

DEMOCRATIC NATIONAL COMMITTEE

1001 Connecticut Avenue, N.W.

Washington 6, D. C.

DO YOU NEED HELP IN YOUR PRECINCTS?

We all know that elections are won in the precincts and townships. Harry Truman said, "I would not be President were it not for the precinct workers." The precinct worker is the most important person in the Democratic Party.

Do your precinct workers need help? Do you have enough of them? Are they enthusiastic? Do they do a good job canvassing, registering and getting out the vote? Do you need skilled volunteers for fund raising?

You can attract more workers, get them excited about precinct work, give them confidence and the skills they need to be really effective by running in your area a

PRECINCT WORKER TRAINING PROGRAM.

This program stresses actual practice in basic precinct techniques. It makes your present precinct leaders more effective, self-confident and enthusiastic. It also makes it easy and attractive to break in new precinct workers.

This Training Program has two stages. First, an Instructor's Course trains your own area leaders so that they can each conduct Precinct Workers' Courses. Practice is given during the 14-hour Instructor's Course in using film, skits, materials and discussion techniques in order to make the 8-hour Precinct Worker's Course exciting and effective. An Instructor's Manual gives helpful directions on running the Precinct Worker's Course.

The second stage is the Precinct Worker's Course. The Precinct Worker's Course provides actual door-to-door canvassing experience and sample materials. The handbook for this course is the Democratic Precinct Handbook published by the Democratic National Committee.

Political leaders who have tested these Courses on a trial basis are enthusiastic about the new methods of instruction and about the concrete results which follow. Within a year of the initiation of this program, Instructors' Courses were held in 24 states: Arizona, California, Colorado, Connecticut, Florida, Illinois, Indiana, Kansas, Maryland, Michigan, Minnesota, Montana, Nebraska, New Mexico, New York, Ohio, Oregon, Rhode Island, South Dakota, Tennessee, Utah, Washington, West Virginia and Wisconsin.

These "seed" courses have been followed by hundreds of Precinct Workers' Courses. In several states more than one hundred Precinct Workers' Courses have been held. One State leader from a midwestern state has written: "We had a most successful and stimulating Instructor's Course. The trainees worked hard and long. They rang doorbells, some for the first time, some after many years of experience but with new approaches and techniques. They threshed out agreements on basic techniques of precinct work upon which there had been disagreement or diversity for years. They received both instruction and inspiration, and departed eager, confident and rarin' to go! All of them are now conducting Precinct Workers' Courses in their own counties." One southern state has sponsored two Instructors' Courses and the State Chairman has said: "I am even more confident than ever that this is the answer to our prayer." Ohio has held three Instructors' Courses.

### WHAT YOU SHOULD KNOW ABOUT THE INSTRUCTOR'S COURSE

#### How Long Is The Instructor's Course?

This Course requires approximately 14 hours of time spread over two days, usually a Saturday and a Sunday. The designers of the Course recommend 12 full hours of classroom instruction not counting about two hours of field work and breaks for meals. Here is one of a number of possible schedules:

#### Saturday

9 a.m. - 12 noon  
Lunch break  
1 - 3 p.m.  
3 - 5 p.m. (field work)  
Supper break  
7:30 - 9:30 p.m.

#### Sunday

10 a.m. - 1 p.m.  
Dinner break  
2 - 4 p.m.

### Who May Take The Instructor's Course?

Party officials should select as trainees in this Instructor's Course persons who meet the following qualifications:

- (a) Persons who are devoted Democrats and genuinely interested in learning to teach precinct worker training courses. (Trainee should agree in advance that they will conduct at least one Precinct Worker's Course in the future.)
- (b) Persons who in the past have shown their ability to work effectively with groups in or out of politics.
- (c) Persons who have in the past demonstrated leadership or teaching ability. (It is preferable, but not mandatory, that some or most of the trainees have had some experience in practical politics.)

### How Many Persons May Take This Course?

The designers of the Instructor's Course believe that it should be given for not less than 12 nor more than 25 trainees. The quality of your first instructors is more important than the quantity of them. Later you can take steps, by repeating the Instructor's Course if necessary, to build a corps of instructors in every area of your state.

### Who Teaches The Instructor's Course?

The Democratic National Committee has the pledge of voluntary assistance from approximately ten adult education leaders in various parts of the country. One of these approved specialists will head the teaching staff for the Course. This specialist should be assisted by one or two local persons with considerable knowledge of local political organization and procedures.

NOTE: Travel and subsistence for the specialist will be paid by the Democratic National Committee for the first approved course conducted in each state.

### How Will The Course Be Taught?

The most modern adult education methods will be used. A film, demonstrations, group problem solving, work exercises, actual field work, and forums all will be employed. Special training materials will be provided for the trainees.

### How Much Will The Instructor's Course Cost?

Costs to sponsoring organization:

1. Manuals for trainees: \$1.25 per student.
2. Local maps or charts and mimeographed materials: about \$10 maximum.
3. Rental of training film: About \$4 for black and white prints.
4. Rental of 16 mm projector and screen (if not available on a loan basis): about \$15 maximum.
5. Employment of a projectionist (if no volunteer if available): about \$5 maximum to show 20-minute film.
6. Rental of adequate conference room facilities (if not available free).

### WHAT YOU SHOULD KNOW ABOUT THE PRECINCT WORKER'S COURSE

#### How Long Is The Precinct Worker's Course?

This course requires approximately eight hours, consisting of two training sessions of three hours each -- preferably on two days (not necessarily successive) with about two hours for actual field practice in between the classroom sessions.

#### Who May Take This Course?

Precinct leaders, precinct workers, and prospective precinct workers. There should be not less than 10 nor more than 30 trainees in any given session of the course. Suitable persons who have never done precinct work should be urged to take the course. It can be an excellent means of recruiting workers for the Party.

#### Who Teaches The Precinct Worker's Course?

This course will be conducted by those persons in your state who have completed the Instructor's Course and become certified instructors. This trained instructor may require the assistance of a local person with knowledge of local political organization and procedures.

#### How Much Will The Course Cost?

This course should not cost more than \$1.00 or \$1.50 per student (depending on the cost of conference room). For the cost of film, projector and screen, and projectionist, see Instructor's Course costs above. Costs of local instructional materials will vary according to the amount needed.

**FOR FURTHER INFORMATION WRITE OR CALL**

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