

Shelly's Law Coalition

Launch event: Volunteer assignment guide

Volunteer roles and assignments

There are two types of roles at the event:

Bright-vest leadership roles

Volunteers wearing a **bright vest** are responsible for coordinating the event, volunteers, petition activities, and logistics. If you have a question or are unsure what to do, look for a Bright vest.

The 5 bright-vest roles

1. **Event manager(s)** — overall command
2. **Volunteer coordinator(s)** — manages people and assignments
3. **Petition coordinator(s)** — manages the petition process and packets, neighborhood canvassing
4. **Logistics and floating lead(s)** — manages physical needs and fills gaps

Volunteer assignments

Volunteers may be assigned to different tasks throughout the event. Your assignment may change as event needs change. You will be given instructions when you check in and should report to the Bright-vest lead overseeing your assignment.

- Welcome and check in
- Petition table
- Neighborhood canvassing
- Floater and support

Leadership roles (bright vests)

Event manager(s)

Primary responsibility: Oversee the event as a whole and keep everything moving.

Event manager(s):

- Monitor the overall event and crowd flow.
- Keep the event schedule on track.
- Coordinate with the other Bright-vest leads.
- Make decisions when an issue falls outside another lead's responsibilities.
- Help resolve unexpected problems.
- Adjust the overall plan when circumstances change.
- Serve as a primary point of contact for significant questions or concerns.

For volunteers: If you have a problem that your assigned lead cannot resolve, they may direct you to an event manager.

Volunteer coordinator(s)

Primary responsibility: Manage volunteers and assignments.

Volunteer coordinator(s):

- Welcome and check in volunteers.
- Have volunteers complete the volunteer sign-in.
- Provide name tags after check-in.
- Determine volunteer assignments based on event needs and turnout.
- Organize volunteers into canvassing teams when needed.
- Make sure each assignment has enough volunteers.
- Reassign volunteers as needs change.
- Coordinate volunteer breaks and coverage.
- Help volunteers understand where they should report.

When volunteers arrive

1. Check in
2. Complete the volunteer sign-in
3. Receive a name tag
4. Receive your initial volunteer assignment
5. Report to the appropriate bright-vest lead

Assignments may change during the event. This is normal and helps us make the best use of the volunteers we have available. Feel free to reassign people.

Petition and outreach lead

Primary responsibility: Coordinate petition collection, petition packets, and volunteers collecting signatures.

This role combines the petition and outreach functions because the two activities are closely connected.

Petition and outreach lead(s):

- Manage the petition collection process.
- Answer petition-procedure questions.
- Manage numbered petition packets.
- Maintain the petition packet tracking system.
- Assign canvassing teams to zones and areas.
- Monitor which areas are available, assigned, or completed.
- Make sure canvassing teams understand their assignments.
- Make sure circulating volunteers understand petition requirements.
- Receive completed packets and route reports.
- Monitor canvassing progress.
- Reassign teams when they complete an area or when priorities change.

Assigning canvassing teams

When volunteers are available to canvass, the Petition and outreach lead(s) will:

1. **Build a team.**
Volunteers will generally be grouped into teams of approximately two or three people, depending on turnout and the needs of the assignment.
2. **Determine the appropriate zone.**
The lead will consider which zones are currently active, which areas have already been assigned, and where additional coverage is needed.
3. **Assign a specific area.**
Teams do not choose their own areas. The lead will assign an available area within an active zone.
4. **Assign a team ID.**
Each canvassing team will receive a team identification number.
5. **Assign a numbered petition packet.**
The packet number will be recorded with the team assignment before the team leaves.

6. Provide the route materials.

The team will receive its assigned area sheet and the materials needed to canvass.

Zone	Areas
1	A, B, C
2	A, B, C, D
3	A, B, C
4	A, B, C, D
5	A, B, C
6	No subdivisions
7	A, B, C
8	No subdivisions

Assignments in order

Assign people in groups of 2-3 to the following teams, zones and areas, in order.
Update the tracking sheet or write it down.

- Team 1 – Zone 1A
- Team 2 – Zone 1B
- Team 3 – Zone 1C
- Team 4 – Zone 2A
- Team 5 – Zone 2B
- Team 6 – Zone 2C
- Team 7 – Zone 2D
- Team 8 – Zone 3A
- Team 9 – Zone 3B
- Team 10 – Zone 3C
- Team 11 – Zone 4A
- Team 12 – Zone 4B
- Team 13 – Zone 4C
- Team 14 – Zone 4D
- Team 15 – Zone 5A
- Team 16 – Zone 5B
- Team 17 – Zone 5C
- Team 18 – Zone 6
- Team 19 – Zone 7A

- Team 20 – Zone 7B
- Team 21 – Zone 7C
- Team 22 – Zone 8

When a team returns

The team reports back and returns:

- Completed petition materials
- Any unused petition forms
- The team's route report
- Any relevant questions or concerns

The lead then determines whether the team:

- Has completed its assignment and is finished;
- Should be assigned another area; or
- Needs to address an issue before continuing.

Important: Teams should not move into another area on their own. If you finish your assigned area early, return to the designated check-in point and wait for your next assignment.

Logistics and floating lead(s)

Primary responsibility: Keep the physical event functioning and provide support wherever it is needed.

Logistics and floating lead(s):

- Help with setup and cleanup.
- Manage tables, chairs, signage, and event supplies.
- Keep the check-in and petition areas supplied.
- Monitor water and hospitality supplies.
- Help with equipment and other physical needs.
- Respond to unexpected logistical issues.
- Relieve volunteers for breaks when needed.
- Help busy stations when additional support is needed.
- Assist with crowd flow and general event needs.
- Fill temporary gaps when the event is short-staffed.

This is a flexible role. You may see this Bright-vest lead moving throughout the event rather than staying at one location.

Volunteer assignments

Volunteer assignments are the jobs volunteers perform. These are separate from the Bright-vest leadership roles above.

You may be assigned to one of these roles when you check in:

Welcome and check-in

Primary responsibility: Welcome attendees and help direct them to the appropriate part of the event.

Responsibilities:

- Greet attendees.
- Ask what brought them to the event.
- Direct attendees based on what they are looking for, such as:
 - Signing the petition
 - Learning more about Shelly's Law Coalition
 - Volunteering to circulate the petition
- Answer basic questions.
- Direct people to the appropriate table or Bright-vest lead.
- Encourage attendees to join the coalition's email list.

Reports to: Volunteer coordinator(s)

Petition table

Primary responsibility: Help attendees understand and complete the petition.

Responsibilities:

- Explain the petition and its purpose.
- Answer basic petition questions.
- Help attendees understand the petition instructions.
- Verify that the signer meets the petition requirements.
- Help ensure forms are completed correctly.
- Keep petition forms and supplies organized.
- Direct questions that require additional guidance to a Petition and outreach lead.

Reports to: Petition and outreach lead(s)

Neighborhood canvassing

Primary responsibility: Leave the park with an assigned team to collect petition signatures in the assigned area.

Before leaving, each team must:

- Receive its team assignment.
- Receive a numbered petition packet.
- Have the packet number recorded.
- Receive its assigned zone and area.
- Receive the appropriate route materials.
- Complete the required petition orientation.
- Understand who may sign the petition.
- Understand the petition collection rules.
- Understand the return process.

While canvassing:

- Stay with your assigned team.
- Stay within your assigned area.
- Follow the canvassing and petition guidelines.
- Respect posted notices.
- Do not move into another area without direction from a Petition and outreach lead.
- Record completed streets or areas as instructed.
- Contact a bright-vest lead if you have a question or concern.

When you return:

- Return to Wescott Park.
- Turn in your petition packet and route report as instructed.
- Report any questions, concerns, or incidents.
- Wait for your next assignment if you are available to continue.

Reports to: Petition and outreach lead(s)

Floater and support

Primary responsibility: Help wherever additional support is needed.

Responsibilities may include:

- Refill supplies.
- Help at a busy table.
- Help direct attendees.
- Relieve another volunteer for a break.
- Assist with setup or cleanup.
- Help with unexpected needs.
- Support the logistics and floating lead(s).

Reports to: Logistics and floating lead(s)

How assignments work

You do not need to figure out where you should be or what you should be doing on your own.

When you arrive:

Check in → receive your assignment → report to your lead → follow their instructions.

If you are assigned to canvass:

Check in → join a team → receive a zone and area → receive a packet → complete orientation → canvass → return → report back.

If you finish your assignment, do not simply choose another area or task. Check in with your assigned lead so they can determine where you are needed next.

If you need help

Look for someone wearing a bright vest.

Bright-vest leaders are there to help you. If you aren't sure who to ask, start with the nearest Bright-vest volunteer and they will direct you to the right person.