

AFSCME Contact Sheet

Zip Code _____

Date Contacted: _____

Map Page: _____ Grid: _____ Blitz Pkg # _____

Organizer: _____

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Bad Address
Reason for BA: _____

WorkerID:

Card Signer	Last Rating
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Orig List Name: _____
 Last Name: _____ First _____
 Nickname: _____
 Home City: _____ HZip: _____
 Home County: _____
 Home Phone: _____
 Home Email: _____

Worker Status: _____ Birth Date: _____
 Ethnicity: _____ Shift Start: _____
 Language: _____ Shift Stop: _____
 PERBUnit: _____ RDO: _____

Work Information	Actions	Issues
<p>Agency: _____ Dept: _____ Job Class: _____ Work Loc: _____ Work City: _____ WCounty: _____</p> <p style="text-align: right;">Leader? _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Meetings? <input type="checkbox"/> Host Meetings? <input type="checkbox"/> Phone Bank? <input type="checkbox"/> Visit CoWorkers? <input type="checkbox"/> Substitute Providers <input type="checkbox"/> Education Training <input type="checkbox"/> Bureaucracy/Regulations <input type="checkbox"/> Complaint Process <input type="checkbox"/> Complaint Process 	<ul style="list-style-type: none"> <input type="checkbox"/> Quality Care <input type="checkbox"/> Health Insurance <input type="checkbox"/> Need More Referrals <input type="checkbox"/> Pay <input type="checkbox"/> Sick Leave/Vacation Leave <input type="checkbox"/> Substitute Providers <input type="checkbox"/> Education Training <input type="checkbox"/> Bureaucracy/Regulations <input type="checkbox"/> Complaint Process

Comments:

Please print LEGIBLY, provide dates with your comments, and try to be concise and specific in your notes.

House-calling Tips

- ◆ Wear clothes that will not call attention to yourself or make the worker feel uncomfortable. Clothes that are too fancy or too casual can make a bad first impression that is hard to overcome.
- ◆ Plan your route in advance to maximize your time. Use a mapping computer program or an up-to-date street map and plot your route so you are not running all over town, but are visiting people in a logical order.
- ◆ Use your time effectively by not taking meal breaks during prime house-calling hours. Knowing what shift people work and/or if they work other jobs also helps. Visit from the end of the shift until as late as possible. Saturdays and Sundays after church are very good times to house call.
- ◆ Don't call ahead.
- ◆ Try to make the visit last 30-40 minutes. Have a clear agenda and goal in mind for each worker you visit.
- ◆ Whenever possible, bring a committee person or another worker with you, but don't put off house calling if a worker can't accompany you.
- ◆ You are not a salesperson; let the worker do most of the talking. Draw people out with open-ended questions. You are developing a relationship and moving the worker to action.
- ◆ Don't assume anything. Ask. Listen.
- ◆ Be honest. If you don't know something, tell the person you will find out and get back to them (and make sure you do!).
- ◆ Don't argue. Look for common ground. Winning an argument won't do any good.
- ◆ Involve a worker's family members.
- ◆ Fill out a house-call report form immediately after leaving the house, but drive far enough away so you aren't sitting out in front filling out a form.
- ◆ A house call is not a literature drop. Provide specific literature at the end of the visit, if at all. If the person isn't home, don't leave literature.

