



# **MUST READ CHECKLIST**

## **Signature Collection**

### **DO's and DON'TS**

[thecivilrightscoalition.com](http://thecivilrightscoalition.com)

#### **YES! DO THE FOLLOWING**

Only have ONE city or town per signature sheet!

Keep each signature form perfectly CLEAN

Invite everyone to collect signatures

Collect signatures from anyone registered to vote in Massachusetts

Have SCRATCH paper for people to test their pen ink before signing

Use ONLY blue or black ink. Ballpoints are preferred.

Each signer must sign for themselves

No person may sign for another unless physically disabled.

Use only PRE-PRINTED FORMS provided by the signature campaign

Our forms are specific to size and paper weight for the validation process

Specify to signers they need to use their CURRENT VOTING ADDRESS.

Only their address where they are registered to vote will count and all VOTERS qualify to sign the petition

Encourage folks to sign legibly. Printing is perfectly acceptable, too. If you note a tough-to-read signature, ask the signer to print their name on the line below for clarity.

**DO NOT PRINT NAMES FOR CLARITY YOURSELF.**

First and Last name, NOT Mrs. Jones

Only their street address is needed

No zip code

The spaces asking for ward/ precinct are not necessary

Make sure the city/town is printed on the bottom-front, top-back, and bottom-back

Keep organized! Ask for HELP!

Ask for MORE FORMS!

#### **NO! DO NOT DO! AVOID AT ALL COSTS**

DO NOT place any pen markings on the petitions

Any markings will result in disqualification of all signatures

Signatures will be DISQUALIFIED if they are NOT from the SAME CITY AND TOWN on sheet

DO NOT underline, highlight or mark any words, especially petition area

DO NOT TEST PENS on signature sheets

If the signer makes a mistake, DO NOT SCRATCH IT OUT or make changes

Leave it and have them sign again on a NEW LINE

DO NOT fill in WARD or PRECINCT yourself, but no worries if a signer fills in the information

DO NOT number the petitions or add your name or address or squiggly marks

DO NOT PRINT FORMS AT HOME

Any marks from poor copy/print quality will DISQUALIFY ALL SHEETS

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# **You've Been Out Collecting Signatures... HERE ARE NEXT STEPS**

**What to do with the signatures you have collected?  
You have options:**

**1. Drop them to the appropriate TOWN CLERK or ELECTION DIVISION OFFICE**

For example, if you have sheets for Boston, drop them at the Boston Election Commission.  
If you have sheets for Dover, drop them at Dover Town Hall. The town clerk will give you a receipt.

While the clerk may tell you that you must pick up the verified sheets with the receipt,  
we'll be using a SWEEP LETTER.

A sweep letter will authorize a single person to pick up ALL SIGNATURE SHEETS  
on behalf of the committee. This process is the most efficient way for us to manage the signed petitions.

**2. Give them to your COUNTY COORDINATOR OR CAPTAIN**

**3. Drop them off at a regional site  
like Cape Cod Gun Works or the MassGOP Boston office  
thecivilrightscoalition.com**

**4. Mail the petitions to the address printed on side 1 of the petition**

**GOAL  
287 Turnpike Road, Suite 115, Westborough, MA 01581**

**5. Bring the sheets to a SWAP night location... More information on that to come!**

**6. High Volume sites can expect regular pickup and delivery of fresh sheets**

Please call your county coordinator to schedule a SWEEPER or **Wendy Wakeman at 508-572-4747**

**SIGNED PETITION SHEETS ARE GOLD!  
PLEASE TREAT THEM WITH CARE  
KEEP THEM CLEAN & FLAT! NO FOOD OR DRINK!**

Whatever STEPS above you chose with your sheets, let your county captain know  
the number of signatures on each sheet for each town, and what you did with them. Keeping an accurate  
tally of how many signatures collected with no overlap is tough, PLEASE keep the captains well informed!

A petition sheet with even just one or two signatures is incredibly valuable!  
Don't wait to fill sheets and risk loss or damage. Move them on so they can be SAFELY COUNTED

**HARD DEADLINE:  
ALL petitions must be turned in to Town Clerks by  
October 7**

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