committee.

## Voter Information

### Voter Requirements

You are required to meet the following criteria to register to vote in Colorado:

- Be a U.S. citizen
- Register to vote no later than 29 days before the election
- Be 18 years old on or before the date of the election in which you want to vote
- Reside in Colorado and at your present address for at least 30 days before the election.
- Complete the fields marked “required” on the application, including you complete address with apartment or unit number.
- For additional information, visit the Voter Info tab at [www.adcovictory.com](http://www.adcovictory.com)

You may declare a political party affiliation at the time of registration. If you have no political party preference, you will be designated as “Unaffiliated.”

Registered voters must notify the Adams County Elections Division if they have changed their address to be eligible to vote. Until 29 days before an election, voters may notify the Adams County Elections Division by mail or in person at any registration site regarding a change of status, address, or party affiliation. After that deadline, including on Election Day, voters must notify the Elections Division in person at one of its offices.

## Absentee Voting

### To vote using an absentee or mail-in ballot:

- Registered voters may request an absentee (mail-in) ballot application form from the Adams County Elections Division by mail, by phone or printed from the web site. Note: See voter registration information on our website at [www.AdamsCountyGOP.com](http://www.AdamsCountyGOP.com).
- Applications for absentee ballots must be received at the Adams County Elections Division no later than the Friday before the election.
- If voters request an absentee ballot, these must be used to vote. They may **not change** their minds and go to the polls to vote.
- All absentee ballots must be returned to the Adams County Elections Division no later than 7:00 p.m. on Election Day for the ballot to be counted.
- People who are registered to receive permanent mail-in ballots tend to vote more regularly than people who do not receive permanent mail-in ballots.

## Registering New Voters

District Captains and the Adams County Elections Division have forms for those who are not currently registered to fill out and send into the Adams County Elections Division to become registered. Voter registration forms are also available at the Adams County Republicans' office located at 619 Ken Pratt Blvd., Longmont, CO 80501 which is located at the corner of Ken Pratt Blvd. and Main Street.

**IMPORTANT! PCPs should be trained to register voters and use the proper identification codes to indicate who participated in the registration process.**

When PCPs are walking their precincts, they should attempt to register those who are qualified to voter but who are not currently registered but would like to be. Whenever possible, PCPs should help the registrants complete the form at the time of the interview and submit the completed forms to their District Captains within 24 hours after the voter completes the form. If the voters are not willing or able to take the time at that moment, PCPs can provide them with the form and help them to understand how to complete it.

**Important Note:** PCPs must NOT complete any portion of the voter registration form for voter (except the assigned identification number). Additionally, if you provide them with a form to mail in themselves, do not place the registration number on the form before giving it to them.

Also, remember that people can register to vote at any of the Motor Vehicle Driver License locations in the state.

## CANVASS

Canvassing your precinct once each election year helps you immensely in turning out the vote for Republican candidates. The purpose of the canvass is to give you voter information for your computer files. It will help you:

- Get to know your neighbors and help them get to know and trust in you.
- Find and register all the unregistered Republicans in your precinct.
- Recruit more Republican friends and neighbors to work with you as volunteers.
- Locate favorable voters, including Unaffiliated, conservative Democrats, Libertarians, American Constitutional Party, and others who request absentee ballots.
- Help candidates meet voters in your precinct.

Voters can be canvassed in several ways. Your plan will depend on the size of your Precinct and the capabilities of your Republican Precinct team. You and your team will decide what will work best for your Precinct. Here are some suggestions:

1. Access your walk list by setting up an account at [www.adcovictory.com](http://www.adcovictory.com). Separate training will be provided to teach you how to use this very intuitive database.
2. Define the goal of your canvass; register voters? What data are you looking to gather?
3. Coordinate with your District Captain and our database lead Peg Tapey on how to collect and archive the data in our database.
4. Any smart phone, tablet, or ipad can be used to access the database once you have an account/
5. Give team members a specific part of the Precinct to cover and supply them with copies of the walking list, map and interview script. (See samples below.)
6. Conduct the canvass either door-to-door or by phone. Face-to-face contact is always preferred.
7. Compile information gained from answers to the questionnaire with the printouts you have. From this information update your registered voters' list.
8. Work with Kim to get the data findings entered into the database.
9. Provide the updated information to your District Captain at your earliest opportunity.

# SAMPLE SCRIPT FOR YOUR VOTER REGISTRATION CANVASS

Call and Walk scripts will be provided to you via the database mobile walk tool.

## Do's and Don'ts of a Precinct Canvass

### Do's:

- Be brief—and a good listener.
- Be friendly—this person is a friend, regardless of Party affiliation.
- You should have read the ACR Strategic Plan<sup>2</sup> and be familiar with our plans, political philosophy, and the Republican core values and platform. We are interested in presenting a common message about the ACR, its goals and objectives, and candidate information.
- Have all the answers if possible. If you cannot answer a question, admit it, but promise to get the information and call again. You will have paved the way for a second call.
- Leave an appropriate piece of literature<sup>3</sup>, if possible. If you design one for your precinct, have it approved by your District Captain. The ACR will have appropriate literature available for distribution for each of the candidates and other measures on the ballot.
- You must confine yourself to general Party principles and not specific issues. If people want to discuss specific issues, listen politely and let them express their views.
- Be sure to indicate that the Republican precinct organization is at the service of each voter. Leave names, phone numbers and e-mail addresses of precinct Committeepersons.

### Don't:

- Never begin the conversation with "are you a Republican or Democrat?"
- Never get into controversial issues. If the other person raises a controversial issue, listen to their perspective and ask clarifying questions if appropriate.
- Never argue, debate, or antagonize.
- Never make derogatory remarks about any Republican organization, candidate or office holder.
- Don't make any statements about opposition candidates that you cannot prove...in fact, ask them what they know about opposition candidates and don't get involved in discussions about other-than-Republican candidates.

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<sup>2</sup> You can obtain a copy of the Adams County Republican Strategic Plan either from you District Captain or from the ACR Chairman.

<sup>3</sup> For questions regarding "appropriate literature," please contact your District Captain or your assigned ACR vice-chairman.

## Typical Voter Questions: Be Prepared

Research (check with your District Captains, Adams County Elections Division or the Colorado Secretary of State's office) and learn the answer to these typical questions that may be asked:

- Where do I vote?
- What precinct am I in?
- When is the Primary? Can an Unaffiliated voter vote then? What do I have to do to vote in the Primary?
- When is the Primary? Can anyone vote?
- What does the Party stand for? (Provide the voter with an information brochure)
- What can I do to help the Party?
- Where do I get bumper stickers, buttons and information about candidates?
- Who is in charge of my precinct?
- How do I find out if I am registered to vote?
- How do I register to vote?
- Where do I register to vote?

Note: These and other questions and answers will be posted on our website at [www.AdamsCountyGOP.com](http://www.AdamsCountyGOP.com) for your review and use. Please do not make up answers to questions for which we have posted answers on the website. If you get new questions that are not posted, please notify your District Captain who will then notify the appropriate ACR representative who will make sure that new questions will be posted to the website with appropriate answers.

## USE A PRECINCT MAP

Precinct maps are great tools for precinct organization. At the very least, you will want a map that clearly shows your precinct boundaries. Precinct maps are available to download and print via [www.adcovictory.com](http://www.adcovictory.com) under the district tab – select “Precinct Maps”

### Why a Precinct Map?

- It will improve your knowledge of your precinct.
- It will help you break your precinct down to subsections (or streets) and assign volunteers.
- It will help locate streets and addresses of single and multifamily dwellings.
- It will help determine the number of households in your precincts.

### Where Do I Get a Map of My Precinct?

Adams County posts all maps on their [website](#); you can download these for free. You can also purchase 36x60 large color maps in the election office at the Adams County Government Center. These maps clearly show the boundaries of each precinct and the streets within the precinct. However, they do not show each of the buildings, houses, apartments or businesses within the district. You need to take the map of your precinct, enlarge it on a photocopy machine (if you do not have one at home or at the office that you can use, then go to Kinko's, Office Depot, Office Max or one of the other quick printers in your area). Have it enlarged enough so that you can fill in each of the buildings and identify the address of each on each block in your precinct.

### Mapping Your Precinct

This map should show boxes for houses and apartment buildings and give the correct addresses. Take the enlarged map and travel through your precinct—walk, ride, et al--drawing in boxes for each of the addresses and putting the mailing addresses on these boxes.

Next, divide your precinct into logical subsections of 10 to 20 living units. Copy portions of the map showing these units and assign one volunteer for each subsection. Give the volunteer the map of the area for which he or she is responsible. (If your precinct includes apartment houses or nursing homes, please contact your District Captain or assigned ACR Vice-Chairman for guidance on how to proceed. Normally, you will not be asked to visit apartment buildings or nursing homes.)

Update these maps as needed and, again, enlarge sections for volunteers to use in doing their canvasses and their literature drops.

### FORMS To Have Available

- Colorado – Voter Registration Application
- Changes in Voter Registration Information within a County
- A precinct brochure with your contact information on it – see sample [here](#)

**If you need help or want more training, let us know. Our contact information is all over our website at [www.adcovictory.com](http://www.adcovictory.com)**