

How to coordinate a Signature Signing Campaign

1. Contact person should call a meeting for the volunteers who will be asking for signatures. Explain the procedures of gathering signatures such as being knowledgeable about the plight of the Hmong, who will be receiving the signatures, and what we hope to accomplish with these signatures. Talk about who is responsible for returning equipment to the closet for the next Sunday signature campaign. Explain that it is important to approach people for their signatures. One does not need to be pushy but you can at least present the clipboard to the person.
2. Assign volunteers to appropriate Sunday church services with two volunteers at each door.
3. Make a very large sign for the card table such as **Hmong Signature Campaign -Sign Your Name Here** We kept two clipboards on the table and the other volunteer approached people with another clipboard. That way people did not have to wait long in line.
4. **Ask volunteers** to bring clipboards, card tables, pens, and extra copies of the letter to the President or Sunday bulletin insert. We had a box with all of our supplies for each door. We kept all of the supplies in a closet by the sacristy.
5. Ask Pastor to make an announcement at the conclusion of each church service.
6. Create a box or an envelope that is designated just for signature sheets that contain names, addresses, and signatures and have one person be in charge of this box/envelope.
7. This person will be responsible for returning these signature sheets to the Chairperson of the **Save the Hmong Committee** We used an envelope and after each church service the person in charge would record the date and the number of sheets that we filled.
8. Set-up your signature campaign station at least 15 minutes before the conclusion of the church service.
9. Have a notebook ready in case a person is willing to gather signatures at work. Encourage people to spread the word. This signature campaign does and should go beyond our churches. Record the person's name, address, and phone number. Tell the person that important information will be mailed to them. Be sure to follow through!
10. Make sure that you have plenty of signature sheets. Run more copies if needed. At some of our church services, volunteers neglected to have plenty of sheets available.
11. Stand to greet the potential signer! Meeting people at eye level is much more effective.
12. Keep an eye on the signatures. No one can sign the name of another person. So John Doe can not sign for his wife Jane Doe. **Explain, print name, city and state and then sign.**

13. Post a schedule of the names and times of the people volunteering to stand at the doors.
We posted this schedule in the room that housed our equipment. All volunteers knew to look here. We also e-mailed each volunteer with his/her name in bold on the schedule. Also, make sure that volunteers know who to call if they are not able to be at church. Our coordinator was asked to step-in several times for volunteers who did not show or could not make it. Make sure that all volunteers know which doors they will be standing by.
14. Place a thank-you in each congregation's Sunday bulletin thanking the **congregation** and **volunteers** for a successful signature campaign. It doesn't hurt to throw some numbers out there at the people.
15. Place a deadline on the contact person for the return of all signature sheets.
16. At a predetermined date, gather a few volunteers to make copies address the large envelopes and mail out the signature sheets to the appropriate people. Make sure that you retain one set of the copies for your records.

6-14-08