# Petition Collection Checklist

Use this checklist to plan and execute a successful petition collection effort to qualify for the ballot. Move through each section carefully and check off each item once completed.

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## ☐ Confirmed Signature Requirement

You have verified the exact number of valid signatures required to qualify.

Complete the following:

- Official signatures required: _____
- Recommended target goal (1.5–2× requirement): _____
- Submission deadline: _____

You understand that validity matters — not just volume.

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## ☐ Verified Legal Collection Rules

You have reviewed all legal guidelines for collecting signatures.

Confirm the following:

- Who is allowed to collect signatures: _____
- Who is allowed to sign: _____
- Geographic restrictions (if any): _____
- Witness/notary requirements (if any): _____

You are preventing disqualifications before they happen.

## ☐ Identified Collection Locations

You selected high-traffic, legally appropriate locations.

Planned collection locations:

1. _____
2. _____
3. _____
4. _____

You are collecting strategically — not randomly.

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## ☐ Set Daily and Weekly Signature Targets

You broke your total goal into manageable daily numbers.

Complete the following:

- Total target signatures: _____
- Days available to collect: _____
- Daily target: _____
- Weekly target: _____

You have turned a large goal into daily action.

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## ☐ Created a Signature Tracking System

You established a method to track signatures accurately.

- Tracking method (spreadsheet, system, etc.): _____
- Total collected (current): _____
- Total verified (current): _____

You are monitoring progress in real time.

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## ☐ Trained Volunteers on Collection Process

You ensured anyone helping you understands proper procedure.

Training covered:

- How to approach voters
- How to confirm eligibility
- How to complete forms correctly
- How to avoid common mistakes

You are protecting your signatures from invalidation.

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## ☐ Prepared Materials

You have gathered all necessary materials for collection.

- Petition forms printed
- Clipboards ready
- Pens available
- Campaign identification materials prepared
- Volunteer instructions printed

You are operationally prepared.

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## ☐ Practiced Your Signature Ask

You rehearsed a simple, confident ask.

Your signature ask statement:

"Hi, I'm running for _____. Would you be willing to sign my petition to help me get on the ballot?"

You are comfortable initiating conversations.

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## ☐ Monitored Progress Consistently

You are reviewing progress at least weekly.

Current total signatures: _____
Percent of goal completed: _____
Adjustments needed (if any): _____

You are adapting based on performance.

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## ☐ Built Momentum Through Conversations

While collecting signatures, you also:

☐ Identified potential supporters
☐ Identified potential volunteers
☐ Identified potential donors
☐ Logged voter issue feedback

You are using petitioning to build your campaign base.

**Before moving forward:**

If you are on track to exceed your signature requirement with time to spare, you are ready to finalize your petition scripts and prepare for filing.