

Southeast Region - The Ohio Project - Petition Circulator Guidance

In order to circulate petitions for the Ohio Healthcare Freedom Amendment, you **MUST** follow these instructions regardless of what you see/hear at theohioproject.com website. We are attempting to update the website with corrected procedures for circulators. That process is not complete so the following consolidated details are provided to get you started without delay. Please contact your County or Region Coordinator before beginning. An error-rejected signature is worse than a blank line because the signer believes his/her signature is going to count. Accuracy is paramount. Carry a copy of this instruction sheet with you as you gather signatures.

You must be an Ohio Resident in order to circulate this petition.

As a circulator, your primary responsibilities are:

1. **You will be the legal witness to the signing of each signature in your petition packet.**
2. **You must ensure that the petition is filled out correctly.**
3. **You must turn your petition packets in to your county coordinator per his/her guidance.**

BEFORE GATHERING PETITIONS:

You must be familiar with the SUMMARY information on page 1 of the petition.

When printing your own petitions, you must:

1. Staple all 8 pages in the top left corner.
2. Do no staple through the "Petition Number: _____".
3. Never remove a staple or change the page order.

All writing on the petition must be done with a blue ball point pen. As a petition circulator, you will only write on the first page and the last page. Never write or pre-print any data on pages 2 through 7 of your petition packet.

Page 1:

1. Leave "Petition Number: _____" blank. It will be entered by others compiling all petitions.
2. Print your name on the "Issued To: _____" line.
3. Print the county of the people who will be signing this petition on the "County: _____" line.

WHEN ENGAGING POTENTIAL SIGNERS: Pages 2 - 6

You must make sure the signer is an Ohio Resident who is registered to vote. Begin by asking the signer:

1. Where do you live? **ONLY OHIO** residents may sign.
2. Where did you vote last? Only registered voters may sign.
3. Have you already signed the Ohio Healthcare Freedom Amendment petition? By law, an individual may not sign more than once.

If you find someone, who can't or won't sign, wish them a nice day and move on! Our time is limited and it is better used getting signatures from qualified people who will sign.

FILLING OUT THE PETITION:

Follow these rules:

1. All petitions must be filled out with a blue ball point pen and observed by the circulator whose name is printed on page 1 of the packet.
2. You may not sign the petition you are circulating. Sign a petition circulated by someone else.
3. You may not circulate a petition for another circulator. Only one circulator per petition packet.
4. Fill out the entries on the petition in sequential order. Keep the dates in order. *(Don't skip lines)*
5. The signer must be registered to vote in the county that is written on the front of that petition packet. If the signer is from another county, start a new packet for that county.
6. The circulator must not enter any data for the signer.

7. Leave the "Ward/Precinct (optional)" box empty. Make no marks in this box.
8. Leave the "New Registration" box NOT checked. (Only exception: See REGISTER A NEW VOTER below)
9. All entered information must be kept inside each labeled box of the signer's line. The label is inside the box and not below the line they write on.
10. DO NOT use any abbreviations for anything, including Street, Avenue, North, State Route, County Name, etc.
11. **Errors:** When a person makes ANY mistake entering information, they must draw a horizontal line through the entire entry from margin to margin, and initial it in the left margin. Then start over in the next entry line.

*Go slow enough and be careful to make no errors the first time.
This will make the process much faster than having to correct for errors.*

Sequence:

1. Have a card or sheet of paper with current date on it right by the signer as MM/DD/YY.

EXAMPLE: 05/11/10

Start by having the signer enter this in the "Date of Signing" box.

2. Have the signer print his/her first name in the "Print First Name" box, middle initial in the "Middle Initial Box", and last name in "Print Last Name" box.

We are finding many people want to put their entire name in the "Print First Name" box, and that results in an error correction. This instruction will help avoid this problem.

3. DO NOT USE POST OFFICE BOX ADDRESSES. Use residential addresses ONLY.

4. For the "Street Address" and "City/Village or Township" boxes there are two cases:

A. Signer lives INSIDE a municipal corporation or incorporated village.

1. Print the street address in "Street Address" box.
2. Print city or village where they live (here Marietta) in the "City/Village or Township" box.

EXAMPLE:

1. SIGNATURE <i>Victor G. Smith</i>		Street Address (as on file with Board of Elections) <i>358 ELM STREET</i>		Date of Signing <i>5/11/10</i>
		City/Village or Township <i>MARIETTA</i>	Ohio County <i>WASHINGTON</i>	Ward/Precinct (optional)
Print <u>F</u>irst Name <i>VICTOR</i>	Middle Initial <i>G</i>	Print <u>L</u>ast Name <i>SMITH</i>		Check box if new registration or recent address change <input type="checkbox"/>

B. Signer lives OUTSIDE a municipal corporation or incorporated village.

1. Print house number and road followed by a comma and Post Office town (here Beverly) in the "Street Address" box.
2. Print the township (here Waterford) in the "City/Village or Township" box.

EXAMPLE:

1. SIGNATURE <i>Victor G. Smith</i>		Street Address (as on file with Board of Elections) <i>32875 SOUTH ANDERSON ROAD, BEVERLY</i>		Date of Signing <i>5/11/10</i>
		City/Village or Township <i>WATERFORD</i>	Ohio County <i>WASHINGTON</i>	Ward/Precinct (optional)
Print <u>F</u>irst Name <i>VICTOR</i>	Middle Initial <i>G</i>	Print <u>L</u>ast Name <i>SMITH</i>		Check box if new registration or recent address change <input type="checkbox"/>

5. Have the signer print their county of residence in the "Ohio County" box. This MUST agree with the county shown on page 1 of the petition packet.
6. Instruct the signer to sign in the "SIGNATURE" box **the same way they sign when voting, using either middle name, middle initial, or neither.**

Protect all petitions with 1 or more signatures. They have value!

REGISTER A NEW VOTER:

When you encounter a county resident, who IS NOT a registered voter, but would like to sign the petition:

1. Register them to vote using a blank "Voter Registration Form". Get blank forms through your County Coordinator or County Board of Elections. They follow instructions for the form and then give it to you, the circulator, to be turned in to County Board of Elections.
2. After they have filled out the voter registration form, they may sign the petition as detailed above.
3. Make sure they check the "New Registration" box on the petition.
4. Extracted Secretary of State's guidance for returning someone else's voter registration:
"...Anyone entrusted to return a complete voter registration form on behalf of another person must return the completed form to a board of elections... within 10 days after the registration form is completed..."
5. Return the completed voter registration form to the appropriate county board of elections in person within 10 days.

COMPLETING A PETITION (by Circulator):

1. Gather as many signatures as possible for every petition packet. The team compilers must copy every petition so when you turn in a petition with blank entry lines you are forcing them to copy blank petition pages.
2. To complete a petition packet, whether it is full or not, review the petition for mistakes such as:
 - a. Signer was registered in a different county than the petition was marked for.
 - b. Signer's information was incorrect.
 - c. Signer signed more than once.
3. If any of these mistakes or others are found, draw a horizontal line through the entire entry from margin to margin, and initial it in the left margin. For more than one signing by same person, leave 1 of their correct signatures on the petition.
4. On page 8:
 - a. Print your name on the first blank line.
 - b. Enter the exact number of valid petition signatures in the petition packet in the second line. This number will be 30 or less. *(DO NOT forget to do this.)*
 - c. You are not a paid solicitor, DO NOT fill in the "employed to circulate..." section. Leave it blank.
 - d. Sign your Signature and print the current date to the right of it, on the "(Signed)_____" line. Be sure this date is the same or later than the last "date signed" in the petition packet.
 - e. Print your residence address with city or village, and zip code on the "(Address of...)" _____ line.
5. When finished with a petition, hand it in to your County Coordinator.

Sincere Thank-you to each and every petition circulator. Know that you are making a difference.