



Volunteer Follow-Up Schedule

A repeatable schedule from commitment through first shift, second action, and leadership development.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

Use this as a weekly volunteer pipeline and retention worksheet.

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.

Contact cadence

Moment	Standard
Immediately after commitment	Send exact details and lead contact.
24 hours before	Confirm attendance and any accommodation.
At arrival	Welcome, introduce, brief, and demonstrate.
At shift close	Thank specifically and ask for feedback.
Within 24 hours	Send thanks and one clear next action.
Within 7 days	Check in if no next action is booked.

Volunteer schedule

Volunteer	Next shift / action	Reminder	Follow-up	Interest/strength	Owner

Leadership candidates

Volunteer	Evidence of reliability	Possible next role	Support needed	Conversation date



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>