

The VAT New Voter Canvass List

1. Request a New Voters Canvassing List from your county VAT Administrator.
2. When you receive the email sharing the current month's report of New Voters, click the link and the VAT page with your New Voters Report will appear.
 - a. Select "Canvass List" to see the format for canvassing new voters and writing the new or corrected information on the printed for. Download onto your computer and print.
 - b. Select "Raw Data" if you would like the same information formatted in a spreadsheet. It will download as a .csv file but you may save it as an Excel workbook sheet if desired.
3. Identify the best way to contact the new voter
 - a. Use the voter information to decide the best way to contact each voter: phone; email; door knock; send a letter or postcard?
 - b. The voter's age can help determine the best hour of the day to call.
 - c. Check the address of new 18-year-old voters in VAN to see if parents are Dems
4. Divide your list into groups by method of contact – recruit volunteers to help
 - a. Email each New Voter Engagement (NVE) volunteer a canvass list with an assignment and the instructions with the codes to record (see page 2 below)
5. The person doing the contacting should plan "conversation starters" for each voter
6. Contact New Voters to say "welcome" and share your enthusiasm
 - a. Inform them of Vote by Mail, Early Voting dates, Polling Places, how to add a snowbird address with the Supervisor of Elections to receive mail ballots when away from their Florida voting residence
 - b. Gather missing information – phone, email, snowbird mailing address
 - c. See if they are interested in joining a local Club or Caucus
 - d. Ask if they would like to volunteer – record their interests
 - e. Ask for their questions
7. Record the information you gather on your Canvassing List
8. Possible follow-up tasks
 - a. Help with Vote by Mail Enrollment or Registration of another person
 - b. Deliver any Vote by Mail Enrollments to Supervisor of Elections
 - c. Information about Clubs and Caucuses

d. Volunteer opportunities presented to voter

e. Add new emails to your precinct email list

9. Complete your NVE Canvass List and send to your county data team for input into Votebuilder (VAN).

The **Canvass Result** column indicates whether you were able to talk with the voter – if so, enter **C** (for “Canvassed”) and fill out the rest of the form for that voter. If not, use the following codes:

LM	Left Message	NH	Not Home	BZ	Busy	WN	Wrong Number
CB	Call Back	DC	Deceased	OD	Out of Order	WX	Disconnected
MV	Moved	VC	Vacant	GT	Gated	IN	Inaccessible
RF	Refused Contact	LD	Lit Dropped	SP	Spanish	LG	Other Language

The **VBM** column indicates the voter’s Vote by Mail intention. **A** indicates they are already enrolled in VBM. Use the following codes to indicate VBM intention/action:

Y	Yes	N	No	U	Unsure	C	Collected VBM Form
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Column A: Enter **Y** if they are interested in joining clubs and caucuses.

Column B: Enter **Y** if they would like to subscribe to the Informed Democrat.

Column C: Use the following codes to indicate if they are interested in volunteering.

Y	Yes	M	Maybe	N	No	L	Later
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Column D: Enter **Y** if the voter provided an email address for follow-up.

The Notes column can be used for additional information

- “Rita has difficulty walking but is willing to do tabling events for Voter Registration.”
- “This voter’s name appears as Margaret but goes by Peggy.”
- ‘Delete phone numbers as shown”