**Block Walk Captain’s Role includes:**

1. Pick an area to Block Walk
2. A place that most helps the COS cause—this could be anywhere, or, a legislator’s neighborhood
3. A place with homes close enough together to allow *up to* 20 houses/hour per team
4. Pick a place to meet
5. For example: a park, coffee shop, fast food place or someone’s home
6. With parking close to the walking sites (close enough to walk there or a short drive away)
7. With a restroom available
8. Pick a date and time
9. Typically Saturday from 10am to 12noon (this is flexible)
10. Include some time on each end to meet pre-walk for instructions and post-walk to “debrief”, perhaps 9:30am to 12:30pm
11. Recruit volunteers to Block Walk
12. Text, email, follow up text, phone call; can be youth interested in a civic experience
13. Send new volunteers the link [training video](https://mailtrack.io/trace/link/55064bf43ebad90db27d6776384e7fb182f27f2f?url=https%3A%2F%2Fcosuniversity.com%2Fmodule-2%2Fblockwalking-best-practices-2%2F&userId=237913&signature=748d49985e1c93b4) to watch Block Walking Best Practices
14. Have them also review the 3 Associated Resources under the video
15. Legal Guidelines
16. Script
17. Newbie Checklist
18. Gather enough supplies for the Walk
19. Clipboards
20. Pens
21. COS buttons
22. Leave-behind Palm cards
23. Documents and forms
24. Script (attached)
25. Block Walk notes/tally sheet (attached)
26. Manual Signature Forms/“Manual Petition Form” (link is found below Unit 5, “How to Report Block Walking Activity”, of VOL 200 Block Walking training videos)
27. Progress map (attached)
28. Legal Guidelines (attached)
29. Block Walk follow up results sheet (attached)
30. (optional) Community ordinance showing we are exempt canvassers
31. Mapped area for each team

***On the day of the event:***

1. Bring clipboards, pens, leave-behinds and enough copies of the forms listed above.
2. Plan on this being an enjoyable outing for the group—allow the volunteers to bond as a group and have fun!
3. Designate 2 people to each team, 1 of them being an experienced block walker, canvasser or confident non-timid type (it’s not rocket science), 3 at most on a team.
4. When you first pass out clipboards, have each team put their names/date on the Notes/Tally Sheet and also on the Block Walk Results Sheet with state, district and # of walkers on their team (likely 2, 3 at the most).
5. Review with the group some of the important guidelines on Saturday before the walk begins, including to *check for legibility* before leaving the signer’s front door!
6. Answer any questions.
7. Take a picture of your Block Walking group!  And/or any of the teams in action.
8. Feel free to say a group prayer, if you are so inclined, before the walk begins.

***When the walk is finished***

1. Make sure each team identifies how far they got on their assigned route of houses and indicate that on their map.
2. Assign 1 of each team to complete the Block Walk Results Survey on Slack, online—*this is important data that goes back to the national office*.  The Block Walk Results Sheet mimics the form online on the Slack Block Walk site in the top bar of bookmarked items.  It is to be filled out by 1 member of each team of 2 people (they must have Slack).  They can transcribe #doors, #people greeted, #petitions signed, onto this form from the Notes/Tally Sheet, take a photo of how much of their route was completed (from their map) and then give their Notes/Tally sheet and map back to you.
3. Also assign 1 or more folks with high enough COSaction access to put in the information from all the signed petitions.  The paper petitions must then be saved until we know where they are to be stored long-term.
4. Keep an eye out for who else may prove to be a good Block Walk Captain in your area—helpful to you!
5. Fill out and submit the Community Newsmaker form, “COS Newsmaker” (link is found below Unit 5, “How to Report Block Walking Activity”, of VOL 200 Block Walking training videos) along with event reports on the COSAction App and Slack channels.
6. Follow up with each volunteer by text or email to thank them and share the group photo, the day’s event success in numbers and a fun story or two from the event.