

OFF-SEASON / YOUR PLAN

SAMPLE - FICTIONAL

Off-season planner

Plan neighbor relationships, community service and follow-ups.

CHAIR	PRECINCT	MONTH / YEAR	HOURS AVAILABLE
Jordan Sample (example)	Example Pct. 01	March 2027	3-4 hours per week

WEEK 1

Choose one manageable neighborhood cluster

FOCUS / GOAL

Learn 3 neighbor priorities

DAY, TIME & PLACE

Sat 3/6, 10-11:30 AM / nearby blocks

OUTREACH / SERVICE ACTIVITY

Permission-first doorstep listening

FOLLOW-UP / PERSON RESPONSIBLE

Jordan: return 3 requested calls by 3/10

WEEK 2

Choose one manageable neighborhood cluster

FOCUS / GOAL

Connect neighbors to local resources

DAY, TIME & PLACE

Sat 3/13, 10-11 AM / same area

OUTREACH / SERVICE ACTIVITY

Share verified service & repair contacts

FOLLOW-UP / PERSON RESPONSIBLE

Jordan: send useful links by 3/16

WEEK 3

Choose one manageable neighborhood cluster

FOCUS / GOAL

Join a practical neighborhood project

DAY, TIME & PLACE

Sat 3/20, 10-11:30 AM / public cleanup

OUTREACH / SERVICE ACTIVITY

Litter pickup + 2 listening conversations

FOLLOW-UP / PERSON RESPONSIBLE

Jordan: thank 2 helpers by 3/22

WEEK 4

Choose one manageable neighborhood cluster

FOCUS / GOAL

Complete follow-ups and learn what helped

DAY, TIME & PLACE

Sat 3/27, 11 AM / nearby blocks

OUTREACH / SERVICE ACTIVITY

Return visits; invite optional help

FOLLOW-UP / PERSON RESPONSIBLE

Jordan: update outreach log by 3/29

Try 1-3 deeper conversations per field session, then fulfill agreed callbacks.

OFF-SEASON / ACTIVITY CALENDAR

SAMPLE - FICTIONAL

Monthly activity calendar

Use this grid for listening visits, local events, service and agreed follow-ups.

MONTH	YEAR	PRECINCT
March	2027	Example Pct. 01

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
	Pick 3 blocks	Map short walk	Check local services	Confirm visit plan		10 AM Listening visits
7	8	9	10	11	12	13
Record themes		Follow up 2 requests	Send road info	Verify pantry hours		10 AM Resource check-ins
14	15	16	17	18	19	20
Log new concerns		Send info requested		Get cleanup supplies		10 AM Cleanup + listening
21	22	23	24	25	26	27
Log cleanup results	Thank 2 helpers	Check-in call		Plan final visits		11 AM Follow-up visits
28	29	30	31			
Review open tasks	Tally monthly data	Send chair summary	Set April priority			

MONTHLY PRIORITY

Build trust through listening, practical help and keeping promises.

Fill date numbers in the small boxes; type plans, times or reminders in each day.

OUTCOME TRACKER / YOUR PLAN

SAMPLE - FICTIONAL

Deep listening & follow-up

Use totals and anonymous themes here. Keep names, addresses, and private stories in approved systems only.

MONTHLY SCORECARD

DEEP CONVERSATIONS

8

BRIEF TOUCHPOINTS

21

NEW HELPERS

2

FOLLOW-UPS DONE

6

CONVERSATION ROUTINE

1. Disclose affiliation; ask permission to talk.
2. Ask an open question and invite a lived experience
3. Reflect back what you heard without judging.
4. Share a relevant short story only if welcome.
5. Invite reflection; do not debate or pressure.
6. Ask permission for a specific follow-up.

CONSENT-BASED FOLLOW-UP QUEUE (NO IDENTIFYING DETAILS)

	REFERENCE CODE / DATE	PROMISED NEXT STEP	DUE DATE
01	EX-01 / Mar 6	Send road repair reporting link	Mar 10
02	EX-02 / Mar 13	Share verified pantry hours	Mar 16
03	EX-03 / Mar 20	Thank cleanup helpers	Mar 22

END-OF-MONTH REFLECTION

Neighbor concerns and shared themes (no personal details)

Common themes: road safety, affordable childcare and help finding local services.
Neighbors appreciated clear, no-pressure follow-ups.

What we delivered / what we owe / what to change next month

Completed 6 callbacks and a small cleanup with 2 helpers. One resource list is still due April 5. Next month: shorter visits and faster follow-through.

Official elections: indianavoters.in.gov | Research: doi.org/10.1017/S0003055419000923