Signature Gathering Instructions & Top Tips

Signature-Gathering Technical Instructions:

- Signers must be registered to vote in SF, San Mateo, Santa Clara, Contra Costa, or Alameda County.
- All stapled petition packets are the same, but **each packet can only have signatures from one county**. Write the name of the county in the provided space on every signature page in that packet.
- When a voter is signing, double-check that they're signing in a packet for the correct county. If it doesn't match, cross it out and have them redo it in the correct petition.
- **Remember: For a signature to count, it has to be in a stapled packet for that voter's county.**
- Only use black or blue ink.
- Voters need to fill out and sign the information themselves – if a voter offers to sign for their spouse, or a friend offers to sign for their roommate – don't let them, each voter needs to sign for themselves.
- BUT, if a signer has trouble writing, a third person can print their name and address, but the signer has to write or make a mark for their own signature. As the gatherer, you can't do either for them.
- If an entry is illegible or there was a mistake (such as signing in a packet for a different county), cross it out and have the signer start over. **But don't cross out any signatures that the signer won't be redoing.**
- **Check each signature before you walk away – make sure they completed ALL 5 SECTIONS in the signature box!** We need to make absolutely certain that they have put their full address where they are registered to vote (including street address, city and zip) and both printed and signed their name before we walk away!
- **Keep all signature information confidential.** Using this information for any other purpose (e.g. subsequent contact, mailing list, taking a photo of it) is a crime.
- Petitions must stay intact: do not unstaple, cover, amend, or write over anything. If the staples on a packet start to come undone, return it to us. You can stabilize it with a paperclip (don't re-staple).
- Petitions contain information that people have a right to see, if they ask. This includes the measure's full text, notice of intention (summary), and a list of top funders.
- **We can use a petition during the month listed in the Top Funders box and for up to a week after.**

Questions? Reach out to Chintan Desai at 870-995-0760 or chintan.desai.tfa@gmail.com

Signature-Gathering Top Tips:

- **IMPORTANT! Hand people the clipboard and pen as soon as you know you're talking with a registered voter** – once they are holding the clipboard they are way more likely to sign.
- Make eye contact, smile, always say thank you. Speak with confidence and an upbeat attitude.
- Signature gathering is a numbers game. We don't need to spend a lot of time trying to convince any individual voter to sign. If you've given it your best shot and the voter is still hesitant – move on!
- If there are multiple voters in the house – try to get everyone who is home to come to the door and sign. **Getting multiple signatures at a single household is golden!**
- Don't take it personally if you hear "no" - that's normal! Focus on asking the next person rather than dwelling on rejection. Some folks say no and it has nothing to do with us or even the measure – it's really not personal.
- Gathering from people you know - even a tiny bit - tends to be easiest. And if one person in a group signs, often many others will too.
- If someone asks you a question & you don't know the answer, don't guess. **If you aren't sure about a question, just say you don't know!** Tell people to visit the initiative website at: ConnectBayArea.com

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