

Canvass log book

Canvasser name:

Canvass area(s):

[Sign this section when you finish the canvass]

I declare that the details given in this canvass log book are a true record of my work.

Your signature: _____ Date: _____

Please keep this log book of your work up-to-date: your team leader may ask to see it at any time. When you have finished your work, please return the log book to Electoral Services.

No payment will be made to you until you have handed this log book in, completed.

Timetable

You must complete your work according to the timetable. Your team leader may agree to allow a change to the deadlines if you give them adequate notice.

If you are not able to meet a deadline because of unforeseen circumstances, you must contact your team leader **immediately**, and complete the absence form given to you with this logbook.

	Pick up forms from Electoral Services	To finish delivery/visits by
1. First Form	Wednesday 3 September	Sunday 7 September
2. 1 st reminder	Thursday 25 September	Sunday 28 September
3. 2 nd reminder	Thursday 9 October	Sunday 12 October
4. Visits	Thursday 23 October	Monday 10 November

Delivery of forms

- Be very careful to put the forms through the right letterboxes.
- Any undelivered form must be returned to Electoral Services with an explanation of why it was not delivered written clearly on the envelope.
- If a household is empty, you should still deliver the form.
- If you discover a household in your area that you do not have a form for, or the address of a flat or house has changed, complete the Missing/Changed Property form.
- If you are a “delivery only” canvasser return this logbook to Electoral Services when you have finished your work.
- Be careful not to carry too much, and watch out for uneven surfaces that may cause you to trip or fall. Do not attempt to deliver forms to properties where you think you might risk injury, but do tell your supervisor about them.

Please complete the details below as you complete each stage of the delivery:

First delivery – Pick up forms on Wednesday 3 September			
Date of delivery	✓ if all forms delivered in one go	Roads delivered (if not all done in one go)	Time taken to deliver forms
4 Sep			
5 Sep			
6 Sep			
7 Sep			
If you delivered forms on any other dates, please tell us when you delivered them and why you were not able to deliver the forms on the timetable dates:			

First reminder delivery – Pick up forms on Thursday 25 September			
Date of delivery	✓ if all forms delivered in one go	Roads delivered (if not all done in one go)	Time taken to deliver forms
25 Sep			
26 Sep			
27 Sep			
28 Sep			
If you delivered forms on any other dates, please tell us when you delivered them, and why you were not able to deliver the forms on the timetable dates:			

Second reminder delivery – Pick up forms on Thursday 9 October			
Date of delivery	✓ if all forms delivered in one go	Roads delivered (if not all done in one go)	Time taken to deliver forms
9 Oct			
10 Oct			
11 Oct			
12 Oct			
If you delivered forms on any other dates, please tell us when you delivered them and why you were not able to deliver the forms on the timetable dates:			

Visit stage

- Visit forms should be completed neatly in black biro.
- Record the time and date that you call at each property, even if you do not get a reply
- Make sure you know who can register to vote – take the list with you when you go out.
- Make sure you ask if there are any 16 or 17 year olds living in the household at EVERY household you visit.
- Do not go into anyone’s home, even if you are invited.
- Watch out for uneven surfaces which may cause trips or falls. Don’t attempt to call at households if you think you may be at any risk of injury, but do let your team leader know about them.

Please complete this form when you make visits. If you visit all the households that you have a visit form for, please write ALL in the roads visited column. If you only visited some of the households, please list which roads you visited. Days where you made no visits should be left blank. **If you need more space, please use the back of the log book, or attach an extra sheet of paper.**

Pick up visit forms on Thursday 23 October.

Date	Roads visited	Time started	Time finished
Thurs 23 Oct			
Fri 24 Oct			
Sat 25 Oct			
Sun 26 Oct			
Mon 27 Oct			
Tues 28 Oct	Hand in forms today		
Weds 29 Oct			
Thurs 30 Oct			
Fri 31 Oct			
Sat 1 Nov			
Sun 2 Nov			
Mon 3 Nov			
Tues 4 Nov	Hand in forms today		
Weds 5 Nov			
Thurs 6 Nov			
Fri 7 Nov			
Sat 8 Nov			
Sun 9 Nov			
Mon 10 Nov	Hand in all forms today		

When you have finished the canvass, please return all your forms, this log book, your letter of authority and helper's letter (if you have one), and any other items that Electoral Services may have lent you.

Notes

You can make notes on this page about your area, so that we can help the canvasser who does this patch next time. For instance, you may want to tell us about flats that can be visited at certain times using a tradesmen's entrance, or how to find certain houses or flats. – **But if you have notes about particular residents or electors, please write these on your visit forms.**