

GET OUT THE VOTE COMMITTEE DO-IT--YOURSELF-KIT

You know why it's important to get out the Democratic vote or you wouldn't have this kit---the kit is designed to tell you how without further sales pitch.

This method through actual use in other elections has proved to be:

- 1 -- the simplest
- 2 -- the completest
- 3 -- the fastest

That's why we suggest it.

A. Preparing Street Number Lists ---These Lists are the Key to an Effective Operation.

1. You need first, your precinct list. Example 1 is a sample precinct list. Note how each Democrat is marked, those living at the same address being tied together. Mark yours in the same manner. (Precinct lists vary in form from county to county, but they all contain essentially the same information and all are listed in alphabetical order.)

(SPECIAL NOTE TO RURAL AREAS---SEE PAGE 2)

2. From your marked precinct list, copy, on a separate sheet or paper, the Democratic names or households with addresses as we have done on Example 2.* This can be done by typewriter or longhand, but leave enough room between names so that after being cut up into separate slips, they are still large enough to handle easily.
 3. When you have transferred all the Democrats to these new sheets and have cut them into individual slips as indicated in Example 2, separate the slips into piles by street. In other words, there would be one pile of slips for Fitzgerald Street, one for Gilman Street, one for Egbert street, etc.
 4. Now take your pile of slips with the Fitzgerald addresses and arrange them in street number order, putting the even-numbered houses in one pile and the odd-numbered houses in a separate pile. Do the same with the other streets in the precinct.
 5. Now make up your street address lists as shown on Example 3. Note that the names do not have to be exact but should indicate who and how many registered Democrats are at the addresses. When making up this street address list, make two copies for each helper you expect to have from 4:00---7:00 PM, and one copy for each telephoner. For instance, if two people are going to help you from 4:00-7:00 PM, and one person is going to telephone, you should make six copies; the sixth copy is for you.
 6. Additional information that should be included on each street address list:
 1. The exact street address of the polling place for the precinct.
 2. The telephone number of the nearest car pool or baby sitter pool
- * (If you are ahead of us on this and already have either cards or dupli-stickers for each Democratic household in the precinct, there would be no need for further copying, simply arrange what you have in street number order as outlined in number 3 and number 4.)

3. The telephone number of the Democratic Headquarters in case a need for special advice arises.

You are now "set" for election day. Take a look at your completed street address list. Anyone, whether he be living in the precinct or just arrived from Alaska, could come in to help you from 4 to 7 PM, and he would be able to cover a whole street turning out those Democrats who had not yet voted in a minimum amount of time. This includes school kids who usually love to help. (If you anticipate helpers who may not be familiar with the neighborhood, a small freehand map of the precinct would probably be helpful to them.)

Special Note to Rural Areas---Many of the smaller communities in the Mountain, Coastal, and Valley areas have a very special problem. They may find that even in the "town precincts" the addresses on the precinct lists are simply PO Box numbers or in some cases just the name of the town. We have only two suggestions if you run into this problem:

1. The Postmaster may have a street address list even though there are no regular mail carrier routes. He may or may not cooperate with you whether he has a list or not, but most postmasters are as helpful as possible. In some towns the houses themselves are just simply not numbered.
2. If there are no street numbers or if the Postmaster can't help you, we can only suggest that you lay out your precinct by map; include all the houses on the map and write in the names of the Democrats right on the houses where they live.

If neither of the above methods are possible, you may have to depend entirely on a telephone campaign. But this is strictly "second best." The telephone is a good supplement to actual doorbell ringers, but is no replacement.

Practically all of the farm precincts have only rural or Star Route numbers or P.O. boxes. There is little you can do in the farm precincts but telephone, so plan on intensive telephoning the day before as well as on election day itself. Try to find a telephone available as near to the polling place as possible so you can check the polls periodically.

B. Getting help.

If you will be working in your own or a neighboring precinct, this may not be as difficult as you may think. After all, you are asking for only three hours work in most places.

1. What help can you use? In order of importance, they are:
 - a. From 1 to 4 helpers during the hours of 4-7 PM (the more, the easier.)
 - b. 1 or 2 telephoners (preferably near the polling place).
 - c. Baby sitter-driver (combination).
2. Where do you find them?
 - a. Your wife or husband---4-7 PM
 - b. Your children---age 9, up.
 - c. If you collected Dollars for Democrats--ask those

- who seemed most interested, then those who contributed.
- d. Junior or Senior High School neighbor kids.
- e. Last resort--see if you can get outside help from Democratic Headquarters, a local trade union, or maybe a Jr. Statesman from the local high school or a political science student from a nearby college.

(Don't forget---the 4-7 PM helpers are most important.)

If you will be working in an area that is some distance from your home, you had better plan on taking whatever helpers you'll need with you, or at least, arrange for them to be brought over when needed. It would be better, of course, for you to go over the area a few days in advance and get some local help which is always best. If you have to rely on telephoners from near you home, at least find a handy phone so you can call in the lists of those who have voted during the day.

C. Other Pre-Election Day Needs.

1. Get telephone numbers looked up in advance for all Democrats
2. Flashlights and pencils for 4-7 PM helpers and yourself.
3. If possible, arrange for your own use a telephone in a friendly Democratic home or store as near as possible to the polling place. If one of your telephoners lives close to the polls, he or she might also double as a baby sitter while the mother votes.
4. Get slate cards with all the Democratic nominees for your 4-7 PM helpers if available, but don't pass them out within 100 feet of the polling place.

D. E Day

1. Vote early and urge your various helpers to do the same. (It's wise to see that the polls are open on the dot. If not open within 10 or 15 minutes, call the County Clerk.)
2. Introduce yourself to the election officials after voting and let them know that you are a volunteer working to get out the vote. You have certain rights at the polling place as a citizen but plain friendliness usually gets more cooperation from the election officials.

Special note: Many of the election officials in the state will be new to the job, and to most of those who have worked in the polling places in other elections, having a precinct worked around will be a new experience. The odds are they will be friendly but a little uneasy, feeling that you may be watching for mistakes. Put them at ease, if possible. All you really need from them is to have the list of those who have voted posted outside each hour until 4:00 P.M. (This is required by law.) They probably will invite you to check their lists inside and give you a cup of coffee to boot.) Be careful not to abuse the "no electioneering" rule---it's probably best to remove your Adlai-Estes button while in the polling place to avoid embarrassment.

3. The morning hours will be too slow to keep you busy so check back at the polling place at 12:30, not later than 1 PM, with a full stomach. Check to see that the posted list is right up to date. Then cross off the names of those who have voted on

- all your street address lists. Give one up-to-date list to each of your telephoners and tell them to start work on those who haven't yet voted---If you have more than one telephoner, make sure that they don't call the same people.
4. a. The telephoners should urge housewives to vote right now before their husbands come clamoring for their suppers; this way they won't have to interrupt their dinner preparations to vote, and their husband can vote before getting into their slippers and easy chairs.
b. The telephoners should try to determine at what time they intend to vote so you won't have to worry them again until after that hour.
c. If anyone needs special attention, like a ride or a baby sitter, this is the time to get such things out of the way.
- on
- (You could pitch in/the calling, too, until about 3:30 PM, but you should figure on staying right at the polls till closing time after that.)
5. At 3:30, bring all your street address lists up to date by crossing off those who voted, and keep them all up to date from then on by stationing yourself just outside the polling place and crossing off the names of those entering the polling place. To do this, you'll have to ask them their names and addresses as they go in. 90 per cent of those asked, if asked with a smile, will tell you immediately, but you may get a refusal----some people are just funny that way. If you are refused by someone, just follow them into the polling place and look at their names after they've registered. We suggest that you prepare a small cardboard badge saying:

OFFICIAL
POLL WATCHER

and pin it on your coat. Your chances of a refusal are then very slim and you won't have to waste time checking the register.

6. As your 4--7 PM helpers arrive, give each an up-to-date street address list and slate cards. Tell him to go check on the non-voters on streets X and Y, drag them out, and then return for a more up-to-date list.

In the meantime, you continue to keep the remaining street address lists up to date. (This is the reason for having 2 copies for each 4--7 PM helper.) When they return after having finished their first assignment, you give each the remaining list that you have been keeping up to date and assign them some untouched streets or a re-check of those who still haven't voted in an area already covered. Get their first street address lists back and bring them up to date from your own lists.

7. Pre-arrange to have your telephone callers arrive at the polling place to meet you at 6:00 PM with their lists. Cross off those who have voted and send them back to work.

8. At 6:30, your 4--7 PM workers should be at the polls to pick up their last assignments and at this time you should assign some to yourself and go get them. At this hour no one should have over 2 or 3 households to turn out.

are standing in line at the time the polls close. If they are in line at closing time, they have the right to vote. We don't mind if the Republicans decide to leave but keep the Democrats there until they vote, tell jokes, turn cartwheels, or use a club, but leave them conscious enough to vote.

10. You've done a job, bust so have all those who helped you. Tell them so and thank them (it's assumed you have thier names, addresses, etc.) Remember we need a Democratic Governor as well as a President.

****SPECIAL NOTE:** If a worker is forced to try handling a whole precinct by himself, he should check the polling place at noon, then spend the afternoon on the telephone or punching doorbells. Recheck the polling place and cross off those who have voted at 5 PM, and then cover the households who have not yet voted. With the street address lists, he can do a lot by himself, but a single worker will really have to move.

FREE SUGGESTIONS:

1. Each of those working with you should plan late suppers and probably make the other members of their families aware of this.
2. Your street address lists will most likely be 2 or more pages so ease in handling is important. It's best to start each page at least an inch down from the top, then get a good stiff piece of cardboard and staple all the pages onto it at the very top. This makes each list into a sort of clip board and is much easier to work with when crossing out those who have voted, especially if it's windy and you're trying to hold a flashlight.
3. The person at the polling place could certainly use an extra set of hands while keeping the lists up to date from 4 to 6:30. A small child could help just by holding them.
4. A card table and chair could be used without criticism at most polling places.
5. Tell your outside workers to have warm clothing.
6. Telephoning the day before sometimes gets a few to vote before leaving for work. This helps!
7. Each polling places should have an Elections Code Book. Here are sections you might need.
 - a. Posting hourly lists. Secs. 5553---5554.
 - b. Electioneering within 100 feet of polls. Sec. 5561--5560.
 - c. In line at Poll closing time. Sec. 5734.
8. If you can put all other political activities out of your mind for the 2 or 3 evenings before E day and concentrate just on your own precinct, who and how to work it, you'll find it really works.
9. After you've worked a precinct all day you probably would like to see the results of your labors and might stay around for the

counting. This actually would be very valuable. While we don't want to be alarmists, we do know that tampering with ballots and ballot boxes is not unknown in this state. The very presence of someone watching would be a real deterrent, and you might also catch honest mistakes made by poorly trained election officials.

10. If you are working in a precinct which you have worked before this year during the primary, while circulating nominating papers or on Dollars for Democrats Day and you have found some of your registered Democrats to be voting Republican and you're sure they will stay stuck -----cross their names off the street number lists first thing in the morning as if they had already voted.
