



Precinct Committeeman (PC) Handbook

Paid for by the Republican Party of Arizona and not authorized by any candidate or candidate's committee.
www.azgop.com



Chairman's Letter

Dear Precinct Committeemen,

I'm thrilled to have you on our team. Your decision to step up and serve our great state of Arizona is inspiring and deeply appreciated.

As a Precinct Committeeman, you are joining more than just an organization - you are part of a movement. The Arizona Republican Party operates as a grassroots network, where your role is at the center. Your job as a Precinct Committeeman is more than important - it is vital to our success. You are the key player, leading our collective efforts.

Our strength comes from our local connections, our understanding of your community, and our passion for our shared values. This combination makes the Arizona Republican Party a dynamic and resilient force. We grow from the ground up, with us, the PCs, being the main driver of this growth.

Our goal is to keep Arizona red, to win elections and to protect the values we hold dear. Your part in this? Essential. Every call, every door knock, every conversation you have moves us closer to our shared vision.

You're not just working for today but for generations down the line. Our children and grandchildren will benefit from the passion and hard work you're putting in right now.

Remember, we're in this together. Your win is our win, and your hard work does not go unnoticed. I'm confident that together, we can keep Arizona shining bright as a beacon of liberty and prosperity.

Thank you again for being a part of this journey. Here's to a future of victories and continued growth.

Onward to victory,

Jeff DeWit, Chairman
Arizona Republican Party

TABLE OF CONTENTS

I. REPUBLICAN PARTY BASICS	5
The History of the GOP	5
Understanding the Republican Party Platform	5
Republican Party Principles	8
Documents Governing the Party	14
Robert’s Rules of Order	15
II. THE REPUBLICAN PARTY STRUCTURE	17
Republican National Committee	18
Arizona Republican Party (AZGOP)	18
County Republican Party Committees	19
Legislative District Republican Committees	19
Precincts	22
Precinct Organization Chart	22
III. GETTING STARTED – BECOME A PC	23
How Do I Get Started?	23
What is a Precinct Committeeman?	23
PC Qualifications	24
PC Election	24
PC Appointment	25
Term of Office	25
Resignations & Vacancies	25
IV. PRECINCT COMMITTEEMAN ROLES	27
Job Description	27
Adopting Your 125	28
Recruiting Volunteers	30
Canvassing Voters	31
Important Canvassing Tips	33
Maintaining Electronic Records	34
Utilizing the Data	35
Supporting Candidates	35
Gathering Petition Signatures	37
Hosting a Home or Neighborhood Gathering	39
Attending Statutory & Mandatory Meetings	40
Snapshot of General PC Activities	41

TABLE OF CONTENTS (CONTINUED)

V. GET OUT THE VOTE (GOTV)	42
Door Knocking.....	42
Phone Banking.....	44
The Fortune is in the Follow-Up.....	46
Voter Registration.....	47
AZGOP Voter Registration Data	50
Holding a Voter Registration Drive.....	51
2024 Voter Registration Deadlines	53
VI. ARIZONA BASICS	54
Congressional Districts.....	54
Legislative Districts.....	55

APPENDICES

APPENDIX A - AZGOP APP	56
APPENDIX B - GOP DATA CENTER	62
Overview.....	62
How to Find A Voter	63
How to Create an Entire Precinct Walk List	64
How to Create a Walk List/Call List.....	69
How to Create an Area Specific Walk List.....	71
APPENDIX C - REQUEST TO SPEAK SYSTEM	75
Overview.....	75
Account Set Up	75
Using the System	76
APPENDIX D - OTHER HELPFUL RESOURCES	78
GLOSSARY OF TERMS	80
Common Abbreviations	80
LOYALTY OATH	82
Precinct Committeemen Oath of Office.....	82

I. REPUBLICAN PARTY BASICS

The History of the GOP

The term GOP stands for "Grand Old Party" and is frequently used interchangeably with the word Republican. This acronym has roots dating back to the 1870s, around the same period when the party adopted the elephant as its symbol.

The name "Republican" has a longer history, originating in 1792 with the supporters of Thomas Jefferson. Initially known as the Democratic-Republican Party, divisions within the party in the 1830s eventually led to the formation of the independent Republican Party in the 1850s.

The original Republican Party was predominantly composed of abolitionists who vehemently opposed slavery in the Southern United States. Over time, the party's platform and composition evolved, reflecting various political and social changes in American history.

Understanding the Republican Party Platform

The first step to becoming an effective Republican Precinct Committeeman is to understand what the Party stands for.

[Learn more about the Republican Party Platform.](#)



Basic Principles of the Republican Party

- Reducing the size of government
- Streamlining and eliminating bureaucracies
- Returning power to the states (AKA “We the People”)

Since its inception, the Republican Party has been at the forefront for individual rights against a large and overreaching government.

Initially united in 1854 by the promise to abolish slavery, the Republican Party has always stood for freedom, prosperity, and opportunity. Today, as those principles come under attack from the far left, we are engaged in a national effort to fight for our proven agenda, take our message to every American, grow the party, promote election integrity, and elect Republicans up and down the ballot. The principles of the Republican Party recognize the God-given liberties while promoting opportunity for every American.

Our Core Values

Republicans believe in liberty, economic prosperity, preserving American values and traditions, and restoring the American dream for every citizen of this great nation. As a party, we support policies that seek to achieve those goals.

Our platform is centered on stimulating economic growth for all Americans, protecting constitutionally guaranteed freedoms, ensuring the integrity of our elections, and maintaining our national security. We are working to preserve America's greatness for our children and grandchildren.

As Republicans, we believe in:

- Ensuring that Americans remain safe, terrorists are defeated, and democracy flourishes throughout the world.
- Ushering in an Ownership Era – because a vibrant entrepreneurial spirit will keep our economy strong and provide more opportunities for workers and their families.
- Building an innovative economy to compete in the world with anyone, anywhere thanks to our entrepreneurs and risk takers who keep on the cutting edge of technology and commerce.
- Strengthening communities because our children deserve to grow up in an America in which all their hopes and dreams can come true.

Preamble to the National Republican Party Platform:

With this platform, we the Republican Party reaffirm the principles that unite us in a common purpose.

“We believe in American exceptionalism. We believe the United States of America is unlike any other nation on earth.

We believe America is exceptional because of our historic role—first as refuge, then as defender, and now as exemplar of liberty for the world to see.

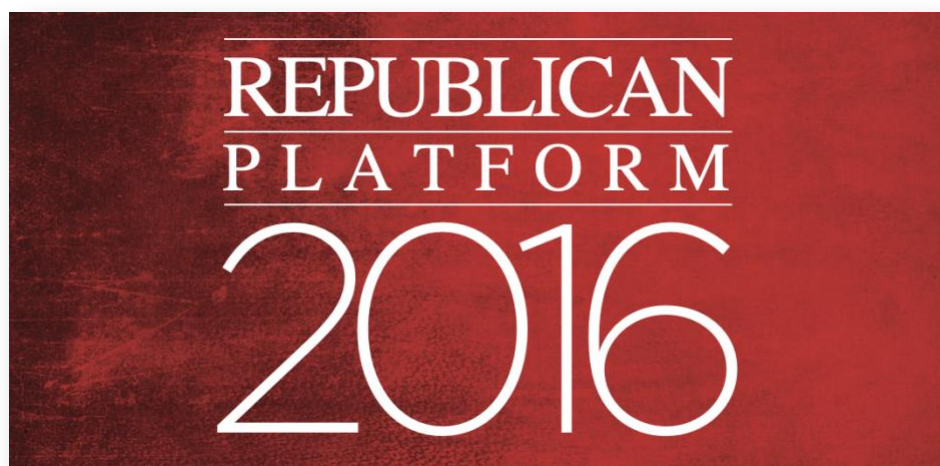
We affirm—as did the Declaration of Independence: that all are created equal, endowed by their Creator with inalienable rights of life, liberty, and the pursuit of happiness.

We believe in the Constitution as our founding document.

We believe the Constitution was written not as a flexible document, but as our enduring document. We believe our constitutional system - limited government, separation of powers, federalism, and the rights of the people — must be preserved uncompromised for future generations.

We believe that people are the ultimate resource — and that the people, not the government, are the best stewards of our country’s God-given natural resources.

We seek friendship with all peoples and all nations, but we recognize and are prepared to deal with evil in the world.”



Republican Party Principles

The following highlights excerpts from the Republican Party Platform:

Economy, Jobs & Taxes

“We are the party of a growing economy that gives everyone a chance in life, an opportunity to learn, work, and realize the prosperity freedom makes possible. Government cannot create prosperity, though government can limit or destroy it. Prosperity is the product of self-discipline, enterprise, saving, and investment by individuals, but it is not an end in itself. Prosperity provides the means by which citizens and their families can maintain their independence from government, raise their children by their own values, practice their faith, and build communities of cooperation and mutual respect. It is also the foundation for our nation’s global leadership, for it is the vigor of our economy which makes possible our military strength and our national security.” (Page 1)

“Republicans consider the establishment of a pro-growth tax code a moral imperative. More than any other public policy, the way government raises revenue (how much, at what rates, under what circumstances, from whom) has the greatest impact on our economy’s performance. Getting our tax system right will be the most important factor in driving the economy back to prosperity. The current tax code is rightly the object of both anger and mockery. Its length is exceeded only by its complexity. We must start anew. It cannot be engineered from the top down, but must have a commonsense approach, and be simplified.” (Page 1)



“Wherever tax rates penalize thrift or discourage investment, they must be lowered. We will not divide the American people into winners and losers. We will seek simplicity and clarity so that every taxpayer can understand how much of their income is consumed by the federal government. We oppose tax policies that deliberately divide Americans or promote class warfare. Because of the vital role of religious organizations, charities, and fraternal benevolent

societies in fostering generosity and patriotism, they should not be subject to taxation and donations to them should remain deductible.” (Page 2)

“Competitiveness equals jobs. Private investment is a key driver of economic growth and job creation. We propose to level the international playing field by lowering the corporate tax rate to be on a par with, or below, the rates of other industrial nations. We believe American companies should be headquartered in America. We should reduce barriers to accomplishing that goal. We need better negotiated trade agreements that put America first. When those agreements do not adequately protect U.S. interests, U.S. sovereignty, or when they are violated with impunity, they must be rejected.” (Page 2)

“Our goal is to advance responsible homeownership while guarding against the abuses that led to the housing collapse. We must scale back the federal role in the housing market, promote responsibility on the part of borrowers and lenders, and avoid future taxpayer bailouts.” (Page 4)

“Our national debt is a burden on our economy and families. We must impose firm caps on future debt, accelerate the repayment of the trillions we now owe in order to reaffirm our principles of responsible and limited government, and remove the burdens we are placing on future generations. A strong economy is one key to debt reduction, but spending restraint is a necessary component that must be vigorously pursued.” (Page 8)

First & Second Amendments



“We pledge to defend the religious beliefs and rights of conscience of all Americans and to safeguard the religious institutions against government control. We support laws to confirm the longstanding American tradition that religious individuals and institutions can educate young people and participate in public debates, without having to check their religious beliefs at the door.” (Page 11-12)

“We support the public display of the Ten Commandments as a reflection of our history and our country’s Judeo-Christian heritage and further affirm the rights of religious students to engage in voluntary prayer at public school events.” (Page 12)

“We uphold the right of individuals to keep and bear arms, a natural inalienable right that predates the Constitution and is secured by the Second Amendment.” (Page 12)

Sanctity of Life

“We assert the sanctity of human life and affirm that the unborn child has a fundamental right to life which cannot be infringed. We oppose the use of public funds to perform or promote abortion or to fund Organizations, such as Planned Parenthood, so long as they provide or refer for elective abortions or sell fetal body parts.” (Page 13)



Ninth & Tenth Amendments

“The Ninth Amendment to the Constitution declares that the enumeration in the Constitution of certain rights shall not be construed to deny or disparage other retained by the people.’ We call upon legislators to give full force to this fundamental principle.” (Page 15)

“Federalism is a cornerstone of our constitutional system. The Constitution gives the federal government very few powers, and they are specifically enumerated. We pledge to restore the proper balance and vertical separation of powers between the federal government and state governments. We encourage states to reinvigorate their traditional role as the laboratories of democracy.” (Page 15-16)



Honest Elections

“Honest elections are the foundation of representative government. We pledge to protect the voting rights of every citizen. We support legislation to require proof of citizenship when registering to vote and secure photo ID when voting. We strongly oppose litigation against states exercising their sovereign authority to enact such laws.” (Page 16)

“The members of our Armed Forces must not be denied the basic rights that they are defending for others. Our troops, wherever stationed, must be allowed to vote in a timely manner.” (Page 16)

Energy

“Our country has greater energy resources than any other place on earth. Government should not play favorites among energy producers. We support the development of all forms of energy that are marketable in a free economy without subsidies, including coal, oil, natural gas, nuclear power, and hydropower. We oppose any carbon tax.” (Page 19-20)

Government Reform

“We pledge to make government work for the people, rather than the other way around. Much of what the federal government does can be improved, much should be replaced, and much needs to be done away with or returned to the states.” (Page 23)

“We support the following test: Is a particular expenditure within the constitutional scope of the federal government? If not, stop it. Has it been effective in the past and is it still absolutely necessary? If not, end it. Is it so important as to justify borrowing, especially foreign borrowing, to fund it? If not, kill it.” (Page 23)

“To preserve Medicare and Medicaid, the financing of these important programs must be brought under control before they consume most of the federal budget, including national defense.” (Page 23)

“Of the many reforms being proposed, all options should be considered to preserve Social Security.” (Page 24)

Immigration & the Rule of Law

“Our immigration system must protect American working families and their wages, for citizens and legal immigrants alike, in a way that will improve the economy. We support English as the nation’s official language, a unifying force essential for the advancement of immigrant communities and our nation as a whole. America’s immigration policy must serve the national interests of the United States... (Page 25)



“Illegal immigration endangers everyone, exploits the taxpayers, and insults all who aspire to enter America legally. We oppose any form of amnesty for those who, by breaking the law, have disadvantaged those who have obeyed it. The executive amnesties of 2012 and 2014 are a direct violation of federal law. These unlawful amnesties must be immediately rescinded.” (Page 25-26)

“Because ‘sanctuary cities’ violate federal law and endanger their own citizens, they should not be eligible for federal funding.” (Page 26)

Regulation: The Quiet Tyranny

“We are determined to make regulations minimally intrusive, confined to their legal mandate, and respectful toward the creation of new and small businesses.” (Page 28)

Education

“Parents are a child’s first and foremost educators and have primary responsibility for the education of their children. Parents have a right to direct their children’s education, care, and upbringing. We reject a one-size-fits-all approach to education and support a broad range of choices for parents and children at the state and local level. We likewise repeat our longstanding opposition to the imposition of national standards.” (Page 33)

“We support options for learning, including home-schooling, career and technical education, private or parochial schools, magnet schools, charter schools, online learning, and early-college high schools.” (Page 34)



Patient Control and Preserving Quality Healthcare

“Any honest agenda for improving healthcare must start with repeal of the dishonestly named Affordable Care Act of 2010: Obamacare. It must be removed and replaced with an approach based upon genuine competition, patient choice, excellent care, wellness, and timely access to treatment. We must

recover the traditional patient-physician relationship based on mutual trust, informed consent, and confidentiality.” (Page 36)

“We support state and federal legislation to cap non-economic damages in medical malpractice lawsuits, thereby relieving conscientious providers of

burdens that are not rightly theirs and addressing a serious cause of higher medical bills.” (Page 37)

Criminal Justice

“The conduct of the Department of Justice has included refusal to enforce laws, stonewalling Congressional committees, destroying evidence, reckless dealing with firearms that led to several deaths on both sides of our border, and defying a citation for contempt. The next president must restore the public’s trust in law enforcement and civil order by first adhering to the rule of law himself.” (Page 39)



“The essential role of federal law enforcement personnel in protecting federal property and combating interstate crime should not be compromised by diversion to matters properly handled by state and local authorities.” (Page 39)

National Defense, Military & Veterans



“Quite simply, the Republican Party is committed to rebuilding the U.S. military into the strongest on earth, with vast superiority over any other nation or group of nations in the world. We face a dangerous world, and we believe in a resurgent America.” (Page 41)

“Military families must be assured of the pay, healthcare, housing, education, and overall support they have earned. We must ensure that the nation keeps its commitments to those who signed on the dotted line of enlistment.” (Page 43)

“We support the rights of conscience of military chaplains of all faiths to practice their faith free from political interference. A Republican commander-in-chief will protect the religious freedom of all military members, especially chaplains, and will not tolerate attempts to ban Bibles or religious symbols from military facilities.” (Page 43)

“America has a sacred trust with our veterans, and we are committed to ensuring them and their families’ care and dignity. Our wounded warriors, whether still in service or discharged, deserve the best medical care the country can provide.” (Page 45)



Israel

“We reaffirm America’s commitment to Israel’s security and will ensure that Israel maintains a qualitative military edge over any adversaries. Our party is proud to stand with Israel now and always.” (Page 47)

Documents Governing the Party

The AZGOP has adopted bylaws which direct the conduct of the State Party. A copy of AZGOP bylaws is available [here](#).

County executive committees have the flexibility to adopt bylaws that govern the operations and conduct of their county party. These bylaws should be tailored to address the unique needs and circumstances specific to the individual county. Typically, bylaws encompass a range of topics, ensuring the smooth functioning of the county party.



Some common areas covered by bylaws include:

- **Frequency of Meetings:** Specifying how often county executive committee meetings will be held.
- **Meeting Conveners:** Identifying who has the authority to convene a meeting.
- **Officer Duties:** Outlining the responsibilities and duties of officers within the county party.
- **Quorum Requirements:** Establishing the minimum number of precinct chairs or members necessary to constitute a quorum for conducting non-election code business.

- **Committees:** Defining the roles and functions of permanent and special committees that may be created to address various aspects of party operations.

Having clear and well-defined bylaws is especially beneficial as the Republican Party continues to grow. These bylaws serve as a valuable framework for conducting party business, promoting transparency, and ensuring that party operations are conducted efficiently and in accordance with established guidelines.

Robert's Rules of Order

At all levels of the Republican Party in Arizona, including state, county, and district meetings, the most up-to-date edition of Robert's Rules of Order serves as the guiding framework for conducting business meetings.



While certain settings may naturally allow for a more informal approach to Robert's Rules, county, and state meetings, in particular, maintain a structured adherence to these rules.

For larger gatherings, Parliamentarians are present to provide guidance and assistance in ensuring orderly proceedings.

“The Rights of Members under Robert’s Rules of Order” video, is courtesy of Right Lane Network. The presenter is Joe Neglia of <http://www.practicalrobertsrules.com>.

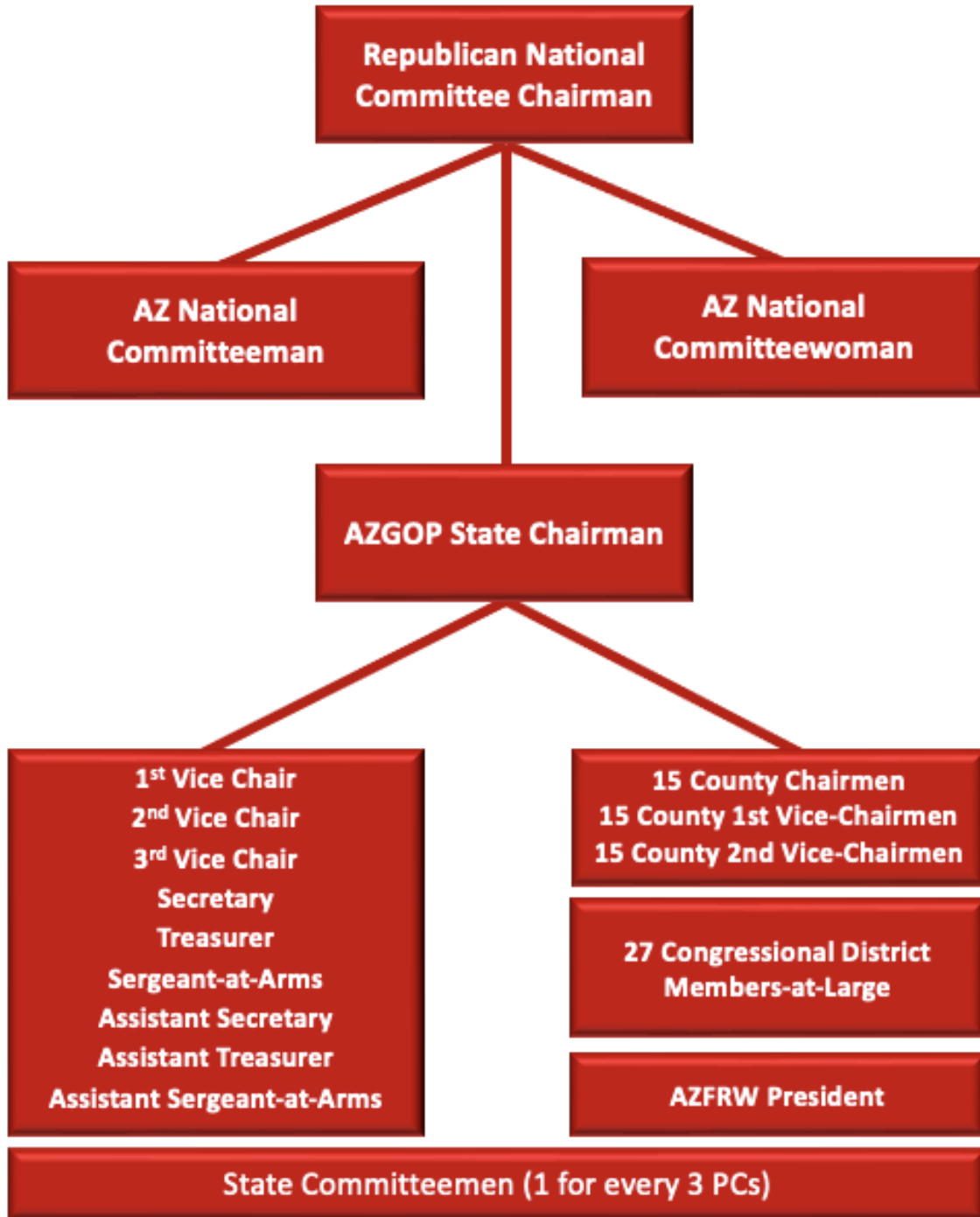
Roberts Rules of Order Video Training for PCs:

<https://www.youtube.com/watch?v=r2tvQVdk96A&t=38s>



NO	RESTORE THE AMERICAN DREAM	YES
NO	AMERICA FIRST	YES
NO	SECURE THE BORDER	YES
NO	EDUCATIONAL FREEDOM - SCHOOL CHOICE FOR ALL	YES
NO	SUPPORT POLICE FUNDING - LAW & ORDER	YES
NO	CONSTITUTIONAL JUDGES	YES
NO	MORE JOBS, LESS TAXES	YES
NO	PRO-SECOND AMENDMENT	YES
NO	PRO-FAITH - RELIGIOUS FREEDOM	YES
NO	PRO-FAMILY - PARENTAL RIGHTS	YES
NO	PRO-FREEDOM	YES
NO	SELF-SUFFICIENCY	YES
NO	AFFORDABLE PRIVATE HEALTH CARE	YES
NO	ENERGY INDEPENDENCE	YES
NO	CAPTIALISM	YES
YES	OPEN BORDERS - TEAR DOWN THE WALL	NO
YES	SHIP AMERICAN JOB OVERSEAS TO CHINA	NO
YES	\$4 TRILLION IN NEW TAXES ON MIDDLE CLASS	NO
YES	SUPPORT LATE-TERM ABORTIONS IN 9TH MONTH	NO
YES	DEFUND THE POLICE	NO
YES	GOVERNMENT DEPENDENCE	NO
YES	GOVERNMENT HEALTHCARE	NO
YES	CANCEL CULTURE	NO
YES	CLIMATE CHANGE PROPONENT - AGENDA 2030	NO
YES	SOCIALISM	NO

II. THE REPUBLICAN PARTY STRUCTURE



Republican National Committee

The Republican National Committee (RNC) is the governing body of the Republican Party in the United States. Its main responsibilities include the development and promotion of the Republican brand and political platform, as well as providing support for fundraising and election strategies. To ensure representation from each state, the RNC includes elected National Committeemen and National Committeewomen.

The primary role of RNC Committee Members is to participate in the election of the Chairman and Co-Chairman of the Republican National Committee. Additionally, they play a vital role in shaping national policies through contributions to The Rules of the Republican Party, the Republican Party Platform, and resolutions submitted by party members.

Committee Members also offer essential guidance on the interpretation of RNC National policies and provide input for their periodic revision, a process that takes place every four years during the Republican National Convention. Their involvement ensures that the party's direction and policies align with the collective vision of Republicans across the nation.

Arizona Republican Party (AZGOP)

The **State Executive Committee Board** is elected by the State Committeemen and includes:

- State Chairman
- National Committeeman
- National Committeewoman
- First Vice Chairman
- Second Vice Chairman
- Third Vice Chairman
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Sergeant-at-Arms
- Assistant Sergeant-at-Arms

The **State Executive Committee** includes:

- 12 elected officers of the State Committee (see list above)
- 15 County Republican Chairmen
- 15 County 1st Vice-Chairmen & 15 2nd Vice-Chairmen
- 27 Members-At-Large (3 from each Congressional District)
- President of Nationally Ranked Republican Group – AZFRW President

The State Committee includes:

- 15 County Republican Chairmen
- State Committeeman (one for each three elected Republican PC)

County Republican Party Committees

County committees are comprised of all Precinct Committeemen (PCs) within the respective county. These committees hold Organizational Meetings in January during odd years following general elections. At these meetings, officers are elected to lead the county committee. The officer positions typically include a chairman, vice chairs (as specified by district bylaws), a secretary, and a treasurer. These elected officials play pivotal roles in guiding and coordinating the county's Republican Party activities and initiatives.

Legislative District Republican Committees

Legislative District (LD) committees are established in counties with populations exceeding 500,000, such as Maricopa and Pima Counties in Arizona. These committees encompass all Precinct Committeemen (PCs) within the respective legislative district in the county they reside in. Their organizational meetings take place in November following the general election.

During these meetings, LD committees elect officers to lead and oversee their activities. The typical officer positions include a chairman, two vice chairs, a secretary, and a treasurer. These elected officials assume key roles in managing and coordinating the Republican Party's activities and initiatives at the legislative district level.

Duties of Elected Legislative District Officers

District Chairman: Organize the District for effective and continuous work on behalf of the Republican Party and its candidates.

First Vice Chair: The First Vice Chair shall perform all duties of the District Chair in his/her absence. Lead membership and recruitment efforts for the District, including overseeing recruitment and training of PCs.

Second Vice Chair: Coordinate meeting programs, recruit, and schedule speakers; Lead and coordinate fundraising events.

Secretary: The duties of the Secretary shall be to take minutes at all official meetings. The Secretary shall also keep an up to date Roster of Officers, Coordinators, Precinct Captains, and Precinct Committeemen. The Secretary shall maintain necessary correspondence (including meeting notification) and organize and retain the District's permanent records.

Treasurer: The Treasurer shall receive and be the custodian of all District funds, pay bills upon authorization, keep account of transactions, submit an annual report to the District, and submit any other reports which are required by law.

A.R.S. § 16-823

[Legislative district committee; organization; boundary change; reorganization](#)

- A. A political party entitled to representation on the ballot pursuant to section 16-801 or 16-804 may establish a district party committee for any legislative district as prescribed by law.
- B. A district party committee established pursuant to subsection A of this section shall consist of the precinct committeemen residing in the district and elected pursuant to section 16-821.
- C. Each district party committee established pursuant to subsection A of this section shall meet no earlier than the second Saturday after the general election provided for in section 16-211 and no later than the first Saturday in the following December and organize by electing from its membership a chairman, two vice chairmen, a secretary, and a treasurer. The latter two offices may be filled by the same person. In addition, the district party committee shall elect state committeemen as prescribed by section 16-825. The chairman of the district committee is ex officio a member of the

county committee of the county in which a plurality of the district's registered voters resides.

- D. Each district party committee established pursuant to subsection A of this section shall meet after the effective date of reapportionment legislation that realigns or changes legislative district boundaries and organize according to the new boundaries, electing from its membership a chairman, two vice chairmen, a secretary, and a treasurer. The latter two offices may be filled by the same person. In addition, the district party committee shall elect state committeemen as prescribed by section 16-825. The chairman of the district committee is ex officio a member of the county committee of the county in which a plurality of the district's registered voters resides. The effective date for reapportionment legislation as provided in this subsection shall be as provided in article IV, part 1, section 1, Constitution of Arizona.
- E. In the event the reapportionment legislation is challenged in court or by the United States justice department, the district organizations in effect before the passage of the reapportionment legislation shall continue to function along with the new district organizations created in accordance with subsection D of this section until the final settlement or adjudication of any legal challenge to the reapportionment legislation. On the final settlement or adjudication of any legal challenge to the reapportionment legislation the district organizations in effect before the enactment of the reapportionment legislation are considered dissolved.
- F. If the boundaries of any district are changed as a result of legal action, each district party committee in that district shall meet as soon as possible and organize according to the boundaries that result from the legal action. On organization pursuant to this subsection all prior district organizations are dissolved.
- G. For the purposes of the election prescribed in subsection D of this section the district committee shall consist of all precinct committeemen residing in the district who were serving in that position at least thirty days before the enactment of reapportionment legislation.
- H. The chairman of the legislative district committee shall give notice of the time and place of the meetings prescribed by this section by United States mail to each precinct committeeman at least ten days before the date of the meeting. If the precinct committeeman has provided a valid e-mail address and has authorized the chairman to give notice to the precinct committeeman by e-mail instead of by United States mail, the chairman of the legislative district committee shall provide notice of the meeting by e-mail at least ten days before the date of the meeting.

Precincts

An electoral precinct serves as the smallest unit within electoral districts, and it corresponds to your neighborhood. In larger geographic units like counties or city council districts, precincts are often subdivided, and each address is assigned to a specific precinct. PCs are elected representatives at the precinct level, with one PC elected per precinct, along with an additional committeeman for every 125 registered voters of that party as of March 1st in the general election year. In their role as PC, individuals serve as representatives for their fellow Republican voters and collaborate as a team to advance the Republican Party platform within their precinct. This involves grassroots engagement and promoting the party's values and candidates within the local community.

Precinct Organization Chart

This method of organization has proved ideal in many precincts. Tailor it to fit your precinct's geography, needs, and availability of volunteers.



**Legislative District
Committee**

Elected Officers (Chairman, 1st Vice Chair, 2nd Vice Chair, Secretary, Treasurer)
Oversee Precinct Captains and management of District



Precinct Captain

1 Captain elected by Precinct Committeemen in each precinct
Serves as manager and organizer of Precinct



**Precinct
Committeemen**

Elected or appointed to represent 125 Republican voters.
Number of allotted PCs depend on population of precinct



Volunteers

Volunteers in each neighborhood with PCs
3-5 volunteers for each neighborhood/sub-division



Voters

Voters are the target of each member of the precinct organization

III. GETTING STARTED – BECOME A PC

How Do I Get Started?

Step 1:

[Find your Legislative District and Precinct](#)

Step 2:

[Contact your Legislative District Chairman or County Chairman](#)

Step 3:

[Attend your Legislative District Meetings](#)

Step 4:

Read the Precinct Committeemen Handbook



What is a Precinct Committeeman?

A Precinct Committeeman (PC) holds a significant role within the Arizona Republican Party, being directly elected by the state's Republican voters. This office is a fundamental component of representative government.

The title of Precinct Committeeman has been referred to as "***the most powerful office in the world***" due to the PC's proximity to the registered voter. Here are some key aspects of the role:

- **Representation:** A Republican PC is elected to represent approximately 125 Republican voters in their precinct. The number of PC positions available varies depending on the size of each precinct.
- **Precinct Ratio:** Each precinct typically has one PC for every 125 registered Republican voters.
- **Term Duration:** Elected PCs serve a two-year term beginning on October 1st following the Primary Election, which occurs in even-numbered years.
- **Grassroots Party Activists:** PCs are elected officials within the Republican Party, primarily because they function as grassroots party activists. They actively engage in party activities and campaigns.

- **Year-Round Volunteers:** PCs are year-round campaign volunteers who engage in canvassing, distribute campaign materials, and establish connections with Republican elected officials.
- **Advocacy and Engagement:** PCs actively listen to and collaborate with the public to understand their needs and interests. They act as intermediaries between constituents and elected officials, encouraging public involvement in the political process.

In essence, PCs are the backbone of the Republican Party, working tirelessly at the local level to connect with voters, advocate for their interests, and promote the values and candidates of the party. Their role is pivotal in ensuring effective representation and grassroots engagement within the political landscape.

PC Qualifications

To be elected or appointed as a Republican Precinct Committeeman, a person must be a registered Republican and reside in their precinct.

PC Election

PCs are elected every two years in the Primary Election. Candidates for the office must file with the County Elections Department between 105 and 75 days prior to the election. A Nomination Petition must be submitted to the County, signed by a minimum of 10 voters registered in the same party and residing in the same precinct. Two documents must be completed:

- A **Nomination Paper** declaring candidacy and stating the candidate's name as it is to appear on the ballot.
- An **Affidavit of Qualification** stating that the candidate meets the qualifications of the office he/she seeks. Only PCs who have been elected in the Primary Election may vote at county organizational meetings.



PC Appointment

Prospective PCs who are interested in becoming appointed cannot be officially appointed until after February 1st in odd years following the county and state statutory meetings.

After appointment, individuals must still file to run in the next Primary Election to become an elected PC. This process ensures that elected PCs have the support of the voters in their precinct, reinforcing the democratic aspect of the PC role within the party.

Term of Office

In accordance with the Arizona Revised Statutes (A.R.S.), the standard term of office for a Precinct Committeeman (PC) is two years. This term officially commences on October 1st following the primary election in which the PC was a candidate. It continues until October 1st following the subsequent primary election, during which PCs are elected.

It's important to note that any delay in taking the oath of office does not impact the starting date of the term. This ensures clarity and consistency in the duration of the PC's term, as specified in the statutes.

Resignations & Vacancies

Vacancies in the role of Precinct Committeeman (PC) can be filled as openings become available following the primary election. Vacancies may arise for various reasons, such as a PC relocating out of their precinct, or if they are unable to continue in their role due to schedule conflicts, health issues, or in the unfortunate event of their passing.

The procedures for filling these vacancies generally follow the same guidelines as appointing a PC. County Chairmen typically oversee the process of appointing individuals to fill these vacancies, ensuring that the precinct continues to have representation within the Republican Party. This helps maintain the strength of the party's grassroots efforts and representation at the local level.

Arizona Revised Statute - A.R.S. §16-822

[Precinct committeemen; eligibility; vacancy; duties; term](#)

A. Any member of a recognized political party who is a registered voter in the precinct is eligible to seek the office of precinct committeeman of that party in that precinct.

B. If the number of persons who file nominating petitions for an election to fill precinct committeeman positions is less than or equal to the number of precinct committeeman positions, the county board of supervisors may cancel the election for those positions not sooner than one hundred five days before the election and appoint the person who filed the nominating petition to fill the position. If no person has filed a nominating petition to fill a position, the position is deemed vacant and shall be filled as otherwise provided by law. A precinct committeeman who is appointed pursuant to this subsection after filing a nominating petition shall be deemed an elected precinct committeeman.

C. If the number of persons who file nominating petitions for an election to fill precinct committeeman positions is more than the number of precinct committeeman positions for a recognized political party in a precinct, an additional ballot style shall be prepared for the political party in that precinct, which shall include the office of precinct committeeman. Only persons who are registered as members of that political party in that precinct may vote that precinct committeeman ballot style.

D. In addition to other provisions of law regarding removal from office, a vacancy shall exist in the office of precinct committeeman when the precinct committeeman moves from the precinct from which elected or changes political party from the party in which the precinct committeeman was elected.

E. The minimum duties of a precinct committeeman shall be to assist the precinct committeeman's political party in voter registration and to assist the voters of that political party to vote on election days. Additional duties shall be as provided for in the state committee bylaws of the precinct committeeman's political party.

F. The term of office of a precinct committeeman is two years and begins on October 1 after the primary election at which the precinct committeeman was a candidate and continues until October 1 after the following primary election at which a precinct committeeman is elected.

IV. PRECINCT COMMITTEEMAN ROLES



Job Description

Precinct Committeemen have a multifaceted role in serving their communities and advancing the Republican Party's interests. Their responsibilities include:

- **Representation:** Representing at least 125 or more voters within their precinct.
- **Meeting Attendance:** Attending all legislative district and mandatory meetings.
- **Candidate Evaluation:** Participating in the candidate evaluation process to help select Republican candidates.
- **Candidate Support:** Providing support for Republican candidates running for office.
- **Petition Collection:** Collecting petition signatures to support Republican candidates.
- **Public Engagement:** Serving as ambassadors for the Republican Party when interacting with members of the public.
- **Community Communication:** Engaging with neighbors through various means, including in-person interactions, phone calls, distributing flyers, email communications, and more.
- **Welcoming New Residents:** Extending greetings to new residents in the neighborhood, helping them become familiar with local political processes.
- **Voter Registration:** Actively participating in voter registration efforts.

- **Database Maintenance:** Managing and maintaining a database of residents registered to vote.
- **Neighbor Interaction:** Meeting and interacting with neighbors regularly to address their questions and concerns.
- **Voter Education:** Educating voters on social and economic issues and helping them make informed decisions.
- **Organizing Meetings:** Organizing meetings and events to register like-minded voters and promote the Republican Party's values.
- **Recruitment:** Recruiting new Precinct Committeemen and volunteers to strengthen the party's grassroots efforts.
- **Get Out the Vote (GOTV):** Leading efforts to encourage voter turnout through GOTV initiatives.
- **Political Advocacy:** Utilizing the Request to Speak system to voice positions on bills and legislative matters.

Overall, Precinct Committeemen play a vital role in connecting the Republican Party with the community, fostering political engagement, and advocating for Republican principles and candidates at the grassroots level.

Adopting Your 125

According to state law, each precinct is granted one precinct committeeman, along with an additional committeeman for every 125 registered voters belonging to the specific political party within that precinct.

Though it's important to note that PCs aren't formally assigned a specific group of 125 voters, you can conveniently identify your group by generating a walk list from the GOP Data Center and selecting those residing closest to your location. In essence, you'll "adopt" these 125 neighbors and maintain regular contact with them throughout your tenure as a PC. You'll be extending invitations to social gatherings, meet-and-greets, and other Republican events to foster a genuine connection.

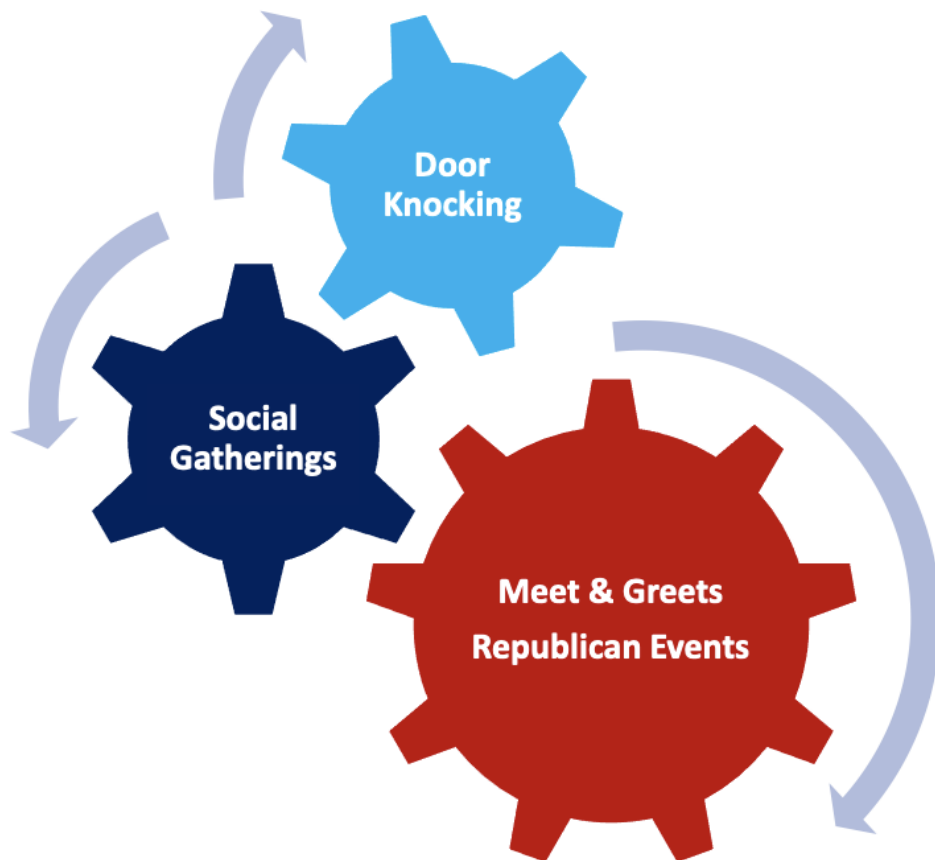
Remember this critical statement when talking to your neighbors:

“People don't care how much you know until they know how much you care.” - Theodore Roosevelt

The endeavor of adopting your closest 125 voters should be a sincere one. The art of being neighborly has somewhat faded in our culture, and it falls upon us to revive these values, one door at a time.

To keep in touch with your list, consider a strategy of engaging with 10 individuals every week, whether through door-to-door visits, phone calls, text messages, or follow-up emails. This can be broken down into connecting with two individuals each day over five working days. In the span of 12 weeks, you'll have reached out to your entire group of 125, allowing you to restart the process.

Using this approach ensures that you'll connect with your list at least four times per year, which can prove advantageous when it comes to ballot retrieval efforts during the Primary and General elections, especially if you've built a strong relationship with them in the year leading up to the election.



Recruiting Volunteers

The most strategic starting point for volunteer recruitment is within your immediate circle, including family, friends, and nearby neighbors. Afterward, extend your outreach to encompass your church, community and service clubs, PTA, exercise class, retirees, and students. It's worth noting that high school and college government or political science instructors often offer extra credit incentives for students who volunteer with a political party.

You'll be pleasantly surprised by the number of individuals willing to lend a hand, provided they receive guidance on how to begin. This task falls to you: to extend the invitation, ensure they feel valued and integral, and provide instruction on fulfilling their role as a PC. It's important to remember that the primary reason people don't volunteer is simply because no one has ever asked them.

As you'll soon discover in the following section, identifying and canvassing the voters in your precinct not only aids in identifying potential Republican voters but also serves as an excellent method for identifying individuals who could become valuable members of your precinct team.

In this capacity, you'll identify reliable individuals who are willing to engage in activities such as door-to-door outreach, making phone calls, distributing yard signs, volunteering at events, and making financial contributions to support the AZGOP.



Canvassing Voters

Identifying voters and recording that information is called "canvassing".

Whenever you have conversations with individuals in your neighborhood, it's important to maintain records of their political preferences and interests. You can also arrange "block walks" or "phone banks" within your precinct to collect this valuable data. While these activities are more extensively discussed in the "GOTV" section, they can also be adjusted for the purpose of identifying voters. It's crucial to emphasize that canvassing should be carried out on a regular basis to ensure preparedness for the election day's Get Out The Vote (GOTV) efforts. Relying solely on last-minute canvassing in the weeks leading up to Election Day is not an effective approach.

1	Hard Republican
2	Weak Republican
3	Swing/Independent
4	Weak Democrat
5	Hard Democrat

Voters are ranked in GOP Data Center on a 1-5 scale.

Using a canvass sheet is a great way to keep temporary notes until you can enter that information into a spreadsheet.

Sample Canvass Form

Date of Canvass:		Precinct:	
Area Covered:			
Canvasser Name:		Phone:	
Canvasser Address:		Email:	
PC Captain Name:			

ADDRESS	LAST NAME	FIRST NAME(S)	PARTY	RANK	REG ?	VOL ?	COMMENTS
1234 District Way	Smith	Bob	R	1	Y	Y	veteran, 2nd amend
1234 District Way		Jane	I	3	N	N	Gave reg form
1234 District Way		Jennifer	U	0	N	Y	Student, age 25
1236 District Way	Jones	Jim	R	2	Y	Y	Phone bank
1236 District Way		Betty	R	1	Y	N	Disabled, pro-life

Walk lists and call lists can be pulled from the GOP Data Center (see Appendix B for detailed instructions).

Here is a sample script for precinct activists to use when canvassing:

SAMPLE SCRIPT

"Hello, is _____ available?"

My name is _____ and I am a local precinct volunteer. May I have a quick moment of your time?"

Do you generally consider yourself a Republican or a Democrat? (If the respondent is a Democrat, thank them pleasantly and then terminate the interview. If the respondent is a Republican, continue):

"Are you registered to vote?" (If the person is not registered, offer to register them immediately).

"Are there any other residents in your home of voting age?"

"Will anyone in your residence require an absentee or military ballot or assistance in voting?"

"Will anyone need a ride to the polls? We can help arrange that for you."

"Would you be willing to assist the Arizona Republican Party as a volunteer?"

Thank the person for their time.

*This is a sample script provided by the AZGOP.

Important Canvassing Tips

As a canvasser, you bear several responsibilities, which include:

1. **Distribution of Literature:** Leave campaign literature on doorknobs. Never place it inside mailboxes, as this constitutes a federal offense.
2. **Respect for Property:** Walk only on public walkways and avoid trespassing on private lawns.
3. **Permission:** Obtain permission before canvassing on private property. Respect the rights of property owners.
4. **Courtesy:** Always maintain patience and courteous behavior when interacting with residents.
5. **Respect for Signs:** Pay attention to and respect "no trespassing" signs, as it is both a matter of courtesy and the law.



In your canvassing records, include the following sample information:

- Name and phone number
- Indication of whether they were home or if literature was left at their door
- Their intention to vote for your candidate or interest in yard signs
- Provide a space for additional comments or notes

Ensure that you have vehicles available to transport each group to their designated walk locations. Consider offering water, coffee, and/or snacks before and after the walk to keep volunteers energized.

Providing literature that includes polling location information is an excellent resource to distribute to voters. Be prepared to respond to basic inquiries about the candidate(s) or issues you are supporting or about being a Republican in general. Please see the Republican Party Basis section of this handbook for more information.

Additionally, be ready to answer questions from residents. If you encounter inquiries that you cannot address, direct the individuals to your legislative district chairman, county party representatives, or the AZGOP for further assistance. This ensures that voters receive accurate and comprehensive information.

Maintaining Electronic Records

The role of the Precinct Committeeman includes the crucial task of keeping an accurate and current record of voter information within their precinct.

One of the most efficient methods for managing the registered voters in your precinct is to maintain a computerized database. Microsoft Excel® proves to be an excellent tool for this purpose, offering a user-friendly spreadsheet format. In Excel, you can readily create fields (either as columns or rows) and input data by clicking on the desired cell and typing information as you would in any text document.

Utilizing a program like Excel for data entry offers the advantage of easy sorting based on specific criteria. This means you can quickly organize and retrieve the data by sorting it according to various columns, depending on your specific requirements. For example:

- Column A - Household Voter Name(s)
- Column B - Address
- Column C - Phone Numbers
- Column D - Sex
- Column E - Primary Voting Record
- Column F - Official Party
- Column G - Age
- Column H - Occupation
- Column I - Special Interests, Issues
- Column J - Comments/Notes



Creating a designated column, such as Column H, to record the occupations of voters, can greatly enhance your understanding of the individuals in your precinct. This information can provide insights into their availability for volunteering, indicating how much time they might have and when during the day or night they are most likely to be available for various projects. Additionally, it can help you identify which political campaigns may align with their specific interests and concerns.

Utilizing the Data

Once you've collected and securely stored your data, it's crucial to put it to good use. Your top priority should be building relationships with your neighbors and serving as their primary point of contact for political activities. Many individuals are enthusiastic about getting involved; they just require guidance on how to take the first steps. Once you've connected with potential volunteers, engage them actively and provide meaningful tasks to keep them motivated.

If you come across potential donors during your interactions, be sure to inform the AZGOP (Arizona Republican Party) about them. Additionally, maintain contact with voters who are categorized as "Party not Determined" (PND) or "Unaffiliated" (UNF). These individuals might be open to persuasion and could be swayed to vote Republican. The information you've canvassed is immensely valuable to Republican campaigns at the local, district, county, and state levels. It's essential to regularly share the data you collect with your Precinct Captain, providing them with monthly updates to ensure that this valuable information can be utilized effectively.

Supporting Candidates

One of the pivotal responsibilities of a Precinct Committeeman is to actively campaign on behalf of their preferred candidates.



This is where the genuine grassroots efforts by PCs can have a significant impact. Generally, your role within a campaign will be guided by the candidate, the candidate's campaign manager, or the volunteer coordinator, all of whom are following the candidate's strategic field plan. The support and assistance you offer play a crucial role in the overall success of the candidate's campaign. Your dedication to these campaign efforts can truly make a difference in the electoral process.

Placing and Removal of Candidate & Political Signs

Some PCs find this task enjoyable and look forward to it every election year.

Name recognition for the voters is pivotal to success at the ballot box, which is why yard and window signs are really a crucial element to a successful campaign.



Arizona State Statute §16-1019

[Political signs; printed materials; tampering; violation](#)

A. It is a class 2 misdemeanor for any person to knowingly remove, alter, deface or cover any political sign of any candidate for public office or in support of or opposition to any ballot measure, question or issue or knowingly remove, alter or deface any political mailers, handouts, flyers or other printed materials of a candidate or in support of or opposition to any ballot measure, question or issue that are delivered by hand to a residence for the period commencing forty-five days before a primary election and ending fifteen days after the general election, except that for a sign for a candidate in a primary election who does not advance to the general election, the period ends fifteen days after the primary election.

Important Tip

Each city government has a unique set of ordinances. Be sure to check your city's specific sign ordinance before installing signs.

Please reference ARS § 33-1808 - HOA rules for political activity.

<https://www.azleg.gov/ars/33/01808.htm>

Gathering Petition Signatures

There are two ways to collect petition signatures for candidates - traditional paper and online via the E-Qual system. Paper petitions are typically available on the County Recorder's website.

For a more convenient and secure option, consider using E-Qual Online Candidate Petitions. This website allows you to easily sign petitions for candidates, ensuring that your signature is authenticated and approved, as opposed to traditional paper submissions. It's a reliable way to guarantee that each of your signatures for open seats is counted accurately. To get started, visit the website designated for 2024 Arizona candidates.

<https://apps.azsos.gov/equal/>

- PCs help obtain petition signatures to help candidates appear on the ballot
- Research and learn petition requirements for each position
- In most cases, a voter cannot sign petitions for more than one candidate per position
- DO NOT sign both paper and online



Signature Limitations

- U.S. Senate - 1 candidate per voter
- U.S. Representative for Congress - 1 candidate per voter
- Governor - 1 candidate per voter
- Secretary of State - 1 candidate per voter
- Attorney General - 1 candidate per voter
- State Treasurer - 1 candidate per voter
- Superintendent of Public Instruction - 1 candidate per voter
- State Senator - 1 candidate per voter
- State House Representative - 2 candidates per voter

SAMPLE SCRIPT FOR GATHERING PETITION SIGNATURES

“Hi, I'm [Your Name], your Republican Precinct Committeeman. I'm here today to collect petition signatures to support our fantastic Republican candidate, [Candidate's Name], who's running for [mention the candidate's office, e.g., City Council, State Legislature, etc.].

Neighbor: [Response]

PC: [Candidate's Name] is a dedicated advocate for our community, and we need your help to get them on the ballot. Your signature is crucial to making that happen. May I ask for your support by signing this petition?

Neighbor: If Yes,

PC: Wonderful! Thank you so much. [Hand over the petition form and a pen]

PC: [Collects the form] Thank you for your support. Every signature counts, and this helps ensure that our candidate has the opportunity to be on the ballot this election.

Neighbor: [Response]

PC: If you'd like to stay updated on [Candidate's Name]'s campaign and other Republican events in our neighborhood, we'd be happy to add you to our mailing list. May I have your email address?

Neighbor: [Provides email or declines]

PC: Great! Thank you again for your support, and we look forward to keeping you informed. If you have any questions or would like to get more involved, please don't hesitate to reach out.

Neighbor: [Response]

PC: Have a wonderful day, and we hope to see **YOU** at our next campaign event!

Thank the person for their time.

Adapt this script to your specific candidate's campaign and style, and always be polite and respectful when approaching neighbors for petition signatures.

*AZGOP does not take sides or favor any candidate in primary elections.

Hosting a Home or Neighborhood Gathering



Hosting a precinct social gathering within your home presents an excellent opportunity to forge connections with your neighbors and encourage their active participation in the political process. There are various ways to achieve this, such as organizing a block party, hosting a Saturday morning coffee gathering, planning an evening happy hour, or hosting a Friday night BBQ. Your Republican neighbors will likely be eager to meet others who share their political beliefs and live in the same neighborhood.

Engaging in community-building activities, unrelated to politics, can also foster meaningful connections. Consider organizing neighborhood events like Easter egg hunts, Halloween costume contests, Christmas caroling, hayrides, children's activities, or group projects such as community cleanup or gardening. These activities provide avenues for connecting with your neighbors on a more personal and non-political level.

It's worth noting that according to a 2018 study by Pew Research, a majority of Americans claim to know at least some of their neighbors, but only about three-in-ten say they know all or most of them. Among those who are acquainted with some of their neighbors, one-in-four engage in face-to-face conversations several times a week, with an additional 24% doing so about once a week, 21% once a month, and 25% less frequently than that. These statistics highlight the potential for strengthening neighborly connections through initiatives like social gatherings and community events.

Attending Statutory & Mandatory Meetings

A Precinct Committeeman holds the responsibility to elect Republican party leaders from your precinct, legislative district, county, and state.

- **Precinct Captain** – (elected among all the PCs in that precinct as the lead point person)
- **Legislative District Committee** (every two years following General election)
- **County Committee** (County Chair and officers elected by fellow PCs)
- **State Committeemen** (composed of PCs who have been elected by fellow PCs in their Districts/Counties)

PCs are expected to attend two mandatory meetings in person, whenever possible. These meetings are essential for electing County and District officers. Additionally, if you hold the position of an elected State Committeeman, it is expected that you attend the annual State Statutory Meeting as well. These gatherings play a vital role in shaping the leadership and direction of the party at various levels and offer opportunities for active participation and decision-making within the organization.

AZGOP State Meetings

AZGOP Bylaws - Updated January 28, 2023

<https://azgop.com/freedom-opportunity-security>

Article III - MEETINGS

A. Statutory Organizational Meeting

The statutory organizational meeting shall convene no earlier than ten days after the last county statutory meeting and no later than the fourth Saturday in January in each odd-numbered year. At the meeting, the State Committee shall organize itself by electing from its membership a chairman, a secretary, and a treasurer and shall transact such other business as may properly come before it.

B. Mandatory Meeting

The mandatory meeting of the State Committee shall be held in January of each of even-numbered year to receive reports of officers, to elect non-statutory officers, and to conduct such other business as may properly come before the meeting.

Snapshot of General PC Activities



V. GET OUT THE VOTE (GOTV)

Door Knocking

Block walking stands out as the most impactful form of volunteer voter contact. While it may consume several hours of your weekly schedule, it offers voters a chance to connect with you face-to-face and seek answers to their questions. Many voters appreciate the effort you put into personally knocking on their doors and engaging with them.

The process of block walking involves coordinating a group of volunteers who walk door-to-door, introducing themselves to neighbors, keeping them informed, and reminding Republican voters to cast their ballots.

Local campaigns or county parties often organize block walks and may request your help in recruiting volunteers. Nevertheless, you can take the initiative to organize one independently. Begin by dividing your precinct into neighborhoods and further into blocks, assigning volunteers to cover each section.

Collaboration with other precincts is a viable option, particularly when there are targeted races that span multiple precincts. Establish a central meeting location and schedule a specific time for volunteers to gather before and after the walk. Consider arranging shifts in two-hour increments and designate leaders, preferably Precinct Captains or experienced participants familiar with your precinct, to lead each group.

To prepare for your block walk, it is encouraged to have the following resources on hand:

- A name badge and business cards displaying your contact information.
- A walk list containing targeted Republican addresses along with a map.
- Canvass sheets for recording new voter information within your area.
- Informational literature provided by your district, county, or state party.



SAMPLE SCRIPT FOR INTRODUCTION

[Smile and introduce yourself] “

Hi, I'm [Your Name], your Republican Precinct Committeeman. I live right here in the neighborhood, and I wanted to take a moment to get to know you and your thoughts on our community.

Neighbor: [Response]

PC: That's great to hear. Our neighborhood is full of wonderful people, and I'm here to represent your interests within the Republican Party. I'm also genuinely interested in what matters most to you. So, may I ask, what are the most important issues to you and your family right now?

Neighbor: [Response]

PC: Thank you for sharing that. Your perspective is crucial. We're focused on finding solutions to the very issues that impact our community. For instance, [mention a specific Republican Party stance or initiative that aligns with the neighbor's issue].

Neighbor: [Response]

PC: In addition to discussing issues, I wanted to let you know about some of the upcoming local events and activities related to our party and community. We have [mention any upcoming events or meetings] happening soon, and it would be wonderful to see you there.

Neighbor: [Response]

PC: Also, if you ever have any questions, concerns, or ideas about our neighborhood or our party, please don't hesitate to reach out to me. I'm here to listen and help in any way I can.

Neighbor: [Response]

PC: Thank you for taking the time to chat with me today and for sharing your thoughts. I'm looking forward to getting to know you better and working together to make our neighborhood an even better place to live.

Neighbor: [Response]

Phone Banking

Numerous studies have consistently demonstrated that having well-informed and motivated volunteers engage with voters over the phone is a highly effective means of reaching a substantial number of voters in a relatively short period.

Phone banking is particularly valuable for those who may not be able to engage in door-to-door canvassing or are uncomfortable with computer-based outreach, as it provides flexibility for volunteers to participate on their own schedule.



Phone banking typically involves organizing a group of volunteers at a specific location where phones are readily available, including both hard lines and mobile phones. Lists of potential voters to call and phone scripts are provided for volunteers to use. Often, local campaigns or county parties will arrange these phone banking events and may request your assistance in recruiting volunteers and participating. However, there is no reason why you cannot proactively take the initiative to host one yourself, as outlined earlier in this handbook, especially if it aligns with your canvassing efforts.

To organize a successful phone banking event, you'll need a few members from your precinct team to help with preparations, and at least one individual to oversee the activity and be available to address any questions or issues that arise. Collaborating with other precincts can be beneficial, particularly if you are focusing on targeted races that encompass multiple precincts.

When selecting a location for your phone bank, consider options such as party headquarters, campaign headquarters, or local businesses (preferably non-corporate) that can provide convenient access and parking for volunteers. Ensuring a comfortable and accessible environment can enhance the efficiency and effectiveness of your phone banking efforts.

Call Lists

GOP Data Center is an excellent resource for obtaining call lists, and you can also utilize your own canvassing records for this purpose. Detailed instructions on generating a call list can be found in Appendix B of this handbook.

When you have your call list ready, it's essential to divide it among your volunteers and provide them with canvassing sheets to record the outcomes of each call. You can use the canvassing model provided earlier in this handbook, or GOP Data Center can assist in creating canvass sheets tailored to the specific call lists you've generated. In your records, consider including the following sample information:

- Name and phone number.
- Indication of whether they answered the call or if you reached their voicemail.
- Verification of whether they have already voted.
- Their intention to vote for your candidate.
- Space for additional comments or notes.

Below is a sample phone script that your volunteers can use as a guideline. Make sure to customize your scripts based on the specific purpose of your calls and the nature of your campaign.

Remember that customization and personalization can make a significant difference in the effectiveness of your calls, so adapt the script as needed for your specific campaign goals and target audience.

SAMPLE SCRIPT

"Hello, my name is [Your Name], and I'm a volunteer with the [Campaign Name] campaign. We're reaching out to our fellow community members to discuss the upcoming election. Have you had a chance to vote yet?"

[If they have voted]

"Great! We appreciate your participation. Can we count on your support for [Candidate's Name]?"

[If they haven't voted]

"We encourage you to make your voice heard by casting your vote. Can we count on your support for [Candidate's Name]?"

The Fortune is in the Follow-Up



The key to success is in consistent follow-up and engagement. Just as in sales, it often takes 6-8 interactions to build a strong connection with your neighbors. It's essential to maintain regular contact with your adopted 125 voters well before the election season begins.

As a PC, it's vital to keep meticulous records of your interactions. You should share copies of all canvass sheets from your block walks with your Precinct Captain. This data is incredibly valuable for several reasons:

- It helps identify individuals interested in volunteering or becoming a Precinct Committeeman.
- You can stop visiting homes where there is no interest or where the voter has already been contacted.
- Ensures you have accurate address information to avoid wasting time on incorrect addresses.
- Keeps track of who has already voted and who hasn't, which is crucial for Get Out the Vote (GOTV) efforts.
- Provides insights into who supports your candidate and who may need more persuasion.
- Helps plan your next block walk by identifying homes that require a revisit.
- Keeps you informed about neighbors' personal details, like family dynamics, adult children living at home, or veteran status, which can be useful for tailoring your conversations.

Consistent follow-up and data tracking are essential for building strong community connections and ensuring a successful campaign.

Voter Registration



How to Register to Vote in Arizona

- Start your online registration on Service Arizona:
<https://servicearizona.com/VoterRegistration/>
- You can also register to vote by mail or in person by completing the **Arizona Voter Registration Form Link:**
https://azsos.gov/sites/default/files/voter_registration_form.pdf

How to Conduct Voter Registration

Precinct Committeemen have the valuable opportunity to identify unregistered individuals in their neighborhood and encourage them to register to vote. By explaining the significance of participating in the selection of public officials, PCs can inspire greater engagement in the political process and bolster the strength of their political party.

Voter registration is often seen as the initial and vital battle of the election cycle. Considering that many elections are determined by margins of less than two percent, registering more voters becomes a paramount objective for the Arizona Republican Party (AZGOP).

ARIZONA VOTER REGISTRATION FORM FORMA DE REGISTRO ELECTORAL EN ARIZONA

FILL OUT COMPLETELY WITH A BLACK/BLUE PEN (RED SHADED BOXES ARE REQUIRED). TO BE ELIGIBLE TO VOTE A "FULL BALLOT," COMPLETE BOX 9, 10 OR 11 OR PROVIDE OTHER PROOF OF CITIZENSHIP - SEE BACK FOR DETAILS AND ADDITIONAL INSTRUCTIONS. LLENE COMPLETAMENTE CON PLUMA DE TINTA NEGRA/AZUL (LAS CASILLAS ROJAS SON REQUERIDAS). PARA VOTAR EN UNA "BOLETA ELECTORAL COMPLETA," LLENE LA CASILLA 9, 10 U 11 O INCLUYA OTRA PRUEBA DE CIUDADANÍA - VEA LOS DETALLES EN EL REVERSO.

1 Permanent Early Voting List (PEVL) / Lista Permanente de Votación Temprana Receive your early ballot by mail! / Reciba su boleta de votación temprana por correo! <input type="checkbox"/> Yes, I want to be added to PEVL and automatically get an early ballot by mail for every election for which I am eligible. (To be on PEVL, your mailing address in Box 7 must be in Arizona.) <i>Si Quiero que me agreguen a la lista PEVL y recibir automáticamente una boleta de votación temprana por correo para cada elección. (Para estar en la lista, su dirección postal en la casilla 7 debe estar en Arizona.)</i> <input type="checkbox"/> No, I do not want to be added to PEVL. I understand CHECKING THIS BOX will remove my name from PEVL if it was previously included. / No. No quiero que me agreguen a la lista PEVL. Yo entiendo que al MARCAR ESTA CASILLA removerán mi nombre de la lista PEVL si éste estaba incluido antes.		REGISTER ONLINE / REGÍSTRESE EN LÍNEA: WWW.SERVICEARIZONA.COM FOR MORE INFORMATION / PARA MÁS INFORMACIÓN: WWW.AZSOS.GOV BOX FOR OFFICE USE ONLY ÁREA SÓLO PARA EL USO DE LA OFICINA S 00	
2 Last Name / Apellido _____ First Name / Nombre _____		Middle Name / Segundo Nombre _____ Jr./Sr./III _____	
3 Residential Address (where you live - no P.O. Box/business address) / Domicilio Residencial (donde usted vive - no use un apartado postal ni dirección comercial) If no street address, describe location using mileage, cross streets, parcel #, subdivision name/lot, or landmarks. Draw a map and/or provide latitude/longitude or geocode in Box 23 if located in a rural area without a traditional street address. / Si no cuenta con un domicilio de calle, describa la ubicación usando millaje, cruces de calles, núm. de parcela, nombre de lote/ subdivisión, o detalles específicos de referencia. Dibuje un mapa y/o provea la latitud/longitud o código geográfico en la casilla 23 si está ubicado en un área rural sin domicilio tradicional de calles.			
4 Apt./Unit/Space _____ 5 City / Ciudad _____		6 Zip / Código Postal _____	
7 Mailing Address (where you get mail, if not delivered to residential address) / Dirección Postal (donde recibe su correo, si su correo no es entregado a su domicilio residencial)			
8 Last 4 Digits of Social Security # Últimos 4 Dígitos del Núm. de Seguro Social XXX-XX-XXXX		9 AZ Driver License or Nonoperating License # / Núm. de Licencia de Manejo o Tarjeta de Identificación de Arizona	
11 Alien Registration, Naturalization Certificate, or Citizenship Certificate # / Núm. de Registro de Extranjero, Certificado de Naturalización o de Ciudadanía		12 Birth Date (MM/DD/YYYY) Fecha de Nacimiento (MM/DD/AAAA)	
14 Party Preference / Preferencia de Partido <input type="checkbox"/> Republican / Republicano <input type="checkbox"/> Democratic / Demócrata <input type="checkbox"/> Other / Otro _____ <input type="checkbox"/> None or No Party / Ningún Partido		15 Telephone Number Número de Teléfono Is this a cellphone? <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No ¿Es este número un celular?	
17 If you were registered to vote in another state, list former address (including county and state) Si usted estaba registrado/a para votar en otro estado, anote el domicilio previo (incluyendo el condado y el estado)		16 Occupation / Ocupación	
19 Father's Name or Mother's Maiden Name Nombre de su padre/nombre de soltera de su madre		20 Are you willing to work at a polling place on Election Day? / ¿Está dispuesto/a a trabajar en un lugar de votación el Día de la Elección? <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No	
22 Are you a citizen of the United States of America? / ¿Es usted ciudadano/a de los Estados Unidos de América? <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No Will you be at least 18 years old by Election Day? / ¿Cumplirá usted 18 años de edad en ó antes del Día de la Elección? <input type="checkbox"/> Yes/Sí <input type="checkbox"/> No VOTER DECLARATION - By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I have NOT been convicted of a FELONY (or my civil rights have been restored - see back for details), and I have NOT been adjudicated INCAPACITATED with my voting rights revoked. DECLARACIÓN DEL LA VOTANTE - Al firmar abajo, yo juro o afirmo que la información anterior es verdadera, que soy RESIDENTE de Arizona, que NO se me ha condenado por un DELITO GRAVE (o que mis derechos civiles han sido restituidos - vea en el reverso los detalles), y que no se me ha dictaminado INCAPACITADO/A con mis derechos electorales revocados.		23 If no street address, draw a map and/or provide the latitude/longitude or geocode here / Si no tiene domicilio de calle, dibuje un mapa y/o provea la latitud/longitud o código geográfico aquí <div style="text-align: center;">  </div>	
SIGNATURE / FIRMA <div style="border: 1px solid black; width: 150px; height: 30px; display: flex; align-items: center; justify-content: center;">X</div>		DATE / FECHA _____	
24 If you are unable to complete or sign the form, the form can be completed at your direction. The person who assisted you must sign here. Si usted no puede completar o firmar la forma, esta se puede llenar según sus instrucciones. La persona que le ayudó a hacerlo debe firmar aquí.			
SIGNATURE OF PERSON ASSISTING / FIRMA DE LA PERSONA QUE LE AYUDÓ _____		DATE / FECHA _____	

<Remove tape and fold to mail > ----- <Despegue la cinta adhesiva y doble la forma para enviarla por correo >

For PCs, this represents the inaugural step in a victory plan that not only safeguards existing majorities in the legislature but also serves as the groundwork for pivotal triumphs in top-of-the-ticket races. It underscores the PC's role in expanding the party's base and ensuring a robust presence in the democratic process.

When we turn out our Republican base, we need that base to be as broad and strong as possible. That is why registration is an important part of our victory program.

What qualifies someone to vote in Arizona?

- Be a citizen of the United States
- Be a resident of Arizona, and the county listed on your registration
- Be 18 years of age or more on or before the day of the next regular General Election



Who CANNOT Register to Vote

- Non-U.S. Citizens. (Green card holders, permanent residents, etc.)
- Felons without their civil rights restored (First-time, single felony offenders get their rights automatically restored after all court orders are completed)
- Adjudicated incapacitated as ruled by court.

When to Update Existing Registration

- Each time you change an address
- Have had a name change
- Change to your political party affiliation

First Time Registering to Vote

If this is your first time registering to vote in Arizona, or you have moved to another county in Arizona, your voter registration form must also include a copy of proof of citizenship or the form will be rejected by the county recorder.

For more information visit: <https://azsos.gov/elections/voters/register-vote-update-voter-information/registration-requirements/proof-citizenship>

AZGOP Voter Registration Data

The current political landscape in Arizona presents a critical challenge as unaffiliated voters now outnumber registered Republicans for the first time since 2016. To secure victory in the 2024 elections, it is imperative that we undertake a concerted effort to effectively communicate the benefits and values embodied by the Republican Party platform. We must register as many Republicans as possible.

Surprisingly, only 75% of Arizona's eligible voting-age population is currently registered to vote. With new individuals and families continually moving to our state, and a significant number of potential voters within our very own neighborhoods, we have an exceptional opportunity to make a difference. These individuals are our friends, acquaintances in clubs, and familiar faces at the grocery store, yet for various reasons, they are not exercising their right to vote. It is incumbent upon us to change this dynamic and engage with these potential voters, ensuring that their voices are heard in the democratic process.

According to the Office of Arizona Secretary of State, as of July 2023, registered voters in the state of Arizona are divided as follows:

Party Affiliation	Reg. Voters	Percentage
Republican	1,445,127	34.42%
Democrat	1,260,659	30.02%
Other (Independent, PND)	1,450,697	34.55%
Libertarian	33,738	0.80%
No Labels	8,505	0.20%
Total Registered Voters	4,198,726	

To access updated voter registration numbers, please visit <https://azsos.gov/elections/results-data/voter-registration-statistics>

Holding a Voter Registration Drive

Voter registration drives hold significant importance in expanding Republican Party registrations. These efforts play a pivotal role in strengthening the political influence and impact of the party. By actively engaging in voter registration drives, Republicans can:

- **Boost Electoral Strength:** Registering new voters and expanding the party's voter base directly translates into increased support for Republican candidates in local, state, and national elections.
- **Promote Civic Engagement:** Encouraging citizens to register to vote fosters a sense of civic responsibility and encourages greater participation in the democratic process.
- **Enhance Grassroots Outreach:** Voter registration drives provide an excellent opportunity for Republicans to connect with communities, listen to concerns, and convey the party's messages effectively.
- **Long-Term Party Growth:** Each newly registered Republican voter has the potential to become a dedicated party member, contributing not only to one election but to the party's long-term growth.

Example: Voter Registration Plan

- **Planning and Organization:** Start by creating a detailed plan that includes goals, target demographics, and a timeline for your voter registration drive.
- **Recruit Volunteers:** Assemble a team of dedicated volunteers who are knowledgeable about the voter registration process and Republican Party principles.
- **Set Up Locations:** Choose strategic locations for your registration drive, such as high-traffic areas, community events, or local party gatherings.
- **Supplies:** Ensure you have all the necessary supplies, including voter registration forms, clipboards, pens, and a visible booth or table.
- **Training:** Train your volunteers on the voter registration process, including eligibility criteria and completion of registration forms
- **Outreach:** Promote your voter registration drive through various channels, including social media, local news, and party newsletters.
- **Data Tracking:** Keep electronic records of registered voters on an Excel spreadsheet for future follow up

Where to Register Voters

- Shopping centers
- Libraries
- Tailgate events, sports games
- Gas stations
- Gun Stores
- Festivals and fairs
- Churches
- Workplace
- Schools, colleges, universities
- Parks
- Association meetings

**Ensure you obtain permission in advance before entering these areas.*



2024 Voter Registration Deadlines



February 20, 2024

Last day to register for **March 19, 2024** Presidential Preference

July 8, 2024

Last day to register for **August 6, 2024** Primary Election

October 7, 2024

Last day to register for the **November 5, 2024** General Election

Online & In-person registration deadline:

29 days before Election Day

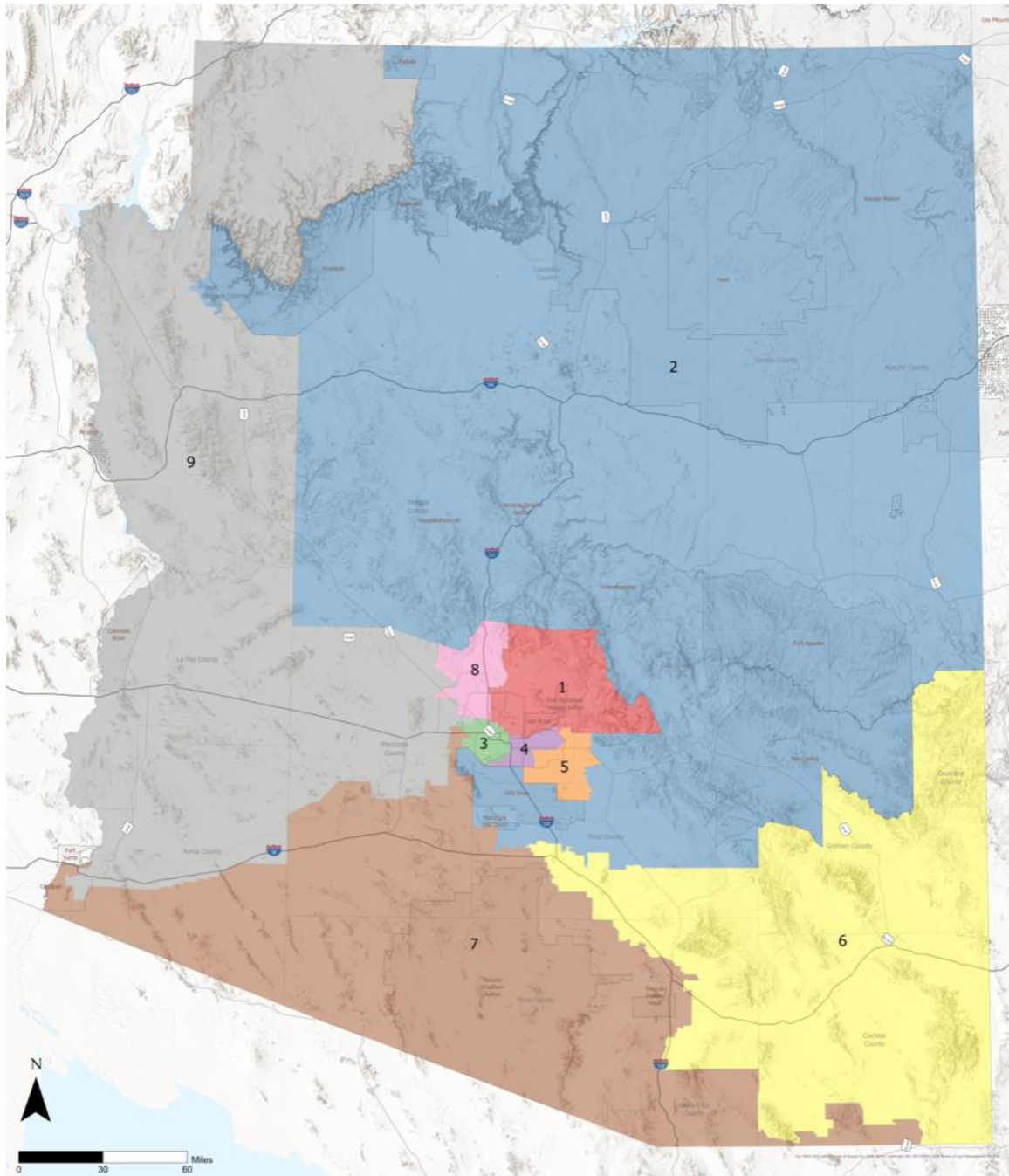
Register by mail deadline:

Must be **postmarked 29 days** before Election Day

VI. ARIZONA BASICS

Congressional Districts

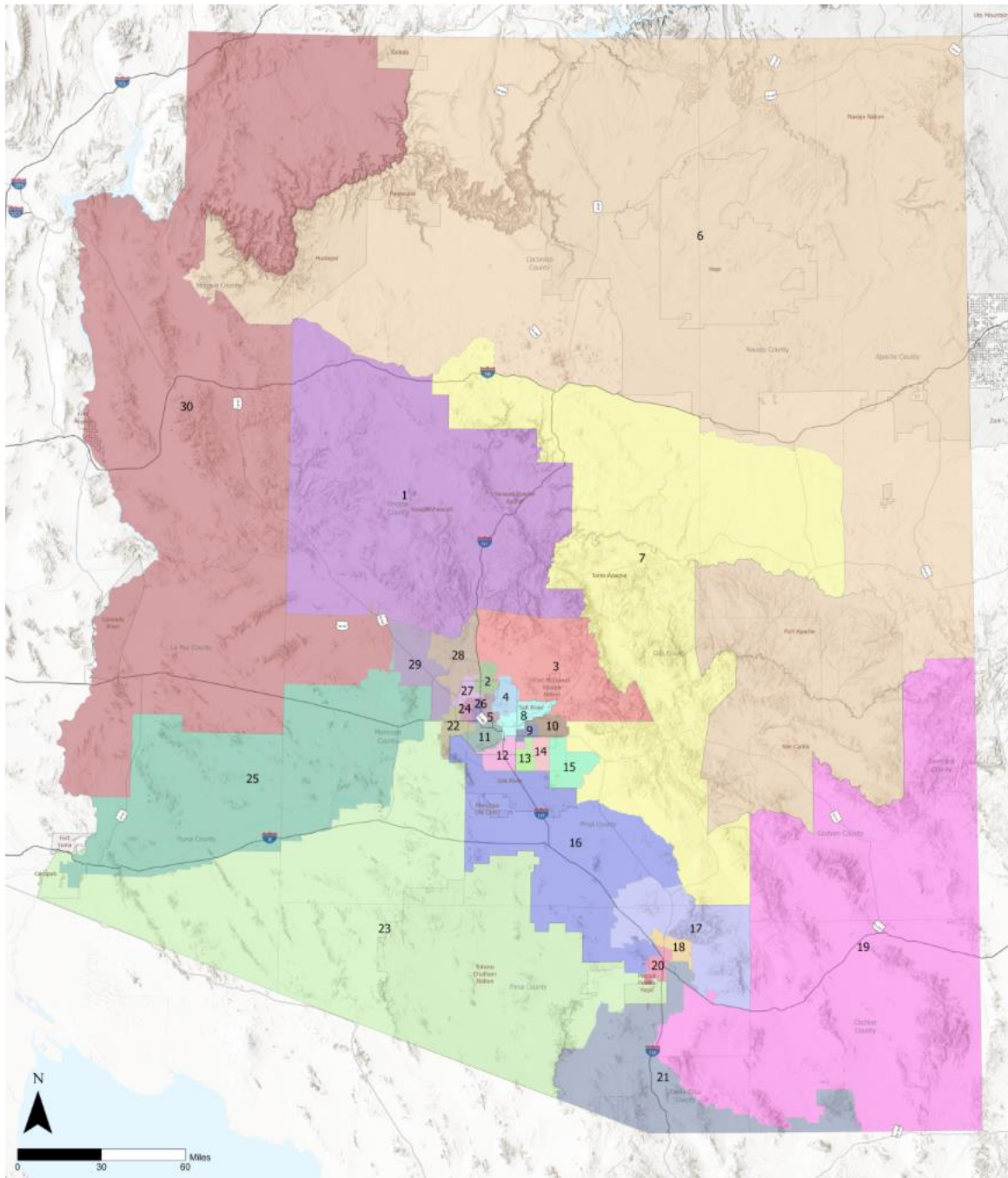
Arizona has nine Congressional Districts (CD). Each district is represented by a Congressman or Congresswoman who are elected every two years. Please visit <https://azgop.com/directory/federal-officials> for contact information on your elected representative.



Legislative Districts

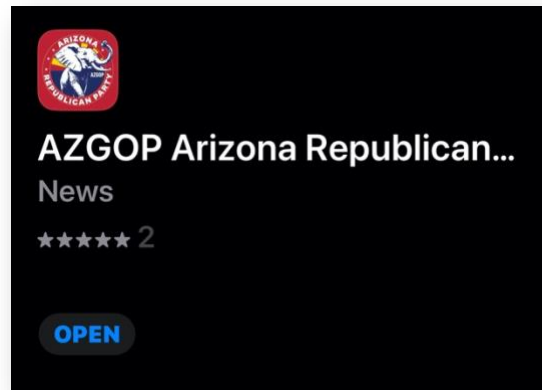
Arizona has 30 Legislative Districts (LD). Each district is represented by two State House Representatives and one State Senator.

Please visit <https://azgop.com/directory/district> for contact information for each Legislative District Chairman.

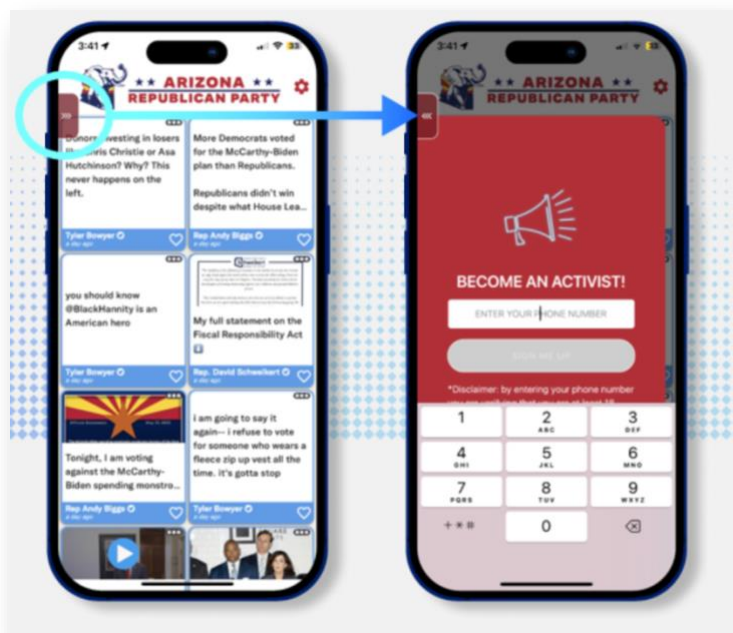


APPENDIX A - AZGOP APP

1. Download the AZGOP App from the App Store or Google Play Store.



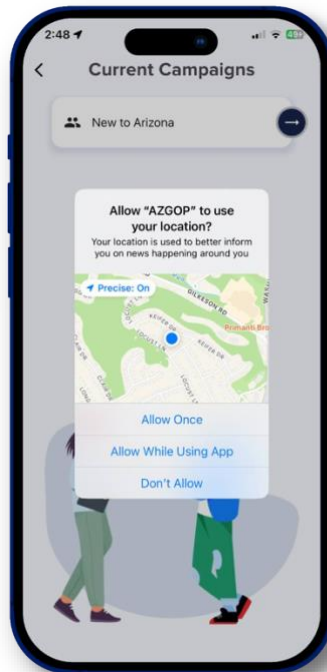
2. Select the red arrow on left side. The icon for the slide out menu allows you to easily go back and forth between your Superfeed and the Activism section of the app. To get started, just enter your phone number. Superfeed will promptly send you a unique verification code. After entering your phone number, simply input the provided code to proceed.



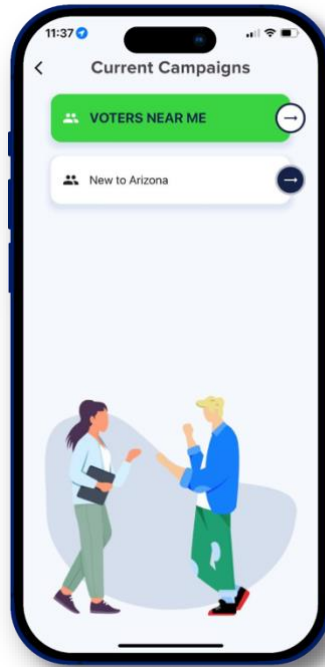
3. Discover the Activism Portal, where you'll find a wide range of groundbreaking GOTV tools exclusive to Superfeed. These innovative tools are tailor-made to empower your campaign and maximize your chances of winning elections. Unlock the path to victory with our exceptional GOTV solutions. For example, select “Help Knock Doors”



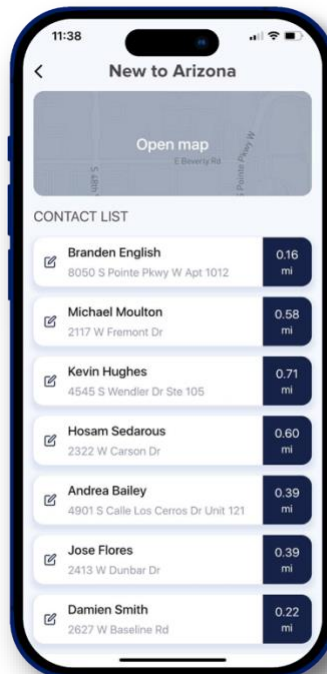
4. Allow AZGOP to use your location, either “Allow Once” or “Allow While Using App”.



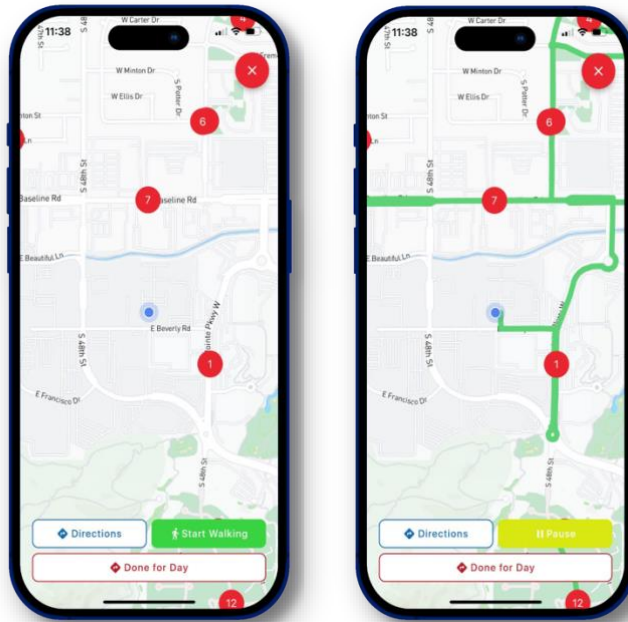
5. When you tap on 'Help Knock Doors,' you will be taken to your walk campaigns. Here, you will find a list of your available walk campaigns. Tap to select the appropriate walk campaign as directed by your leader or campaign manager.



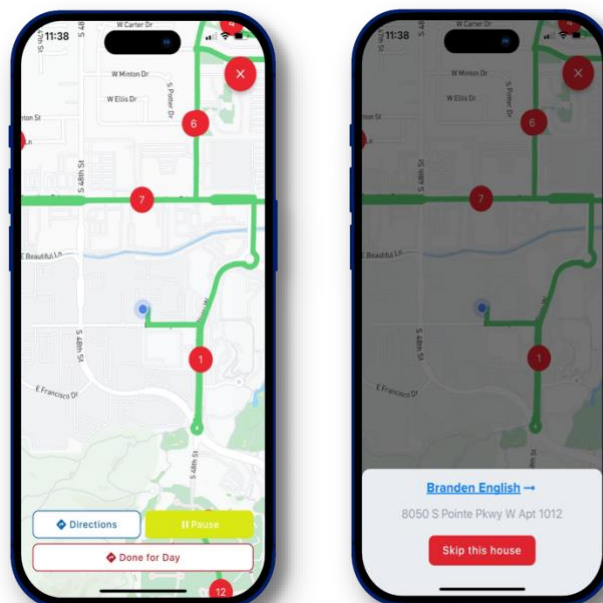
6. Once you've chosen your campaign, you will be presented with a contact list displaying the 15 closest voter contacts that meet the campaign canvassing criteria. To begin walking and knocking doors, simply tap 'Open Map.'



7. Now, the map will display the locations of those 15 households from your contact list. To receive a walking route with directions, simply tap 'Start Walking'.

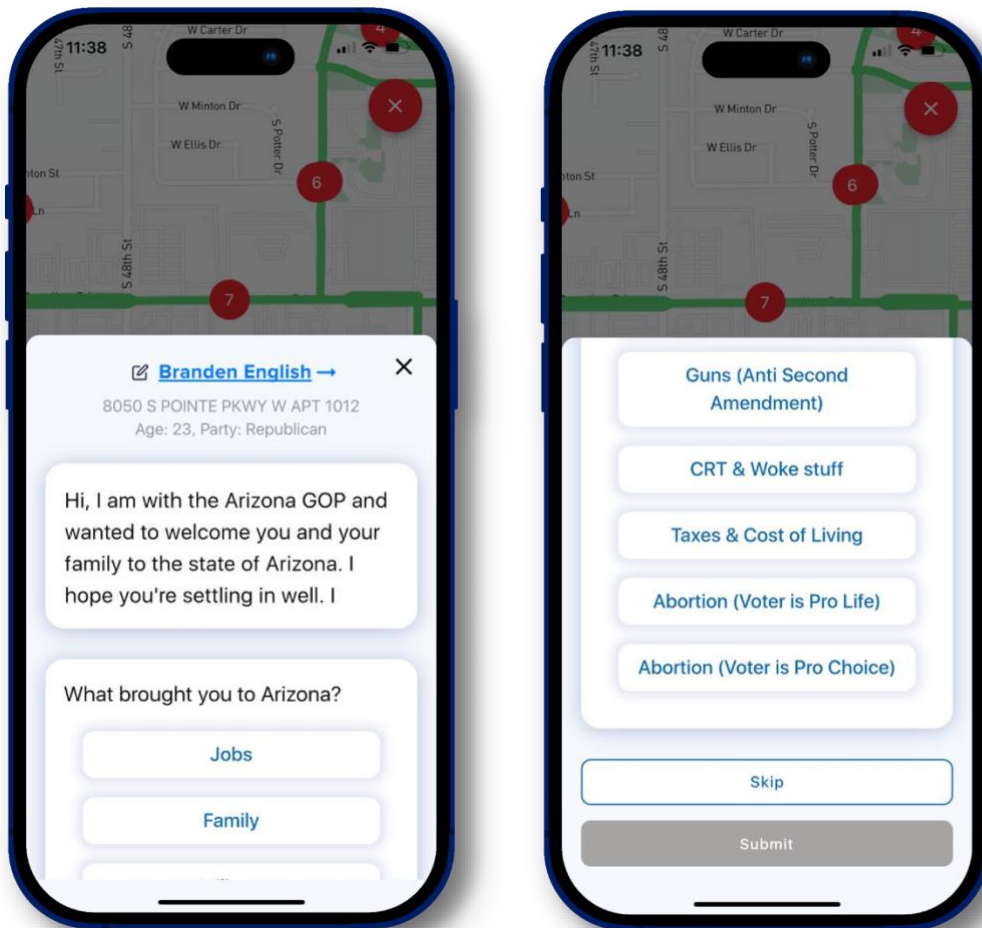


8. Once you reach the door of the first house, simply tap the house icon marked with a "1". This action will display the name of the voter registered at that address in the form of a hyperlink which you must tap on in order to access the voter script and survey. In case you wish to skip the current house, you can press the "Skip this house" button instead.

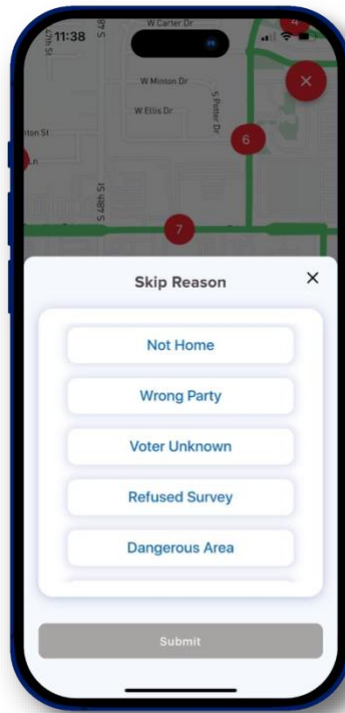


9. Below the name, you will find some demographic data about the person, which can help you tailor your approach and conversation based on their specific characteristics. Underneath the name and demographic data, you can find the script and survey questions.

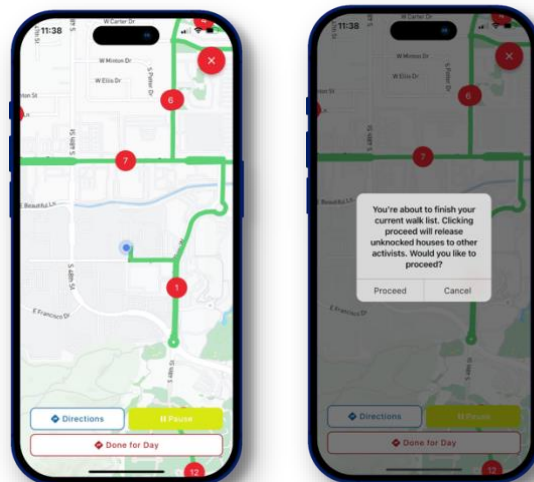
10. You can tap on the answers to the questions you ask the voter. Once you have finished asking your questions, simply tap "Submit" to log your responses. In case the voter refuses to answer any questions or is not available at home, you can tap "Skip" to move on to the next house.



11. In order to proceed to the next house, it is necessary to provide an explanation for skipping the current house. You can choose a response from the provided options and tap "submit" to continue.



12. After completing the first house, your map will automatically update and guide you to the second house. This process will continue until you have finished all 15 houses. At any time, you can pause your walk list to save your progress. If you have not completed your walk list but are finished for the day, you can select '**Done For Day.**' Choosing this option will log your progress and make the houses that have not been canvassed available to other activists.



APPENDIX B - GOP DATA CENTER

Overview

As a Precinct Committeeman, you will have access to the GOP Data Center either directly, through your LD or County Chairman, or PC Captain. GOP Data Center provides tools that enhance understanding of voter history, enables creation of call lists and walking lists, and helps connect you with voters in your precinct.

GOP Data Center is a system that was developed by a private vendor on contract with the RNC, and the RNC is the national administrator. The data assists grassroots leaders and candidates in contacting voters. The system allows you to access information about registered voters in your area and also to identify voters you have met by Party and issue affiliations.

Every voter in the state has personal and geographical information tags, voter scores, and voter history.

Access is provided after signing a user agreement.

You can request access forms from your Precinct Captain, Legislative District Chairman, or the AZGOP.



GOP DATA CENTER APPLICATION

All fields **MUST** be filled out and eligible. If any blanks are left or are illegible the AZGOP will consider the application **NOT COMPLETE**.

FIRST NAME: _____

LAST NAME: _____

AREA OF ACCESS REQUEST: (Precinct, District, etc) _____

EMAIL ADDRESS: _____

TITLE/ORGANIZATION: _____

PRIMARY PHONE: _____

SECOND PHONE: _____

STREET ADDRESS: _____

CITY: _____

COUNTY: _____

ZIP: _____

NAME OF AUTHORIZING INDIVIDUAL (CANDIDATE OR CHAIR):

Signature: _____ Date: _____

AZGOP Complete below:

ACCESS APPROVED: _____

ACCESS DENIED: _____

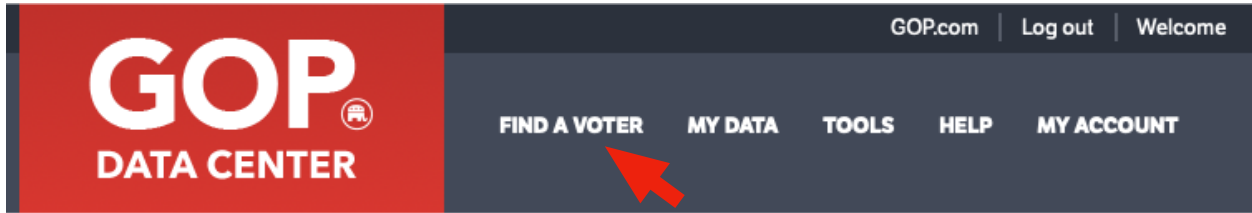
REASON: _____

Chairman approval signature if organization: _____ Date: _____

[LINK TO DATA CENTER ACCESS AGREEMENT](#)

How to Find A Voter

1. Navigate to the 'Find a Voter' tab at the top of GOP DC home page.



2. Search for a voter through up to 13 different criteria including first and last name, phone number, address, precinct, etc.

My Voters

Searching in: **Arizona**

Search for Voters

Voter Name

Address

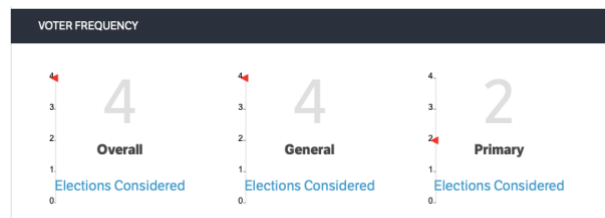
3. Click the magnifying glass next to the voter whose profile you would like to view.

VOTE HISTORY

AB Request Date: No Data Provided | AB Return Date: No Data Provided | Early Vote Date: No Data Provided

Election	'22	'20	'19	'18	'16	'14	'12	'10	'08	'07
General	✓	✓		🕒	🕒	🕒	🕒	✉	✓	
Municipal										
Presidential					✓					
Primary	🕒	🕒		✓						
Special Election				🕒						

🕒 Voted Early | ✉ Voted Absentee | ✓ Voted at Polls / Mail Ballot
🔵 Democrat Ballot | 🔴 Republican Ballot | 🟡 Other / No Ballot Type



4. View voter history, voter frequency, voter identification number, observed party, etc.

How to Create an Entire Precinct Walk List

1. Log into GOPdatacenter.com

Login

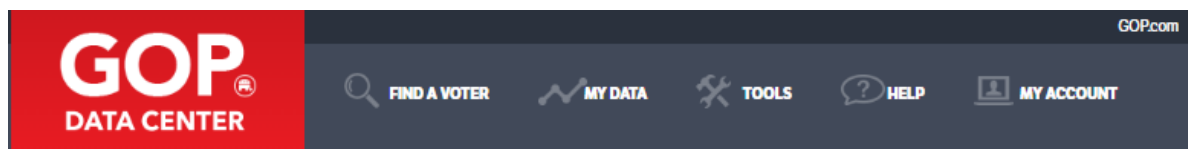
User Name

Password

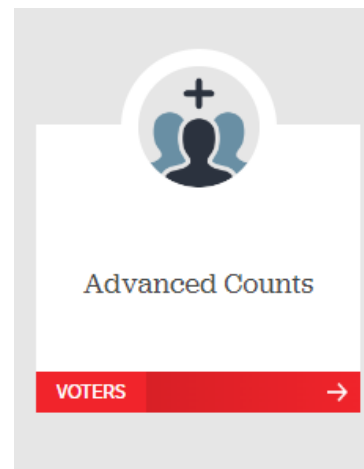
LOG IN

[Forgot my password](#)

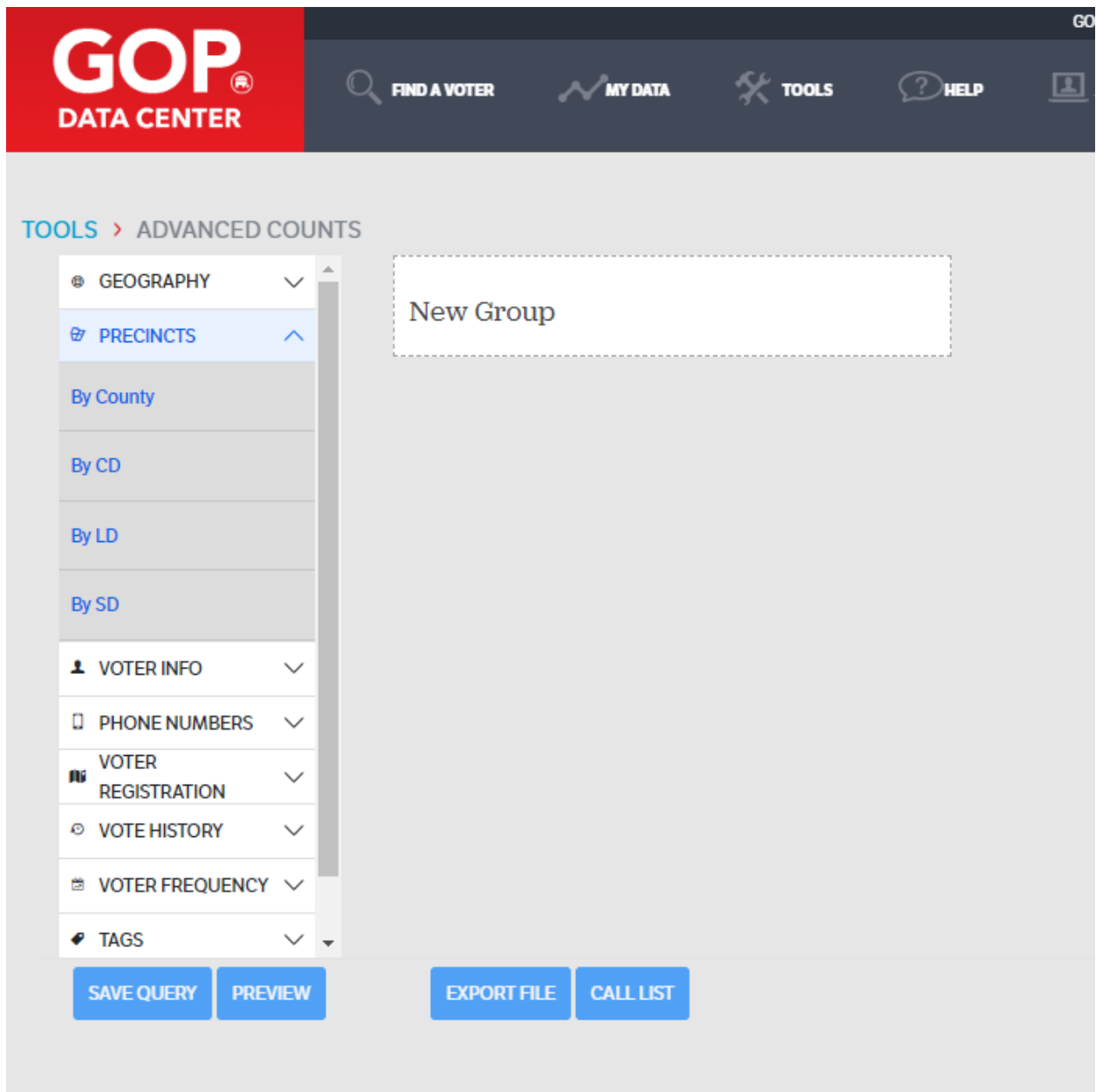
2. Navigate to the 'Tools' tab at the top of the GOP DC home page.



3. Choose the 'Advanced Counts' box.



4. The next page will display "New Group". From the left column click on Precincts scroll down, grab "By LD" and drag it into the "New Group" square.



5. All the precincts that you have access to will be listed. Check the one you want and press OKAY.

6. You may now “Add Criteria”. For example, click on “VOTER INFO,” scroll down and grab “Official Party” and drag it into the “Add Criteria” block.

The screenshot shows the GOP Data Center interface for the 'ADVANCED COUNTS' tool. The top navigation bar includes 'GOP DATA CENTER', 'FIND A VOTER', 'MY DATA', 'TOOLS', 'HELP', and 'MY ACCOUNT'. The main content area is titled 'TOOLS > ADVANCED COUNTS'. On the left is a sidebar with filter categories: GEOGRAPHY, PRECINCTS, VOTER INFO (selected), Observed Party, Household Member Count, Household Status, Ethnicity, Calculated Party, Official Party, Household Party, and Age. The main workspace shows a query configuration: 'By LD' with a dropdown set to 'Equals' and the value '28: DESERT SAGE'. To the right of this query, it shows 'Households: 4,372' and 'Voters: 6,995'. Below this is an 'AND' connector and a dashed box labeled 'Add Criteria'. Further down is an 'OR' connector and a dashed box labeled 'New Group'. At the bottom, there are buttons for 'SAVE QUERY', 'PREVIEW', 'EXPORT FILE', and 'CALL LIST'. On the far right, there are labels for 'Total Househ' and 'Total Voters:'.

7. A pop up box will now display various party options, select Republican and hit OKAY. You may add additional criteria using the same process depending on your purpose for creating the call list.

8. Click on “CALL LIST”, and the list results will be displayed.

The screenshot shows the 'GOP DATA CENTER' interface. The top navigation bar includes 'FIND A VOTER', 'MY DATA', 'TOOLS', 'HELP', and 'MY ACCOUNT'. The main content area is titled 'TOOLS > ADVANCED COUNTS'. On the left, a sidebar lists various filters: GEOGRAPHY, PRECINCTS, VOTER INFO (selected), Observed Party, Household Member Count, Household Status, Ethnicity, Calculated Party, Official Party, Household Party, and Age. The main area displays three criteria: 'By LD' (28: DESERT SAGE, Households: 4,372, Voters: 6,999), 'Official Party' (Republican, Households: 1,213,811, Voters: 1,987,778), and an 'Add Criteria' box (Households: 2,126, Voters: 3,134). The criteria are connected by 'AND' and 'OR' operators. At the bottom, there are buttons for 'SAVE QUERY', 'PREVIEW', 'EXPORT FILE', and 'CALL LIST'. Summary statistics at the bottom right show 'Total Households: 2,126' and 'Total Voters: 3,134'.

9. Select “Households-All Members” and “Precinct by Street Order” and then “CREATE LIST NOW”

Household Format, and Sorting

Household List Format

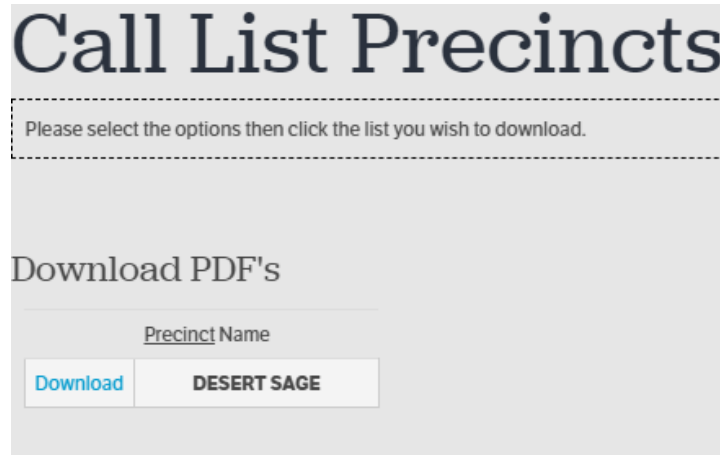
- Households - Only Members Matching Count
- Households - All Members
- Individual Voters

List Sorting Order

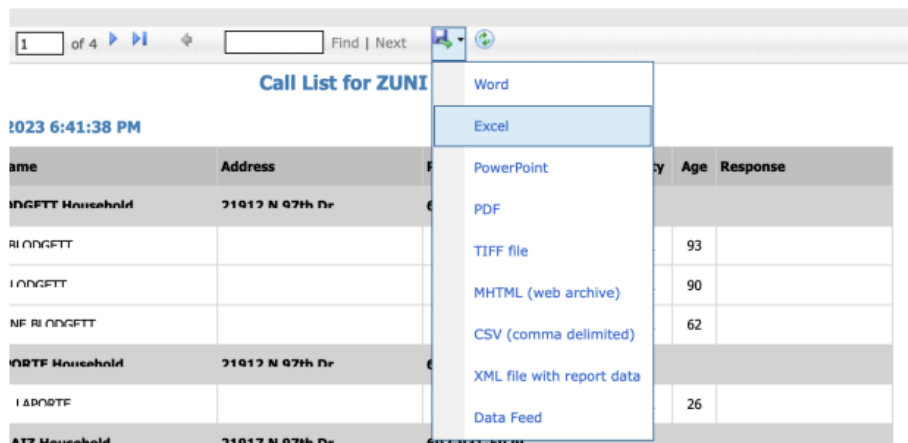
- By Voter Alphabetically
- By Voter Within Precincts
- By Voter Within Zip Code
- Precinct by Street Order
- Odd/Even Order

CREATE LIST NOW

10. Click on “Download” that is on the left side of the page to the left of the named precinct.



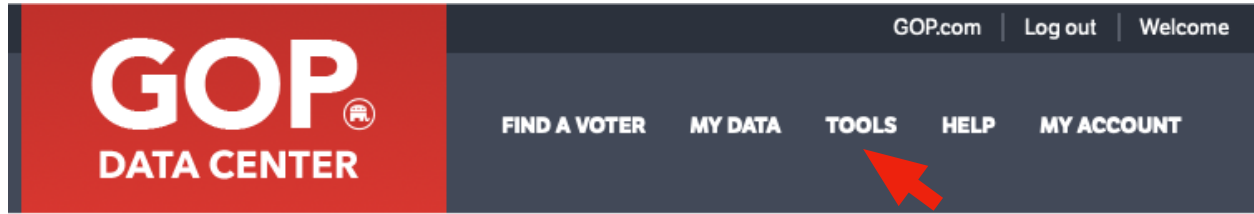
11. A spreadsheet will appear on your screen, click on the small disk icon next to the 'Find | Next'. Select “Excel” or “PDF” from the list of options.



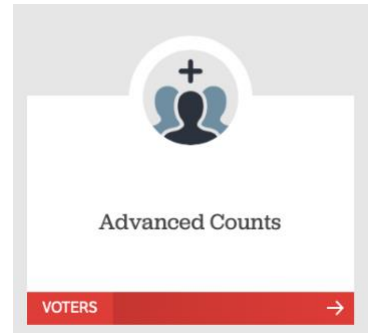
12. “Call List” will now appear in your downloads, rename the file to something more identifiable.

How to Create a Walk List/Call List

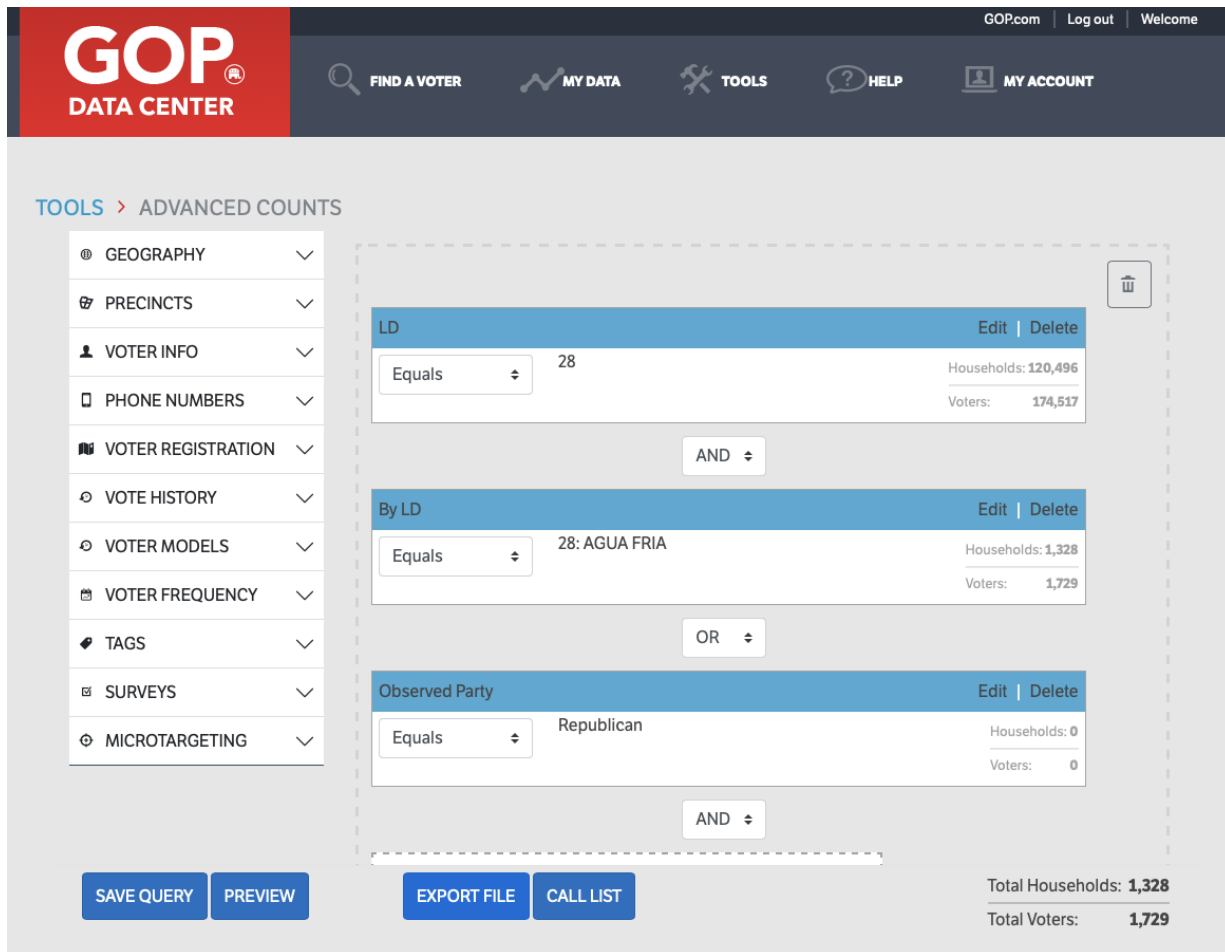
1. Navigate to the 'Tools' tab at the top of GOP DC home page.



2. Choose the 'Advanced Counts' box.



3. Drag and drop the criteria you would like to pull for your universe from the drop-down menu on the left.



4. Save your query by clicking the 'Save Query 'box.

5. Export your query using the 'Export a File 'option. You will not need to use the Call List or Survey option.

Household Format, Sorting and Random Sample

Household List Format

- Households - Only Members Matching Count
- Households - All Members
- Households - Individual Members
- Individual Voters

List Sorting Order

- By Voter Alphabetically
- By Voter Within Precincts
- By Voter Within Zip Code
- Precinct by Street Order
- Odd/Even Order

Household Name Format

- John & Jane Smith/The Smith Household
- John C & Jane M Smith/The Smith Household
- John & Jane Smith
- The Smith Household

Random Sample

Random Sample Size

6. Choose which style of list you would like to export your universe.

7. Name your universe, choose the type of file you would like to export, then click 'Export Data Now'

File Name, Format and Export Now

Export File Name

Export File Format

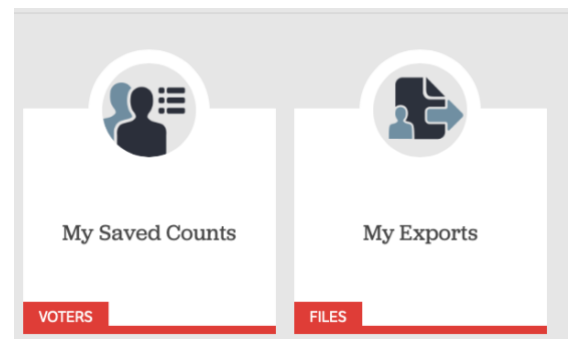
- CSV XLSX
- XLS MDB

[EXPORT DATA NOW](#)

8. The exported file can be opened once that status is 'Complete', and the file name turns into a blue link.

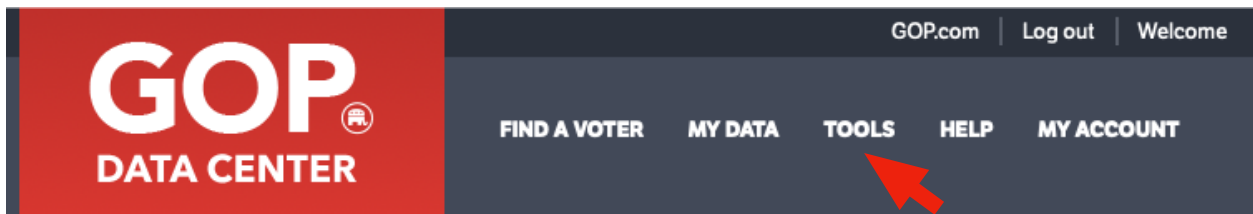
9. Once you click on the blue link, your file will automatically open in Excel.

10. You can navigate to 'My Exports ' under the 'My Data 'tab as well to find past exports later.



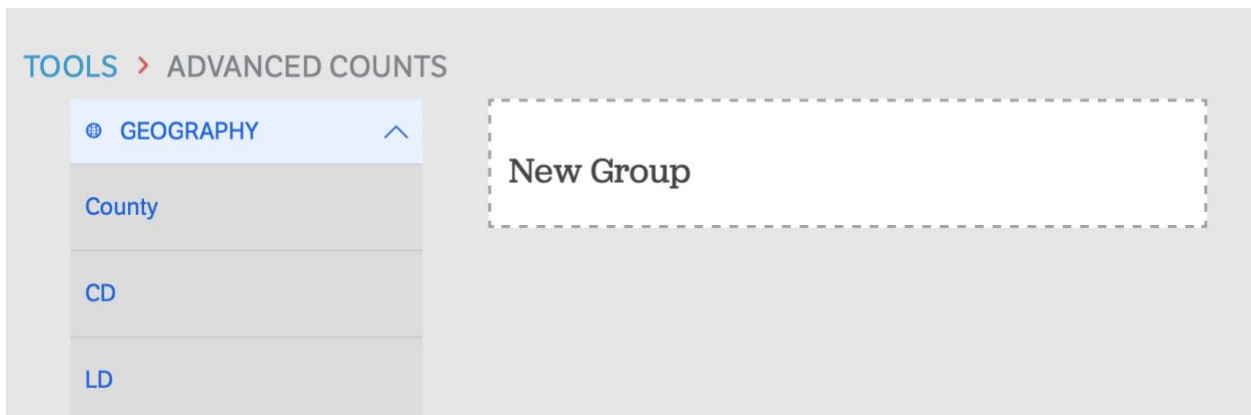
How to Create an Area Specific Walk List

1. Navigate to the 'Tools' tab at the top of GOP DC home page.

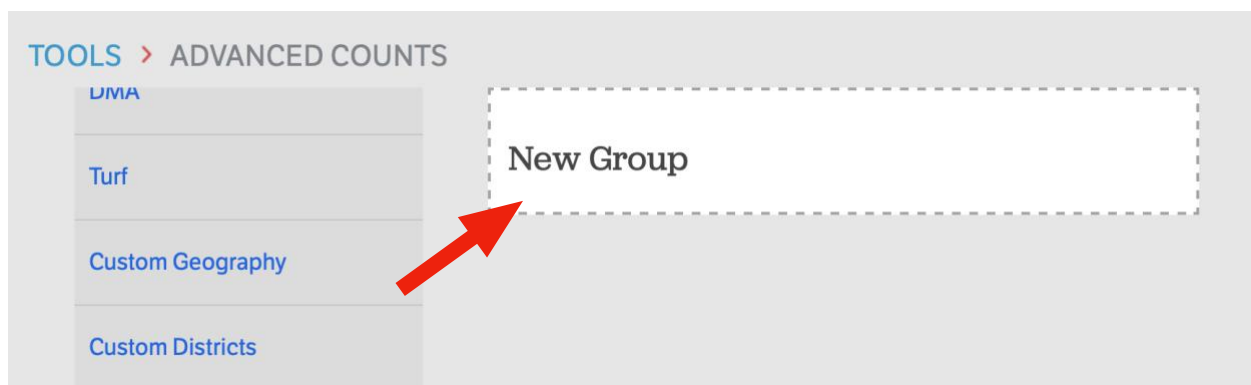


2. Choose the 'Advanced Counts' box.

3. Click on "Geography" in the menu on the left of your screen.

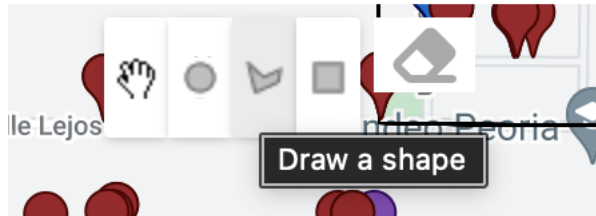


4. Scroll down to "Custom Geography" click and drag "Custom Geography" to the box that says, "New Group".

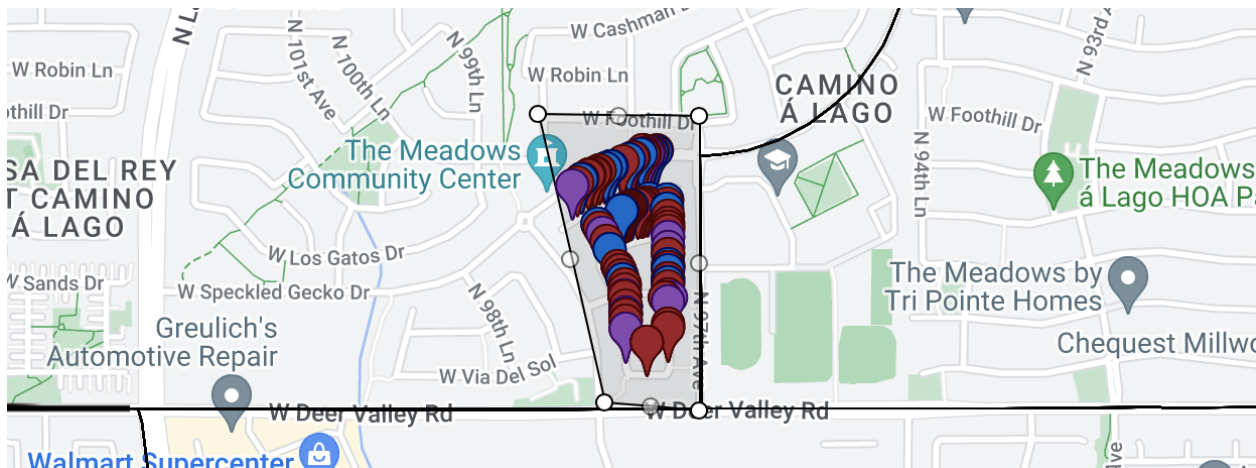


5. A new screen with a map will open up. Zoom into your desired location. You will have to scroll in closely to see past all the house markers.

6. Click on the polygon icon that is in the top center of the map, next to the little hand icon. It says “Draw a Shape” when you hover over it.



7. Beginning clicking on the map making points which create your polygon shaped boundary lines. You will need to close the polygon by connecting the last point to the first point. If you make an error, click on the little erase shape (see above) and then the Polygon shape to begin redrawing. You can also use the square to outline your area if your boundaries are rectangular in shape.



8. After you have created your closed polygon shape, click on “Save”

9. Now you are back on the Tools>Advanced Counts page, click on “Voter Info”, scroll down to “Official Party”, click, and drag the “Official Party” box over to the “Add Criteria” box.

10. A pop up will appear with the options of Party choices, put a check in the small box Next to the Party/Parties of choice.

11. Click “Okay”

The screenshot shows a dialog box titled "Official Party" with a close button (X) in the top right corner. At the top left, there is a "Select All" checkbox which is currently unchecked. To its right is a search box labeled "Filter Criteria...". Below this is a list of party options, each with a checkbox: Unaffiliated, Republican (which is checked and highlighted in blue), Democrat, Independent, Green, and Reform. At the bottom of the dialog are two buttons: "OKAY" in blue and "CANCEL" in grey.

12. Click on “Call List” at the bottom of the page.

13. You should now be on a page titled “List Results”. Scroll down to “Household Format, and Sorting”. Select the options “Households - All Members” and “Precinct by Street Order”. Click on the red “Create List Now” button.

The screenshot shows the "List Results" page. At the top is the heading "List Results". Below it are two buttons: "SHOW SAVED COUNTS" and "BACK TO COUNTS". The main content is divided into two sections: "Count Results and Criteria" and "Household Format, and Sorting".

Count Results and Criteria

Count Results	
Voters matching the selected criteria	102
Households matching the selected criteria	63
Total Precincts Represented	1

Selected Count Criteria	
CRITERIA	VALUE
Custom Geography	Custom
Official Party	Republican

Household Format, and Sorting

Household List Format

- Households - Only Members Matching Count
- Households - All Members
- Individual Voters

List Sorting Order

- By Voter Alphabetically
- By Voter Within Precincts
- By Voter Within Zip Code
- Precinct by Street Order
- Odd/Even Order

At the bottom of the page is a red button labeled "CREATE LIST NOW".

14. You are now on a page titled “Call List Precincts for Download”. Click on the blue “Download” word.

Call List Precincts for Download

Please select the options then click the list you wish to download.

Download PDF's

Precinct Name

Download

ZUNI HILLS



15. A spreadsheet will appear on your screen, click on the small disk icon next to the 'Find | Next'. Select “Excel” or “PDF” from the list of options.

1 of 4 Find | Next

Call List for ZUNI HILLS

2023 6:41:38 PM

Name	Address	Age	Response
RI ODGETT Household	21917 N 97th Dr		
RI ODGETT		93	
RI ODGETT		90	
RI ODGETT		62	
RI ODGETT Household	21917 N 97th Dr		
RI ODGETT		26	
RI ODGETT Household	21917 N 97th Dr		

16. “ Call List” will now appear in your downloads, rename the file to something more identifiable.

APPENDIX C - REQUEST TO SPEAK SYSTEM

Overview

Your voice matters, and your elected representatives need to hear from you! The Arizona Legislature Request to Speak (RTS) system allows you to leave public comment on bills scheduled to be heard during standing committee meetings. RTS comments are transmitted to each legislator and become part of the record for each bill. Using the RTS system does not mean you actually have to speak in support or opposition for a bill in committee hearing or attend the hearing in person. The system is designed to collect public input electronically, so that all can provide support or opposition to bills, regardless of whether they are physically at the State Capitol or not.



[Senate](#) [House](#) [Legislative Council](#) [JLBC](#) [Other Agencies](#) [Bills](#) [Committees](#) [Legislative Information](#) [Calendar & News](#)

If you would like to find the Senate or the House committees, please visit

www.azleg.gov

When the committee is in session, the committee members, and the public, will see a list of names of people who have registered an opinion, if the person wishes to speak or not, who the person is representing, and comments the person may leave in the comment box. This information is also available if a person searches past committee agendas. Legislators will see your bill position throughout the process.

Account Set Up

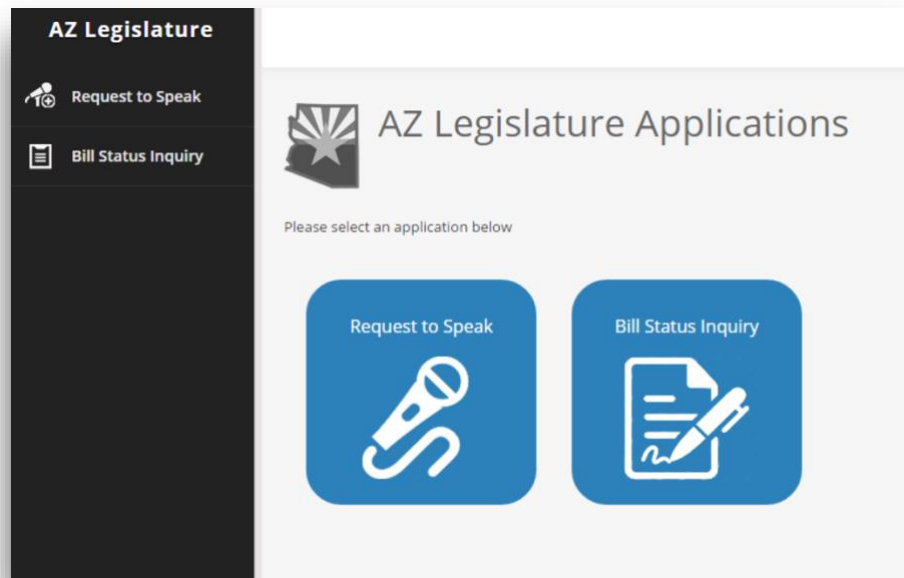
New accounts must be set up in person at the Arizona State Capitol during normal business hours. You may send a representative to create an account for you by providing them with your first and last name, email address and a temporary password.

<https://apps.azleg.gov/Account/SignOn>

1. Click "Create An Account;"
2. Input your information in the required fields
3. Submit to create your account
4. Save your sign in information for future reference

Using the System

1. For complete instructions, please refer to the Request to Speak Manual: www.azleg.gov/alispdfs/Using_the_Request_to_Speak_Program.pdf



2. Once your account is activated, go to <https://apps.azleg.gov/Account/SignOn>

- Select Sign Into Your Account, and enter your account information
- Select Request to Speak or Bill Status Inquiry
- From Bill Status Inquiry, enter the Bill # and click SEARCH.

The screenshot shows the 'Request to Speak Topic Search' form. The left sidebar is titled 'Request To Speak' and includes links for Home, My Requests, New Request, Update My Positions, Upcoming Agendas, and Agenda Search. The main form area has the title 'Request to Speak Topic Search' and the instruction 'Please use the following search criteria to find the topic you would like to speak on'. The form includes: a 'Legislative Body' section with radio buttons for 'Senate', 'House' (selected), and 'Both'; a 'Session' dropdown menu set to '2015 - Fifty-second Legislature - First Regular Session'; a 'Committee' dropdown menu with the text 'Select a committee...'; and a 'Search Phrase' text input field with the placeholder 'Enter bill number, bill description, nominee name, or topic.'. A blue 'SEARCH' button is at the bottom left. Three red callout boxes provide instructions: one points to the 'House' radio button with the text 'Select a Body (House/Senate)'; another points to the 'Search Phrase' field with the text 'If you know your bill number, type it in the search box'; and a third points to the 'Committee' dropdown with the text 'Select a committee that the bill is assigned to from the drop down list'.

Search Upcoming Agendas

From Request to Speak, you can search Upcoming Agendas for the House and Senate.

1. Enter a New Request (voice your “thumbs-up” or “thumbs-down” opinion on a bill).
2. Submit your request to attend a committee hearing and speak in person or via Zoom.
3. Check My Bill Positions and My Requests.

View Comments on a Bill

1. View all comments on a bill from Agenda Search. Select House or Senate, the Committee name, and/or the Bill #, then SEARCH.
2. Click on the bill, then click on the circled arrow in the left column to view the list of people for or against the bill and their comments.

The image shows a screenshot of a web form titled "New Request to Speak". The form contains several sections and options:

- Your position on the item:** This section has three radio button options: "For" (with a green thumbs-up icon), "Neutral" (with an orange speech bubble icon), and "Against" (with a red thumbs-down icon). A red callout box points to the "For" option with the text "Indicate your position on the bill".
- Do you wish to speak?** This section has three radio button options: "Yes" (with a blue checkmark icon), "No" (with a red 'X' icon), and "If Necessary" (with a black question mark icon). A red callout box points to the "Yes" option with the text "Indicate if you want to speak".
- Comment:** This section features a text input field. Below the field, it says "250 characters remaining". A red callout box points to the input field with the text "Leave comments that will be visible to the committee members and the public".

APPENDIX D - OTHER HELPFUL RESOURCES

FOUNDING DOCUMENTS

- [Constitution Guide](#)
- [The United States Constitution](#)
- [The Declaration of Independence](#)
- [Arizona Constitution](#)
- [Arizona Revised Statutes](#)

AZ LEGISLATORS CONTACT INFORMATION

- [Federal Officials](#)
- [State Officials](#)
- [State House](#)
- [AZ Senate and House Roster](#)
- [House Committee Contact info](#)
- [Senate Committee Contact info](#)
- [Arizona Request to Speak](#)
- [Email Committee Members](#)
- [Congressional Votes Database](#)
- [U.S. Representatives](#)
- [U.S. Senators](#)
- [Elected Officials – USA.gov](#)

AZ GOVERNMENT LINKS

- [Check Voter Registration Status](#)
- [View Status of Your Early Ballot](#)
- [View Status of Your Provisional Ballot](#)
- [Senate Floor Live Stream](#)
- [House Floor Live Stream](#)
- [AZ Hearing Rooms](#)
- [Standing Committee Agendas](#)
- [State Treasurer](#)

- [Attorney General](#)
- [Secretary of State](#)
- [Superintendent of Public Instruction](#)
- [AZ Corporation Commission](#)
- [Maricopa County Supervisor](#)
- [Maricopa County Sheriff](#)
- [Maricopa County Attorney](#)
- [Maricopa County Treasurer](#)
- [Maricopa County Recorder](#)
- [Maricopa County Assessor](#)
- [Maricopa County School Superintendent](#)

ROBERTS RULES OF ORDER

- [RobertsRules.org](https://www.robertsrules.org/)
- [Robert's Rules of Order Basics](#)

GLOSSARY OF TERMS

Common Abbreviations

ARS	Arizona Revised Statutes
AZGOP	Arizona Republican Party
CD	Congressional District
LD	Legislative District
HB	House Bill
SB	Senate Bill
EGC	Executive Guidance Council
PC	Precinct Committeeman
PEVL	Permanent Early Voter List
PND	Party Not Determined
PPE	Presidential Preference Election
RNC	Republican National Committee
GOTV	Get Out the Vote
RTS	Request to Speak
UNF	Unaffiliated Voter

CANVASSING – The process of going door to door through a district or go to persons in order to solicit orders or political support or to determine opinions or sentiments.

GENERAL ELECTION - General elections are held in even-numbered years for county, state, and federal offices. The elections are held on the first Tuesday following the first Monday in November. Nominees for these positions are chosen the previous spring in Party primaries.

GET-OUT-THE-VOTE (GOTV) - Describes campaign activities during early voting and the final 72-hours of a campaign that focus on turning out all identified supporters through mail, phones, block walking, etc.

GRASSROOTS - This is a common term used especially in Republican politics to refer to local party leaders and activists. These leaders are the building blocks of the Party.

JURISDICTIONAL ELECTION - Refers to off-season elections for Cities, Towns, School Districts and Special Districts.

MICRO-TARGETING - Micro Targeting is a new tool for candidates and campaigns that allows them to reach voters with tailored messaging using a combination of consumer data, advanced marketing techniques and traditional political targeting.

NOMINEE - A nominee is the candidate selected by voters in a Republican or Democrat party primary election to seek election in the general election. In Arizona, a nominee must receive a majority of votes cast the primary election.

PARLIAMENTARIAN - is an expert in rules of order and the proper procedures for the conduct of meetings. Assists in the drafting and interpretation of bylaws and rules of order, the planning and conduct of meetings.

PRIMARY ELECTION - Primary elections in Arizona are organized and conducted by the Republican and Democrat Parties and are financed by the State of Arizona. Arizona holds its primaries the first Tuesday in August in even-numbered years. Primary elections determine each party's nominee for county, state, and national General Elections. A majority of the vote is required to win a Primary election. If no majority is obtained, a primary run-off is held between the two candidates receiving the most votes.

PHONE BANK - An organized phone center where volunteers gather to make calls to potential voters to identify their political beliefs, advocate for a candidate or party or turn out the vote. Phone banks can be done by a paid vendor or by supporters from home, but they are most effective when done using informed, enthusiastic volunteers at a central location and supervised by the campaign.

PRECINCT -The voting precinct is the smallest political subdivision within a county. A secondary use of the word "precinct" refers to the divisions of a county from which Justices of the Peace and Constables are elected.

PRESIDENTIAL PREFERENCE ELECTION (PPE) - Ballots are party specific for qualified Presidential Primary candidates.

SWING VOTER - A voter who does not commit to voting for one Party but is swayed by different candidates and issues. Each Party works to have these voters "swing" in their direction during elections.

LOYALTY OATH

Precinct Committeemen Oath of Office

I _____ do solemnly swear (or affirm) that, I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of Precinct Committeeman according to the best of my ability, so help me God.



Personal Information

Name: _____

CD: _____ LD: _____ Precinct: _____

Voter Registration No : _____

My LD Chairman: _____

Contact info - LD Chairman: _____

LD Meeting Venue: _____

Date: _____