



Sign-up Sheets (Revision date 1-12-2013)

Why do you need to have “sign-up” sheets? I’m glad that you asked. You need to begin to build your database of information for a variety of reasons. Let’s look at just a few:

- You will want to communicate to those who are in your group so that you can notify them of:
 - Action Alerts – get them to call their legislators when something is pertinent to your activities.
 - Meeting notifications – Time, place, date, guest speaker, etc.
 - Event notifications – Rallies, Town Halls, Special events.
 - **A WORD OF CAUTION**
 - DO NOT overload your database with information.
 - Most won’t look at more than one per day.
 - Some don’t even want that many from you.
 - NEVER send anything that you personally have not vetted for accuracy. Fact checking is of utmost importance.
 - One erroneous e-mail and your credibility is shot.
- The more information the better your database will be.
 - Name
 - Address
 - Phone number
 - E-mail

You need to have sign-up sheets on clipboards at every meeting, event, booth and on your web-site. Never let an opportunity to gather information slip away.