

Fieldwork Time Log

Student's Name: Victoria Ferrara-Lawlor
Government

Fieldwork Project: Local

Mentor's Name: Marianne Staples

Date	Correspondence: Provide a record of each time you correspond with your mentor (phone & email) and the topic of your conversation.
9/8	I emailed Mr. Barrows about the Norton Newsletter and the necessary revisions to be made.
9/12	I emailed Mr. Barrows about stopping by on Tuesday so that we could catch up on what work needed to be done.
9/19	I emailed Mr. Barrows about the final product of the Norton Newsletter.
9/24	I emailed Mr. Barrows various thank you letters so that he could send them to the donators.
10/3	I emailed Mr. Barrows about attending the Bertucci's dinner for his campaign.
10/5	I emailed Mr. Barrows about attending the Jake 'n' Joes event for various constituents and public elected officials.
10/13	I emailed Mr. Barrows about more thank you letters. He sent me PDFs of donations so that I could properly make the letters
10/19	I emailed the completed thank you letters to Mr. Barrows
10/26	I emailed a reminder about the Applied Learning Project meeting.
11/5	I emailed completed thank you letters to Mr. Barrows, and I told him that I would drop off envelopes on Monday.
9/21	I emailed Mrs. Staples for the first time to set up a meeting to discuss what she needs for the election.
10/20	I emailed Mrs. Staples about the progress we have made the volunteers. We also confirmed another meet up date for the badges Kostas and I needed.
11/6	I emailed Mr. Barrows more Thank You letters.
11/21	I emailed Mr. Barrows to establish a new Plan of Action for my project.
11/28	I emailed Mrs. Staples about attending the Selectmen's meeting for the election. I needed to send her names of students that had volunteered.
11/29	I emailed Mrs. Staples the list of students that volunteered so that she could make certificates for them.
12/5	I emailed Mrs. Staples the final details about the Selectmen night so that the volunteers knew where to be.

12/20	I emailed Mr. Barrows about the excel list of names for holiday letters to thank contributors for helping the campaign.
1/12	I emailed Mrs. Staples to figure out what I could do for her in the coming months.
1/19	I emailed Mrs. Staples again in order to figure out my fieldwork in the future.
1/25	I emailed Mrs. Staples one last time. Thankfully she responded, and she apologized for not responding sooner. We arranged a meeting for when I could come into Town Hall.
1/25	I emailed Mr. Barrows to thank him for the opportunities he has provided me. This was the last time I would be contacting Mr. Barrows because I am moving on to my next installation of my project with Mrs. Staples with the Town Election.
2/8	I emailed Mrs. Staples in order to see if I could come into her office for tomorrow so that we can continue working on the Town Election. Also, we are beginning to create a schedule for when I can come in. Right now we are thinking Thursdays from 2 to 4.
2/17	I emailed Mrs. Staples to arrange another meeting. Unfortunately due to the snow, we were unable to meet on Thursday; however, we discussed dates in the future to note on our schedules.
2/24	I emailed Mrs. Staples to see if she had any time over vacation to have a meeting. My work schedule didn't match up with the Town Hall hours, so this week I will finally be able to meet up with her and do some fieldwork.
3/3	I tried to set up a meeting with Mrs. Staples. She left the office early so I was unable to meet with her.
3/8	Mrs. Staples and I set up a meeting for Thursday afternoon. I told her I would be able to come in at 2:10.
4/7	I emailed Mrs. Staples to set up another meeting for next week so that we could figure out if there is anything else I can do in the Town Clerk office.

Date	Fieldwork with your Mentor: Provide a description of all work completed under the direct guidance of your mentor.	Number of Hours
9/13	I met with my mentor Mr. Barrows, and I was given a task to complete a Norton Newsletter for his political campaign.	2
10/3	I went to a Committee to Elect Jay Barrows dinner in order to update those who support his campaign. This dinner was at Bertucci's. Also I was able to discuss more about the campaign and tasks I have to do with Mr. Barrows	3
10/13	I attended another dinner where various elected officials attended in support for Mr. Barrows. This dinner was at Jake 'N' Joes. My job was to write out name tags and collect money for the campaign.	2.5
10/27	The final dinner I attended was for numerous State Representatives and a state senator at Bella Sarno. I checked people in, collected donations, and listened to the representatives speak on the issues that are being brought up in the election.	2
11/2	I met with Mr. Barrows in his office to grab envelopes for Thank You letters, and envelopes to address. While I was there, Mr. Barrows showed me the campaign's progress against Michael Toole.	.5
12/13	I met with Mr. Barrows to clean up the campaign materials. Also, I was given contributors names and addresses to put into an excel sheet. After	2.5

	break we plan to send out New Year's letters to thank them for helping and successfully reelecting Mr. Barrows.	
12/20	I came into the office for a bit to talk with Mr. Barrows about the contributor list. I sent the list to him.	.5
2/2	I came into the Town Hall to begin working on the Town Election with Mrs. Staples. She explained the way the nomination process works for aspiring candidates. We also discussed the different deadlines for the election for when paperwork needs to be submitted, etc.	1
3/9	I went into Town Hall to learn more about the Candidacy process in the Town Election and also learn about what happens after the November Election. Mrs. Staples gave me papers on the last Town Election to figure out the different topics discussed along with the tentative Town Meeting plans.	2

Total Hours: 16 hours

Date	Independent Fieldwork: Provide a description of all fieldwork you complete independently.	Number of Hours
9/25	I had to complete numerous Thank You Letters for those who donated to Mr. Barrows' campaign for State Representative.	1
10/4	I went into Barrows office in order to complete handwritten addresses to various Elected Officials.	1
9/27	Kostas and I met with the Town Clerk to begin discussion for volunteers on Election day. Also, we talked about a brief meeting for volunteers in order to brief them on what they will do for the election.	1
10/18	I completed the Volunteer Form for the Election, and also I wrote up a meeting agenda to cover everything that is needed to be spoken about.	1
10/18	I had to complete numerous Thank You Letters for those who donated to Mr. Barrows' campaign for State Representative.	1
10/19	Kostas and I held a meeting for Election Volunteers after school. We discussed signing up, and we described what the volunteering opportunity entails.	.5
10/25	Kostas and I met with Mrs. Staples to get our official Election employee badges. While we were at the town hall, we were able to see the Early Voting room and how it works.	.5
11/2	Kostas and I held another meeting for all volunteers who signed up for the election. Mrs. Staples came in to talk to the volunteers about what they will be doing on November 8th.	.5
11/3	I completed more Thank You letters which should be the final batch for the election. I plan to drop the handwritten addressed envelopes off at Barrow's office on Monday afternoon.	1
11/8	Election Day went from 6:30 in the morning to into the night. I took no breaks. Throughout the day I helped voters find their precinct and maintain order within the voting booths. The voters were an interesting bunch, and there are numerous memories I will not forget with my experience. I sorted through ballots, talked to voters, and assigned three of my volunteers to take care of two voter's dog in the morning. I'm glad I have the opportunity thanks to Mrs. Staples to participate in such an important process in the American	14.5

	Voting process. Some of the write-ins were Joe Biden, John Kasich, and even Tom Brady. Overall an interesting experience, the volunteers that I organized were extremely helpful.	
12/7	I went to the town hall along with the other election volunteers. We were rewarded for our service to the town. I was given recognition from the town of Mansfield and the Massachusetts House of Representatives.	1
3/1	I looked into other ideas for continuing my project. I decided to continue my path with Mrs. Staples because I wanted to learn more about the town.	1
3/17	The papers that Mrs. Staples gave me on the Town Meeting were really interesting. I wanted to research what goes on at town meetings along with understanding things proposed for Mansfield's Town Meeting coming up.	2
3/31	I researched other town positions to see what piece they played in the town government. I primarily focused on what town clerks do within their town. Also I looked into the rules for ballots after an election because Mrs. Staples told me that the ballots had to be under lock and key after the election for a set period of time.	1

Total Hours: 27 hours