

# LITERATURE DROPPING GUIDE

James Kitchin for Anne Arundel County Executive

## Quick Start Checklist

Before you head out to literature drop:

- Download the MiniVAN app and create your ActionID (instructions below).
- Charge your phone fully and bring a portable charger if you have one.
- Claim your turf at [jameskitchin.com/turfsignup](https://jameskitchin.com/turfsignup) - it returns your map, list number, and instructions in one click.
- Pick up your lit pack (see below for where and when).
- Bring water, comfortable walking shoes, a hat, and a rag for dusty doors.
- Dress for the weather. Wear campaign gear if you have it.

### Where to pick up your lit pack:

- **At any Early Voting center, 7:00 AM - 8:00 PM through June 18.** Our boxes have **orange tape on top** and will be in a chair or under a yellow umbrella. Call **(410) 324-2533** if you cannot find it. *Heads up: there will not be a box at Severn Center or Riviera Beach Library on Friday June 12.*
- **At HQ: 111 Cathedral St, Suite 202, Annapolis. Call ahead** - we may be out lit dropping ourselves. We can leave a pack in the downstairs box or give you the lockbox code to get in.

### Jump to sections:

Section 1: Setting up MiniVAN

Section 2: The shared turf signout sheet (new)

Section 3: The literature you are dropping

Section 4: Using MiniVAN while lit dropping

Section 5: How to attach the flyer to each door

Section 6: Best practices and tips

Section 7: After your literature drop

## Section 1: Setting up MiniVAN

---

### Download and set up

#### For iPhone:

1. Open the App Store.
2. Search for "MiniVAN Touch" or visit [apps.apple.com/us/app/minivan-touch](https://apps.apple.com/us/app/minivan-touch).
3. Download and tap "Open."

#### For Android:

1. Open the Google Play Store.
2. Search for "MiniVAN" or visit [play.google.com/store/apps](https://play.google.com/store/apps).
3. Download and tap "Open."

### Creating your ActionID

1. Tap "**Create Your ActionID**" (first time only).
2. Enter your email and create a memorable password.
3. Next time, just select "**Log In with ActionID.**"
4. Allow location access when prompted (helps with navigation).

### Downloading your walk list

1. Get your **list number** from the shared turf signout sheet (see Section 2) or from campaign staff.
2. Enter the number when prompted, OR
3. Tap the menu (three lines) and tap "Download a New List."
4. Enter the list number and tap "**Submit.**"

## Section 2: The shared turf signout sheet (new)

---

To make it faster to grab a turf and get out the door, the campaign is sharing a **self-service signout sheet**. You can pick a turf, claim it with your name, and grab the corresponding MiniVAN list number without waiting on a staff member.

### How it works:

1. The signout sheet link will be sent out by the campaign in a separate email or text. Look for it in the morning of the day you are dropping.
2. Open the sheet. Each row is a turf. The columns include turf number, region, MiniVAN list number, status, and a place for you to add your name and phone.
3. Find a turf that is **unclaimed** (no name in the "Volunteer" column). Pick one near you.
4. Type your name, your phone number, and the date in the volunteer row. That is your check-out.
5. Copy the MiniVAN list number for that turf and use it in Section 1 above to download the list.
6. Pick up your literature pack from the campaign office (111 Cathedral Street, Suite 202) or a designated drop point.
7. When you finish your turf, come back to the sheet and update the status to "complete." This lets the campaign track coverage in real time.

**Pro tip:** *Updated lists are being generated overnight after each Early Voting day, so always grab the freshest turf available. The signout sheet always shows the most current set.*

## Section 3: The literature you are dropping

---

You will be dropping one of two flyers depending on which day you are out. Both pieces direct voters to [jameskitchin.com/voting](http://jameskitchin.com/voting) and highlight the same core message: community-first leader, no developer or PAC money, executive branch experience, Pittman endorsement, and the Teacher Recommended Apple Ballot.

**JAMES KITCHIN**  
COUNTY EXECUTIVE  
YOUR VOICE, OUR FUTURE

# VOTE EARLY

JUNE 11th - 18th | 7AM TO 8PM | Early Voting Centers

- Community-first leader
- No Developer or PAC money
- Executive branch experience

"James is ready to serve, on Day One." - Stuart Pittman

TEACHER RECOMMENDED

PUBLIC CAMPAIGN FINANCE CERTIFIED

FUNDED BY PEOPLE, NOT CORPORATIONS OR DEVELOPERS

[www.JamesKitchin.com/voting](http://www.JamesKitchin.com/voting)

YOUR VOICE, OUR FUTURE

by authority: Citizens For James Kitchin; Erin Edwards, Treasurer.

**Vote Early flyer (June 11-18)**

**JAMES KITCHIN**  
COUNTY EXECUTIVE  
YOUR VOICE, OUR FUTURE

# VOTE TUESDAY

JUNE 23rd | 7AM TO 8PM

- Community-first leader
- No Developer or PAC money
- Executive branch experience

"James is ready to serve, on Day One." - Stuart Pittman

TEACHER RECOMMENDED

PUBLIC CAMPAIGN FINANCE CERTIFIED

FUNDED BY PEOPLE, NOT CORPORATIONS OR DEVELOPERS

[www.JamesKitchin.com/voting](http://www.JamesKitchin.com/voting)

YOUR VOICE, OUR FUTURE

by authority: Citizens For James Kitchin; Erin Edwards, Treasurer.

**Vote Tuesday flyer (June 23)**

If you have a few of each, drop the **Vote Early** flyer through Wednesday June 17 and switch to the **Vote Tuesday** flyer Thursday June 18 onward, so voters always have the most relevant action in their hand.

## Section 4: Using MiniVAN while lit dropping

### Understanding your views

Tap the menu icon (three lines) to toggle between:

- **Map View** - house locations on a map
- **Household View** - addresses with voter names
- **People View** - alphabetical list of all voters

**Pro tip:** Use Map View to orient yourself, then switch to Household View while you are actually dropping.

## Orient yourself

1. Review the map and pick an intersection or street to park on.
2. Tap a name and review the information inside. Become comfortable with the layout before your first door. Quick training is available at check-in if you need a refresher.

## Before each door

1. **Tap on the address** to see voter names.
2. You will see: name, age, sex, party affiliation.
3. **Tap the voter's name** to open the script (only used if you are knocking; for a pure lit drop you can skip this).

## At the door

4. Attach the flyer to the door (see Section 5 for how).
5. **DO NOT place literature in a mailbox.** It is illegal.

## After the door

Mark the contact as a "**Lit Drop**" in MiniVAN so the campaign tracks coverage.

### Quick shortcuts:

- **iPhone:** swipe right on the voter's name to mark "Not Home."
- **Android:** press and hold the voter's name bar.

Then move to the next address.

**Pro tip:** *Have 3-5 addresses in mind so you do not have to stop and check the app between every door.*

### **CRITICAL: SYNC YOUR DATA**

Sync after every 5 to 10 doors so you do not lose your work.

- Tap the circular arrow icon (top right), OR
- Go to Menu and tap "Sync"
- Wait for confirmation before moving on.

## Section 5: How to attach the flyer to each door

---

The campaign supplies two formats of lit. **Sticky-back flyers** are our primary. We also have **door hangers** as a backup once we run out, or if that is what you already have at home. Either works equally well.

### The basics:

- **Lit drop between 7:30 AM and 8:00 PM.** You do not need to knock on the door.
- **Sticky-back flyer:** peel and stick it directly on the door at eye level. Press firmly so the adhesive grips.
- **Door hanger:** hook the die-cut hole over the doorknob so it hangs in front of the door.
- **Bring a rag.** If a door is dusty or covered in pollen, wipe it down before sticking. The sticky flyer adheres a lot better on a clean surface.
- **Be safe.** If you feel unsafe or the address is not accessible, move on to the next address. Trust your instincts and skip anything that feels off.

### What not to do:

- **Never put the flyer in a mailbox or hang it from the mailbox flag.** Mailbox tampering is a federal offense.
- Do not enter beyond the front porch or step onto landscaping.
- Do not stick to glass surfaces, freshly-painted doors, or surfaces with peeling paint.

## Section 6: Best practices and tips

---

### Literature dropping etiquette

#### Do:

- Be respectful of "No Soliciting" signs. We are legally allowed to drop political literature, but use judgment.

#### Do not:

- Enter someone's property beyond the front porch.
- Walk on grass or gardens.
- Drop before 8 AM or after 8 PM.
- Leave literature in mailboxes. It is illegal.

## Safety and self-care

- Tell someone your route before you start.
- Stay in well-lit, populated areas.
- Trust your instincts. Skip a house if anything feels off.
- Keep your phone charged and bring a portable battery.
- **Bring water and hydrate. Take a break in air conditioning when it is hot.** Your health comes first, the doors will still be there in an hour.
- If you start to feel dizzy, nauseous, or overheated, stop immediately, get into shade or AC, and text the campaign at 240-441-8597.

## Section 7: After your literature drop

---

### Wrap-up steps:

1. **Final sync.** Make sure all your contacts have been uploaded to VAN.
2. **Update the shared signout sheet.** Mark your turf as "complete" so coverage is accurate in real time.
3. **Return any campaign materials** (extra flyers, supplies) to the office or your captain.
4. **Tell us how it went.** Text Roxy at 240-521-7047 with the rough count of doors, anything notable, or any addresses that need follow-up.

## Section 8: Troubleshooting MiniVAN

---

### "The app will not sync"

- Check your internet or data connection.
- Close and reopen the app.
- Contact your team leader if it persists.

### "I cannot find a house"

- Use Map View.
- Check house numbers carefully (odd vs. even sides).
- Some addresses may be apartments or condos.
- Move on if you still cannot find it. Note the issue when you sync.

### "My battery is dying"

- Switch from Map View to Household View (uses less battery).

- Turn on airplane mode between doors.
- Use the paper notepad in your box and upload back at home or at the meetup point.

### "I accidentally marked someone wrong"

- Go back to their record. Update the information.
- Sync again.

## Appendix: Quick Reference

---

### Important Dates

- **Early Voting:** Thursday June 11 through Thursday June 18, 2026, 7 AM to 8 PM daily.
- **Democratic Primary:** Tuesday, June 23, 2026, 7 AM to 8 PM.

### Campaign Contacts

- **Questions during your lit drop:** Roxy Adeleke-Wales, 240-521-7047
- **Technical and urgent issues:** Johntel Greene, 240-441-8597
- **Campaign office (non-emergency):** (410) 324-2533
- **Office address:** 111 Cathedral Street, Suite 202, Annapolis, MD

### Key links

- Campaign site: [jameskitchin.com](https://jameskitchin.com)
- Voting info: [jameskitchin.com/voting](https://jameskitchin.com/voting)
- This guide: [jameskitchin.com/litdroppingguide](https://jameskitchin.com/litdroppingguide)
- Shared turf signout sheet: shared by campaign separately