

First Shift Checklist - Filled Example

Completed example: Jordan Lee for Riverside Council | Prepared September 15, 2026

A completed field-shift package showing launch preparation, volunteer briefing, safety checks, turf control, data standards, and post-shift closeout.

Shift overview

Field	Completed entry
Shift	Saturday Mega-Canvass - Sept. 19, 10:00 AM-1:00 PM
Launch location	Riverside Community Centre, 18 King Street
Shift lead	Sam Patel - 506-555-0134
Goal	1,200 doors; 360 conversations; 140 identified supporters
Weather / safety	Light rain; reflective vests and umbrellas available

Pre-launch checklist

- ■ Lists activated and tested on two phones
- ■ Turf packets assigned with no overlap
- ■ Volunteer names and emergency contacts confirmed
- ■ Scripts, literature, pens, and water packed
- ■ Apartment access notes reviewed
- ■ Data sync and end-of-shift process explained

Volunteer briefing script

Welcome: "Today our goal is quality conversations and accurate information, not rushing. Stay with your partner, respect every resident, and return by 12:50 for data closeout."

Minute	Briefing item	Completed note
0-5	Welcome and objective	1,200 doors / 360 conversations
5-10	Conversation demonstration	Priya and Sam role-played opening and support ID
10-14	App and result codes	Not Home is household-level; individual IDs saved separately
14-17	Safety and escalation	Leave hostile situations; call Sam for incidents
17-20	Assignments and launch	Teams released by turf number

Closeout results

Metric	Goal	Actual	Result
Doors attempted	1,200	1,146	96%
Conversations	360	382	106%
Supporters identified	140	151	108%
Volunteer attendance	28	26	93%
Data sync issues	0	2	Resolved before departure

Follow-up actions

Action	Owner	Due
Call two sign-request households	Volunteer lead	Sept. 20
Review apartment access failures in Poll 14	Field organizer	Sept. 20
Thank all 26 volunteers by email	Volunteer lead	Sept. 19
Correct two duplicate voter records	Data lead	Sept. 19

Training note: This is a fictional completed example. Campaigns should replace all entries with their own facts and verify jurisdiction-specific legal, finance, privacy, and election requirements with current official sources.