



CIRCULATOR TRAINING MANUAL

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<https://www.lifteveryvoiceoregon.com/>

Read this Training Manual to Become a Circulator who will Gather Signatures for IP17 and IP18

DEFINITIONS

Circulator – YOU are the Circulator who gathers signatures. Secretary of State sets the definition:

“A Circulator is a person who represents a petition and asks voters to sign.”

Signer – ACTIVE REGISTERED VOTER who signs the petitions.

Signing the IP sheet is not voting. Signing it helps the chance that the IP will qualify for the November 2022 ballot. Active, registered voters in Oregon will vote on the IPs in November.

CIRCULATOR REQUIREMENTS

- Circulator should ask if each voter is an active, registered voter.
- Circulator must witness every signature.
- Circulator must have a copy of the full text of the Initiative Petition available for the Signer to review at signing. We suggest that you have the appropriate full text of the IP behind the signature sheets on each clip board. Full text of each IP can be printed from website; or ask office to send it to you.
- Who can be a Circulator? There are no age requirements. The Circulator must witness each signature and be able to sign their own name legibly to certify that they are the Circulator for that sheet of signatures.
- Circulator may assist a Signer who is disabled IF THEY REQUEST assistance. Signer must sign their own signature.
- Circulator should obtain blank IP sheets from the office (office@lifteveryvoiceoregon.com) or resource person (do not copy them yourself). We can send them by USPS.

PROCESS FOR CIRCULATOR TO CERTIFY IP SHEETS

- Circulator must certify each sheet of signatures. To do that, the Circulator must sign their name and date, print their name, and record address, city and zip. Then the IP sheet is “certified”.
- All sheets must be certified, even if partially filled.
- All sheets must be certified prior to returning them to the office or resource person.
- The date the sheet is certified must not be earlier than any of the Signers’ dates.
- If a mistake is made by the Circulator in the “certification” area, cross out the mistake with a single line, correct it and initial it.
- **NEVER, NEVER** number the sheets! **If you inadvertently number a sheet, do not cross it out or try to correct, as this may invalidate the entire sheet of signatures.** The office will deal with it and will number the sheets prior to sending to Secretary of State.

SIGNER REQUIREMENTS

- They must be an active, registered Oregon voter.
- They must sign their signature as it is written on their ballot. They should record date, printed name, street address, city and zip to which ballot is sent.
- Critical address clarification: Correct address is where ballot is sent, which may be different than where a person resides.
- Signers should write legibly, so that information is accepted by Secretary of State.
- Initiative should only be signed once.
- If a Signer makes a mistake, they should cross it out with a single line and correct it. **They should not initial the correction.**
- Signer must initial a correction if the Circulator has made a correction.
- Signer is prohibited from signing for another person.
- The Circulator is allowed to sign one of each of their own sheets for IP17 and IP18 in order to record themselves as a “Signer”. This is accurate information (training video is incorrect).

GENERAL INFORMATION

- Any ink color is acceptable. No pencils.
- It is okay if the Signers’ dates are not in sequential order.
- Turn in the signature sheets every couple of weeks so LEVO is current about how many signatures we have statewide.
Give to office or resource person.
They can be folded for mailing.
Send to LEVO, P.O. Box 12508, Portland, OR 97212-4039
- Do not print and hand out “solo” signature sheets. The solo-signer must go to website and do that themselves—Secretary of State requires that at the time of signing, a full copy of IP be available.

TIPS ON GATHERING SIGNATURES EFFECTIVELY, SAFELY

- Never engage in confrontation. Peacefully move away from the situation if you are harassed or challenged. Remember, debates are a waste of time.
- Prioritize your safety. Be alert to your surroundings, and if ever uncomfortable, withdraw immediately.
- Oregon election law does not address or regulate access to private or public property by Circulators. However, let's be respectful and use common sense. If a property owner asks you to move, do so promptly and politely.
- Never offer anything of value for signing. (This is a legal issue.)
- Always thank the voter for their time and interest.
- Offer the voter information sheets, or to scan the QR code, which will take them to website.
- Try to find venues where large groups gather or places where there is a steady flow of people.
- It is very helpful to work together with another person.
- Signs give the public the opportunity to become interested in what you are doing. Make a sign and bring it with you. The office may have extra signs.
- QR codes are found on many of our informational sheets. It takes you right to LEVO's website.
- How to Circulate? You get to decide. All of us will gather signatures from friends and family. Many of us will gather signatures at public events.

DEALING WITH QUESTIONS

Remember that you are a volunteer, not an expert. You aren't expected to know everything. You can always direct a person to the website: lifteveryvoiceoregon.com for more information.

You have now trained yourself to be a "Circulator"/Signature Gatherer. Now you can train others to be a Circulator. Invite your friends to join.

GOAL: 140,000 signatures by July 8, 2022