

## TELEPHONE INSTRUCTIONS

1. Maintain a pleasant, interested speaking voice.
2. If the person agrees to make election day calls, mark 'PV' on the right of the call sheet next to his name and make a tally mark under 'PV' on the tally sheet.
3. As the call progresses, and you learn the person's preference, mark the appropriate symbol opposite his name and place a tally mark in the appropriate space on the tally sheet.
4. If the phone is busy, hang up and mark your sheets 'DA.' Do not try the call again.
5. Do the same if the phone does not answer. Wait only five rings.
6. If the number has been disconnected, is out of service, or has been changed, or if the party has moved or gone on extended vacation, treat it as a disconnect. Draw a line through the name and go on to the next call.
7. Disconnects get no tally mark. ALL other calls get ONE tally mark each.
8. If the person gives issues, jot them down on your issues sheet.
9. If at any point you are asked a question and you are uncertain of the answer, fill out the 'Questions' form.
10. When you complete a sheet, sign it and mark 'DAY' or 'NIGHT' on the front, according to the time you placed the calls.
11. If you must leave in the middle of a sheet draw a line under the last name called and write 'last call' opposite it. Use an arrow.

## SYMBOLS

PV - 'Precinct Volunteer.' Will make five calls.

WW - Will work at HQ.

VFK - Very favorable to Kennedy.

PFK - Probably favorable to Kennedy.

HHH - Favorable to Lynch, Johnson, or Humphrey.

MCC - Favorable to McCarthy.

Anti - Verbally Anti-Kennedy.

Indef. - Undecided or would not say.

DA - No answer or busy.