

MCDCC

PRECINCT

ORGANIZATION

HANDBOOK:

*organizing the
“perfect precinct” the
Montgomery County
Way!*

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Welcome to Organizing the “Perfect Precinct,” Montgomery County Style

Dorothy Davidson, 301-897-3478/dorothy5450@comcast.net

Welcome to Precinct Organization 101. For some of you this is a beginning course; for others, it is a refresher. Each time you go to this material, we hope that you will find something new that can help you become a more effective precinct official, one we can rely on to organize the “perfect precinct, Montgomery County style.”

At the request of the MCDCC, those of us who love precinct organizing were asked to develop a “how to” workbook which will give you guidance in each of the many areas you are called upon to work. We hope it will simplify your tasks and make your jobs easier. We have tried to share with you what we have learned and what we know works.

The more you know about your precinct, the greater the chance you have of “delivering the vote” on Election Day. This workbook deals with a General Election. In a presidential election, it is doubtful that one can influence many voters, but it does provide the opportunity to enlist new workers while their attention is focused on national matters and the important issues of the day. If a Democratic official cannot organize voters for a presidential campaign, I don’t know when he/she can.

Each election helps to hone our skills and to provide new ways of doing old things. First, we have learned to focus most of the attention on the “3s,” Democrats who consistently vote in primaries as well as general elections. (Look at Appendix F, a sample portion of a precinct list in which voters are sorted according to whether they are “3s.”) Second, we know that a personal connection with voters is essential. You can make and develop that connection through house calls, phone calls and e-mails. E-mails have made a huge difference just in the last few years. Develop a data base of active Democrats with e-mail addresses. By using your e-mail data base, you can keep your voters informed and be able to solicit their help at no cost, and the voters will feel involved in the party and a vital part of the precinct.

Someone asked me to describe those characteristics an effective precinct official should possess. It is impossible to do that because the many successful precinct officials all have different strengths. The common denominator is a love of politics and the desire to make a difference. Some do it through their personal appeal, some with great organizational ability, and some because they live in areas filled with active and devoted Democrats who expect their leaders to be involved in important issues that they care about.

Most Democrats want to vote the right way – they just need someone they trust to tell them which way that is. To gain their trust takes years of working in the schools, serving in the civic associations, attending local churches or synagogues or mosques, and generally being part of the fabric of the community. You will know you have arrived when your neighbors begin to call asking which candidates they should support. They not only make you feel

important, they sometimes even follow your recommendation! Let's harness those voters for precinct work!

You now have available a list of all the Democrats in your precinct ("precinct list"). Go through that list and bring it as up to date as possible. Have some of your neighbors over to help you remove those who are no longer living in the precinct. Figure out the best way to contact the 3s. As soon as you can identify some workers, assign a block to each one and start to participate in the registration effort and the Dollars Drive. A worker on every block and in every apartment house should be the goal of every precinct chair.

We are extremely fortunate that we now have phone numbers on the registered voter lists. (Not all - but a lot.) You can sort lists by alphabet and by street. We hope you will be able to download your voter lists and work with the electronic and hard copies for all that you need to do in your precinct.

This handbook has sample letters you can use to send to your voters introducing yourself and inviting them to a meeting or a party in your home. Your new handbook also has "how to" pages on door to door work, dollars drives and registration. Most of you have your own ideas on how to proceed, but we just want to give you some guidance should you need it. Use what you will and ask for additional information if you cannot find what you want. Those who participated in this effort will be delighted to answer any questions you have about our own segments. Also, please share with us any suggestions you may have that will help us all do a better job. We are all in this together!

Developing and tending a "perfect precinct" takes lots of work. Don't try to go it alone! Chairs and vice-chairs need to work closely together. They are free to appoint other precinct officials, such as a database manager. When anyone offers to work, take it seriously and put them to work. Help lightens your load while strengthening the commitment of your volunteer. If you need any help or inspiration, call or e-mail anyone who contributed to this Handbook. We all stand ready to be your mentors.





The Montgomery County Democratic Party - Then and Now

Marie Garber, 301-493-5747/Mariegarbe@aol.com

This is to recount how the Democratic Party we now know in this county came to be, and to note what we have been able to accomplish because such a party organization was developed.

As a starting point we'll use the election of Franklin Roosevelt, 1932. The population of the county was 32,000. Then, as now, the county was predominantly Democratic. But at that time a small, closely held inner circle of Democratic politicians controlled both the party and the local government.

Then change began – the 1930's was the decade of the Great Depression, the 40's of World War II. During this period the national government expanded tremendously and as it did, population spilled across the District line into Montgomery County. Look at these successive census numbers of county population and note that they go up in a geometric progression:

1930	32,000	our starting point
1940	84,000	
1950	164,000	
1960	340,000	
1970	523,000	
1980	757,000	
2000	870,000	
2004	900,000+	

Starting in 1930, a huge influx of new people came to Montgomery County. And they wanted change in the way the county was governed. That would require bucking the old Democratic organization. It would not be easy, because at that time the party organization controlled all the levers of power. Nonetheless, both growth and pressure from the new citizens continued and change did come.

First was the structural change of the 1940's – the Charter movement created a whole new county government. It brought home rule; a county council; a merit system; accountable purchasing of goods and services that introduced competitive bidding rather than awarding jobs to cronies. What brought the changes was a remarkable and well-organized nonpartisan grassroots effort working from outside the party. They had a precinct organization, however – The League of Women Voters. But when they finished their work and launched the new government, they went back to their day jobs and the old Democratic organization was in control of the new structure. That was 1950.

Then came the changes that were possible only by working through the party. Goals of this new Democratic Party, starting in the 50's and 60's but still continuing are these:

- (1) placing competent and committed people in public office, whether elective or appointive;
- (2) defining a number of public policy goals that were to be achieved and implemented by those public officials;
- (3) strengthening the Democratic party organization.

Achieving these goals would depend on a broad-based and active party. Democrats built such a party.

Let me list some of the accomplishments of recent decades. Some were done once and are permanent. Some are continuing, unending efforts. None of them came easily.

Competent public officials: This is how far we have come:

- **Elected:**
 - Congress** 4th and 8th Districts, both Democrats and outstanding members of the House of Representatives
 - State legislature** 8 districts, all 8 Senators and 23 of 24 Delegates are Democrats. In both houses of the General Assembly, Montgomery is the largest delegation in the State.
 - County Executive and Council** Executive and 8 of 9 Council members are Democrats.
 - Party Central Committee**
- **Appointed:** Judgeships, Planning Board, WSSC, Senior level managers in county government.

Public Policy

- Quality public schools K – 12 and community colleges. It remains and will continue to be the prime commitment of Montgomery County government, the basis for our successful economy.
- Fair Representation One person/one vote. It originated in The Western Suburban Democratic Club as a Maryland State proposal for apportionment of the legislature. Royce Hanson, then 29 years old, was the prime mover. Affirmed in 1964 by the U. S. Supreme Court in a case brought by the Maryland Committee for Fair Representation.
- Desegregation of the schools 1955 After the U. S. Supreme Court decision in Brown v. Board of Education, Montgomery was the first county in Maryland to desegregate its public schools. This accomplishment owes much to the leadership of Rose Kramer, then a member of the County Board of Education.
- Fair Housing Enacted in the county in the late 60's, before the federal law that prohibits discrimination in housing. The movement was spearheaded by Rose Kramer, by that time a Democratic member of the County Council.
- MPDU program Moderately priced dwelling units. To meet – in some measure – the need for affordable housing. Where 51 or more housing units are built, a certain percentage must be MPDUs. Enacted in the 1970's as a result of the leadership of

Neal Potter, Democratic Member of the County Council. The program, a national model, has been expanded a number of times.

Democratic Party

- An active Central Committee that maintains and staffs an office, publishes a newsletter and has a website, and also provides a wide range of support for precinct officials.
- Elected Precinct Chairs and Vice-Chairs of the 255 precincts participate in party decision-making.
- Dollars for Democrats originated in Montgomery County in the early 50's. Grassroots contributions by thousands of Democrats through their precinct organizations provide funding for party activity.
- Voter registration by mail, a convenience for the citizen and a valuable tool for the party activist, initiated in Montgomery County in 1974, ten years before the National Voter Registration Act.

This is the Democratic Party system we are working in now. It didn't come overnight. It is the product of years of hard work and the creative and inspired leadership of such party chairmen as Ray Murphy, Richard Schifter, Jack Sexton, and Karen Britto. Perhaps more important, it represents the commitment of thousands of volunteer activists. And to keep from backsliding, it is necessary to continually do more of the same. There are still problems that cry out for solution – e.g., affordable housing; transportation; demographics that are vastly changed and still changing.

A strong Democratic Party can identify and must support for public office the people who will devise and effect the solutions.



Dealing with the Data Base

Abbe Milstein, 301-816-4236; 610-357-7192 (cell), ahoenig@erols.com
Karen Czapanskiy, 301-758-3970, kczapanskiy@law.umaryland.edu

As a Precinct Official, it is your job to organize your precinct. What does this mean and how does one do it is the important question! Your job is to make sure that all Democrats in your precinct show up at the polls to vote on General Election day, and that requires you to have a database of all registered Democrats living in your precinct. We now have the capacity to help you develop and use that data base.

How Do I Get the List?

Your MCDCC Area Coordinator (AC) is responsible for getting you the voter list for your precinct. It can be provided as an attachment to an e-mail, on disk, or in hard copy. It will contain all the names, street addresses, and voting records and most telephone numbers of the registered Democratic voters in your precinct. It is drawn from voter records, so any mistakes in those records will appear in the list, and you will find the need to make some corrections as you go along. The lists can be mined for additional information as well, so feel free to use them as fully as you can. (A sample page from a precinct list is attached as Appendix E.)

I'm A Precinct Chair, and I Received My Voter File. Now What Do I Do?

Now your work begins! No matter what format you received your list in, you will all need to do the same things: Register Democrats, Raise \$\$\$\$ and GET OUT THE VOTE (GOTV)! There are a few things you need to know about the lists you received. Every person on your list is a registered Democrat who lives and votes in your precinct. The list is a tool that will enable you to reach your neighbors, to help them with voting questions, and to keep them fully informed on Democratic issues and activities. If you have not yet received your file, contact your AC or MCDCC!

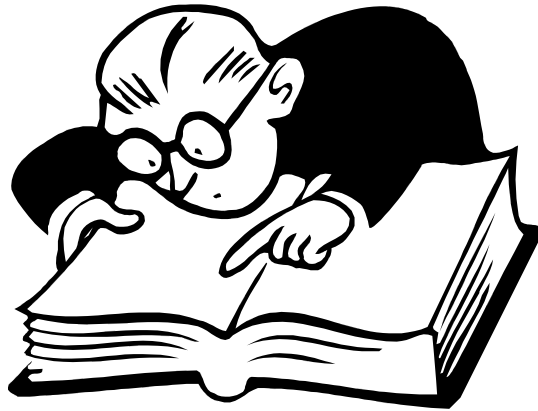
I Have Received My Precinct List, Now What??

The first step in organizing your precinct is to contact the voters on your list and introduce yourself. If you have limited time, focus on the "3s," i.e., those who have voted in recent primary and general elections. (You can sort the list to focus on the "3s;" see the sample in Appendix F.) You can phone people, or drop off a piece of mail in their doors (do not use their mailboxes unless you pay for postage). When you speak with them, talk about the DOLLARS DRIVE and ask them for a contribution to the MCDCC (remember that political contributions are not tax deductible). Ask for their help in the General Election. There are many volunteer opportunities such as poll coverage on election day or helping with literature drops. Making phone calls is especially helpful just before an election. Thank them for their support of the Democratic Party. You might want to ask them for their e-mail addresses if you own a computer at home and keep in touch with them regularly in this manner.

I Received the List as an E-mail Attachment or a Disc, Now What?

Hopefully you have Microsoft Excel on your computer or another type of program like it that will enable you to open the attachments/file and manipulate the data. If you don't, please contact Joseph Hooper at MCDCC at 301-946-1000, **. If you do have Excel, but you're having difficulty opening the file, please contact Joseph Hooper.

With the list on a spread sheet, you can organize your precinct by a last name sort in alphabetical order, or by street address. Last name sorts are useful for phone lists and as a check off list on election day to make sure your voters show up at the polls. It's very easy with an alphabetical list to see who hasn't come and call them to make sure they vote! Last name sorts are also useful for the Dollars Drive to identify contributors rapidly, as well as those who haven't made a contribution. Street list sorts are useful for literature drops and door-to-door campaigning. (A sample street list sort is attached as Appendix G.)



Voter Registration - One Precinct at a Time

Vic Weissberg, 301-585-5470, vweissberg@starpower.net

One of the most important tasks that you can accomplish before the height of the campaign season is to conduct a voter registration drive in your precinct. Energizing the people of your community, sharing your enthusiasm and providing a public service is a great way to start to organize your voters.

Voter Registration in your neighborhood begins with three basic steps:

- 1) **Know your Neighborhood** - Get a map and make sure that you understand the physical make-up of your community. Precinct maps can be obtained from the Board of Elections.
- 2) **Know your Neighbors** - Understand the demographics of your community, try to determine which portions of your precinct are most likely to have a lower percentage of individuals who are currently registered (i.e., a new subdivision, a community with a transient population, etc.).
- 3) **Become a Certified Voter Registrar** - In order to register others, you need to attend a brief class and be certified by the Elections Office. Training sessions for Voter Registration Volunteers are given at the Board of Elections office, 751 Twinbrook Parkway, Rockville. Classes are given each Tuesday and Thursday at 10:00 A.M. and 3:00 p.m., no appointment necessary. Evening classes can be arranged for groups of 5 or more; call (240) 777-8500.

Canvassing your Precinct:

The most sure fire and effective way to register voters is the old fashioned way, going door to door! Here are some tips on how to organize for a canvass in your precinct.

- 1) The first thing to do is try to **identify those who are not registered**. While not fully scientific, you will get a list of those who are registered in your precinct from the MCDCC and **go to the homes of those who are not on your list**. Target the pockets of your community that you feel are most likely to have the highest number of non-registered individuals who might register as Democrats.
- 2) Break your precinct down to manageable sections and find volunteers who will take one of the sections and are willing to be trained as registrars. Most precincts can be divided by 10 (some less), which should take anywhere from 2-4 hours (per person), which can be canvassed in one shot or separately (you may want to encourage your people to find a buddy to canvass with, this can make it more fun and cut down on time).
- 3) This is a great public service and is a great way to meet your neighbors. A sample script has been attached for you and your volunteers.
- 4) Keep a record of those who've registered as Democrats in your precinct and add them to your precinct list.

Additional Voter Registration Activities

Serve as a voter registration ambassador in your community. Attend community functions (PTA, civic association, local picnics and gatherings) and become known as the voter registration person, make sure you have some cards with you at all times. In addition, if there is a local store or location of high activity, you can check with the owner about setting up a card table at a time of peak volume

Voter Registration Tips for Canvass Volunteers

Vic Weissberg

Thanks for volunteering to register your fellow citizens. Nothing is more important!

As a registrar, your primary task is to make sure Voter Registration Applications are properly completed – that the applicant understands the information requested and fills out all sections accurately and legibly.

Please return all completed Voter Registration Applications promptly to the canvass coordinator or to the Board of Elections

The Voter Registration Application Form:

- Applicants must furnish their **full legal names** – not nicknames.
- The address provided must be the applicant's **legal address** – not a commercial or business address. In addition to a legal address, the applicant may provide an alternate mailing address (in the mailing address section).
- Make sure the applicant inserts the **correct year** in the **date of birth section**. Many people insert the current year by mistake.
- Applicants should complete the **party affiliation** section. Those who do not will automatically be registered as “Decline to Affiliate” and will not be eligible to vote in a Democratic or Republican primary. **NOTE: Do not attempt to persuade or otherwise influence the applicant's party affiliation decision!**
- If an applicant requires further information about **disqualifying crimes** (aside from the explanation on the application form and in the Manual for Voter Registration Volunteers), refer the applicant to the Montgomery County Board of Elections.
- For a **personal identification number**, the applicant must enter a Maryland driver's license or MVA ID card or at least the last four digits of his/her Social Security number.
- Each application requires a **signature**, except in the following cases:
 - The applicant is unable to sign his/her name, in which case an “X” or similar mark is acceptable.
 - The applicant is unable to make a mark, in which case the signature requirement is waived. (See the Voter Registration Manual for the statement to be included in box #14.)

General Questions:

Who is eligible to vote?

- To be eligible to vote in Maryland, an individual must be a U.S. citizen, a resident of the state, and 18 years of age on or before the date of the next general election.

What is the deadline for voter registration?

Registration closes at 9 pm on the 21st day prior to the day of an election. For the November 2, 2004 general election, the **deadline is October 12.**

Who may vote absentee?

A registered voter may vote by absentee ballot if he/she:

- may be out of town on the day of the election;
- has a physical disability or is confined to an institution;
- is 65 years of age or older and has an inaccessible polling place;
- has a death or serious injury in his/her family;
- cannot be present because of an illness or accident.

Applications for absentee ballots must be received on or before the Tuesday before an election. The form is available on the Montgomery County Board of Elections website, shown below.

For Additional Information:

Montgomery County Board of Elections
751 Twinbrook Parkway
Rockville, Maryland 20851
240-777-8500
elections@montgomerycountymd.gov
www.777vote.org
24-hour voter information: 240-777-VOTE



Sample Script For Registration

Vic Weissberg,

- Hello, my name is _____. I am your neighbor and I live on _____(name of street). I am working to register voters in our neighborhood. (You are permitted to identify yourself as working on behalf of the Democratic Party, that is optional).
- Are you registered to vote?
- If the answer is “no”, ask if they would like to register?
- If “Yes” is the answer to that question, proceed to register them according to the guidelines (See page 11).
- Are there others of voting age in your home? Are they registered?
- Are there any persons in your household who will be turning 18 before the next election or within the next year or two?
- Remind individuals that in order to vote in primary elections, they should register with one of the two major parties.

Do's and Don'ts

Do keep safety in mind! Conduct interview at the door. Don't go in. It only causes delay.

- You may want to work in teams and wear nametags identifying yourselves as volunteers.
- Dress appropriately for door to door activity.
- Be professional. If wearing sunglasses, remove them when speaking to the person who comes to the door. Introduce yourself
- If someone is not interested or you feel the person is a dedicated Republican, say thank you and move to the next house. Leave without comment, but on a friendly note. Don't be drawn into a debate or argument.

KNOW THE ANSWERS TO THESE QUESTIONS:

- Where do I vote?
- What election precinct am I in?
- Can an Independent vote in a Primary?
- When is the General Election? Can anyone vote?
- Are there any Democratic Clubs around here? How do I join?
- What can I do to help the Party?
- Where can I get bumper stickers, buttons and campaign literature?
- Who's the Democratic precinct chairman in the precinct you're canvassing?

HELPFUL HINTS:

- Be brief - but be a good listener.
- Be friendly - this person may be a friend, regardless of party.
- 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.

YOUR OBJECTIVES:

- To REGISTER those unregistered in likely Democratic households
- To IDENTIFY those Independents with Democratic leanings
- To ENCOURAGE Democratic voters to become involved as Party volunteers

THE RESULTS:

Increasing the Democratic turnout for the coming years, helping to assure more local, state, and federal Democratic victories – the ultimate goal of all precinct activity.

Voting by Absentee Ballot

From Board of Elections Website www.777vote.org

To vote by absentee ballot you must first fill out and return an Absentee Ballot Application. You can [download](#) an application now or pick one up from your [County Board of Elections](#). The downloadable application is a PDF file.

You should return your completed Absentee Ballot Application to your [County Board of Elections](#). A completed Absentee Ballot Application that is mailed must be received by 4:30 p.m. on the Tuesday before the election. A completed Absentee Ballot Application that is faxed must be received by 11:59 p.m. on the Tuesday before the election. After the deadline, a **Late Application for Absentee Ballot** must be completed **in person** at your [County Board of Elections](#).

U.S. citizens residing outside the U.S., (members of the Uniformed Services and Merchant Marine, U.S. citizens employed for the Federal Government overseas etc...) can take advantage of the Federal Voting Assistance Program (FVAP) to vote by absentee ballot. More information on the FVAP and the [Federal Post Card Application](#) is available at www.fvap.gov

Who may vote by absentee ballot?

As a registered voter, you may vote by absentee ballot if you are unable to go to the polls on election day because:

- you may be absent from your county of registration;
- you are suffering from an accident, illness or physical disability;
- you are confined in, or restricted to, an institution;
- you are attending to a death or serious illness in your family;
- you have academic obligations at an institution of higher education outside your precinct, but within your county of registration;
- you are employed by the Board of Elections and must be absent from the precinct in which you are registered; or
- you are age 65 or older and your polling place is inaccessible.

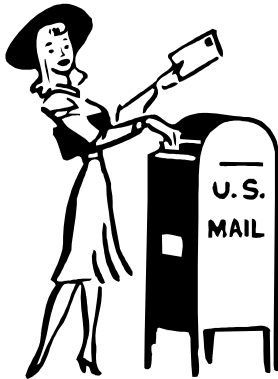
How to Vote by Absentee Ballot

After you receive your ballot, vote the ballot and return it to your [county board of elections](#) before or by 8 p.m. on election day. A ballot received by the county board of elections will be counted provided:

- It has been received prior to the closing of the polls on election day; or

- It was mailed from a location within the United States before election day, bearing a postmark verifying that fact, **and** the ballot is received from the postal service by 4 p.m. on the Wednesday following election day; or
- It was mailed from a location outside the United States before election day, bearing a postmark verifying that fact, **and** the ballot is received from the postal service by 4 p.m. on the second Friday following Election Day or 10 a.m. on the second Wednesday after a Gubernatorial Primary Election.

Voters with specific questions should contact their [County Board of Elections](#) or the [State Board of Elections](#).





Dollars for Democrats Drive

Help Your Neighbors Invest in A Democratic Future!

Don Mooers, moostrategies@aol.com

When I served as a precinct chair, I loved directing the annual Dollars Drive in my precinct. It gave me the opportunity to reach out to my Democratic neighbors and provide them with a tangible opportunity to participate in the Democratic process. In many ways, the Dollars Drive truly distinguishes Democrats from others in the political arena by showing that we are a Party comprised of and supported by legions of everyday people rather than just a bunch of fat-cats.

As a precinct chair, one of your major responsibilities is directing the Dollars Drive. Your enthusiasm and sense of purpose will help encourage your neighbors to give what they can to help the cause. Through your hard work, you will succeed in ensuring that your neighbors feel they are invested in the progress of the Democratic Party.

We have worked hard to make the process as simple and effortless as possible by implementing a “stuffing + follow-up” plan for each precinct. The plan goes as follows:

1. District coordinators draft a Dollars Drive newsletter for each precinct, providing the name and contact information for the Precinct Chair and Vice-Chair. This increases your visibility among your neighbors, and identifies you as the Democratic Party point person in your community;
2. You attend one of several scheduled “stuffing parties” where you prepare these newsletters to be mailed to Democrats in your precinct. These are fun events, and often include the opportunity to meet and discuss important issues with your Member of Congress, Senator, Delegate, Council Member and other elected officials;
3. Contributions are sent directly to the Precinct Chair (you!), and it is up to you to keep track of who has given and who has not. You will have a list of all the people who received newsletters, and you will need to follow-up with neighbors to remind them of the need to send in their contributions.

Nothing in the world could be easier than running a successful Dollars Drive in your precinct now that we have changed the system!

Our goal each year is to raise the funds necessary to run the Democratic Party in Montgomery County. The monies we raise go to supporting voter registration drives, voter education, cultural outreach, rent and utilities for the party headquarters, stipends for staff, and other key funding priorities.

As Democrats in Montgomery County, we have much to be thankful for: good schools, a clean environment, good jobs and a strong economic base. Our party and its elected and appointed officials can take credit for so much of what is great about our county. The Dollars Drive provides us with the opportunity to keep the Democratic dream moving ahead and to see that our outstanding quality of life remains available to all.

Door to Door Canvassing

Daphne Bloomberg, 301-340-2242/daphneiris@erols.com, **

What we do in our door-to-door effort in Precinct 10-13 should work for all precincts.

Precinct 10-13 is best divided into six areas for walking. Each area can be covered in less than 2 hours with door knocking, or in less time if materials are simply dropped at the door. The more volunteers, the better. It is important to remember that you may not leave any materials in the mailbox, but it is permissible to use a door slot. Otherwise, leave literature at the front door under the mat so it does not blow away or attach it to the doorknob with a rubber band.

Planning to canvass with 10 to 12 precinct volunteers on a Saturday morning with a promise of lunch afterwards usually works best, and the precinct walk can generally be completed in that time. Volunteers prefer canvassing in teams of two. It's more fun and the work seems to go more quickly. Of course, it is always necessary to return to homes where no one was in, so you may need to do a follow up..

How to prepare a walk list:

Use a cut and paste method by making multiple copies of the precinct map and the precinct streets with registered Democrats identified by address.

1. Staple a precinct map on the front of a folder.
2. Highlight the portion of the precinct map the canvasser must walk.
3. Staple inside the folder the streets with the names and addresses of the doors to be knocked.
4. Provide the canvasser with a highlighter to identify a committed voter at a glance, and make room for comments such as contact's phone, e-mail and a willingness to help in the precinct or donate to the Party.

"Door to Door retail politics" is not rocket science. At the door, identify yourself as a neighbor or precinct official. Be sure that all canvassers have name tag identification so that they look official. Some people may be irritated with the doorbell interruption, so just be polite and move on. Do not engage in an argument of any kind. On the other hand, some people welcome the attention and information and will thank you for being the first person ever to come to their door.

The important thing about a door to door canvass is that you can collect Dollars for Democrats, register new voters, find out who will need an absentee ballot, and leave literature all at the same visit. Prepare a script for the canvassers so that what you need to accomplish gets done. And get e-mail addresses! I always call the voters again to remind them to go to the polls to vote. Our visits and phone calls are frequently acknowledged on election day. Always identify yourself as their neighborhood Democratic Precinct Chair.

IT WORKS!

Designing Precinct Walks

Peg and Don MacGlashan, 301-652-1788

These instructions can assist precinct captains in designing door to door walks for their precincts, but it is better used as a campaign tool when sending volunteers into unknown precincts.

Materials needed

1. Voter address list. The required walk may be for all Democrats in the precinct or just a targeted group of Democrats. The primary voters are designated as 3's. You can generate the address list by sorting your precinct list according to street and then by house number. (Sample precinct list sorted by street and house number is attached as Appendix G.)
2. Precinct map. Depending on the total number of houses indicated on the voter address list, you may need as many as 10 copies of your precinct map.
3. Colored pencils or pens.

Designing the Walk

1. From the voter address list, count the number of houses to be visited on each street and place that number at the end of the street listing. Remember that you are counting houses, not voters, so it does not matter how many voters are registered at any one house.
2. Apartment buildings may have to be covered by a mailing since most will not allow you in. As precinct chair, you should make a special effort to identify people in apartment houses who are willing to help. A resident can work the building alone or with other people from the precinct. Also, literature can be left on the windshields of cars parked at apartment houses.
3. Divide the total house count by the number of volunteers you expect to do the walks. This will give you an approximate number of houses per walker. Approximately 70 houses is more than adequate per walker for one day. Some walkers may prefer to complete their walks in several days, and some may prefer to go as a team.
4. Using one precinct map as a master (see Appendix H), write the house count on each street. On a second map (See Appendix I), select the number of streets in an area which will give you the house count you seek. However, if there is a long street running through the precinct, it may require more than one walker to cover it. Color-coding is superior to symbols for distinguishing individual walks.
5. When there are long multi-block streets, you will need to know how the block numbering runs so you can identify where to break the walk for one person and begin it for another (precinct maps don't give block numbers). Block numbering can be obtained from the Web using Map Quest (www.mapquest.com). Map Quest will show you where in the block the address is located. It may take several attempts to find the appropriate split

point for the walk, and you may have to go back to the voter address list to figure the house count for various split points.

6. Using the completed master map as your reference, take a clean copy of the precinct map and draw in the first designated walk using the same coding. On this same map, along the side, write in the street names with their corresponding numbers of houses to be visited. In some cases, you may have to include the exact addresses the walker is to cover (e.g. from number 500 through number 1400).
7. Repeat step 6 using a separate map for each of the other walks until the entire precinct is covered.
8. Next sort the voter address list so that each walker has the house addresses for the streets he/she is assigned.
9. An individual precinct walk map and voter address list stapled to a file folder should be distributed to each walker.
10. Ask your volunteers to let you know if corrections need to be made in the address lists (e.g., someone has moved, new person has registered, etc.) After completion of walks, make the corrections. Then, save your work so you don't have to go through it all again!



Outreach to Neighbors and Community – Coffees and More

Karen McManus, 301-951-0325/cajunmc@aol.com

Candidates need exposure, financial resources, and volunteers to be successful in their campaigns. Precinct officials and other Democratic activists can be vital assets to a candidate by providing all three of these needs. A great way to start this assistance in your precinct is by

Organizing a Meet and Greet/Coffee/Open House.

GOALS

- *Raise the visibility of the candidate,
- *Help inform voters about the candidate and issues,
- *Get people excited about the candidate so they want to support
- *Get people more involved, register new voters, help them get absentee ballots, change of address forms
- *Get others involved in the Democratic Party and in precinct activities

IDENTIFY HOST & HOST COMMITTEE

- *Are you the primary host? If not, identify a committed host - someone willing to take ownership for the success of the event.
- *Identify co-hosts or host committee: the more the better, varied groups, community activists - some lend their names for support but cannot attend
- *Is there a campaign staff to coordinate with?

ARRANGE FOR A LOCATION

- *Can help or hinder turnout
- *At home of host or co-host, at local community center or gathering spot?
- *Within walking distance of neighbors? Sufficient parking?

SET DATE & TIME

- *Keep in mind conflicting holidays, events, games
- *Time determines extent/type of refreshments

HONORED GUESTS

:

- *Candidate? Surrogate?
- *Include name(s) on invitation

GENERATE INVITATION LISTS

- *Pyramid Approach—Each co-host/member of host committee develops own invitation list.
- *Developing lists—precinct lists, FRIENDS, school lists, religious community, book groups, health clubs, co-workers, fellow members of your professional or nonprofit groups, soccer teams, doctors, dentists, bankers, others you do business with, and did I mention FRIENDS?
- *Focus on a particular group — educators and PTA activists, environmentalists, women, specific geographic area or community, anti-gun groups.
- *Politicians/public officials/Democratic party officials/community activists

INVITATION

- *Hard copy/e-mail version
- *Format: clean, eye-catching
- *List hosts/host committee - multiple benefits
- *Listing honored guests/surrogates –can be a draw
- *Is there a “hot issue” to list as a discussion topic?
- *Give clear directions to event and persons to call for more info
- *RSVPs, keep an accurate count of who is coming.
- *Hosts—consider handwriting a personal note, everyone must contribute to turn-out
- *Remember—the invitation alone is publicity-even if person doesn’t come!



METHODS OF INVITING

- *Mail (most expensive), e-mail, fax, phone, hand deliver
- *Combination of above
- *Keep a supply of invitations on hand to give to everyone you see.

INVITATION FOLLOW UP

- *Crucial – call in favors, follow up even on the day of event
- *Stay in touch with hosts & host committee! Get status reports!
- *Call to remind friends and neighbors
- *Follow up with an e-mail

ACTUAL EVENT

- *Campaign staff should arrive early.
- *Advertise: post lawn signs at event location, key intersections.
- *Candidates' campaign materials, copies of recent endorsements, newspaper articles.
- *Other Democratic Party announcements.
- *Sign in sheets - great source of volunteers and information for the candidate and for the precinct/Party. Sheet should include name, address, phone & e-mail address. (Sample is found at Appendix D)
- *Greeters.
- *Name tags.
- *Financial envelopes and basket for contributions.
- *Packets of materials to give out as people leave.
- *Endorsement List - for those who are ready to sign on.
- *Other helpful materials: voter registration information and forms, change of address forms, absentee ballot request forms.
- *Prepare for arrival of Candidate/Surrogate/Honored Guests: parking spaces, greeter, introducer.

- *Program—timing, who speaks, Q&A period, plan for someone to make a positive statement (“why I support...”), keep program tight, allow for casual time before and after.
- *Advertise candidate's website & e-mail information!
- *Have someone take photographs.
- *Have someone at door as people leave—thanking them, giving out materials, getting a sense of how people react.

POST EVENT FOLLOW UP

- *Deliver sign-in sheets to the campaign. Keep copies for your precinct organization work. The campaign should follow up with:
 - *Thank you notes — to hosts, host committee, honored guests & other helpers
 - *Follow up with attendees as much as possible, but particularly those who made financial contributions, signed up or verbally offered to help, had specific questions.
 - *Follow up with candidate and/or staff
 - *Maintain names and contact info in data base

If successful, this event will provide the precinct chair and vice-chair with a data base of workers, an extensive e-mail list, lawn sign participants, and election day workers. Bumper stickers will begin appearing in the neighborhood and the residents will become involved. A synergy will develop and precinct voters will feel they have a real stake in the outcome of the election.

Developing and Using An E-mail List

Linda Pellish, 301-468-1880/ldpellish@aol.com

Are you looking for ways to organize your precinct? I certainly was, and making all those calls at election time was so time consuming. Also, I thought that keeping in touch on a more frequent basis would make people feel more involved. Therefore, I decided to ask people for their e-mail addresses.

I went through the precinct lists, and called the families who generally vote in the primaries. I spent a weekend calling and got fairly good response. Then on primary day, our Democratic table had sign up sheets. Anyone we spoke to was asked to sign up. Just a hint, ask for name, address, phone number in addition to the e-mail address. Sometimes it's hard to read what people write and you might have to call when their e-mail address changes. At the same time, it might be helpful to ask if their college age children need absentee ballots or is there is a senior in the house who may be unable to get to the polls.

I created a spread sheet of the information and entered the names in group form on my e-mail address list. That way, I can send messages to a lot of people easily. I send it so each person only sees their name and not the entire list. I have promised not to share the list with anyone else and not to use it for any other purpose. To keep the addresses confidential, you can put the names of addressees on the "bcc" line so that recipients do not get the list.

Although the process is still underway, I have over 200 families on the list.

I am not a computer whiz. The system is really easy to do. It does take a while at the beginning to enter the names. The ability to send e-mail is really very simple. I have tried to create a data base so I will be able to keep track of donations, willingness to help at the polls, etc. I have done this with a program that came with my computer, called Microsoft Works, under Works Tools. I then selected a data base to work with and went about putting in the information using the prompts and choices provided on the screen. I have decided to record the names, addresses, phone numbers, and e-mail addresses. I have been able to sort the list by street and also alphabetically. This is still an ongoing project. Each time I send a message some bounce back and I try to correct the address.

After the primary or general election, I send everyone on my list the results of how our precinct voted compared to the county and the state. People liked it as I have gotten some very positive comments back.

If you have any questions, I would be delighted to speak with you and to help in whatever way that I can. My phone number is (301)468-1880 and my e-mail address is LDPELLISH@AOL.COM.

Tips for Using Letters and E-Mails to Communicate

Ann Humphrey, 301-229-1697/aqhumphrey@aol.com

Letters are a friendly and non-intrusive way to reach out to the voters in your precinct. You can set the tone for teamwork and activism, provide information, and offer help for any voting related matters. If you have an e-mail list, e-mails can serve the same purpose and most of the same tips apply.

- If the Central Committee is sending something out to voters in your precinct, ask if you can piggyback to include something personal from you. For instance, we enclosed our “Dear Fellow Democrat” letter with the Dollars for Democrats mailing. Be sure to check with the Central Committee first, however, because they have bulk-mailing and legal procedures that must be followed. (Appendix A)
- To introduce ourselves to the voters, we also handed out brief letters of introduction at the polls on primary day. One of these is included. (Appendix B) We kept it short and put two on a page to save paper. Using colored paper helps!
- We plan to walk our precinct at the end of the summer to drop off letters to all Democrats similar to the “Dear Fellow Democrat” letter. The letter will talk about the importance of the fall elections and offer similar help and information.
- You can distribute letters by mail or by hand. If you do it by hand, you get the chance to greet the neighbor as you drop off the letter. In apartment buildings, you need to get a Democrat who lives in the building to help you, or do a mailing.
- If you can get the names of new voters in your precinct – either those turning 18 or those new to Maryland – you can also send out a letter of welcome. A sample for those turning 18 is included. (Appendix C)
- Some ideas to mention in a letter:
 - Offer to get absentee ballot applications.
 - Offer rides to the polls. Ask those who might like to drive neighbors to the polls to give you a call.
 - List the phone numbers and addresses for the various campaign headquarters where Democrats can volunteer. (If you know who they should ask for at any of the headquarters, give that name, as it makes it much more personal.)
 - Provide the deadlines for voter registration, changing registration, and absentee ballot applications. You can get all this information from the Board of Elections – 240-777-VOTE or www.777vote.org. They could do it themselves, but aren't you nice to do it for them!
- You may not think you are a writer – don't let this stop you! Just be friendly and informational, and keep the letter to one page. What would you say to a nice neighbor you don't know well but would like to know better? Address the letter to that person as you write, and it will be easier.
- Use spell-check and double check to make sure all your information is accurate! You want people to think of you as a reliable source of information!

GOTV By Precinct

Joan Lott, 301-598-1808/rbaconrn@cs.com@

Each precinct will obtain a listing of the voters from the MCDCC which includes addresses, phone numbers (when available), and voter history.

The plan for the General Election is to call all registered Democrats and Independents. The calls are quick and easy to make, but if you do not have enough volunteers, prioritize:

- Democrats who always vote in the Presidential election
- Newly registered Democrats
- All other Democrats
- Independents who always vote in the Presidential
- Newly registered Independents
- All other Independents

Do not waste your time calling Republicans!

I suggest calling a meeting of your volunteers (especially if they are new and have never participated in a GOTV effort), and ask all to bring cell phones

The script is straight forward:

Hi! I am Joan Lott, a local volunteer for the Democratic Party in your neighborhood (I always mention my neighborhood as people usually know and can relate to the neighborhoods rather than the precinct numbers). I live in Longmead and I vote at the Wheaton Moose Lodge (this helps the volunteer bond with the voter). I am calling Jane Smith (name the voter or voters) -

If Jane is not in, call later

If you reach a machine, call later

If you reach Jane, explain who you are - I am Joan Lott, a local volunteer for the Democratic Party in your neighborhood. I live in Longmead and I vote at the Wheaton Moose Lodge. I am calling to urge you to come to the polls on November 2 to vote for the entire Democratic ticket, John Kerry, Barbara Mikulski, and Chris Van Hollen (or Al Wynn). Can I count on you to vote for these fine Democrats?

If yes, this is the final GOTV call to that residence.

If undecided, are there any questions I may answer for you (if you do not know the answer call the MCDCC - 301-Win-1000 and get the answer and call them back). Unless they commit when you call back, do not put on your GOTV list.

If they say "no", that they are for Bush, or will not reveal their voting preference, do not put on your GOTV list.

I try to reach people three times. If I cannot reach by the third call, I leave a message with

my phone number asking them to call me. This is Joan Lott, I am a local volunteer for the Democratic Party in your area. I live in Longmead and vote at the Wheaton Moose Lodge. I am calling to ask for your vote for the Democratic ticket - Kerry, Mikulski and Van Hollen (or Wynn). Please give me a call at 301-920-1360 to let me know if we can count on your vote. Thank you so much.

If they do not call back after the message, do not put them on the GOTV list

As you can see, you will have a much smaller GOTV list than your original list

You can usually make approximately 100 calls in a two hour period, but you will only reach 25% of the households on any given day. The best times to call are from 7 PM- 9 PM Sunday through Thursday. Avoid Friday evening calls because that is the Sabbath for some voters, and Saturday evening calls rarely find people at home. I think calls may be made on Saturdays between noon and 6, but not in some Jewish neighborhoods, and on Sunday from noon to 9

If you have a large senior population in your precinct, calls can and should be made during the day from 10 am to 9 pm.

Once you have finished the initial calls and developed your GOTV list - only those who have committed to the Democratic Ticket - you can plan for your GOTV calls. These calls should be made on Saturday, Sunday and Monday prior to the election

If you cannot reach the voter on the second try, leave a message on the answering machine. These calls are quick and easy to make:

Hi, this is Joan Lott, your local Democratic Party volunteer in Longmead. I'm just calling to make sure that you will be at the polls on Tuesday to vote for the Democratic ticket. We need every vote - as we learned in Florida in 2000. If you have any questions or need a ride to the polls, please call me at 301-920-1360. If you have any problems on election day, call the Democratic Party at 301-Win 1000 as I will be working at the polls all day. Please stop by the Democratic table and introduce yourself to me.

If you have developed an e-mail list, I suggest sending out a GOTV e-mail - but still make the calls! Remember. you are building a precinct organization for the future.



Today Is The Day

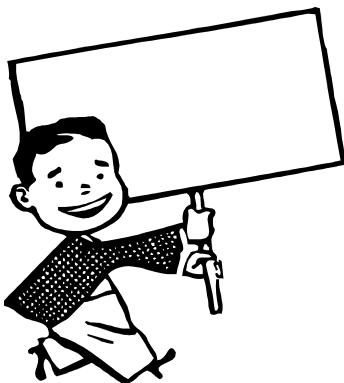
Dorothy Davidson and Dee Schofield, 301-588-9241/deeSchofield@westat.com

Election Day has nearly arrived – and you are ready. You have had successful registration and dollars drives, your block workers have distributed literature and all registered Democrats and Independents have been contacted in person, by phone or by e-mail. Your election day phone bank is ready to start at 2 p.m. calling out the committed voters who have not yet appeared – the 3s and those who have said “yes”. Here’s what you do to make Election Day a success:

1. Line up volunteers to cover your polling place all day (6:30 A.M. for set-up until after 8:00 p.m., when the polls close). Advise your workers to bring a bag lunch and drinks. Sometimes box lunches are sent, but it is best to be prepared. Volunteers should wear identification so that a voter with a problem will know whom to ask for help. Let your unsmiling workers do the phone banking, but ask the happy people to greet the voters at the Democratic table.
2. Identify a cell phone that will remain turned on and at your polling place all day. Give the cell phone number to your field manager/area coordinator and to your volunteers. This is your link to the outside world. Use it to report turnout counts to your field manager, who will provide you with the number to call before election day. Also, if you encounter problems, use this phone to ask for help. For example, if a voter has a complaint about how he or she has been treated at the polls, call the manager for help.
3. When the Judges have completed their preparations, introduce yourself to the Democratic Chief Judge. Explain that you will be coming in to get the count twice during the day. If you **have a list of Democratic voters and volunteers who are checking off names as people vote**, ask the Judge **where the volunteers** may sit so that they are not in the way. Ask if the Judges at the sign-in tables can repeat the voters names aloud. Work with alphabetical lists of all registered Democrats so volunteers can check off the name of the voter. Remember, you need the Judges’ help on this day so try to be unobtrusive and don’t argue with them. Make certain that any worker who enters the polling place has a watcher’s certificate.
4. Schedule for the day:
 - a. **6:30 A.M.** Arrive at the polling place by 6:30 A.M. to set up the Democratic table. Don’t forget chairs! Display the Sample Ballot prominently. Make the table as eye-catching as possible and make it available to all Democratic candidates. Take paperweights or rocks to hold down the literature when the wind starts blowing. A decorated can or box can bring in some contributions, and hard candies are always welcome. Have a clipboard at the table to get e-mail addresses for future precinct activities. Sign up future workers. Keep the table neat! Your supply kit should also include plastic sheets and an

umbrella, in case it rains, scotch tape or masking tape, pens or pencils for your Volunteer Sign-up Sheet, a flash light or lantern for the evening rush, if your table is outside, and snacks or lunch. You should also have at least 5 Watcher's Certificates that permit you to go into the voting area.

- b. **7-9 A.M.** Morning rush hours. This and the afternoon rush are the most critical periods of the day. To ensure full coverage in high turnout precincts, you may need two people. Also, if your precinct has changed polling places, you may want to send a volunteer to the old polling place to redirect lost voters or post a sign there. Be sure that all entrances to the polls are covered by volunteers. Try to be the first person to speak with the voter. Your table may be close to the entry, but you want to make contact before the voter becomes annoyed with all the eager workers. **Let the voters walk toward you, do not run toward them!** Speaking with the Democrats is important, but if they do not want to be bothered when going in, try to engage them afterwards.
- c. **10:00 A.M.** First turnout vote count posted by election judges. Check the count and report it to your field manager on your cell phone.
- d. **3:30 P.M.** Second turnout vote count posted. Report it to your field manager. Some judges report the *cumulative* turnout count at 3:30, while others only post the turnout *after* 10 a.m. Be sure you understand which count you're reporting.
- e. **4:30 P.M. - 7:30 P.M.** Evening rush hours
- f. **7:45.** If the judges will let you in when they take down the count at the end of the day, you must be in before the doors close.
- g. **8:00 P.M.** - Polls close. People waiting in line at 8:00 P.M. will be allowed to vote.
- h. **After 8:00 P.M.** - Please clean your polling place by removing literature & signs.
- i. **As soon as possible after 8 P.M.** Your last act of the day is to call in your precinct's vote.



Appendix A – Sample Precinct Letter

Precinct 7-24, Maryland Legislative District 16

Dear Fellow Democrats,

We would like to take this opportunity to introduce ourselves. We are your new Democratic Party precinct officials – Ann Humphrey, Chair, and Anne Hoskins, Vice Chair. We are taking over from Jim Shea and Parvaneh Bahar, who served this area for many years. We look forward to carrying on and expanding on the great job they did.

Our precinct, 7-24, goes from Massachusetts Avenue to MacArthur Blvd, and from Sangamore Road to Little Falls Park. We are part of the 16th Legislative District, and our polling place is Little Flower School. As precinct officials, our job is to help Democrats in this area elect people they believe in. We both have seen the power of grass roots politics, and we know that people who care about change can organize to make a difference.

The Maryland Presidential Primary is March 2nd. On the back of this letter is contact information for all the presidential candidates. If you would like to volunteer, we hope you will call to get involved. We also need Election Judges and Poll Workers on Primary day, so if you'd like to help with that effort, please call. People so often feel that one individual doesn't make a difference, but that is not true. Just imagine how different the world would be today if, four years ago, Florida had well-trained Democrats at every polling place ready to help all those voters who were having trouble!

Please let us know if you need any information about election matters. We would be delighted to help you with:

- Voter Registration;
- Absentee ballots;
- Candidates' headquarters addresses and contacts;
- Volunteering in a political campaign, contributing or getting a yard sign;
- Getting a ride to the polls on Election Day.

2004 is incredibly important for all Americans. We need to re-elect Congressman Chris Van Hollen and Senator Barbara Mikulski, and put a Democrat in the White House. If Bush can do as much damage as he has in the past three years, imagine what he can do with another four! Let's roll up our sleeves and not let that happen!!

Sincerely,

Ann Humphrey
Phone: 301-229-1697
E-mail: aghumphrey@aol.com

Anne Hoskins
Phone: 301-263-2715
E-mail: anne.hoskins@verizon.net

Appendix B – Election Day Letter

Dear Democratic Voter,

Thanks for coming out today to cast your vote! We are your new Democratic precinct officials. Please feel free to call us with any questions you have about voting or about the upcoming elections. Our job is to help you get involved and vote!

Please call us for information about any of the following:

- Voter registration questions;
- Absentee ballots;
- Campaign addresses and contacts;
- Volunteering in a political campaign, contributing or getting a yard sign;
- Getting a ride to the polls on Election Day.

Here is some quick contact information:

- **Ann Humphrey**, Precinct Chair: 301-229-1697, e-mail: aghumphrey@aol.com
- **Anne Hoskins**, Precinct Vice Chair: 301-263-2715, e-mail: anne.hoskins@verizon.net
- **Montgomery County Democratic Central Committee** (with links to candidates, elected officials, Board of Elections, and state and national Democratic parties): www.mcdcc.org, e-mail: MontgomeryDems@msn.com, Phone: 301-946-1000

We look forward to working with you in the coming months to build a great Democratic victory in November!

Sincerely,
Ann Humphrey and Anne Hoskins

Appendix C - New Voter Letter

Draft letter for new 18-year-old voters:

Dear New Voter:

Congratulations on turning 18! This is an exciting time in your life, with many new rights and responsibilities, including the right to vote.

Many young voters seem to feel their vote doesn't matter. Please don't be one of them! You need only look at what happened in Florida four years ago to know that is not true. Just think - if just a few votes in each precinct in Florida had been different or counted correctly four years ago, we would not be in Iraq today, and we would not have a monumental deficit hanging over our heads. Your vote counts! Your generation will inherit the world we are creating now. You can help shape that world.

I urge you to use your new right to vote this fall. I am the Democratic Precinct Chair in your neighborhood, which means that I help voters to get involved in the election process and help them to vote. If you have not registered to vote, you can go to www.777vote.org to start the registration process on-line. You can also get an absentee ballot application there if you will be away in the fall. If you need any other information, please contact me. My phone and e-mail are below.

Again, congratulations and please become involved in the world of politics!

Sincerely,

Appendix E - Precinct List Sample Page

Address	First	Last	City	Zip	Voter 2002	Voter 2000	Voter 98	Phone	Birth	Gender	StreetN um	StreetNam	StreetS uf	EMAIL ADDRESS
101 HODGES LA	The SILVERMAN	Family	TAKOMA PARK MD.	20912	1	0			700210	F	101	HODGES	LA	
102 TULIP AVE	The MACEACHERN	Family	TAKOMA PARK MD.	20912	3	3	2	301495 9276	520529	F	102	TULIP	AVE	
103 HODGES LA	MARY	COYLE	TAKOMA PARK MD.	20912	3	3	1	301589 1484	611227	F	103	HODGES	LA	
103 TULIP AVE	The KABEL	Family	TAKOMA PARK MD.	20912	3	1	3	301585 5405	560318	F	103	TULIP	AVE	
105 HODGES LA	The BERGER	Family	TAKOMA PARK MD.	20912	3	1	1	301588 6875	560525	M	105	HODGES	LA	
105 TULIP AVE	JON	FAUST	TAKOMA PARK MD.	20912	1	0			590407	M	105	TULIP	AVE	
106 HODGES LA	The DUBERSTEIN	Family	TAKOMA PARK MD.	20912		0		301585 7332	841227	F	106	HODGES	LA	
106 PHILADELPHIA AVE	GAIL	VOLK	TAKOMA PARK MD.	20912		0			530708	F	106	PHILADELPHIA	AVE	
106 TULIP AVE	LOUISE	KLEE	TAKOMA PARK MD.	20912	3	1	1		610703	F	106	TULIP	AVE	
107 HODGES LA	The HYLANDER	Family	TAKOMA PARK MD.	20912	3	3	3	301589 4656	530819	F	107	HODGES	LA	
107 TULIP AVE	SALLY	LOVE	TAKOMA PARK MD.	20912	1	3	1		530317	F	107	TULIP	AVE	
11 CLEVELAND AVE	The MORNINGSTAR	Family	TAKOMA PARK MD.	20912		0			1026	F	11	CLEVELAND	AVE	
12 CLEVELAND AVE	The MCMURDIE	Family	TAKOMA PARK MD.	20912	3	1	1	301562 2070	480417	F	12	CLEVELAND	AVE	
13 CLEVELAND AVE	WILLIAM	DORMAN	TAKOMA PARK MD.	20912	3	3	3	301585 0453	500601	M	13	CLEVELAND	AVE	
14 CLEVELAND AVE	WILLIAM	MACROSTIE	TAKOMA PARK MD.	20912	3	3	1	301563 6151	530207	M	14	CLEVELAND	AVE	
16 CLEVELAND AVE	WENDY	LANCASTER	TAKOMA PARK MD.	20912	3	3		301608 9150	560802	F	16	CLEVELAND	AVE	
2 BARCLAY AVE	JOHN	WILLIAMS	TAKOMA PARK MD.	20912	3	3	3	301585 9062	401115	M	2	BARCLAY	AVE	

Appendix F - Precinct List sorted by 3's

Address	First	Last	City	Zip	Voter 2002	Voter 2000	Voter 98	Phone	Birth	Gender	StreetNum	StreetNam	StreetSuf	EMAIL ADDRESS
102 TULIP AVE	The MACEACHERN	Family	TAKOMA PARK MD.	20912	3	3	2	3014959 276	520529	F	102	TULIP	AVE	
103 HODGES LA	MARY	COYLE	TAKOMA PARK MD.	20912	3	3	1	3015891 484	611227	F	103	HODGES	LA	
103 TULIP AVE	The KABEL	Family	TAKOMA PARK MD.	20912	3	1	3	3015855 405	560318	F	103	TULIP	AVE	
105 HODGES LA	The BERGER	Family	TAKOMA PARK MD.	20912	3	1	1	3015886 875	560525	M	105	HODGES	LA	
106 TULIP AVE	LOUISE	KLEE	TAKOMA PARK MD.	20912	3	1	1		610703	F	106	TULIP	AVE	
107 HODGES LA	The HYLANDER	Family	TAKOMA PARK MD.	20912	3	3	3	3015894 656	530819	F	107	HODGES	LA	
12 CLEVELAND AVE	The MCMURDIE	Family	TAKOMA PARK MD.	20912	3	1	1	3015622 070	480417	F	12	CLEVELAND	AVE	
13 CLEVELAND AVE	WILLIAM	DORMAN	TAKOMA PARK MD.	20912	3	3	3	3015850 453	500601	M	13	CLEVELAND	AVE	
105 TULIP AVE	JON	FAUST	TAKOMA PARK MD.	20912	1	0			590407	M	105	TULIP	AVE	
107 TULIP AVE	SALLY	LOVE	TAKOMA PARK MD.	20912	1	3	1		530317	F	107	TULIP	AVE	
106 HODGES LA	The DUBERSTEIN	Family	TAKOMA PARK MD.	20912		0		3015857 332	841227	F	106	HODGES	LA	
106 PHILADELPHIA AVE	GAIL	VOLK	TAKOMA PARK MD.	20912		0			530708	F	106	PHILADELPHIA	AVE	
11 CLEVELAND AVE	The MORNINGSTAR	Family	TAKOMA PARK MD.	20912		0			1026	F	11	CLEVELAND	AVE	

Appendix G - Sorted by Street and House Number

Address	First	Last	City	Zip	Voter 2002	Voter 2000	Voter 98	Phone	Birth	Gender	StreetNum	StreetNam	StreetSuf	EMAIL ADDRESS
2 BARCLAY AVE	JOHN	WILLIAMS	TAKOMA PARK MD.	20912	3	3	3	3015859062	401115	M	2	BARCLAY	AVE	
11 CLEVELAND AVE	The MORNINGSTAR	Family	TAKOMA PARK MD.	20912		0			1026	F	11	CLEVELAND	AVE	
12 CLEVELAND AVE	The MCMURDIE	Family	TAKOMA PARK MD.	20912	3	1	1	3015622070	480417	F	12	CLEVELAND	AVE	
13 CLEVELAND AVE	WILLIAM	DORMAN	TAKOMA PARK MD.	20912	3	3	3	3015850453	500601	M	13	CLEVELAND	AVE	
14 CLEVELAND AVE	WILLIAM	MACROSTIE	TAKOMA PARK MD.	20912	3	3	1	3015636151	530207	M	14	CLEVELAND	AVE	
16 CLEVELAND AVE	WENDY	LANCASTER	TAKOMA PARK MD.	20912	3	3		3016089150	560802	F	16	CLEVELAND	AVE	
101 HODGES LA	The SILVERMAN	Family	TAKOMA PARK MD.	20912	1	0			700210	F	101	HODGES	LA	
103 HODGES LA	MARY	COYLE	TAKOMA PARK MD.	20912	3	3	1	3015891484	611227	F	103	HODGES	LA	
105 HODGES LA	The BERGER	Family	TAKOMA PARK MD.	20912	3	1	1	3015886875	560525	M	105	HODGES	LA	
106 HODGES LA	The DUBERSTEIN	Family	TAKOMA PARK MD.	20912		0		3015857332	841227	F	106	HODGES	LA	
107 HODGES LA	The HYLANDER	Family	TAKOMA PARK MD.	20912	3	3	3	3015894656	530819	F	107	HODGES	LA	
106 PHILADELPHIA AVE	GAIL	VOLK	TAKOMA PARK MD.	20912		0			530708	F	106	PHILADELPHIA	AVE	
102 TULIP AVE	The MACEACHERN	Family	TAKOMA PARK MD.	20912	3	3	2	3014959276	520529	F	102	TULIP	AVE	

Appendix I - Precinct Map Example B

EXAMPLE B

MASTER COPY

DISTRICT-PRECINCT: 13-02

SYMBOL	WALK #	HOUSES
	# 1	- 73
2222	# 2	- 72
33333	# 3	- 72
~~~~~	# 4	- 78
●●●●●	# 5	- 71
XXXXXX	# 6	- 72
~~~~~	# 7	- 82

SYMBOLS USED
IN PLACE OF
COLORS

