

**Supply Team:** Two Precinct Election Officials from opposite political parties

Obtain your Precinct Security Record from the PLC prior to completing the steps listed below.

## Step 1: Gray Ballot Box

- Retrieve the Gray Ballot Box from the Transport Cart for your precinct. Verify the City/Ward/Precinct printed on the Ballot Box label.
- Verify the seal number against the “Monday P.M. Beginning Seal” in Box A of the Precinct Security Record.
- Break the seal and open the Gray Ballot Box.
- Remove the Clear Plastic Envelope.
- Place the removed seal inside and then give the entire Clear Plastic Envelope to the Scanner Team.
- Remove the Sample Ballot Posters and hang on the walls near the voting booths.
- Remove the Precinct Ballot Packs and verify the City/Ward/Precinct printed on each coversheet. (DO NOT open the Ballot Packs.)
- Return all Ballot Packs to the Gray Ballot Box.



**NOTE:** Ballots are **PRECINCT SPECIFIC** and cannot be shared on Election Day.



## Step 2: Precinct Supply Bag

- Retrieve the Red/Blue Precinct Supply Bag from the DS200 Scanner Team. (They will have recently removed it from the bottom of the DS200 Scanner.)
- Verify the seal numbers from the Red/Blue Precinct Supply Bag.
  - Top Seal of the Precinct Supply Bag (Box B)
 

**DO NOT BREAK THIS SEAL**
  - Side Seal of the Precinct Supply Bag (Box C)
- Remove the Side Seal from the Precinct Supply Bag and place it in the Clear Plastic Envelope.
- Open the Precinct Supply Bag and use the laminated **Precinct Supply Bag Checklist** to inventory all items.

City: _____		Ward: _____		Precinct: _____		Location: _____	
<b>GRAY BALLOT BOX:</b>							
Monday P.M. Beginning Seal		Monday P.M. Closing Seal		Tuesday A.M. Closing Seal		Tuesday P.M. Closing Seal	
1.	A. 34567	D.	F.			G.	
Monday Replacement Seal (if necessary)				Tuesday Replacement Seal (if necessary)			
_____				_____			
<b>PRECINCT SUPPLY BAG:</b>							
2. Top Seal # (DO NOT BREAK THIS SEAL)		Monday P.M. Beginning Seal		Replacement Seal (if necessary)			
		B. 12345		_____			
3. Side Seal #		Monday P.M. Beginning Seal		Monday P.M. Closing Seal		Tuesday P.M. Closing Seal	
		C. 23456		E.	H.		
Monday Replacement Seal (if necessary)				Tuesday Replacement Seal (if necessary)			
_____				_____			

## Step 3: Precinct Supply Kit and Precinct Sign Kit

- Place all contents of the the Precinct Supply Kit onto the Precinct Table.
- Post all signs and posters throughout your precinct and Polling Location.

## Quick Reference Guide

### Step 4: Brown Expandable Folder

- Remove the City/Ward/Precinct Signs, slide them onto the sign stand and sit on your Precinct Table.
- Place the Front of the Line Passes and Regular Voter Flow Chart on your Precinct Table.
- Remove the Map (Alpha Precinct/Red Bag Only) and hang it on wall near the Polling Location entrance.

### Step 5: Loose Items

- Assemble the PVC DS200 stand and affix the Scan Here Sign to the DS200.
- Place the Provisional Envelopes and the Provisional Ballot Notices on the Voter Assistance Table.
- Arrange the following items on your Precinct Table:
  - Ballot Privacy Folders
  - Voting Stickers
  - How to Vote postcards
  - Recruitment postcards
  - Voter Survey postcards
  - PEO Handbook
  - 17-Year-Old Stamp (Primary Only)

### Step 6: Must Vote Provisional List (if any)

- Retrieve the Alphabetical Poll Books from the Gray Ballot Box and the Must Vote Provisional List from the Polling Location Coordinator.
- Using a BLUE PEN, mark an MVP in the middle of the signature block for each person on the list.
- Place the list in the Clear Plastic Envelope once completed.

GOLDSTEIN, ERICA A 6872 SILKWOOD LN Apt 112 Birth Year: 1970	<i>Erica Goldstein</i> MAY 17 2017	<input checked="" type="checkbox"/> MVP ERICA A GOLDSTEIN	<table border="1"> <tr> <td><input type="checkbox"/> Dem</td> <td><input type="checkbox"/> Rep</td> <td><input type="checkbox"/> Con</td> </tr> <tr> <td><input type="checkbox"/> Gen</td> <td><input type="checkbox"/> Lib</td> <td><input type="checkbox"/> Soc</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Non</td> </tr> </table>	<input type="checkbox"/> Dem	<input type="checkbox"/> Rep	<input type="checkbox"/> Con	<input type="checkbox"/> Gen	<input type="checkbox"/> Lib	<input type="checkbox"/> Soc	<input type="checkbox"/> Non			Stub # <input type="text"/>	1704588 
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<input type="checkbox"/> Non														

### Step 7: Resealing the Precinct Supply Bag and Gray Ballot Box

- Return the Alphabetical Poll Books and all ballots to the Gray Ballot Box.
- Return all unused supplies to the Precinct Supply Bag.
- Remove two (2) plastic seals from the Clear Plastic Envelope.
- Reseal the Gray Ballot Box and record the seal number on the Precinct Security Record in Box D.
- Reseal the Precinct Supply Bag and record the seal number on the Precinct Security Record in Box E.
- Return the Gray Ballot Box and the Precinct Supply Bag to the Transport Cart.



**Don't Forget!**



- All Election Officials must sign the upper right hand corner of the Pink Memo Sheets.
- All Election Officials must sign the Monday Night Organizational Meeting Minutes.

### Quick Reference Guide