

SHELTER SUNDAY NEIGHBORHOOD CANVASSING

ARRIVE AT THE FINE ARTS CENTER. BOLTWOOD PROJECT: 12:00.... UMASS GREEKS: 12:45

1. Obtain and fill out **Registration** Form (if you didn't bring one with you). Get name tag. Add your name. Put it on.
2. Go to **Grouping** area. A volunteer with a balloon will take your registration forms and get you your canvass envelopes.
3. View the **Video**. Ask questions.

CANVASS:

1. **Materials**
5 envelopes for each group of 5 (one for each canvasser) with map of zone.
Plastic Bag. Place money and checks in the plastic bag.
Brochures with enclosed return envelope. **If no one is home**, leave one securely in the door (it is illegal to leave it in the mailbox).
Contributions list. Please record the address of each house you visit and the amount of money you receive – or, if no one was home, check “left brochure.”
If receipt is requested, use front panel of a brochure, note amount given and sign.
2. **How to Ask**. Introduce yourself and your organization. Invite participation in the 21th annual Shelter Sunday Drive that benefits local non-profit agencies serving the hungry and homeless. See brochure for more detailed information.
Checks should be made out to **SHELTER SUNDAY-Amherst**
3. **Plan** how your team is going to cover **every residence** in the zone.
Knock on all doors in a multi-unit building. Divide up the assignment. Decide how to drive the spread-out zones.

RETURN TO THE FINE ARTS CENTER: No later than **3:30 PM**.

1. **All** group members must return to the F.A.C. to check in and return their individual envelopes. Do not combine your contributions/money in someone else's money bag. No need to add up your contributions.
2. Sign your own contributions list showing which addresses you visited and what the outcome was. If two people went together, each should sign the list.

THANK YOU!

.....PLEASE LEAVE A BROCHURE IF NO ONE IS AT HOME.....
50% OF OUR RETURNS COME IN THROUGH THE MAIL