


SUPPLY TEAM | MONDAY NIGHT

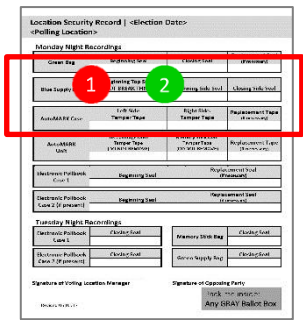
Supply Team: Two or more Election Officials.





Arrange the Polling Location

	Review the Polling Location Setup Diagram with the VLM.
	The Polling Location must be set up exactly as it is depicted on the Polling Location Setup Diagram. Rovers will be provided a copy of each Polling Location Setup Diagram prior to the Monday Night Organizational Meeting. He/She will be visiting the Polling Locations to ensure they are set up correctly.
	Set up the Voter Check-In Tables, Ballot Table(s), AutoMARK Table, and Voter Assistance Table as shown on the diagram.
	Remove the voting booths from the Transport Cart and assemble in the designated area shown on the diagram.

Inventory the Blue Location Supply Bag

	Retrieve the Location Security Record from the Green Update Folder in the Green Supply Bag.
	Retrieve the BLUE Location Supply Bag from the DS200 Scanner Team. (They will have recently removed it from the bottom of one DS200 Scanner.)
	Record the serial numbers from the two (2) plastic seals located on the BLUE Location Supply Bag in the <u>Blue Supply Bag</u> section of the Location Security Record.



	Break the side seal  and open the BLUE Location Supply Bag.	
	Do not remove the top seal  .	
	Open the BLUE Location Supply Bag and use the laminated Location Supply Bag Checklist to inventory all items.	

Post Signs

	Remove the Sign Kit Folder from the BLUE Location Supply Bag.
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Hang Maps, Sample Ballots and Issue Signs

	Remove the Brown Expandable Folder from the BLUE Location Supply Bag.
	Remove the Map and hang it on wall near the Polling Location entrance.
	Remove the Sample Ballots and hang on the wall.
	Remove the Issue Sign(s) (if applicable) and hang on the wall.
	Remove the Write-in Candidate List (if applicable) and place on the Check-In Tables.

Disseminate Loose Items




	Remove the remaining items listed below from the BLUE Location Supply Bag.
	Place the Provisional Envelopes on the Voter Assistance Table.
	Arrange the following items on your Voter Check-In Tables: <ul style="list-style-type: none"> • Ballot Privacy Folders • 17-Year-Old Stamp (Primary Only)
	Arrange the following items near the DS200 Scanners for the Scanner Official on Election Day: <ul style="list-style-type: none"> • Voting Stickers • Voter Surveys (Countywide Election Only) • Recruitment Postcards (Countywide Election Only)

Seal the Blue Location Supply Bag

	Return all unused supplies to the BLUE Location Supply Bag.
	Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Monday Night Closing Seal" under the <u>Blue Supply Bag</u> section of the Location Security Record.
	Close and seal the BLUE Location Supply Bag.

BALLOT AND SUPPLY TEAMS | TUESDAY CLOSING

Before leaving the polling location, all Election Officials must verify that all items are packed in the correct bags. Use the **Post-Election Pack-Up List** and the **labels on each item** to assist in completing this process.

VAT Team	
	Count the number of VOTED Provisional Envelopes inside each Clear Provisional Precinct Pouch and record the total in the space designated on the label of the pouch.
	Provide the EPB Team with the total from each Clear Provisional Precinct Pouch to enter during the Ballot Accounting process on EPB.
	Take the Clear Provisional Precinct Pouch and place in any Gray Ballot Box.
	Pack any unused Provisional Envelopes in the Blue Location Supply Bag.
	Place any Registration Cards/Forms used on Election Day in the Completed Forms Envelope and seal.
	Retrieve the Return Envelope from the Brown Expander Folder in the Blue Location Supply Bag.
	Place the VAT Guide and Completed Forms Envelope inside the Return Envelope.
	All other loose items on the VAT Table can be placed in the Blue Location Supply Bag.
Ballot Team	
	Locate the Soiled/Voided Ballot Envelope from your Polling Location and verify that "VOID" is written on each ballot sheet inside the envelope, then provide to the EPB team for the Ballot Accounting process.
	Open each precinct's Red/Gray Ballot Box and retrieve any Curbside or 17-Year Old Ballot Envelopes containing voted ballots and give them to the EPB team for the Ballot Accounting process.
	Once the EPB Team has entered the totals from these ballot categories into the EPB Ballot Accounting Screen, the envelopes will be returned to you. Pack these envelopes in any Gray Ballot Box.
	Remove any remaining UNUSED ballots or envelopes from the Red Ballot Box and place in any Gray Ballot Box.
	Ensure only the voted ballots from ALL DS200 Ballot Compartments are placed in the Red Ballot Box.
	Place all other items listed in the Gray Ballot Box(es).
Red Ballot Box (Alpha Precinct) with Memory Stick Bag Attached	Gray Ballot Box (one per additional DS200)
	
<ul style="list-style-type: none"> • Voted Ballots from all DS200 Ballot Compartments • Memory Sticks from all DS200s in Memory Stick Bag (<i>do not detach Memory Stick Bag</i>) 	<ul style="list-style-type: none"> • Unvoted Ballots/Ballot Packs from all precincts • All Security Records • All Equipment Reports • Soiled/Voided Envelope • Clear Provisional Precinct Pouches from all precincts • Curbside Envelopes • 17-Year-Old Envelopes
	Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in Box E labeled "Tuesday Night Closing Seal" under the <u>Red Ballot Box</u> section of the Ballot Security Record.
	Close and seal the Red Ballot Box.
	Retrieve plastic seals from the Clear Plastic Envelope and record the serial numbers in Box D labeled "Tuesday Night Closing Seal" under the <u>Gray Ballot Box</u> section of the Ballot Security Record for each Gray Ballot Box
Miscellaneous Supplies	
	Remove all posted signs and flags.
	Take down all Voting Booths & place on the Transport Cart.
	Place all other election supplies and Green Supply Bag inside the Blue Location Supply Bag.
	Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Tuesday Night Closing Seal" under the <u>Blue Supply Bag</u> section of the Location Security Record.
	Close and seal the BLUE Location Supply Bag.