

# Position Description: Captain for Polling Place Outreach

**Election Day – April 28, 2020**

## Overview

Polling Place Outreach (PPO) is crucial to our work. It yields thousands of petition signatures, email addresses and conversations with voters. At the same time, it raises our profile among public officials and the media. Successful PPO requires a lot of effort, especially from captains and the volunteers they manage.

- Captains will be assigned to oversee volunteers at several polls in the same geographic area. In the weeks leading up to election day, captains offer their volunteers training and encouragement.
- We will need captains who travel to strategic legislative districts with our FDPA road-tripping volunteers. There is a place to indicate interest in this special type of captain assignment on the form. We'll be in touch with more information for those who can travel.
- On election day, volunteers offer voters FDPA literature, talk with them about district reform, ask them to provide their email address and sign our petition. Captains are available to answer questions and other help as needed.
- Captains do not work the polls, but instead ensure their volunteers receive the materials and instruction they need to do so.

## Key Dates & Tasks

- **Early April** Captains receive list of volunteers and initiate contact.
- **Early April** Outreach materials (e.g., clipboards, yard signs, FDPA literature) delivered to captains and/or to Regional and Local Coordinators for local delivery to captains
- **Weeks of April 13<sup>th</sup> and April 20<sup>th</sup>**

Captains coordinate in-person practice and material delivery to volunteers. Captains should offer 1 or 2 in-person opportunities for volunteers to meet each other and to practice the script, have questions answered and for first shift volunteers to pick up materials. Beyond gaining skill and confidence, in-person meetings allow volunteers to enjoy each other's commitment and enthusiasm, to share good ideas for talking with voters and to feel like a team.

- **April 28, 2020 Primary Election Day**

Volunteers talk to voters at the polls. Captains check in with volunteers by phone and in-person throughout the day visit polls and troubleshoot as necessary. They take and post pictures to local and state social media.

## End of Voting Day

Captains have three very important tasks to do before their PPO duties are complete.

**1. Collect signed petitions from each polling place.** Captain will meet with last-shift volunteers at the end of the polling day to pick up all signed paper petitions and all FDPA materials such as yard signs, clip boards and handouts. If in-person pick-up is not practical, the captain can provide last-shift volunteers with a self-addressed stamped envelope so volunteers can immediately return hard copies to the captain by mail.

- 2. Count signatures and report.** Last-shift volunteers report the total signature count for the whole day by turning in paper petitions in person, by email or text to the captain. Volunteers and captains count signatures as soon as polls close, and captain fills out each of their polling place columns on the Google Spreadsheet. This procedure allows an “instant count” of signatures right after polls close.
- 3. Mail paper petitions.** Captain will mail paper petitions in stamped pre-addressed envelope provided by FDPA no later than Saturday, May 2.

## **Key Requirements & Qualifications for Captains**

- Captains should be familiar with FDPA efforts
- Outgoing, communicative and reliable
- Conscientious about their role as captain
- Understand and insist on no partisan activity while at polls with FDPA
- Available 3-6 hours per week during April to distribute supplies and to provide training opportunities for volunteers. Available all day on April 28th (while polls are open from 7am-8pm, plus picking up petitions and materials at end of day)
- Able to give constructive feedback and show appreciation often, especially to new volunteers who have never done FDPA outreach
- Have a cell phone available on Election Day
- Have a car available on Election Day in areas without public transportation
- Have degree of comfort with Google Spreadsheets
- Willing to ask for help when needed

## **How We Assign Volunteers and Captains to Polls**

Since November 2017, we have collected nearly 100,000 signatures through our Polling Place Outreach Efforts. Our goal for April 2020 is to collect 15,000 new signatures in strategic legislative districts. We make every attempt to choose busy polls in districts of unsupportive legislators who could be convinced by an outpouring of constituent support.

## **State Leadership Team Will**

- Identify priority polls based on areas of the state where FDPA needs support of legislators
- Facilitate recruitment of volunteers using webform distributed via email and Facebook
- Assign volunteers to polls
- Assign captains to polls and their respective volunteers
- Provide outreach materials to captains (clipboards, pens, FDPA literature, petition sheets, yard signs, buttons, etc. for use by volunteers)
- Provide training materials (instruction documents, script, FAQ, etc.)
- Coordinate quick turnaround of data entry/upload and thank-you email to petition signers

## **Sign Up**

Join the FDPA polling place outreach team. To sign up as a captain, [click here](#).

## **Contact**

For more information, contact [voteroutreach@fairdistrictspa.com](mailto:voteroutreach@fairdistrictspa.com).