

## **Procedure for Organizing a Church Signature Collecting Event**

1. Make sure your volunteers have gone through the training and are willing to witness signatures and take the form and get it notarized. **Your volunteers MUST be registered to vote!!!!** (Most banks will notarize documents for free or see if there's a notary in your church that will do it after the service or event)
2. Make sure you have copies of the "**Certificate of Registration for People's Veto Petition Circulator**". Every person collecting signatures needs to fill out and take a **Certificate of Registration for People's Veto Petition Circulator** to your town clerk, they will sign it and give it back. Keep this document, these need to be turned in to Mike McClellan with your petitions. (There needs to be one for each People's Veto (LD 820 and LD1313))
3. In this material, you will find an "**attendance sheet**" for volunteers. Each signature collector needs to fill it out. If you are the Church Captain, keep a copy of this for your records.
4. Use the templates at the end of this document for each petition and type in the towns that will be represented at your event. Place it in a sheet protector and place it near the petition.
5. Make signs big enough to place on the wall behind the petition tables for the respective town. We suggest you organize the petitions by geographical proximity of the towns. Label the sign with the following info:
  - a. Name of town
  - b. "You must be a registered voter"
  - c. "You must use your physical address"Note: signs might have one large town or several smaller towns...
6. Provide blue and/or black ink pens; have tape, scissors, paper clips, post-it notes, markers. etc. available. Provide 11x17 envelopes to place the petitions in so that they are kept organized and safe.
7. Set up quite a few tables so that you can spread out the petitions, especially if you have multiple towns represented.

8. At the end of the service/event, **each signature collector** is responsible to get their documents notarized. If that signature collector is not bringing them back to the respective town hall, make sure they return them to the Church Captain. If you ARE the Church Captain, included in this document is a "Check out Sheet Template". Make sure you fill it out for each signature collector **BEFORE** they leave the event/service.
9. If a signature collector is going to be taking petitions, place the petitions in an 11 x 17 envelope, write the town(s) and the signature collector's name on it. This will keep everything organized and clean.
10. If you have a volunteer leave early, they need to take any petition(s) with them that they have been witnessing and give the next volunteer a new sheet. **Note: under no circumstance can more than one person witness and notarize the same sheet.** The one leaving needs to follow the process in #8.
11. THE IMPORTANT THING TO KNOW about the L.D. 1313 petition is that it is three 11 x 17 pages printed two sided, for a total of six pages. **If any of the pages are missing when turned in to the Secretary of State, the entire petition will be disqualified.** Therefore, it's important to place a second staple in the document. Our printer had only the ability to place one staple and to staple all manually would have been very costly, so we are asking our signature collectors to staple it again. Thank you!
12. There are 25 spaces to collect signatures on the front page, but on the back page, there are spaces for 50 more signatures, so each LD-1313 petition has the capacity for 75 signatures in all.
13. When you take the petitions to the clerk in your town for verification, if there are signatures on the back, please be sure to point that out to the Town Clerk. If they aren't verified, they won't count.

If you have any questions, please feel free to get in touch with Terri Conley at [cclmainedev@gmail.com](mailto:cclmainedev@gmail.com) or 207-852-0451. You can also go to [CCLMaine.org/pv](http://CCLMaine.org/pv) for more information.

(BANGOR)

LD 820

Tax-funded  
Abortions

**(BANGOR)**

**LD 1313**

**Physician Assisted  
Suicide**



## Check out Sheet

Name:		Date:		Event:	
List of towns for which I am responsible:	# of Signatures	Will deliver to Town Hall:	Notarized/ Date	Date returned to CCL	
1		Yes/ No			
2		Yes/ No			
3		Yes/ No			
4		Yes/ No			
5		Yes/ No			
6		Yes/ No			
7		Yes/ No			
7		Yes/ No			
8		Yes/ No			
9		Yes/ No			
10		Yes/ No			

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9		Yes/ No			
10		Yes/ No			