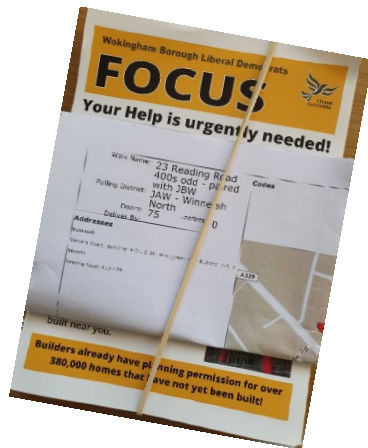


Hints and Tips for Delivering LibDem Literature

These notes are intended to help you understand what leafletting or letter delivery involves if you are thinking of helping for the first time. Or, if you are already helping (thank you!), to help you become a 'super leafletter'.



Our Focus newsletters and other communications are one of the best ways of building a relationship between the local LibDems and residents. They inform residents about what is happening in their area, tell them how to contact their local councilors and, ultimately, give them reasons to support the LibDems when elections come around.

We try to make sure that every address receives one newsletter once a quarter, and more often in the lead up to elections.

Every local Branch and most Wards have a delivery coordinator who needs a team of volunteers to help them with the task. Leaflets are bundled into pre-planned walks which include a map, list of addresses and any special instructions.

At the moment we also have special Coronavirus instructions to help keep people safe (see below).

The walks vary in size from around 30 minutes upwards, and deliveries can be made at any time of your choosing, though it's best to avoid late at night or early in the morning where we might disturb people.

So, how do I become a 'super leafletter'?

Before you start, take a look at the map provided and plan how you want to cover the route. If you have more than one walk, work out where you will start and finish each one to maximise your efficiency.

Delivering leaflets is generally a safe and enjoyable activity, with the chance to get some exercise whilst doing good work. You should, however, give some thought to personal safety. Don't work alone in areas you are unfamiliar with, especially late in the day. Carry a phone with you, and remember that even super-leafletters need to look before they cross the road. Some people use the time to catchup on podcasts etc. If you do so, remember that this reduces your awareness of what is around you.



Most deliveries will not be addressed to particular households, so it is a case of working along the walk putting a leaflet through each address. Sometimes there will be deliveries which are addressed to particular households. These will have been pre-sorted into a logical delivery order, so check this before you start the walk.

Always try to deliver in a way that represents our party as we would wish to be seen. Use paths rather than the grass, gates rather than fences and close gates after leaving. Engage politely with any residents who you meet and don't do anything that might give a dim view of the party.

We are allowed to deliver material through doors, and should not be deterred by signs saying 'No Junk Mail' or similar. If a resident protests that they do not want the material, politely ask them to recycle it (we should not currently take it back due to the Covid risk) and take a note of the address to pass back to the delivery coordinator.

Different building types:

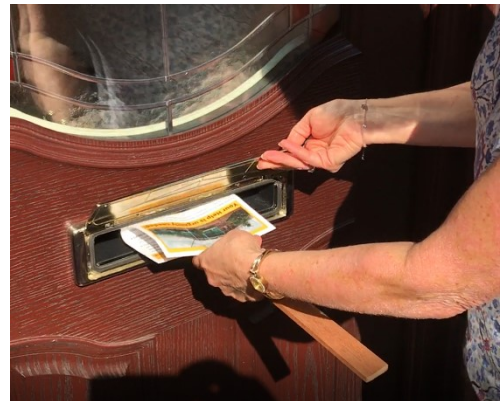


- Check for buildings that have more than one front door or multiple doorbells for different residents. You may deliver more than one leaflet in such cases, within reason.
- ***We're not currently delivering inside buildings due to Covid***, but once this resumes you will find that getting to individual letterboxes can be problematic. Try to do so legally and without making a nuisance of yourself. The effort can be worthwhile, as often more challenging addresses receive very few such communications and are better received accordingly.
- There is no need to deliver to non-residential addresses.

You don't need to know everything about the LibDems or the issues on the literature. If people ask you questions that you are unable to answer, refer them to the contact details on the material for further advice, or record the details and let the delivery coordinator know they would like a follow-up.

Getting leaflets through letter boxes isn't always as simple as it seems. Most experienced deliverers use a spatula or similar to help push leaflets efficiently through modern letter boxes. If using your hand, be aware that on very rare occasions a dog may be waiting for you on the other side.

At election times you will sometime come across literature from other parties. However tempting, do not remove this from letter boxes (but do your best to ensure that our leaflet lands on the doormat on top!)



After you have completed the walk, please let the delivery coordinator know of any issues you experienced.

September 2020 Covid Instructions

Delivery of leaflets and Covid-19 – Keeping Us All Safe



Thank you for helping to deliver Focus leaflets today. Bundles have been quarantined for at least 24 hours prior to collection. To protect yourself and others please note and follow these further instructions

- If you have any Covid-19 symptoms, any concerns that you may be asymptomatic or are extremely vulnerable, please do not deliver or handle leaflets in any way.
- Please use hand sanitizer before you collect leaflets and use it regularly whilst delivering.
- Follow existing government advice on hygiene: Hands – Face – Space (2 meters) at all times.
- Only deliver where it is possible to do so with minimal contact with things which others may touch. Do not enter blocks of flats or similar but, if possible, deliver leaflets through the front door.
- Leaflets should be delivered through letter boxes or similar. Politely decline handing leaflets to residents in person or taking anything from residents to minimise any transmission risk.
- If a member of the public has questions about delivery processes that you are unable to answer, please refer them to your local delivery coordinator.

The detailed Risk Assessment that is being followed is available if you wish to read it.