Responsibilities of Canvassers

Canvass Round

The Borough is split into areas that are divided up into roads/properties. A canvass round is usually about 500 – 700 properties.

There are two parts to taking on a canvass round the canvass and poll card delivery. Once you have been allocated a round it will be yours until you tell us you don't want to do it or if your performance is not satisfactory.

1.   **Canvass**

When?

- The canvass starts in late August and continues until late October.

Payment

- You will be paid an initial amount per property for delivering the canvass forms – this will be approximately 27p (one canvass form per property)
- A separate payment (of approximately £1.00) will be made for each canvass form you obtain through "knock ups"

What do I have to do?

- Fold each canvass form with a covering letter and put into an envelope
- Sort these envelopes into roads – this makes it easier when you're out doing deliveries
- Deliver these envelopes to every property within the time frame. This can be done at any time of day/week.
- Four weeks later – collect your reminder canvass forms from the Elections team
- "knock ups" – visit each property that you have a reminder for and get the canvass form completed i.e. you will have to knock on the door and speak with residents.
- These knock ups should be carried out when residents are most likely to be at home, otherwise you will have to return to the property.
- You will need to do a minimum of three knock ups per property before putting the uncompleted form through the door.
- You will need to liaise with the Elections team to get updated lists on returned forms

Poll card delivery

When?

- Poll cards are delivered approximately two / three weeks before the date of the election. You will generally have a week to complete these deliveries. Sometimes there may be more than one delivery of poll cards.

Payment

- You are paid per poll card you deliver. The payment is a about 18p per poll card.

What do I have to do?

- Sort the poll cards into roads
- Deliver the poll card(s) to each property within the required time frame