

Alpha Phi Alpha Fraternity, Inc.

Theta Zeta Lambda Chapter

A Voteless People Is a Hopeless People

Door-to-Door Canvassing Packet

Expanded Volunteer Field Guide

Purpose: Equip outreach volunteers with a clear, consistent, nonpartisan process for voter engagement, registration confirmation, voter education, mobilization, tracking, and follow-up.

Confirm Registration

Educate Voters

Mobilize Turnout

1. Canvassing Purpose and Core Outcomes

This packet is used by outreach volunteers conducting voter engagement in assigned neighborhoods. The goal is to confirm voter registration, provide election information, encourage community participation, and record follow-up needs so no household is left without next steps.

Primary outcomes

- Confirm whether eligible residents are registered at their current address.
- Help residents identify their voting plan: early in person, absentee, or Election Day voting.
- Provide nonpartisan information about where to find polling locations, early voting sites, sample ballots, and clerk information.
- Identify barriers such as transportation, uncertainty about registration, lack of election date awareness, accessibility needs, or need for follow-up.
- Document every contact attempt accurately and respectfully for post-canvass reporting.

Field principle

Register the eligible. Educate the registered. Mobilize the voters.

2. Volunteer Roles

Role	Main Responsibility	Recommended Supplies
Team Captain	Assign turf, review safety rules, collect completed sheets, and report totals.	Route list, emergency contacts, sign-in sheet
Lead Canvasser	Speaks with residents, uses the script, and answers basic questions.	Packet, clipboard, pen, voter info handout
Data Recorder	Tracks responses, follow-up needs, and address outcomes.	Tracking sheet or mobile form
Runner/Support	Provides materials, water, transport support, and team check-ins.	Extra handouts, water, phone charger

3. Nonpartisan Conduct Standards

VPHP canvassing should remain civic, respectful, accurate, and nonpartisan unless the chapter has separately approved a legally compliant partisan activity. Volunteers should never pressure, shame, argue with, or mislead residents.

- Do not tell a resident who to vote for.
- Do not argue about candidates, parties, or ballot positions at the door.
- Do not collect personal documents or take photos of IDs, ballots, or private information.
- Do not guess. If unsure, direct the voter to Michigan.gov/Vote or their local clerk.
- Do not enter a residence. Keep conversations at the doorway or public area.
- Respect “No Soliciting,” “No Trespassing,” and resident requests to end the conversation.

4. Door Script

Opening

Good morning/afternoon. My name is [Name], and I am volunteering with the Theta Zeta Lambda Chapter's A Voteless People Is a Hopeless People civic engagement initiative. We are sharing nonpartisan voter information and helping residents make sure they are ready for the next election. Do you have a quick moment?

If yes

1. Are you currently registered to vote at this address?
2. Do you know where your voting location or early voting site is?
3. Are you aware of the upcoming election date?
4. Do you already have a voting plan?
5. Would information about early voting, absentee voting, or voter registration be helpful?
6. Is there anything that might make it harder for you to vote, such as transportation, schedule, accessibility, or not knowing where to go?

If no or not interested

No problem. Thank you for your time. We are leaving nonpartisan voter information in the community. Please visit Michigan.gov/Vote or contact your local clerk if you need election information. Have a good day.

If the person is not registered or unsure

You can check or update your registration through Michigan.gov/Vote or with your city or township clerk. If you recently moved, changed your name, or are unsure of your status, it is worth checking before Election Day.

If the person has a barrier

Thank you for sharing that. I will mark this for follow-up so our team can provide additional information or connect you with the right official resource. We cannot complete the process for you, but we can help point you in the right direction.

5. Quick Response Guide

Resident says...	Volunteer response
I do not know if I am registered.	You can check your status at Michigan.gov/Vote or contact your local clerk.
I moved recently.	It is important to update your voter registration to your current address.
I do not know where to vote.	Your polling location and early voting site can be found at Michigan.gov/Vote or through your local clerk.
I need an absentee ballot.	Michigan voters may request an absentee ballot through their local clerk or Michigan.gov/Vote .
I cannot get transportation.	We will mark transportation as a follow-up need so the team can identify available community options.
I have accessibility needs.	Accessible voting options are available. Your local clerk can provide information on curbside voting and assistive equipment.
I do not trust the process.	I understand your concern. The best official source for accurate voting information is Michigan.gov/Vote or your local clerk.

6. Michigan Voter Information Notes for Volunteers

Use these notes as general guidance only. Election rules and site information can change, so volunteers should always direct residents to official sources for final confirmation.

- Official statewide voter information: Michigan.gov/Vote.
- Registered voters in Michigan may vote early in person for statewide and federal elections at assigned early voting sites.
- Michigan voters can register to vote up to and on Election Day, including during the early voting period. Residents should check current requirements through official sources.
- Absentee ballots are available beginning 40 days before every election, and voters may request them through their local clerk or the state voter information portal.
- Voters should bring photo identification if they have it. A voter without photo ID may still be able to vote after signing the required affidavit.
- For voting problems, voters may contact their local clerk or the nonpartisan Election Protection Hotline: 866-OUR-VOTE.

7. Canvassing Workflow

7. Check in with the team captain and receive your assigned route or turf.
8. Review the script, safety expectations, and data collection sheet before leaving.
9. Canvass in pairs whenever possible. Stay visible and remain aware of surroundings.
10. Knock or ring once, step back from the door, and introduce yourself clearly.
11. Ask only the approved questions. Keep the conversation brief and respectful.
12. Provide the correct handout or link based on the resident's need.
13. Record the result immediately after leaving the door.
14. Return completed sheets to the team captain at the end of the shift.
15. Participate in the debrief so the committee can identify follow-up actions.

8. Safety and Professionalism

- Wear comfortable shoes and weather-appropriate clothing. If provided, wear chapter or VPHP identification.
- Carry a charged phone and stay connected to your team captain.
- Do not enter homes, fenced areas with animals, or unsafe locations.
- Leave immediately if a resident becomes hostile, intoxicated, threatening, or aggressive.
- Avoid blocking doors, driveways, sidewalks, or mailboxes.
- Canvass during approved daylight or early evening hours only.
- Protect resident privacy. Do not discuss one household's information with another household.

9. Suggested Conversation Questions

16. Are you currently registered to vote at this address?
17. Do you know where your voting location is?
18. Are you aware of the upcoming election date?
19. Do you plan to vote in the upcoming election?
20. Would you like information about early voting options?
21. Would you like information about absentee voting?
22. Do you need help finding your local clerk or official voting information?

23. Is there a barrier that may make voting difficult for you?
 24. Would you like a follow-up call, text, or email from the VPHP team?

10. Data Collection Fields

Field	Options / Notes	Why It Matters	Follow-up?
Address	Street number, street name, unit number	Confirms assigned turf was completed	No
Contact Outcome	Spoke, no answer, refused, inaccessible, vacant	Measures outreach attempts	Maybe
Registered?	Yes, no, unsure, not eligible, declined	Identifies registration needs	Yes if no/unsure
Voting Plan	Early, absentee, Election Day, unsure	Supports mobilization strategy	Yes if unsure
Needs Info	Registration, polling place, early voting, absentee, clerk, sample ballot	Determines materials needed	Yes
Barrier	Transportation, schedule, accessibility, language, trust, childcare, other	Identifies support needs	Yes
Follow-up Method	Phone, text, email, door revisit, none	Clarifies next action	Yes if permission given

11. Follow-up Priority Levels

Priority	Use When	Action
High	Resident is not registered, unsure, recently moved, or needs clerk contact.	Follow up within 48 hours with official information.
Medium	Resident is registered but has no voting plan or needs early/absentee information.	Follow up during the same week.
Low	Resident is registered and has a plan but accepted reminder information.	Include in reminder outreach.
Do Not Contact	Resident requested no follow-up or refused contact.	Respect request and do not revisit unless publicly permitted route requires a future attempt.

12. Canvassing Tracking Sheet

Use one line per household. If using a digital tracker, these same fields should be included in the form.

Address	Spoke?	Registered?	Voting Plan	Needs Info	Barrier	Follow Up

13. Shift Debrief Form

Question	Notes
Total doors attempted	
Total conversations completed	
Number of residents not registered or unsure	
Number needing early voting information	
Number needing absentee information	
Number needing transportation/accessibility support	
Issues or concerns encountered	
Recommended follow-up actions	

14. Materials Checklist

- Printed canvassing packets
- Voter information handouts
- Clipboards and pens
- Route list or map
- Team captain contact number
- Water and weather supplies
- Phone charger or battery pack
- Incident report process
- QR code or short link to official voting information

15. Closing Reminder

Every respectful conversation matters. Some doors will not open, some residents will decline, and some conversations will be short. The goal is consistent, professional, nonpartisan engagement that helps residents know where to go, what to do, and how to participate.