

## INSTRUCTIONS FOR CIRCULATING THE PETITION

### CIRCULATORS:

- Circulators need not be registered voters or of any prescribed age.
- Circulators may sign the petition they are circulating.
- Use a different petition for each county. We will be using these with elected officials and want to be able to determine what district they are in.
- Inform signers that they will be placed on the SPAN mailing list. If they do not wish to receive e-mail, tell them to leave that section blank.
- Ask signers if they would be willing to circulate a petition and return it to you.
- After adding signers to the database (see below) return all finished petitions to **Debbie Silverstein, 1072 Erin Drive, Kent, OH 44240.**
- Petitions need not be full to be turned in.
- Be sure to sign your name on the “witness” line if you are the person returning the petition. If you have given a petition to someone else to circulate, check to be sure they have signed the witness line.

### SIGNERS:

- Signers need not be registered voters, but do need to reside in the county for that particular petition.
- Signers may only sign for themselves, not friends or relatives. Having a power of attorney does not mean they can sign for someone else.
- Signers must use the address where they reside.

## ADDING SIGNERS TO THE DATABASE

The easiest way to add people to our database is through the website. To do that, go to the website and click on Sign Up to Join Us.

1. Fill in the information you have for the person.
2. Select the region they live in. (Determined by the county they live in)
3. In the box where it asks for additional information, put petition.
4. Click on Click to Sign Up.
5. Go back to front page and begin again with the next entry.

If you cannot add them through the website, you will need to send the information from the petition to Barb Walden at her e-mail address, [User298053@aol.com](mailto:User298053@aol.com).

1. Do not use an Excel spreadsheet.
2. Transcribe all the information in Word and attach it to the e-mail or in the body of the e-mail, or scan the sheets and attach to an email with “petition info” in the subject line.
3. Do this on a regular basis so as not to overload Barb.