



Field Shift Brief

A concise written brief for canvass, phone, literature, and data shifts.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

Complete before the shift and use it during the verbal briefing.

Use verified information, assign a named owner, protect personal data, and confirm jurisdiction-specific legal or election requirements with the authorized campaign official or election authority.

Shift plan

Field	Details
Date / time	
Meeting point / link	
Lead / backup	
Task and objective	
Target / completion standard	
Return / report time	

Briefing points

Topic	Campaign standard
Why this work matters	
Task demonstration	
Approved script / process	
Result codes / notes	
Safety / privacy / accessibility	
Escalation contact	



Closeout

Measure	Result
Attendance	
Output	
Requests / follow-up	
Issues	
Next action	



Sources and local adaptation

Confirm all election, finance, accessibility, privacy, and voting-information requirements using current official sources. Record the source and verification date before operational use.

Elections Canada - candidate and political financing guidance
<https://www.elections.ca/>

U.S. Federal Election Commission - candidate and committee guidance
<https://www.fec.gov/help-candidates-and-committees/>

National Democratic Institute - Campaign Skills Handbook
https://www.ndi.org/sites/default/files/Campaign%20Skills%20Handbook_EN.pdf

CISA - election security resources
<https://www.cisa.gov/topics/election-security/election-security-resource-library>