

Election Day

Checklists

ELECTION MORNING

Precinct Inspector:

- Remove all the pages from this booklet.
- Using the stapler in the stationery kit, staple together the checklists for each poll worker.
- Give each poll worker their stapled packet of checklists to complete and sign.

AFTER POLLS CLOSE

Precinct Inspector:

- Collect the packet of signed, completed checklists from every poll worker.
- Place ALL completed checklists, including your own, in Tab 6 of the Blue Envelope.

PRECINCT INSPECTOR – MONDAY SET UP CHECKLIST

Monday Night

Divide the following tasks among the poll workers available to help, and check each box once the task has been completed.

- 1. Determine the best flow for voters to enter the polling place.
 - Use the polling place diagram on **pages 22-23** of the manual for reference and modify as is practical for your poll.
- 2. Read **page 16** in the manual, “Tips for a Multiple Poll” if at a Multiple Poll.
- 3. Assemble and position voting booths, including ADA voting booth (see diagram on manual **page 22**).
- 4. Place the Posted Items Display Panel (packed with the ADA voting booth) near the entrance for voters to read while waiting to sign in to vote.
- 5. Post the Observer Policies and Procedures poster near the entrance door.
- 6. Set up the check-in table according to the diagram below.
 - All table items are received in the Precinct Inspector’s supplies.
 - From the yellow Mail Ballot Bag, remove the yellow Replacement Mail Ballot Envelopes and place them on the check-in table. Remove the Mail Ballot Signature Form envelope and place it in Tab 6 of the Blue Envelope. If a voter brings in a Mail Ballot Signature Form on Election Day, place it in this envelope.
- 7. Confirm with each poll worker that they plan to meet between 5:30 and 6:00 a.m. Election Morning!
- 8. Remind all poll workers to call or text the Recruitment contact for a replacement poll worker if anyone is not there by 6:00 a.m. on Election Morning.

Monday night check-in table diagram:

RETURN VOTED BALLOTS table tent	RECEIVE BALLOT table tent	WELCOME table tent	PRECINCT INSPECTOR table tent
Mail Ballot Replacement Envelopes	Voter Help Cards	Remember: DO NOT leave ballots, the roster, or the Street Indexes at the polling place overnight. Those must stay in the secure care of the Precinct Inspector until Election Day.	Specific Needs Voter Survey
“I Voted” Stickers in all 5 languages	Ballot Markers		Provisional Envelopes
			Voter Registration Forms
			Clipboards, pens

DO NOT leave ballots, the roster, Street Indexes, the American flag, or the touchscreen at the poll overnight.

TRAINING COPY

PRECINCT INSPECTOR – ELECTION MORNING SET UP CHECKLIST

- 1. Arrive at the poll between 5:30 a.m. and 6:00 a.m. Write your arrival time: _____
- 2. At 6:00 a.m. call your Recruitment contact immediately if any poll workers have not arrived yet. Recruitment phone numbers are inside the back cover of the manual.
- 3. Record the arrival times of your board:
Assistant Inspector ___ Touchscreen Inspector _____ Clerk _____ Clerk _____
- 4. Turn on your personal cell phone. Keep it with you all day. Make sure you can hear the ringer.
***If you did not set up Monday night, perform steps 5, 6 and 7. Otherwise, proceed to step 8.**
- *5. Determine the best flow for voters to enter the polling place. Use the diagram on **pages 22-23** in the manual as a reference, and modify as needed for your poll.
- *6. If at a Multiple Poll, read **page 16** in the manual, “Tips for a Successful Multiple Poll.”
- *7. Set up the Check-in Table (use the diagram in the manual on **page 20** as a guide).
- 8. Place the roster at the Welcome Station.
- 9. Place the table copy of the Street Index at the Welcome Station.
- 10. Remove the peach provisional pages from the roster; place on a clipboard behind the Precinct Inspector Station.
- 11. Place one pad of ballots in each language at the Receive Ballot Station. Keep ballot pads in numerical order. Issue lowest pad numbers first. Keep consecutive-numbered pads in the carton until needed.
- 12. Place tan English facsimile ballots with the language ballots.
- 13. Display sample ballots and voter information guides in all five languages.
- 14. Hang the Voter Assistance poster from the front of the table.
- 15. If you received a list of Qualified Write-In Candidates in the yellow envelope, tape it to the check-in table where voters can read it before voting.
- 16. Gather all poll workers together by 6:45 a.m.
 - 16a. Tell all poll workers the Verbal Certification Code. Remind the Assistant Inspector that you need to call the ROV before a voter who gives you the code can sign the roster.
 - 16b. Ask all poll workers if they received a phone call from the ROV with the name of a voter and the Verbal Certification Code. (See complete instructions on **page 48** of the manual.)
 - 16c. On the Payroll and Oath Form, read the Oath aloud and repeat it together as a board.
 - 16d. Each poll worker completely fills out and signs the Payroll and Oath Form.
 - 16e. Each poll worker puts on a nametag in the language they speak. Assigned Bilingual Poll Workers wear two nametags. Poll Workers may wear two if needed so they are always visible to voters.
 - 16f. Give each poll worker their Election Pin, found in the stationery kit.

Completed: _____ X _____
Print Name *Sign*

PRECINCT INSPECTOR – ELECTION DAY TASKS

- You are the main point of contact for the Registrar of Voters Office; make sure your personal cell phone is charged throughout the day and you are able to hear it ring.
- Assist provisional voters and voters with specific needs courteously. When you are not assisting a voter, help the Assistant Inspector by marking the Street Index.
- Ensure that all poll workers are performing their duties correctly while providing good customer service to voters and visitors.
- Ensure that all poll workers are using their checklists!
- Periodically walk around the polling place and make sure nothing has been left in empty voting booths and ensure there is no writing in voting booths.
- Periodically walk around the outside of the polling place to ensure your yellow signs are directing voters to your poll, and that no electioneering/campaign signage is within 100 feet of the poll entrance.
- You are the main point of contact for visitors, media, and observers at your poll. Treat them courteously.
 - Do not give media interviews. If media visits your poll, call the Poll Worker Hotline immediately.
 - Observers may observe the polling place and ask questions when you are not busy. If ANY person in your poll, other than the Field Support Rep, asks or instructs you to conduct any specific procedure or to change your procedures, call the Poll Worker Hotline immediately.

Take your breaks! Precinct Inspector break times:

- 9:15 a.m. – 10:00 a.m.
- 1:45 p.m. – 2:30 p.m.

Break coverage:

- During the Assistant Inspector's breaks, you will perform all the tasks of the Welcome Station. Use the instructions on **pages 36-37** in the manual.
- During your breaks, the Assistant Inspector will assist provisional and specific needs voters.

Completed: _____ X _____
Print Name *Sign*

PRECINCT INSPECTOR – CLOSING CHECKLIST

- 1. At 8:00 p.m., step outside the poll and announce “The polls are now closed.”
If there is a line of voters:
 - 1a. The Clerk will stand at the end of the line with a watch or cell phone showing the time. Everyone in line at 8:00 p.m. will be permitted to wait and vote, but no one may join the line after 8:00 p.m. (behind the Clerk).
 - 1b. Was there a line of voters? ___ No ___ Yes
 - 1c. If so, approximately how many? _____ What time did the last voter finish voting? _____
If there are voters voting inside the poll, do not have any poll worker begin closing down the poll until the last voter has cast their ballot. At that time, the Clerk may then bring in the yellow directional signs.
- 2. Go with the Touchscreen Inspector to the touchscreen; together, verify the number of BALLOTS cast.
 - 2a. Record the number on the Practice Ballot Statement on the back of this checklist.
- 3. Count individual spoiled ballot cards found in any brown ballot cartons. Remember, **you are counting individual cards, not full ballots.** Record the number of individual spoiled ballot cards on the Practice Ballot Statement on the back of this checklist.
- 4. Record the total number of unused ballots. Remember, **you are counting full ballots, consisting of Card A and Card B.** (If you have been using the ballot pads in order, the number of unused ballots remaining for each language should be the “Quantity” indicated in the box at the top of the current ballot pad.) Record on the Practice Ballot Statement on the back of this checklist.
- 5. Following the instructions on **pages 59-60** in the manual, write the serial numbers of unused ballots on the brown cartons by language, and pack the spoiled cards and unused ballots into the brown carton(s).
- 6. The Assistant Inspector will provide the total numbers for signatures. Record the total for each color section, and add together for total signatures; record on the Practice Ballot Statement on the back of this checklist.
- 7. With the Assistant Inspector, break the seals on the Ballot Box and count the individual voted ballot cards. Remember, **you are counting individual cards, not full ballots.** Record the number of individual voted ballot cards on the Practice Ballot Statement on the back of this checklist.
- 8. Count provisional envelopes; record the number on the Practice Ballot Statement on back of this checklist.
- 9. Copy the numbers from the Practice Ballot Statement on the back of this checklist onto the official Ballot Statement, found behind the Payroll Form in the Roster of Voters. All poll workers sign the Ballot Statement.
 - Place the pink copy of the Ballot Statement in the White Voted Ballot carton.
- 10. Copy the numbers from the Ballot Statement onto the Certificate of Performance.
 - All poll workers sign the Certificate of Performance.
 - Give the Certificate of Performance to the Clerk to drop in a mailbox tonight.
- 11. Pack the Blue Envelope; pack and seal the Roster Security Envelope. (See **page 62** of the manual.)
- 12. Check that the Assistant Inspector has completed the Signed and Sealed Checklist.
- 13. Collect all signed poll worker Checklists; sign this packet of Checklists; pack all in the Blue Envelope, tab 6.
- 14. Receive the Official Ballot Pouch from the TI and secure with a green mini lock.
- 15. Pack all supplies into one vehicle and ride with the Assistant Inspector to the Collection Center. Leave by 9:30 p.m. If all of your supplies do not fit in one vehicle, ensure that two poll workers accompany “Red, White, and Blue plus Two.” A second vehicle, not carrying voted ballots, is allowed to have one poll worker.

Completed: _____ X _____

Print Name

Sign

Precinct Inspector **Page 4 of 5**

PRECINCT INSPECTOR – PRACTICE BALLOT STATEMENT

- As you count items on Election Night, **record numbers on this Practice Copy first.**
- When you are confident that all numbers are correct, copy the numbers to the official Ballot Statement, found in the Roster of Voters behind the Payroll and Oath Form.
- Fill in every box with a correct count or a zero.

PRACTICE BALLOT STATEMENT

PART A: INVENTORY BALLOTS Before Election Day: Precinct Inspector hand-counts the ballots received.

1. _____ **NUMBER OF BALLOTS RECEIVED BY THE PRECINCT INSPECTOR**

PART B: COUNT BALLOTS Write number of ballots on blank lines as requested. **DO NOT COUNT MAIL BALLOTS IN YELLOW BAG.**

2. _____ **TOUCHSCREEN** votes cast.

3. _____ **UNUSED BALLOTS** remaining. *Add the number of Unused Ballots from ALL pads. The number of ballots remaining on a pad is printed on the top ballot stub.*

4. _____ **SPOILED BALLOT CARDS.** *Count individual ballot cards. These are poll ballots with "mistakes"- NOT the surrendered mail ballots.*

5. _____ **PEACH PROVISIONAL ENVELOPES** containing voted polls ballots.

6. _____ **VOTED POLL BALLOT CARDS.** *Count individual ballot cards.*

PART C: COUNT SIGNATURES Write number of signatures from each section of the roster; write Total in the box.

7. _____ **Blue pages**

9. _____ **Pink pages**

Total Signatures:

8. _____ **White pages**

10. _____ **Peach pages**

All poll workers must sign the official Ballot Statement in the Roster of Voters.

Completed: _____ X _____

Print Name

Sign

ASSISTANT INSPECTOR – SET UP CHECKLIST

- 1. Arrive at the poll between 5:30 and 6:00 a.m. Write down your arrival time: _____
- 2. At 6:00 a.m. call your Recruitment contact immediately if your Precinct Inspector has not arrived yet. Recruitment phone numbers are inside the back cover of the manual.
- 3. Post items:
 - 3a. Display the American flag.
 - 3b. Post two copies of the Street Index and one copy of the Mail Ballot Voter list on the wall just inside the entrance door.
 - 3c. Post the Voter Bill of Rights posters in all five languages, and one copy of the Top Two poster, outside the entrance door.
 - 3d. Post the Observer Policies and Procedures poster and one copy of the Top Two poster near the entrance door.
 - 3e. Clip a set of yellow booth ballots on the right side of every voting booth.
- 4. Place the Ballot Box at the end of the check-in table next to the Return Voted Ballots Station, with the slot facing the poll worker side of the table.
- 5. Place the yellow Mail Ballot Bag on top of the Ballot Box. Both will be locked and sealed after the first voter verifies they are empty.
- 6. **Check the roster for updates:**
 - 6a. Blue pages should be in front of the white pages.
 - 6b. A copy of the yellow Mail Ballot Voter List should be behind the pink pages.
 - 6c. Ask the PI if they looked in the blue and white pages for all of the names on the yellow Mail Ballot Voter List, and wrote an “M” on the voter’s signature line as needed.
 - 6d. If these updates have not been made, ask the Precinct Inspector if they received a yellow envelope. **If they did not, or did not make these updates, call the Poll Worker Hotline immediately.**
- 7. Meet with the Precinct Inspector to:
 - 7a. Put on your nametag and Election Pin
 - 7b. Take the Poll Worker Oath
 - 7c. Sign and fill out all information on the Payroll and Oath Form in the Roster
 - 7d. Let the Precinct Inspector know if the ROV called you with the Verbal Certification Code

Completed: _____ X _____
Print name *Sign*

ASSISTANT INSPECTOR – ELECTION DAY TASKS

- Request that the voter state their name aloud. Repeat the voter’s name back to them.
- **Always check the blue pages of the roster first for every voter’s name.** If the voter’s name is not in the blue pages, check the white pages, then the pink.
- When you find the voter’s name in the roster, ask them to state their address. Repeat the address out loud as you verify that it matches the roster. (If the voter’s address has changed, see **page 47** of the manual.)
- **Each voter must sign the roster to receive a ballot.**
- Call the Hotline or refer to **pages 38-41** in the manual for any questions about issuing 2-card ballots.
- When you find an “M” or “Mail Ballot Requested” on a voter’s signature line, carefully follow the instructions on **pages 40-41** in the manual to correctly assist the voter.
- Remember,
 - If a Mail Ballot Voter wishes to surrender their Mail Ballot and receive a poll ballot instead, they must be printed in your roster AND surrender both Card A and Card B.
 - If the voter’s Mail Ballot Envelope is sealed and they wish to surrender it to receive a poll ballot, the voter must open the envelope and surrender both cards.
- If a voter has “F” written on their signature line, this voter will vote provisionally (see details on **pages 42-45**).
- Check off each voter’s name in the table Street Index.

Take your breaks! Assistant Inspector break times:

- 10:00 a.m. – 10:45 a.m.
- 2:30 p.m. – 3:15 p.m.

Break coverage:

- During the Precinct Inspector’s breaks, assist provisional voters. Follow the instructions on **pages 42-45** in the manual.
- During the Touchscreen Inspector’s breaks, create Voter Access Cards for voters who wish to vote a touchscreen ballot.
 - Remember, all touchscreen voters must sign the roster.
 - Instruct the voter to return the Voter Access Card to the Return Voted Ballots Station when they complete voting.
- During your breaks, the Precinct Inspector will greet and assist with all voters and find voters’ names in the roster and table Street Index.







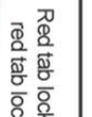

Completed: _____ X _____
Print name Sign

ASSISTANT INSPECTOR – CLOSING CHECKLIST

- 1. Using a ruler, count the signatures in the roster.
 - o 1a. Place the peach provisional pages back into the roster behind the pink pages.
 - o 1b. Use checkmarks and the ruler provided to help determine whether there is a signature on a line.
 - o 1c. Record the number of signatures for each page on the bottom right of each page where it says "TOTAL SIGNATURES AFFIXED," then use the calculator from the stationery kit to add up the total for each of the color sections.
 - o 1d. Give the Precinct Inspector the totals for each of the color sections.
- 2. When the Precinct Inspector is done counting unused ballots, break the seals on the Ballot Box and help the Precinct Inspector count the loose voted ballot cards and the peach provisional envelopes. The Precinct Inspector will record these totals on the Ballot Statement.
- 3. After the Precinct Inspector has completed the Ballot Statement, pack and seal the white ballot carton:
 - o 3a. Place all loose voted ballot cards in the white carton.
 - o 3b. Place the pink copy of the completed, signed Ballot Statement in the carton.
 - o 3c. Seal the carton with a Blue Security Seal, found in the Official Ballot Pouch.
 - o 3d. All poll workers sign in the signature box on the front of the carton.
- 4. Pack and seal the brown ballot carton(s) as follows:
 - o 4a. Confirm that the Precinct Inspector has packed brown ballot cartons according to **pages 59-60**. Brown ballot carton(s) should contain the following:
 - Unused Ballots
 - Spoiled Ballots
 - Ballot Stubs
 - Facsimile Ballots
 - Booth Ballots
 - Surrendered Mail Ballots
 - o 4b. Seal the carton(s) with a Blue Security Seal, found in the Official Ballot Pouch.
 - o 4c. All poll workers sign in the signature box on the front of every brown ballot carton.
- 5. Pack and lock the Red Bag as follows:
 - o 5a. Place all peach provisional envelopes containing voted ballots into the Red Bag.
 - o 5b. Remove the white card from the outside of the Red Bag, write in the total number of provisionals contained in the bag, and place the card back into the plastic sleeve.
 - o 5c. Secure the zipper of the Red Bag with red tab locks, found in the Official Ballot Pouch.
- 6. Pack and lock the yellow Mail Ballot Bag:
 - o 6a. If you found any Mail Ballot envelopes in the Ballot Box, insert them in the yellow Mail Ballot Bag.
 - o 6b. Secure the slot of the yellow Mail Ballot Bag with a red tab lock, found in the Official Ballot Pouch.
- 7. Using the Signed and Sealed Checklist on the back of this checklist, ensure all items are packed and secured correctly.
- 8. Pack all supplies into one vehicle and ride with the Precinct Inspector to the Collection Center. Leave no later than 9:30 p.m. If all of your supplies do not fit in one vehicle, ensure two poll workers accompany the "Red, White, Blue plus Two." A second vehicle, not carrying voted ballots, is allowed to have one poll worker.
- 9. Sign below and give this completed set of checklists to the Precinct Inspector, to place in Tab 6 of the Blue Envelope.

Completed: _____ X _____
Print name Sign

ASSISTANT INSPECTOR – SIGNED AND SEALED CHECKLIST

Item	Needs Signatures?	Needs Seal?	Where does it get packed?
<input checked="" type="checkbox"/> Roster of Voters	BEFORE POLLS OPEN: Payroll & Oath Form AFTER POLLS CLOSE: Ballot Statement	Sealed inside Roster Security Envelope	In the Roster Security Envelope
<input type="checkbox"/> Roster Security Envelope	No	Self-sealing	Sealed, placed in Blue Envelope, Tab 1
<input type="checkbox"/> Seal Verification Log	Touchscreen Inspector and one other poll worker sign	No	Placed in Blue Envelope, Tab 6
<input type="checkbox"/> Certificate of Performance	All poll workers sign	No	Mailed by the Clerk on Election Night
<input type="checkbox"/> Certificate of Touchscreen Results	All poll workers sign	No	White copy placed in Blue Envelope, Tab 6 Yellow copy posted outside poll
<input type="checkbox"/> Touchscreen canister	BEFORE POLLS OPEN: All poll workers sign canister label & zero report AFTER POLLS CLOSE: All poll workers sign first copy of Election Results Report	Sealed with Blue Seal before poll opens 	Removed from the touchscreen after closing and placed in the Election Supply Pouch
<input type="checkbox"/> Election Supply Pouch	No	AFTER POLL CLOSES: place touchscreen canister inside, secure with green mini lock 	Pack in the white supply box
<input type="checkbox"/> Black touchscreen bag	No		Taken to Collection Center with all other supplies
<input type="checkbox"/> Brown ballot carton(s)	All poll workers sign		Pack in the brown supply box(es)
<input type="checkbox"/> White ballot carton	All poll workers sign		Handed directly to Collection Center official as part of "red, white, and blue plus two".
<input type="checkbox"/> Red Bag	No – but white card must be filled out completely		<ul style="list-style-type: none"> • Red Bag • White carton • Blue Envelope • Yellow Mail Ballot Bag • Official Ballot Pouch
<input type="checkbox"/> Yellow Mail Ballot Bag	No	Red tab lock on zipper after first voter red tab lock on slot after polls close 	
<input type="checkbox"/> Official Ballot Pouch	Contains second copy of Election Results Report, signed by all poll workers	 Secure AFTER ALL OTHER ITEMS ARE LOCKED AND SEALED!	

Completed: _____ X _____
 Print name Sign

TOUCHSCREEN INSPECTOR – SET UP CHECKLIST

- 1. Arrive at the poll between 5:30 and 6:00 a.m. Write down your arrival time: _____
- 2. At 6:00 a.m. remind the Assistant Inspector to call the Recruitment contact immediately if the Precinct Inspector has not arrived. Recruitment phone numbers are inside the back cover of the manual.
- 3. Ask the Precinct Inspector for the blue Seal Verification Log, found in the PI's yellow envelope.
- 4. Complete the Seal Verification Log and set up the touchscreen using instructions on **pages 25-33** in the manual.
- 5. Meet with the Precinct Inspector to:
 - o 5a. Put on your nametag and Election Pin
 - o 5b. Take the Poll Worker Oath
 - o 5c. Sign and fill out all information on the Payroll and Oath Form in the roster
 - o 5d. Let the Precinct Inspector know if the ROV called you with the Verbal Certification Code

TRAINING COPY

TOUCHSCREEN INSPECTOR – ELECTION DAY TASKS

- Issue paper and touchscreen ballots to voters who have signed the roster.
 - Ask if the voter has a language preference.
 - Before giving the paper ballot to the voter, remove the voter stubs and place the ballot in a secrecy sleeve. **Remember, a ballot consists of two cards: Card A and Card B.**
 - Before giving a pen to the voter, remove the cap.
 - Give each voter both ballot cards placed inside a secrecy sleeve, with a pen and two voter stubs.
- When a voter requests to vote on the touchscreen, follow the steps on **pages 50-51** in the manual to create a Voter Access Card specified to the needs of this voter.
 - After you've created the Voter Access Card and given it to the voter, instruct the voter to return the card the Return Voted Ballots Station when they complete voting.

Take your breaks! Touchscreen Inspector break times:

- 10:45 a.m. – 11:30 a.m.
- 3:15 p.m. – 4:00 p.m.

Break coverage:

- During the Clerk's breaks, receive all returned voting materials.
 - Slide ballots from the secrecy sleeve into the Ballot Box without looking at the ballot cards.
 - If the voter wishes to place their ballot cards in the Ballot Box themselves, they are allowed to do so.
 - Check every provisional envelope for voter signature and completed information before it is placed in the Ballot Box.
 - Check every Mail Ballot envelope for voter signature and completed information before it is placed in the yellow Mail Ballot Bag.
 - If a Mail Ballot is being dropped off by someone other than the voter, check for the voter's signature and date, and make sure the person dropping off signs the envelope as well (follow instructions on **page 40** of manual).
 - If a Mail Ballot voter needs an envelope, provide them with a yellow Replacement Mail Ballot envelope. Then check the envelope for voter signature and completed information.
Remind the voter that only one envelope per voter can be counted, so they should include both ballot cards in one envelope.
 - Give everyone an "I Voted" sticker in the language of their choice.
- During your breaks, the Assistant Inspector will create Voter Access Cards for touchscreen voters as needed.
- During your breaks, the Clerk will issue paper ballots to voters as needed.

TOUCHSCREEN INSPECTOR – CLOSING CHECKLIST

- 1. Go with the Precinct Inspector to the touchscreen; together, verify the number of BALLOTS cast.
- 2. Follow the instructions on **pages 69-74** in the manual to end touchscreen voting and print reports.
- 3. Remove the memory card and place it in the Official Ballot Pouch (instructions on **pages 72-73**).
- 4. Pack the Election Supply Pouch. Secure with a green mini lock (instructions on **page 71**).
- 5. Pack and lock the touchscreen in the black canvas bag (instructions on **page 74**).
- 6. Pack the Official Ballot Pouch as follows, but **do not lock it**:
 - 6a. First, check with the Assistant Inspector to make sure all other items on the Signed and Sealed Checklist have been locked and sealed.
 - 6b. The Official Ballot Pouch should contain:
 - Touchscreen memory card
 - Election Results Report printed from touchscreen (signed by all poll workers)
 - Audit log printed from touchscreen
 - 2 Poll Inspector Cards
 - 2 Voter Access Cards
 - 2 Touchscreen keys (one from the Election Supply Pouch)
 - The identifying Sequence/Precinct Number card, with numbers visible through pouch
 - 6c. **Because all other locks and seals come out of the Official Ballot Pouch, it must be locked after all other items are locked.** The Official Ballot Pouch will be secured with a green mini lock by the Precinct Inspector just before leaving for the Collection Center.
- 7. Complete and post the Certificate of Touchscreen Results:
 - 7a. Take the Certificate of Touchscreen Results from Tab 6 of the Blue Envelope. It is a two-part white and yellow form.
 - 7b. Check a box to indicate how many ballots were cast on the touchscreen. If fewer than 10 ballots were cast on the touchscreen, record the total number of ballots cast.
 - 7c. All poll workers sign the form.
 - 7d. Separate the white and yellow copies. Place the white copy in Tab 6 of the Blue Envelope.
 - 7e. The yellow copy must be taped outside the polling place. If 10 or more ballots were cast, you should have printed an extra copy of the Election Results Report (see **page 71**). Staple the Election Results Report to the yellow copy of the Certificate of Touchscreen Results and tape both together outside the polling place.
- 8. Sign:
 - The Ballot Statement
 - The Certificate of Performance
 - All ballot cartons (brown and white)
 - Two Touchscreen Reports (one in canister, one in Official Ballot Pouch)
- 9. Sign/give this completed set of checklists to the PI to place in Tab 6 of the Blue Envelope.

Completed: _____ X _____
Print name Sign

CLERK – SET UP CHECKLIST

- 1. Arrive at the poll between 5:30 and 6:00 a.m. Write down your arrival time: _____
- 2. At 6:00 a.m. remind the Assistant Inspector to call the Recruitment contact immediately if the Precinct Inspector has not arrived. Recruitment phone numbers are inside the back cover of the manual.
- 3. Place yellow poll signs at major intersections and entrances to direct voters to your poll.
- 4. Assemble and position voting booths, including ADA voting booth (see diagram on manual **page 22**).
- 5. Place the Posted Items Display Panel (packed with the ADA voting booth) near the entrance door.
- 6. Meet with the Precinct Inspector to:
 - o 6a. Put on your nametag and Election Pin
 - o 6b. Take the Poll Worker Oath
 - o 6c. Sign and fill out all information on the Payroll and Oath Form in the Roster
 - o 6d. Let the Precinct Inspector know if the ROV called you with the Verbal Certification Code

Completed: _____ X _____
Print Name *Sign*

CLERK – ELECTION DAY TASKS

- Slide poll ballots from the secrecy sleeve into the Ballot Box without looking at the ballot cards.
- If the voter wishes to place their ballot cards in the Ballot Box themselves, they are allowed to do so.
- Check every peach provisional envelope for voter signature and completed information before it is placed in the Ballot Box.
- Check every Mail Ballot envelope for voter signature and completed information before it is placed in the yellow Mail Ballot Bag.
- If a Mail Ballot is being dropped off by someone other than the voter, check for voter's signature and date, and make sure the person dropping off signs the envelope as well (follow instructions on **page 40** of manual).
- If a Mail Ballot voter needs an envelope, provide them with a yellow Replacement Mail Ballot Envelope. Then check the envelope for voter signature and completed information.
Remind the voter that only one envelope per voter can be counted, so they should include both ballot cards in one envelope.
- Collect Voter Access Cards from touchscreen voters. Return the cards to the Receive Ballot Station.
- Give everyone an "I Voted" sticker in the language of their choice.

Take your breaks! Clerk break times:

- 11:30 a.m. – 12:15 p.m.
- 4:00 p.m. – 4:45 p.m.

Break coverage:

- During the Touchscreen Inspector's breaks, issue paper ballots to voters who have signed the roster:
 - Ask if the voter has a language preference.
 - Before giving the paper ballot to the voter, remove the voter stub and place the ballot in a secrecy sleeve. **Remember, a ballot includes two cards: Card A and Card B.**
 - Before giving a pen to the voter, remove the cap.
 - Give each voter both ballot cards placed inside a secrecy sleeve, with a pen and two voter stubs.
- During your breaks, the Touchscreen Inspector will receive all returned voting materials.

Completed: _____ X _____
Print Name Sign

CLERK – CLOSING CHECKLIST

1. At 8:00 p.m. if there is a line of voters, stand at the end of the line with a watch or cell phone showing the time. Everyone in line by 8:00 p.m. will be permitted to wait and vote, but no one may join the line after 8:00 p.m. (behind you).

Was there a line of voters? ___ No ___ Yes

2. Once all voters have left the poll, bring in all yellow poll signs. Pack them in the yellow bag.
3. Collapse all voting booths, including the ADA voting booth.
- Pack the Posted Items Display Panel in the same cardboard sleeve as the ADA booth.
4. Remove all postings from the walls:
- the Voter Bill of Rights in all languages, posted outside the entrance to the poll
 - the Observer Policies and Procedures poster and Voter Assistance poster
 - both copies of the Top Two poster, one from inside and one from outside
 - two copies of the Street Index
 - the yellow copy of the Mail Ballot Voter List
 - the packet of yellow booth ballots clipped in each voting booth
5. Pack the supply boxes:
- 5a. After the brown ballot cartons have been signed by all poll workers and sealed, place them in the brown supply box(es).
 - 5b. After the Assistant Inspector has opened the white Ballot Box and removed all of the voted ballots, pack the following items:
 - **From the Touchscreen Inspector:** Election Supply Pouch, secured with a green mini lock, with signed and sealed touchscreen canister inside
 - Posters: Voter Bill of Rights posters, Observer Policies and Procedures poster, Voter Assistance poster
 - American flag
 - Stationery kit & clipboards
 - Sample Ballots
 - All unused peach provisional envelopes and yellow Replacement Mail Ballot Envelopes
6. Sign:
- The Ballot Statement
 - The Certificate of Performance
 - All ballot cartons (brown and white)
 - Two Touchscreen Reports (one in canister, one in Official Ballot Pouch)
7. Take the completely filled-out Certificate of Performance, signed by all poll workers, and drop it in a mailbox on your way home.
8. Give this completed set of checklists to the Precinct Inspector, to place in Tab 6 of the blue envelope.

Completed: _____ X _____
Print Name Sign