Interested in Canvassing – What you need to know

So you are interested in being a canvasser. Here are some useful points that you need to consider **before** you complete the enclosed application form.

Do's:

- Make sure that you understand what is involved. You may need to visit properties several times to obtain information.
- The weather may be changeable and you could be canvassing in poor light. You will do a lot of walking so be prepared!
- Consider the time needed to complete the job, especially if you already working. Remember you will be required to canvass on evenings and weekends. It is most likely that you will be required to work the equivalent of at least three full days over the two weekends, and most evenings during the canvass period.
- Attend the training session and pay attention. You will not receive the training fee unless you complete the entire canvass.
- Make an early start. Do your first visits on Friday evening/Saturday morning and Sunday the first weekend. All properties must have been visited during that first weekend – it is a condition of the job.
- Plan your week and stay organised. Sort your completed work into batches and keep records of the numbers of completed forms given to your supervisor. Your supervisors will want to see ALL your forms each time they collect from you. (Usually at least 3 times)
- Consider your safety. Carry a mobile phone where possible and inform someone of your whereabouts and expected time of return.
- Canvass from the doorstep at all times. **Do not** enter the property, even if invited.
- Consider your approach. Ensure that the elector knows who you are and that they are confident about giving you the information. Be polite and friendly.
- Maintain regular contact with your supervisor. Discuss any problems when they happen rather than at the end of the job. Remember you may be asked to revisit a property if the supervisor is not satisfied with your work.
- Make sure the information is accurate and correct. Forms are spot checked and will be returned to you if they are incomplete.
- Write clearly and legibly. The information is useless if we cannot read it!

Don'ts:

- Do not call at an address too early in the morning or late in the evening.
- Do not enter into any confrontational or threatening situations. You may encounter un-cooperative people but you should just walk away.
- Do not take information from neighbours on the 1st visit unless you are absolutely sure that the information is correct. Consider the

implications if we act upon incorrect information obtained from a neighbour.

- Do not class a property as empty unless you are absolutely sure, as any names will be deleted.
- **Do not** make your final visit before the second weekend. You will be sent back to re-canvass the property.
- Do not make any attempt to give false or misleading information. This would be treated as a serious breach of conduct and action will be taken against any canvasser found guilty of such action.

Remember - We pay you per property, but we expect a good response rate, so you will earn it! If we are not satisfied with your work, you must be aware that we may send you out for a further visit or decrease your pay accordingly and allocate your canvass area to another canvasser. This is not like a door to door delivery job – you need good people skills as there is interaction with householders.

If you are still interested in being a canvasser and you would welcome the chance to earn some extra money before Christmas, please complete the enclosed form and return it to the Elections Office without delay (150 Great Charles Street, B3 3BU or canvass@birmingham.gov.uk).