



## Canvassing Instructions

***Important:*** *We have specific procedures and forms that have been developed in consultation with experts. We have made these forms as simple and easy to use as possible. We ask volunteers to ONLY follow our procedures and use our forms – not follow any other organization’s instructions. The reason for this is to comply with Board of Elections procedures, the law, and reporting consistency. While all information we use is drawn from public records, we ask volunteers to respect the privacy of every voter, and each volunteer must sign a legally-required disclosure form which informs them of State Law in this work. Finally, our work is non-partisan – it does not support or favor ANY political party; our only goal is to improve the accuracy of New Jersey’s voter rolls.*

1. Fill out the Volunteer-For-Canvassing form through the [WTNJelections.org](http://WTNJelections.org) website.
2. Follow the instructions to complete the two volunteer forms: Non-Disclosure and Waiver of Liability, and send digitally to us or through the mail (address on forms).
3. We will contact you to brief you on procedures, how to canvass, and how we will get a “walk list” of voter names to you. Call or text 973-538-8226 with questions.
4. Download and print the forms you will need at the door:
  - Script – What you say at the door
  - Brochure - “*Was Your Vote Counted?*” – Print (double sided) and fold in thirds. Offer to voter.
  - Declaration of Facts Recording Forms (one for each individual voter)
5. Dress “business casual” – *no slogans or candidate ID* – to be taken seriously, play the part
6. Wear a name tag – (*first name, last initial only*)
7. Pre-fill “Declaration of Facts” form before you visit each house (*Voter ID#, Name, Address*).  
**\*MUST\*** be accurate!
8. Visit the doors of the voters on your walk list, organized by street name and house number
9. Speak (without reading script) to voter. Ask them to verify name of voter on list as living at address. LISTEN and capture what they say. Some may tell you more than others.
10. Use the “Declaration of Facts” form to capture what the voter reports. Some forms will have minimal information, others will have more. Don’t “guess” at an answer. Only record what you were TOLD. Print and sign your name and date at bottom of form (this can be done at the end of each day).
11. Report back (phone or text) to 973-538-8226 when you have finished walking, then send us the information you have gathered. Make copies for your own records, in case originals do not arrive as mailed.