COMMITTEE ON POLITICAL EDUCATION

of the

AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS

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VOTE MANUAL STEP BY PLANFOR ORGANIZING AND CONDUCTING AN EFFECTIVE REGISTER AND VOTE CAMPAIGN AT

AFL-CIO

COPE REGISTER AND

ISSUED BY THE AFL-CIO COMMITTEE ON POLITICAL EDUCATION 815 16th STREET, N.W., WASHINGTON 6, D. C.

THE COMMUNITY LEVEL

FOR AFL-CIO

- Central Labor Bodies
- City and County COPEs
- Congressional District and Ward COPEs
- Register and Vote Campaign Organizers
- Precinct Workers

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ribbon or good stock paper and make up a small streamer with some slogan printed on it which could be pinned on your lapel.

12. ORDER DOOR-KNOB HANGERS

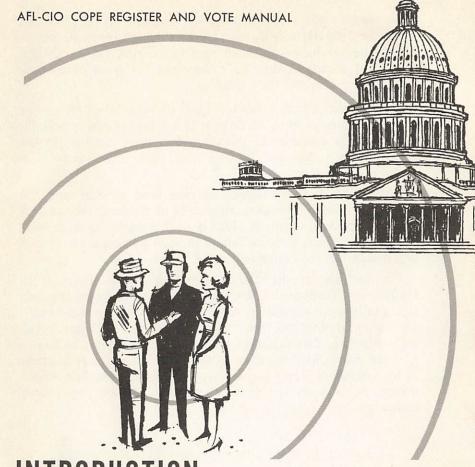
These are similar to the card that the telegraph company uses to notify you of a telegram delivery when you are not at home. Your door-knob hanger should have printed on it the facts about registration and voting, especially when and where to register and vote. Or, you can dress up your door-knob hanger with some catchy slogan.

PUT YOUR PLANS INTO ACTION: This pamphlet includes some suggestions that have worked in many areas. You have many good plans and ideas based on your own experiences. Select the ideas you feel will be the most helpful and workable in your area — THEN PUT YOUR PLAN INTO ACTION.

In many areas of the country less than half of the eligible people are qualified to vote. This must be corrected, and to correct it all good citizens should assist in the implementation of a register and vote campaign.

The AFL-CIO asks the cooperation of all citizens in a nonpartisan register and vote campaign so that all citizens in name can be citizens in fact by exercising their right of franchise and rendering their decision at the polls on election day.





INTRODUCTION

A number of AFL-CIO unions have done an excellent job in stimulating the political awareness of their members on issues and the importance of registering and voting. Due to the basic structure of unions, such efforts have in the main been conducted on the job site (plants, shops, offices, stores, etc.) and at union meetings. These efforts must be continued and strengthened.

This Manual, however, is primarily concerned with activity at another level — the community level. It has often been said that elections are won or lost in the precincts. It is also true that most people register in the precinct or at least make their decision in the precinct to register or not, and to vote or not.

If the Labor Movement is to reach the majority of Americans — even a majority of Americans who work for a living — it must do

so where they live. The overwhelming majority of the 37 million adults who did not vote in the 1960 Presidential election, including the 22½ million who failed even to register, are the natural allies and friends of the Labor Movement. A good percentage are our members and their families.

This Manual offers a flexible plan whereby AFL-CIO unions operating through AFL-CIO Central Labor Bodies may reach our natural allies and friends, members and their families, in the communities in which they live in the hope of getting them to register and to vote.

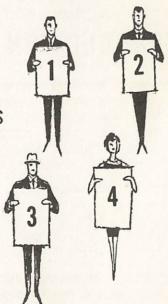
Historically, the number of citizens who register and the number who vote decreases drastically in the so-called off-year (non-Presidential) elections. 1962 is such a year. Our best hope of offsetting this traditional fall-off in voter participation is solid organization at the community level.

The sections in the Manual on Organization (Section I), Recruitment (Section II), A Check List for Organizers (Section III), and General Campaign Activities (Section V) are designed for use in Get Out the Vote Campaigns as well as Voter Registration Drives. Consequently, these sections will still be useful in those areas where the Voter Registration Drive is over or about to be concluded. Only Section IV, A Guide for Precinct Registration Workers, is designed exclusively for the registration campaign.

ATTENTION:

AFL-CIO CENTRAL LABOR BODIES

Your attention is called at the very outset to four general recommendations which can most effectively be implemented by the AFL-CIO Central Labor Body and the City-Wide AFL-CIO Register and Vote Committee. They are as follows:



8. PREPARE HANDBILLS

Print a simple, attractive flyer or handbill with registration and voting information in sufficient quantities for distribution:

- door-to-door
- · as inserts with organization mailings
- · on store counters
- as bill inserts by stores and by gas, light, and water companies
- · at street corners, in front of factories and schools.

9. PRINT STAMPS

Print "Register and Vote" stamps and urge organizations and businesses to stick them on all their mailing envelopes. "Register and Vote" slugs are available for mailing on stamp meter machines which automatically stamp every envelope "Register And Vote."

10. PLAN SPECIAL EVENTS

Schedule special events and see that these get good advance publicity and newspaper and radio coverage. Such special events could include:

- an opening ceremony of your register and vote drive, kicked off at city hall or state capitol by the mayor or governor, heads of your committee, and other prominent citizens. Have the mayor or governor issue a proclamation designating the special registration period as "Registration Weeks."
- register and vote parades with banners, sound trucks, pretty girls, etc. The parade should include veterans' organizations, detachments from different schools, detachments of the various professions such as teachers, clergy, lawyers, businessmen, labor organizations, etc.

11. ISSUE BUTTONS OR RIBBONS

"I Have Registered" buttons. You will find firms making campaign buttons listed in your yellow classified telephone directory. Make up buttons with an inscription such as "I Have Registered — I Will Vote." Distribute them at registration offices and urge people to wear them. Give the first button to the governor or mayor or some other newsworthy person. See that people wear your buttons on all publicity pictures. If you cannot get buttons you might want to use a

- "Register and Vote" cut-off slugs at end of stories, columns, editorials, etc., instead of regular rules.
- · editorials and cartoons on the "register so you can vote" theme.
- news stories about the register and vote drive. These can be varied indefinitely, for instance: stories about prominent women taking part in the registration drive on the women's page; naturalized citizens registering; 21-year olds registering to vote for the first time; oldsters reminiscing about events and issues that were important the first time they voted; feature reports on the register and vote office and its work; etc.
- ads giving registration and voting information and urging people to register and vote.

3. CONTACT BUSINESS, ADVERTISING AGENCIES to give their cooperation as follows:

- inclusion of register and vote slogans in newspaper ads or sponsoring of ads exclusively devoted to registration and voting.
- · register and vote announcements in radio and TV advertising.
- donation of space in streetcars, buses, and on billboards for register and vote messages.
- window displays in stores. (Run a contest for the best window display on registration and voting.)

4. PUT UP YOUR REGISTER AND VOTE POSTERS

- in department stores, retail shops, banks, public transportation carriers, theater lobbies and elevators of office and apartment buildings, barber shops, beauty parlors and restaurants.
- on bulletin boards in libraries, recreation centers, churches, clubs, unions, factories, colleges, and meeting halls.

5. THEATERS

 contact movie theater managers about running "Register and Vote" slides between films during the campaign period.

6. CONTACT THE CLERGY

 ask the clergy about mentioning registration and voting in their announcements and bulletins.

7. CONTACT ORGANIZATIONS

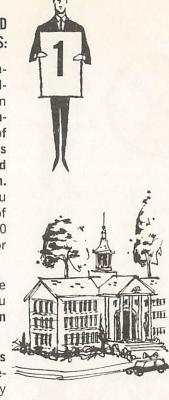
 get every organization you can to feature registration and vote announcements. Also ask them to carry "Register and Vote" announcements or ads in their bulletins and special mailings.

URGE PUBLIC OFFICIALS TO EXPAND AND IMPROVE REGISTRATION OPPORTUNITIES:

One of the first steps your Registration Committee should take is an evaluation of registration procedures in your area. Failure to register is generally not an indication of a lack of interest in voting. It is in many cities a result of inconvenience of hours and location of the place of registration. In most big cities the only place you can register is at City Hall or Board of Elections between 9:30 a.m. and 4:30 p.m. This makes it very difficult for most working people to register.

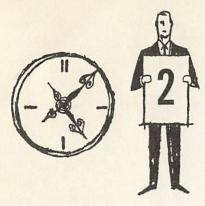
Since both parties are calling for the greatest possible turnout of voters, you should urge your city or county election officials to approve the following:

- A. Extension of the **number of days** registration will be held in the precincts as well as **the hours** in the day precinct registration places will be open.
- B. Temporary expansion of the number of neighborhood registration places to include schools, fire and police stations, and libraries.
- C. Appointment of "Roving Registrars" who can register citizens in their homes, door to door.
- D. Approval of a plan to move registrars from neighborhood to neighborhood in mobile trailers, where other facilities are lacking.
- E. Sending deputized registrars to plant gates; offices; hospitals; fraternal, church, and union meetings; picnics; county and state fairs; shopping centers; or any other place where there will be large numbers of people.





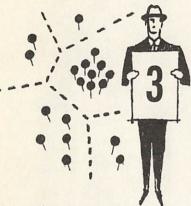




TIME YOUR DRIVE PROPERLY:

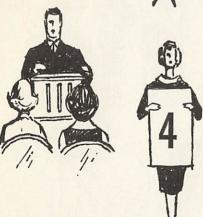
Like any other campaign, your registration drive must be properly timed. Your committee should work out a registration campaign schedule so that the main effort is concentrated during the period when the special and expanded neighborhood registration facilities are in operation.

When the registration drive is over, the emphasis — organizationally and operationally—should be shifted immediately to the Get Out the Vote Campaign.



CONCENTRATE YOUR REGISTER AND VOTE DRIVE IN KEY WARDS:

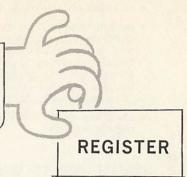
Get precinct and ward maps showing street boundaries. Mark the wards and precincts where the highest percentage of workers and unregistered voters live. Concentrate your main register and vote efforts in these wards and precincts on a door-to-door basis.



RECOGNIZE WOMEN AND MINORITY GROUPS:

It is imperative that women and minority groups be encouraged to participate fully in the Register and Vote Campaign. They should be an integral part of this effort and represented at the various levels of the campaign's organizational structure. In the case of women, make certain existing women's committees, auxiliaries, and divisions are fully utilized.

GENERAL REGISTER AND VOTE CAMPAIGN ACTIVITIES



While there is no substitute in a Register and Vote Campaign for door-to-door canvassing, there are a number of important campaign activities which can generate the kind of climate and community awareness essential to an all-out register and vote effort. The key is continuous and imaginative publicity. The more times and the more ways people are reminded to register and vote the more likely they are to do so.

Listed below are some of the activities and operations which have helped generate this favorable climate and public awareness in past Register and Vote Campaigns:

1. CONTACT RADIO AND TV STATIONS to give free time for

- special five or ten minute talks by prominent civic leaders about the importance of registration and of voting.
- short dramatic skits, live or recorded, stressing the need to register and vote.
- spot announcements urging registration and giving dates, places, and times for registration. (Also give phone number of the committee which can arrange for transportation when needed.)
- registration and voting information in regular news broadcasts and news commentaries.

2. CONTACT NEWSPAPERS (DAILY AND WEEKLY) to give free space for

 an "only X more days to register" box, preferably on the front page, every day for the duration of the registration drive. The same can be applied to "only X more days to election day" for the duration of the Get Out the Vote Drive. ter of voters shows among other names a Walter Davis and Mary Davis at that address. Better check the name-plates on the door to make sure. There they are — Mr. and Mrs. Walter Davis. May as well try them first. You ring the bell — a woman answers. With a smile, you say:

"Good evening, Mrs. Mary Davis?"

"Yes."

"Mrs. Davis, my name is George Stone. I live over on Maple Street and am a volunteer working with the citizens group in our community on voter registration."

"Oh, I'm already registered."

"Yes, I know you are, Mrs. Davis. Your name is on the precinct list of registered voters as is Mr. Davis'. I was wondering if there might be any other persons in your household eligible to register?"

"Eligible?"

"I mean twenty-one years of age or older, a citizen — things like that."

"Oh! I nearly forgot — my twin sons just turned twenty-one. They can vote now, can't they?"

"They certainly can—that is, if they register. Do they know where to go?"

"Downtown, don't they?"

Here is your opportunity to give explicit information and offer other services. You might ask to speak to the twins for a moment. Since registration day in the precinct is nearly three weeks away, you suggest they go downtown to the office of the city election officials. If you or the registration campaign committee provide transportation on certain days, you would offer this service. If precinct registration day were only a few days off, you would suggest they register in the precinct on that day — giving all the details.

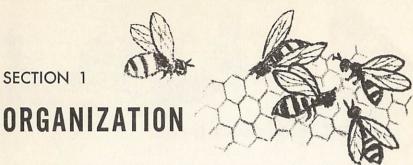
After making sure no other adults live in the household, you thank the Davis family for their time, leave the registration information, and proceed to your next visit. However, before ringing that next door bell, you record the names and addresses of the twins as your list of unregistered voters takes form and begins to grow.

THE FOLLOW-UP

You should regularly turn in to the Registration Campaign Headquarters the names and addresses of the unregistered voters you have located. Make sure you arrange for transportation, baby-sitting or other services you may have promised. Mail immediately any change of address cards you may have had filled out.

As the final day for registration approaches, be sure to again remind those who have not as yet registered and offer once more whatever services you are able to provide. Whenever you can get phone numbers, be sure to do so. A follow-up phone call can save you considerable time. However, on the final day of registration, you should attempt to visit every person on your list who still remains unregistered. This will be your last chance and his too!

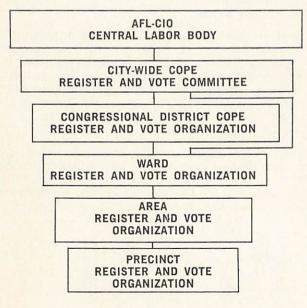
WHEN THE NEW PRECINCT LIST OF REGISTERED VOTERS IS PUBLISHED PRIOR TO ELECTION DAY AND YOU SEE THE NAMES OF PERSONS YOU HELPED ADD TO THE VOTERS' LIST, YOU'LL KNOW IT WAS WORTH EVERY BIT OF THE EFFORT AND TIME YOU SO GENEROUSLY GAVE.



The smooth and efficient operation of any large endeavor depends to a great degree upon how well it is organized and how sensibly it is structured. We, in the Labor Movement, have learned this truth the hard way. Yet, in the field of political education we do not always apply this lesson.

The political process of canvassing voters, registering the unregistered, and getting out the vote remains fundamentally an operation most successfully conducted at the community and neighborhood level. Therefore, Labor's Register and Vote Campaigns, to be truly effective, must be organizationally structured so as to be functional at the ward and precinct level.

Set forth below is a suggested organizational structure for a community register and vote campaign flexible enough to be adapted to local conditions:



STEP 1

The Central Labor Body
Should Establish
A City or County-wide
AFL-CIO COPE Register and Vote Committee

Composition: This top committee should include representatives designated by AFL-CIO unions within the city or county as well as the officers of the central labor body. Where an existing city or county COPE is directly charged with the conduct of the register and vote campaign, it should be enlarged to include such representation. If desirable, a smaller and more functional steering committee could then be selected from the broader group.

Major Sub-Committees: Appropriate sub-committees headed by experienced people should be appointed to plan and handle such essential over-all features of the Register and Vote Campaign as:

Publicity and Literature
Recruitment of Volunteer Workers
A Speakers' Bureau
Organization at the Community and Precinct Level
Finances and Fund Raising
Transportation
Telephone Crew

Personnel: A full-time person should be appointed to direct and coordinate the over-all Register and Vote Campaign. Because of budgetary considerations as well as the need for selecting an experienced person, the central labor body or international unions in the area should be contacted in the hope of obtaining the release of a qualified staff member to serve as Campaign Director. Sufficient clerical help should be made available to help insure an efficient operation.

Headquarters: A central headquarters with sufficient space should be maintained from which the Register and Vote Campaign may be properly conducted and coordinated. If the central labor body has adequate space and facilities available, the Campaign headquarters should be located in its offices.



- Canvassing Without a Precinct Register of Voters: If there is no list of registered voters available for your precinct, you must canvass door-to-door without the benefit of knowing in advance who is registered. You must therefore:
 - 1. Inquire of all persons visited whether or not they are registered voters.
 - At each address visited, first check and record the names appearing on mail boxes or door bells. You may then ask for them by name and after the visit make a notation as to whether or not they are registered voters.
 - Make certain once having made contact in a house you find out what other adults live in the household and whether or not they are registered. Be sure to record this information also.
- By following the steps outlined above, you will have done two significant things:
 - A. Located by name and address those persons who are not registered in your precinct; and
 - B. Compiled your own precinct list of registered voters.

NOTE: At the same time you discover or locate an unregistered person, you will, of course, urge him to register. How this should be done will be discussed later.

RECRUITING OTHER VOLUNTEERS

In canvassing your precinct, you should constantly be on the lookout for persons who may agree to assist you. They may or may not be union members. Accept whatever assistance they are willing to give. Whether they agree to handle a block, a part of a block, or only their apartment building, this additional help will save you time and lighten your load.

APPEARANCE AND ATTITUDE

The first impression you create is of paramount importance. You don't have the time to erase a bad impression, and a good impression will ease your task considerably. Your appearance should be neat and clean, and your attitude friendly and cooperative. When talking to an unregistered person, don't treat him as though he were a criminal. Most people who fail to register are not hostile to the idea. They simply "intended to" or "haven't got around to it" or "didn't think it made much difference." Such excuses and attitudes are not serious obstacles. Your friendly offer of information, service, and your follow-through will usually suffice to get such persons to register.

GETTING DOWN TO BUSINESS—THAT FIRST VISIT

You force yourself up from the dinner table, look longingly at the television set, and more longingly at the easy chair. Well, there's no use putting it off any longer — less than three weeks to the final day of registration and a whole precinct to cover. You check to see that you have everything you need — precinct list of registered voters, change of address cards, registration leaflets, list of union members in the precinct, notebook and pencil. The wife says you look just fine. She flashes you a smile that should register everybody in the precinct . . . too bad you can't bottle it.

Having already decided how to work the precinct, you head for the corner apartment building on Oak Street. The precinct regisYou must also know when and where registration will be held in the precinct or other place(s) in the community as well as the final day of registration, the hours, and the location.

• Precinct Register of Voters and Union Membership Lists: Many cities publish a list of registered voters in each precinct of every ward within the city. Make sure you obtain the precinct list of registered voters for your precinct where such lists are available. As will be explained later, no other item will be more valuable to you.

In a number of cities, unions have made available their membership lists for registration purposes. Make sure you are given the names and addresses of union members from these lists who live in your precinct. This is important whether the lists are broken down into registered and unregistered members or not.

NOTE: IF NO LIST OF ANY KIND IS AVAILABLE, YOU CAN STILL DO AN EFFECTIVE REGISTRATION JOB BY THE SAME PROCESS OF DOOR-

TO-DOOR CANVASSING (EXPLAINED LATER).

• Change of Address Cards: Many registered voters who move to a new address within the same city or town often fail to notify election officials of their change of address. This failure prevents them from voting in subsequent elections. Election officials in most cities and counties issue "Change of Address Cards" which, when properly filled out and mailed to their offices, will continue the voter's registration at his new address. You should obtain a supply of these cards and always have some on hand when canvassing your precinct.

LOCATING UNREGISTERED VOTERS

There are tricks, or more accurately, techniques to every trade. This is true in canvassing your precinct for registration or any other purpose. Precinct canvassing is simply a systematic process of visiting each home in a precinct for a specific and predetermined purpose. Certain things are particularly important to remember such as your appearance, approach, attitude, etc. However, before dealing with these matters, let us first discuss how you will proceed when canvassing from a precinct list of registered voters and then how to proceed where no such list is available.

• Canvassing from the Precinct Register of Voters: While there may be a small percentage of omission errors in the precinct register of voters, it is safe to work from the premise that persons living in the precinct whose names do not appear on the precinct register are, in fact, not registered from that address.

There are four main advantages in canvassing from a precinct register of voters:

1. You can ask for the registered voter by name.

You can thus locate through a registered voter the names of other adults in the household who are not registered.

You can show every name listed or not listed at that address on the precinct register.

4. In apartment buildings or other multiple dwelling units, you can check the names appearing on mail boxes or name-plates against the precinct register of voters in further locating unregistered persons.

STEP 2

The Now-Established City or County COPE Register and Vote Committee Should Set Up a Cope Register and Vote Committee In Each Congressional District, Ward, or Township Within Its Jurisdiction



Selection of Congressional District, Ward, or Township Leadership: In each district, ward, or township a chairman or co-chairmen should be appointed and a steering committee selected. This should be done in consultation with leaders of international unions within the area with the view of obtaining staff members or other key personnel who might be released or assigned full or part-time to help organize the district or ward register and vote campaign.

In any event, unions with membership in the district, ward, or township should be entitled to designate an official representative to serve on the steering committee.

Where Congressional District Structure Is Used: In cities or counties where the Register and Vote Campaign is organized and structured on a congressional district basis, the district steering committee should divide the congressional district into smaller organizational units such as wards or in the case of suburban areas into townships. In such cases, the district steering committee should appoint the ward or township chairmen.

The ward or township chairmen should be selected from the district steering committee. Those not selected from the steering committee should be added to it.

The Ward or Township Organization: The chairman and steering committee of the ward or township unit should have the responsibility of organizing and conducting the Register and Vote Campaign within the unit's jurisdiction subject to the general supervision of the county, city, or congressional district steering committee.

The ward or township should be divided into smaller compact areas consisting of from six to ten precincts and a leader appointed over each such area. These area leaders should be selected from the steering committee members. Where only the ward or township chairman has been appointed and no steering committee exists, the chairman should select the area leaders who would then comprise the nucleus of the ward or township steering committee.

SECTION 4

The Area Organization: The area leader should be responsible for the organization and conduct of register and vote activities within his assigned area. This would include the recruitment, appointment, and supervision of precinct leaders in the six to ten precincts assigned to him, subject to the approval of the ward or township chairman. The area leader together with his precinct leaders would comprise the area organization.

The Precinct Organization: The precinct leader is the key to the success of the entire register and vote campaign. It is he who will locate, contact, and get to register the unregistered voter and get him out to vote. He should attempt to enlist additional volunteers to assist him and should be responsible for the conduct of register and vote activities within his precinct. The precinct leader together with any other volunteer workers in his precinct would comprise the precinct organization.

Register and Vote Headquarters in the Community: Where the Register and Vote Campaign is organized on a congressional district basis, a centrally located headquarters should be set up and maintained within the congressional district.

Where ward or township units have been established, unions with headquarters in these areas should be urged to make office and meeting space available for the operation of ward and township units.

Special Committees — Special Assignments: Certain essential functions should be planned and coordinated at the congressional district, ward, or township level. The appropriate steering committee should appoint special committees or assign individuals to organize and handle such specific operations as:

Recruitment of Volunteers
Publicity and Literature
Relations with Community Groups
Transportation
Speakers Bureau
Telephone Crews
Baby Sitting
Sound Truck

THE OPERATIONS LISTED ABOVE SHOULD BE PLANNED AND COORDINATED WITH THE CITY OR COUNTY COPE REGISTER AND VOTE COMMITTEE AND FOR THE ULTIMATE OBJECTIVE OF ASSISTING THE PRECINCT LEADER IN REGISTERING THE UNREGISTERED CITIZENS IN HIS PRECINCT AND GETTING THEM OUT TO VOTE.

A GUIDE FOR THE AFL-CIO VOLUNTEER PRECINCT REGISTRATION WORKER

AFL-CIO COPE REGISTER AND VOTE MANUAL

So, you have volunteered to work on registration in your precinct. Congratulations!

You are now the most valuable cog in the entire AFL-CIO Voter Registration Drive — the key to a successful registration campaign. But what is even more important, you are about to help your neighbors place themselves in a position where they may exercise perhaps the most vital of all their citizenship rights — the right to vote!

In the 1960 Presidential election, over 37 million adult Americans did not vote and over 22½ million failed even to register. It should be a source of personal satisfaction to know that you are reducing this tragic number of ineffective citizens among your friends and neighbors. It should also be a comfort to know that thousands of your AFL-CIO sisters and brothers are doing the same thing in precincts across the nation.

EXACTLY WHAT DOES A PRECINCT REGISTRATION WORKER DO?

Your job as a precinct registration worker can best be explained by reducing your operation into its two essential parts:

- 1. You locate the persons in your precinct who are not registered voters.
- 2. You, then, get them to register at the place of registration.

You do this in a well-planned and organized way. Of course, this does not tell the whole story, but it does reduce to its essentials the nature of your task. We will later deal with these essential functions in detail.

INFORMATION AND MATERIAL IMPORTANT TO YOUR JOB

- Precinct Boundaries: You should know the actual physical boundaries of your precinct. Most cities issue ward precinct maps which show the street boundaries for each precinct within a given ward. Your ward or area registration leader should have such a map. If not, you can obtain one in most cases from the office of the city or county election officials.
- Legal Requirements: The offices of city and county election officials publish folders setting forth the legal requirements for voter registration such as age, citizenship, length of residence in the state, county, and precinct, etc. This is information you should know. For ready reference, you should have this folder with you while canvassing your precinct.
- When and Where to Register: In order to properly inform the unregistered voter, you must know:
 - A. Where he may register during the period you talk to him the exact address, room or office;
 - B. The days in the week he may register at that location;
 - C. The hours he may register during each day.

THAT FIRST MEETING — DECISION ON OPERATIONS

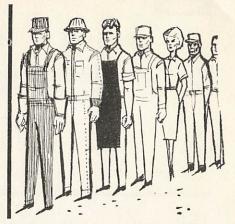
YES	NO	
		15. In calling the first organizational meetings in your assigned area, have you notified by mail the following:
		(A) Unions with offices and/or membership in your assigned area as well as individuals officially designated by such unions to represent them in the area?
		(B) All persons residing in the area who have signed the Volunteer Worker's Card?
		(C) A selected number of union members chosen on a geo- graphical basis within the area from general member- ship lists previously submitted by cooperating unions?
		16. Have you prepared an agenda for your first meeting?
		Have you thought through what you wish to accomplish at the meeting and how to go about it?
		17. Which of the following operations do you intend to employ in your area register and vote campaign:
		 (A) Door-to-door canvassing using precinct lists of registered voters;
		(B) Door-to-door canvassing aided by union membership lists;
		(C) Door-to-door canvassing without the use of any lists;
		(D) Sound trucks;
		(E) Leaflet distributions;
		(F) Telephone crews;
		(G) Baby-sitting services;
		(H) Transportation services.
		Have you decided how you intend to organize and maintain these operations? What help you will need? Where to get it?

NOTE: Where there is other information you need to know or additional material you should have, contact the city-wide Register and Vote Committee of the AFL-CIO Central Labor Body in your city or county.



SECTION 2

RECRUITMENT



The success of the Register and Vote Campaign will be determined by the number of precinct workers recruited. This is why the AFL-CIO has issued a nation-wide call for 100,000 volunteer workers to join the AFL-CIO Register and Vote Corps.

Maximum use should be made of the AFL-CIO Volunteer Worker's Card. The card, illustrated below, can be duplicated locally and distributed in quantity.

VOLUNTEER WORKER'S CARD AFL-CIO Register and Vote Corps

I wish to join the AFL-CIO Register and Vote Corps and volunteer to work on registration and getting out the vote in my neighborhood. You may contact me at the address listed below.

NAME	
ADDRESS	
CITYZ	ONESTATE
PHONE	
UNION	LOCAL
(If not certain, do not	fill in space below.)
CONGRESSIONAL DISTRICT	
WARD OR TOWNSHIP	
PRECINCT (ELECTION DISTRICT)	

Where the Volunteer Worker's Card is to be sent through the mail, a business reply envelope or fold-over card may be used as illustrated on the following page.

Postage
Will be Paid
by
Addressee
The second second



BUSINESS REPLY CARD

First Class Permit

COPE REGISTER AND VOTE COMMITTEE Central Labor Body, AFL-CIO

		(address)		
-	(city)	(zone)	(state)	

REMEMBER! The AFL-CIO Register and Vote Corps is not confined to Union Members. Wives, husbands, sisters, brothers, fathers, and mothers should be urged to volunteer. A special effort should be made to recruit retired workers and the unemployed.

STEP



RECRUITMENT AT THE CITY OR COUNTY LEVEL

What the Central Labor Body, City, or County COPE Register and Vote Committee should do:

- Have printed or mimeographed in sufficient quantity the Volunteer Worker's Card.
- Send a letter to all delegates to the Central Labor Body urging them to join the AFL-CIO Volunteer Register and Vote Corps. Enclose in the mailing the Volunteer Worker's Card and a business reply envelope, or fold-over card.
- Prepare a sample Volunteer Recruitment Leaflet suitable for reproduction and plant distribution which would include a copy of the Volunteer Worker's Card or to which the card could be attached.

	Service of the service contact from the				
	(E) To arrange speaking engagements at union meetings of these groups (membership, steward, and local execu- tive board, etc.) to recruit volunteers and stress impor- tance of the register and vote campaign?				
	□ 10. In your recruitment of volunteers in the Campaign, are you making maximum use of the AFL-CIO Volunteer Worker's Card (illustrated below)?				
	VOLUNTEER WORKER'S CARD AFL-CIO Register and Vote Corps I wish to join the AFL-CIO Register and Vote Corps and volunteer to work on registration and getting out the vote in my neighborhood. You may contact me at the address listed below. NAME ADDRESS				
	CITYZONESTATE				
	UNION				
	PRECINCT (ELECTION DISTRICT)				
E	PLORING COMMUNITY RESOURCES				

123	NO		
		h	Do you know what community, civic, and neighbor- lood organizations are located or are active in your ssigned area?
		b	Do you know what community, language, and neigh- orhood newspapers are circulated in your assigned area?
		b to	Have you contacted community, civic, and neigh- corhood organizations active in your assigned area o discuss their cooperation in a joint community- vide register and vote campaign?
		g y y e	Have you contacted editors of community, lan- quage, and neighborhood newspapers circulated in our assigned area seeking their cooperation in our register and vote drive (future news articles, ditorials, feature stories, press releases, pictor- als)?

ESSENTIAL PRELIMINARY MATERIAL - WHERE TO GET IT

YES	NO	
		 Have you visited the office of the local election officials (city, town, or county) to obtain the fol- lowing:
		(A) Precinct list of registered voters for each precinct within your assigned area (if available)?
		(B) Congressional district map?
		(C) Ward maps of city or town, or township maps?
		(D) Ward or township precinct maps of wards or townships within your assigned area?
		(E) Literature available on voter registration?

ORGANIZATION — UNION RESOURCES — RECRUITMENT



- 8. Have you thought through and decided on the organizational structure you will use for the register and vote campaign?
 Have you read the section in the AFL-CIO Register and Vote Manual on Organization?
 9. Have you contacted these three major groups: (1) the AFL-CIO Central Labor Body; (2) District or Regional Offices of International Unions within the city, town, or county; (3) Local Unions with offices and/or membership in your assigned area for any of the following purposes:
 - (A) To obtain official representation from these groups on your area-wide campaign committee?
 - (B) To obtain names, addresses, and phone numbers of officials, delegates, and key members of these groups living within your area who may be assigned or recruited for registration work and getting out the vote?
 - (C) To obtain lists of names and addresses of union members of these groups residing in your assigned area, and where available, broken down as to registered and unregistered?
 - (D) To ascertain availability of union headquarters in your area for area or neighborhood meetings, office space, clerical help, etc.?

- Send a letter to all Affiliated Locals and International Unions in the area urging them to order or reproduce the Volunteer Worker's Card and Recruitment Leaflet for recruiting volunteer workers at:
 - (a) local executive board meetings
 - (b) steward and committee meetings
 - (c) membership meetings

and by:

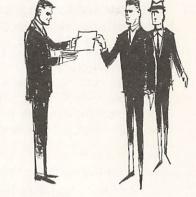
- (c) selected mailings to key members, retirees, and laid-off workers
- (b) plant gate distribution
- Members of the City or County COPE Register and Vote Committee should follow through on recruitment within their respective unions and should always have a supply of Volunteer Cards to sign up members at union meetings and functions they attend.
- When Volunteer Worker's Cards are returned to the AFL-CIO city-wide central register and vote headquarters, the information on the cards should be recorded or the cards duplicated and the original card immediately forwarded to the appropriate congressional district, ward, or township registration committee with instructions to immediately contact and assign the volunteer worker.

STEP



RECRUITMENT AT THE CONGRESSIONAL DISTRICT, WARD, AREA, AND PRECINCT LEVEL

Each congressional district or ward register and vote committee should plan and conduct a drive to recruit volunteer workers among union members living within its jurisdiction. This activity should be coordinated by the special committee on volunteer recruitment. Listed below are some suggestions which could be followed in the recruitment of volunteer workers:



 An ample supply of Volunteer Worker's Cards should always be on hand in all register and vote headquarters and available at all meetings. indicated below:

(a) The Congressional District Level: Each member of the congressional district steering committee should assume the major responsibility for launching a recruitment drive among members of his own local and international union known to reside within the congressional district or ward. Membership lists previously submitted by cooperating unions should be broken down by ward (township), area and precinct and the names and addresses submitted to the appropriate ward, area and precinct unit for recruitment purposes.

(b) The Ward Level: The leadership of the ward organization should be specifically charged with the responsibility of recruiting volunteer workers among union members living within the ward. They should work from the ward membership lists concentrating on those areas of the ward where few or no members have volunteered as precinct workers.

(c) The Area Level: Each area leader has the responsibility of recruiting and assigning precinct leaders and workers for every precinct under his jurisdiction. This is his first task. As he recruits and assigns precinct leaders, the area leader should in turn enlist their aid in recruiting volunteer workers in the uncovered precincts.

(d) The Precinct Level: The precinct leader, during the course of his door-to-door canvassing, should make an all-out effort to recruit additional volunteers to assist him. Whether such new volunteers agree to handle a block, a part of a block, or only a building, this additional help would lighten the load of the precinct leader and help assure a more complete registration and "get out the vote" effort in the precinct. Where available, the precinct leader should be provided with a list of union members living within his precinct.

• A special effort should be made to enlist the aid of unions with offices and/or membership in the district or ward (township) as outlined in paragraph I on page 11.

 Those who have signed the Volunteer Worker's Card should be requested to recruit additional volunteers in their respective local unions and in their neighborhoods.

• A selected mailing based on a geographical division of the district or ward could be sent out from membership lists previously obtained from cooperating unions. Such a mailing should include the Volunteer Worker's Card and an announcement and invitation to attend the next meeting of precinct workers.

 If feasible, a sign could be displayed in the headquarters visible from the street with such wording as:

UNION MEMBERS VOLUNTEER HERE AFL-CIO REGISTER AND VOTE CORPS

SECTION 3

A CHECK LIST

For ORGANIZERS
CHAIRMEN and
DIRECTORS of AFL-CIO
REGISTER AND VOTE CAMPAIGNS



This Check List is designed to direct your attention to information you need to obtain, sources available to you, and those things you should do in organizing and conducting an effective Register and Vote Drive in the area to which you have been assigned.

PRELIMINARY INFORMATION YOU NEED TO KNOW

YES	NO	
		 Do you know the actual boundaries of the area you are responsible for (precinct, ward, township, con- gressional district)?
		2. Do you know when and where (date, time, place[s]) residents of your assigned area may now register?
		3. Do you know the final day for voter registration in your area, where it will be held, and during what hours?
		4. Do you know the major legal requirements for residents of your area to be eligible to register?
		5. Do you know what unions have offices, halls, plants, shops, etc., located in your area?
		6. Do you know what precincts in your assigned area have the highest concentration of unregistered citizens?