**Office Visit Contact Sheet—FILL OUT AFTER CONVERSATION (NOT DURING)**

**Key Questions:**

(circle one response per item):

**1. Will you sign an authorization card to hold a union election, and will you commit to voting “yes?”
 -Yes**

 **-No**

**Note: do not give them an authorization card unless they agree to vote “yes” for the election.**

**2. Will you commit to attend the launch meeting on (give them time and date)?**

**-Yes**

**-No**

**3. Can you bring some of your colleagues?**

**-Yes (list names):**

 **-No**

Organizer Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Conversation: \_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (office):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (home):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office hours: M\_\_\_-\_\_\_ ; T\_\_\_-\_\_\_\_

W\_\_\_-\_\_\_ ; TH\_\_\_-\_\_\_ ; F\_\_\_-\_\_\_; S\_\_\_-\_\_

**Issues:**

Use back of sheet to write a detailed description of

the issues you identified in this conversation

**Assessment Scale** (circle one):

1-Commits to sign a card + vote yes + join the Organizing Committee (assuming the rest of the OC has agreed)

2-Commits to sign an authorization card + vote yes

3-Will not commit to sign an authorization card + vote yes, but does not oppose unionization (even people who are leaning one way or the other are ranked as a “3” if they won’t commit)

4- Does not support unionization, will not sign a card

5-Leader of a movement to oppose unionization