

Field Canvasser Manual

All you need to know about the responsibilities of a canvasser

Position and Purpose

You are an extension of the campaign's voice in the field and therefore the most important part of the field outreach program. You are the direct contact between the campaign and the voters. You are responsible for engaging, educating, and mobilizing all the voters and for the care and upkeep of the technology that is provided to you to make you more efficient.

SETTING THE STANDARD

You are responsible for:

- Materials and the vehicle you're riding in
- Treating everyone you come into contact with respect and kindness
- Being reliable, efficient, honest and effective

CANVASSER DO'S & DON'TS

DO

- dress appropriately
- arrive at the HQ on time
- fill out all paperwork before canvass begins
- check routes, maps, materials and pickup locations
- walk in pairs (on opposite sides of the street)
- Pay attention to your surroundings
- Walk on the sidewalk
- Cross streets legally
- be sure you know your supervisor pickup point

DON'T

- argue with voters
- spend a lot of time at a door
- enter anyone's home
- let your partner out of your sight
- chew gum while canvassing
- talk on your cell phone while canvassing
- stop at a house if you do not feel safe (Indicate why on your walk sheet)
- stop canvassing before end of shift

DURING YOUR SHIFT

1. Check-In:

- Maintain contact with the driver and report anything out of the ordinary that you see on your route Example: Number of doors knocked, hazards, quality conversations, etc.
- Report any opposition or any project related activity to the driver immediately

POST SHIFT TASK LIST

- Report any damage to equipment.
- Make sure tablets are returned along with pens and any unused registrations and canvas bags.
- Check and be sure the vehicle is clean and ready for next day use.
- Make sure to check the schedule for the next work day.

IMPORTANT MATERIALS YOU MUST TURN IN AT THE END OF EVERY SHIFT

1. Literature
2. Lawn Signs
3. Voter Registrations
4. Flashlight
5. Ponchos
6. Clipboards
7. Data sheets
8. Pens

STEPS TO CHECK FOR:

1. Phone number and Signature on manifest.
2. Be sure each canvasser initials walk sheets they have completed.
3. Pens and clipboards are at the ready incase a canvasser needs more.
4. *background check prior to me being hired to work and that the results of the check will*
5. *determine my eligibility to work. I understand that my contract is contingent on strict adherence to the aforementioned guideline set for in this In-field canvasser manual. Any deviation from these responsibilities or failure of the background check will make the current contract with GBI Strategies null and void.*

Signed: _____

Dated: ____/____/____

Rules of Conduct

We believe that the discharge of an employee is a serious matter for both the employee and employer and with this in mind, each individual termination is considered carefully. For your benefit in ascertaining what type of performance or conduct will not be condoned by the employer, we have listed some, but not all, examples of conduct that may result in termination of employment. A discharge may be immediate or at a date following the occurrence of the act causing the discharge.

1. Employees not being at their appointed work area, ready to work, at the regular starting time, and failing to remain at such work area and at work until the regular quitting time or until relieved.
2. Stealing.
3. Willful damage to, or destruction or theft of property belonging to fellow employees or, the Campaign.
4. Fighting, horseplay or disorderly conduct.
5. Completing another person's time sheet or falsifying any time or production record.
6. Refusing or failing to carry out a legitimate instruction of a supervisor.
7. Leaving your workstation (except for reasonable personal needs) without permission from your supervisor.
8. Inattention to duties, visiting or loafing during working hours.
9. Coming to work under the influence of alcohol or any drug or, bringing alcoholic beverages or drugs onto Campaign property.
10. Intentionally giving any false or misleading information to obtain employment, a leave of absence or for any other employment purposes.
11. Smoking while on Campaign time.
12. Willful or habitual violation of safety or health regulations.
13. Frequent tardiness or unexcused absences from work.
14. Carelessness or neglect resulting in abuse to equipment and tools.
15. Possession of weapons of any kind on Campaign property or while on Campaign time..
16. Use of threatening, harassing, abusive or sexually abusive language toward a fellow employee based on race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.
17. Unauthorized distribution of literature or written or printed matter of any description on Campaign property or while on Campaign time.
18. Failure to wear clothing conforming to established standards.
19. Unauthorized use of Campaign equipment.

PRE SHIFT TASK LIST

1. Check-In

- Fill out Daily Waiver
- Sign Manifest Once Assigned to a Van

2. Equipment Check out: