

Precinct Captain Responsibilities

1. Recruit volunteers from your precinct to greet voters at the polls, distribute Democratic sample ballots and appropriate literature on Election Day.
 - a. Call friends, neighbors, relatives, church members
 - i. Volunteers do not have to live in your precinct
 - b. Use lists of strong Democrats provided by CCDC
 - c. Network with other Precinct captains and Magisterial District Chair
 - d. A minimum of **3** volunteers per 2-hour shift from 6:00 am – 7:00 pm.
2. Submit list of all volunteers and contact information to Magisterial Chair by October 15 and again 1 week before Election Day and a final list the day after election Day
3. Have a meeting with Volunteers to Inform of their Duties/Responsibilities
 - a. Stand 40 feet from door entrance
 - b. Arrive 10 minutes before your shift starts so you can be briefed and brought up to speed
 - c. Need continuous poll coverage for all 13 hours (6:00 am – 7:00 pm)
 - i. A minimum of **3** volunteers per 2-hour shift
 - d. Greet voters as they approach you
 - e. **Offer** Democratic sample ballot. If voter does not want it or says derogatory remark, say something positive (i.e, Have a nice day). **DO NOT argue** with voters
 - f. Recycle the Sample Ballots
 - i. Have someone to stand outside the exit door to ask voters for their sample ballot
 - ii. Have someone to periodically go inside and retrieve sample ballots from trash
 - g. **Do not** let Republican greeters distract you by excessively talking with you (This is a tactic of theirs. While one is talking with you, the other Republican greeters are passing out the Republican sample ballot)
 - h. **Do not** wear campaign tee-shirts. Buttons are ok but take Button off if you have to go inside the building or within 40 feet of entrance
 - i. **Do not** take campaign material not sample ballots inside building or pass 40 feet of entrance
 - j. **Do not** leave your place of duty prior to your replacement arriving at your location. If your replacement does not come 10 minutes after your shift ends, call the Precinct captain.
 - k. Brief your replacement before you leave
 - l. If a disabled or elderly voter drives up in a car and need assistance, inform them of curbside voting and go inside and get a Poll official to come out to their car.
 - m. Call your Precinct captain immediately if:
 - i. You are getting low on sample ballots or materials
 - ii. Observe problems or issues
4. Put up campaign signs the night before Election day (between 11:00 pm – 4:00 am) at the Precinct.
 - a. Strategically place signs in visible areas. If needed, reposition signs after Republicans have placed signs
 - b. Signs must be at minimum of 40 feet from the door entrance
 - c. Retrieve signs after polls close at 7:00 pm on Election day.
5. Arrive at polls no later than 5:30 am to set-up
6. Set-up Table in strategically visible location in high-traffic area near entrance
 - a. Decorate table with campaign signs
 - b. Provide a chair for volunteers who may need to take a short break
 - c. Tape Volunteer sheet on table so volunteers will know who is to replace them
 - d. Keep extra campaign materials until needed.
 - e. Keep lunch and drinks
7. Have a volunteer or yourself to go into building and get a vote count
 - a. A sheet will be provided to use to get the vote count
 - b. Do not wear campaign tee shirt or buttons in building
 - c. Get count at 10:00 am, 2:00 pm and 7:00 p.m.
8. Check on the Precinct throughout the day to ensure everything is going smoothly. Call Magisterial Chair if additional materials are needed or problems arise.
9. Have a debrief meeting with volunteers to learn successes and areas for improvement