

CLOSING REMINDER CHECKLIST

The VLM and VLD (or PEO of the opposite political party) **MUST** ride in the same vehicle to transport ALL Election Supplies from the entire Polling Location to the assigned Drop-Off Location.

Make sure **ALL** Election Day supplies are packed according to the following inventory lists.

1. Memory Stick Bag

There is only one Memory Stick Bag per location.

DO NOT DETACH from Gray Ballot Box

- Memory Sticks from **ALL** DS200s must be included in this bag.

(Do not place any reports in this bag.)



2. Gray Ballot Box (one per precinct)

- ALL** voted Ballots from your assigned DS200 (Do not count or separate the ballots.)
- All unused Ballots from your designated precinct
- All Curbside Ballot Envelopes from your precinct
- Stub A Envelope from your assigned DS200
- Soiled/Defaced/Voided Envelope (Alpha Bag Only)
- Electronic Pollbook Reports Envelope (Alpha Bag Only)
- Authority to Vote Slip Envelope (Alpha Bag Only)
- Clear Provisional Precinct Pouch from your precinct
 - All used Provisional Envelopes
- One signed copy of the Zero Report from all assigned DS200s in Polling Location
- One signed copy of the Voting Results Report from all assigned DS200s in Polling Location
- All Security Records – Make sure all seal numbers are recorded.



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3. Return Envelope (Do not pack inside any other supply bag.)

- Payroll Card
- Voter Assistance Table Guide
- Certificate #1
- Pink Memos (All Copies)
- VLM Cell Phone (After placing the Mandatory Polls Closed Call to the BOE)
- Completed Forms Envelope
 - All completed Voter Registration Forms
 - Observer Sign-In Sheet
 - Polling Location Set-Up Diagram w/changes
 - All other completed forms



Do not place inside Gray Ballot Box or Location Supply Bag

«Poll_Name»
«Precinct_1» «Precinct_2» «Precinct_3» «Precinct_4» «Precinct_5»

Return Envelope

Use this envelope to return these items on election night:

- Payroll Cards
- Voter Assistance Table Guide
- Certificate #1
- Pink Memos (2)
- VLM Field Guide
- VLM Cell Phone (After placing the Mandatory Polls Closed Call to the BOE)
- Completed Forms Envelope

All the items above have been placed inside this envelope and the envelope has been sealed.

Election Official Signature: _____
Election Official Signature: _____

DO NOT PLACE ANY BALLOTS IN THIS ENVELOPE!
Return this envelope to your assigned Drop-Off Location.

4. Blue Location Supply Bag

- Green Supply Bag
(Should be packed inside the Blue Location Supply bag. If it does not fit, return it separately to the Drop-Off Location.)
- All other Election Day supplies from the Check-In Tables, Voter Assistance Table and Polling Location must be returned in the Blue Location Supply Bag.



5. Electronic Pollbook Cases

- Electronic Pollbooks w/Charging Cords
- Printers w/ Charging Cords
- MiFi Hotspot w/ Charging Cord
- Styli



DO NOT TURN OFF ON THE MiFi HOTSPOT OR THE EPBS. The units must remain on during transport to the Drop-Off Location.