



Volunteer Shift Briefing

A standardized briefing card for canvass, phone, event, data, and literature shifts.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

The lead should cover every item and invite questions before work begins.

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.

Briefing card

Topic	What volunteers need to know
Purpose	Why this shift matters and the measurable goal.
Task	Demonstrate the process; do not only describe it.
Script / standards	Approved language, result codes, notes, and prohibited conduct.
Safety / accessibility	Weather, environment, respectful conduct, accommodation, exits.
Privacy	Minimum information, secure devices/lists, factual notes only.
Support	Named lead, contact method, escalation, return/report time.

Shift details

Date/time	Lead/contact	Objective/target	Return/report time

Volunteer confirmation

Volunteer	Role / list	Understands task	Questions / accommodation
		■	
		■	
		■	





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>