

HOST A VOTER CONTACT PHONE BANK EVENT

OUR SAFETY AND OUR FREEDOMS WILL BE ON THE BALLET IN NOVEMBER. THE CONTRAST COULDN'T BE MORE CLEAR: WHILE GUN SENSE CANDIDATES ARE FIGHTING TO END GUN VIOLENCE, EXTREMISTS CONTINUE TO PUSH FOR MORE GUNS IN MORE PLACES - WITH NO QUESTIONS ASKED. NOW IS OUR MOMENT TO HELP VOTERS USE THEIR VOICES AND THEIR VOTES TO FIGHT FOR A FUTURE FREE FROM GUN VIOLENCE.

READY TO RUN YOUR OWN VOTER CONTACT EVENT? STUDENTS DEMAND ACTION CAN HELP! USE A [SHORT FORM](#) TO LET US KNOW ABOUT YOUR EVENT - WHEN AND WHERE IT IS - AND WE'LL SEND YOU WHAT YOU NEED TO JUMP INTO A VIRTUAL PHONE BANKING ACTIN. THINK OF THIS AS A CAKE BOX MIX VERSION OF AN EVENT - STUDENTS DEMAND ACTION WILL SET UP THE ACTION, AND YOU ADD THE ACTION-TAKERS!

Planning & Setting Up Your Event

1. LET US KNOW WHEN YOUR EVENT IS HAPPENING!

Have your event host fill out [this form](#) a minimum of two business days before the event. Due to timezone limitations, phone bank events can only be scheduled between 12pmET - 9pm ET (9amPT - 6pmPT).

The [Register Your Event form](#) will guide you through the following steps:

- Name your event: using the following event naming protocol: State Abbreviation - School/Community Name - Voter Contact Phone Bank.
Example: IA - Ceder Falls High School - Voter Contact Phone Bank
- Select event type: Phone Bank
- Write a short description: Include that you're phone banking to contact voters for the critical 2024 election and any other important information you'd like potential action-takers to see. Note that this description will be visible on the event RSVP page.

- Include which phone bank you would like to make calls into:
 - Call [Nationwide](#): Help voters commit to vote with gun safety in mind (no candidates named)
 - Make calls into [Iowa's 1st Congressional District](#) to support Christina Bohannon for Congress & Kamala Harris for President (Available starting 9/14)
 - Make calls into [Virginia's 2nd Congressional District](#) to support Missy Cotter Smasal for Congress & Kamala Harris for President (Available starting 9/14)
 - Make calls into [Colorado's 8th Congressional District](#) to support Yadira Caraveo for Congress & Kamala Harris for President
- Enter the date, time and event location: Due to timezone limitations, phone bank events can only be scheduled between 12pmET - 9pm ET (9amPT - 6pm PT).
 - If the event is in person, enter the location of the event.
 - If the event is virtual, copy and paste the Zoom link into the street address section and your town, state, and zip code into those fields.

2. RECEIVE YOUR PHONE BANK DETAILS & PLANNING INFORMATION FROM THE STUDENTS DEMAND ACTION TEAM.

The information you submit will be reviewed by the Students Demand Action Team. Once our team has reviewed the details, we'll send the host all of the information needed to host the event – including a recruitment link to your event, a link to check-in attendees, and information on how folks can join the phone bank during your event.

Optional Training Component:

PHONE BANKING TRAININGS

Have you or anyone at your event ever phone banked before? Has it been a while since your last phone banking effort, and you need a refresh? We have two quick slide decks to present at the beginning of a phone bank action to discuss how to have good conversations and make a strong ask, and learn how to use the calling system.

Here are the slide decks with speaker notes:

- [Phone Banking 101 - Hubdialer](#)
- [Phone Banking 101 - VAN Virtual Phone Bank](#)

ELECTIONS WORKSHOPS

The Students Demand Action National Training Team has developed a learning pathway for students to become experts on election work, covering everything from “what is a Gun Sense Candidate,” to voter registration, voter contact tactics, and more!

If you’re planning on hosting a phone bank, use this opportunity to also train those who plan to take action in Voter Contact Tactics and Students Demand Action’s other election workshops. Plan to host your event for at least an hour and a half; dedicate the first 45 minutes to hosting a workshop and then put those skills into practice for the second half of the meeting by actually dialing into the phone bank as a group!

The steps for hosting a combined workshop and phone bank are the same as above, but in the [short description box](#) of the [Register Your Event form](#), be sure to include that you plan on facilitating a workshop in addition to phone banking. When the Students Demand Action team emails the host the phone bank information, we’ll also include the slide deck with speaker notes for the workshop!

Workshop options:

- Introduction to Supporting Gun Sense Candidates:
- Activating New Voters
- Voter Contact Tactics
- Student Visibility at Candidate Events
- Level Up Your Work
 - If you’ve completed the first four trainings, or have members of your group that are interested in facilitating workshops for their peers in other spaces, present this training.

Read more about the Students Demand Action elections workshops and other ways to take action on the [SDA Elections HQ!](#)

Reminders - Before Your Event

PREPARE YOUR AGENDA:

Keep it simple and focused on the main event (making calls)! Not sure where to start? Here’s a [sample agenda](#).

RECRUIT & CONFIRM YOUR RSVPS:

Once your event is reviewed, you’ll receive two links to support your work to review and confirm RSVPs .

(1) The RSVP link which you can send out for folks to sign up for your event and (2) a check-in link which will allow you to view and track sign-ups for the event. Learn more in the appendix about how to use the attendee check-in page.

SEND AN EMAIL WITH THE EVENT DETAILS TO YOUR SIGN-UPS:

Before your event, we'll send you all the info your folks will need to join the phone bank-- including the virtual phone bank link as well as the script and instructions. You'll be responsible for sharing this info with your sign-ups. We recommend including it in the same communication you use to give them the details for the event. Please do not share the links to the phone bank, or any accompanying materials on social media.

Tips to share the phone bank link:

- In-person:
 - Share the phone bank link in a group chat/email event participants the phone bank link, or
 - Before the event, [create a QR code](#) or [bit.ly](#) with the phone bank link that you can pull up for participants to scan/retype when it's time to make calls.
- Zoom:
 - Drop the phone bank link in the chat box.

Reminders - After Your Event

CLOSE OUT THE EVENT:

Use the link we sent you to check off the attendees who joined you for the event. Please note that this link will expire at 4am following the event so we recommend taking attendance during the event! Learn more in the appendix about how to use the attendee check-in page.

POST ABOUT YOUR EVENT ON SOCIAL MEDIA

Help amplify our message by posting photos and sharing highlights of your event on social media. Don't forget to tag [@StudentsDemand](#) in your posts!

FOLLOW UP:

Share highlights from the phone bank and ask them to join you for your next team event or ask them to check out the [SDA Elections HQ](#) to take more actions this election cycle.

- SDA Elections HQ short link: <https://bit.ly/sda-elections>
- [SDA Elections HQ QR code](#)

Additional Resources

- Training Resources
 - Sharable quick-skills videos
 - [Hubdialer](#)
 - [VAN Virtual Phone Bank](#)
 - Training decks with speaker notes:
 - [Phone Banking 101 - Hubdialer](#)
 - [Phone Banking 101 - VAN Virtual Phone Bank](#)

- Example [phone banking bingo](#) (download to tweak it and make it your own, or use it as an example to create a Students Demand Action version using Canva)!
- Love phone banking and want to make more calls with other volunteers? Join us for a [one-time call window](#) between now and the election!
- Sign up to call weekly by [joining the Students Demand Action Calling Team](#)! If you or any of the event attendees would like to join our team and sign up to get info on how to take weekly action, sign up here!

Questions or Highlights?

SEND US A NOTE AT STUDENTS@EVERYTOWN.ORG

How to Use the Attendee Check-In Page

1. Confirm who's coming:
 - In the approval email, open your Attendee Check-in link
 - Review who has RSVP'd
 - Confirm RSVPs 2-3 days before your event. This is a great opportunity to remind registration of your event, answer any questions they may have, and ultimately boost attendance.
2. Check-in the people who arrive at your event
 - In the approval email, open your Attendee Check-in link
 - Use the Attendee Check-in page to see the list of people who RSVP'd
 - For each participant listed, select **attended** or **did not attend**
 - For those who did not RSVP beforehand, select the "Add Signup" option and check them in manually by filling out the required information. Please note, it may take a few minutes for the Add Signup submission to land on the list. You must return to the page, scroll to their name, and select Attended.
3. After your event:
 - Return to the Event Attendee Check-in Page and from the mark remaining as "**did not attend**."
 - If you weren't able to check in attendees the day of your event, send the participant list to students@everytown.org. The Attendee Check-in link will not be available for use after the day of your event.

