

Two (2) or more Election Officials from opposite political parties must complete the following steps on all **Red** and **Gray** Ballot Boxes in your location.

! Report any missing ballots or supplies to the Election Official Hotline: (216) 443-3277

Inventory Red Ballot Box

! Do Not open any Ballot Packs.

1. Locate Transport Cart/Cage.
2. Retrieve all **Red**, **Burgundy**, and **Gray** Ballot Boxes.
3. Place all Ballot Boxes on Ballot Table(s).
4. Locate **Green** Update Binder from **Green** Supply Bag.
5. Retrieve Ballot Security Record from **Green** Update Binder.
6. Verify City/Ward/Precinct printed on **Red** Ballot Box label.
7. Record **Red** Ballot Box's serial number on Location Security Record, Monday Night "Beginning Seal."
8. Break open security seal of **Red** Ballot Box.
9. Inventory all contents inside **Red** Ballot Box using section "Red Ballot Box with Memory Stick attached (Alpha Precinct)" from Location Supply Checklist in **Blue** Supply Bag.
10. Remove Ballot Containment Folder with first ballot pack.
11. Verify City/Ward/Precinct on folder label and cover sheet.
12. Remove remaining Precinct Ballot Packs.
13. Verify City/Ward/Precinct on each cover sheet of remaining Precinct Ballot Packs.
14. Return all Ballot Packs to **Red** Ballot Box with Memory Stick attached (Alpha Precinct).
15. Retrieve new plastic seal from Clear Plastic Envelope.
16. Record **Red** Ballot Box's serial number on Ballot Security Record, Monday Night "Closing Seal."
17. Close and seal **Red** Ballot Box.



Alpha Precinct Red Ballot Box

Ballot Security Record | «Election_Date»
«Poll_Name»

Signature of Election Official		Signature of Opposing Party Election Official	
Red Ballot Box			
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.
Tuesday Midday 10:00 a.m. Seal	Tuesday Midday 2:00 p.m. Seal	Tuesday Night Closing Seal	
D.	E.	F.	

Ballot Security Record



Ballot Containment Folder

Inventory Gray/Burgundy Ballot Box

! Do Not open any Ballot Packs.

1. Verify City/Ward/Precinct printed on **Gray/Burgundy** Ballot Box label.
2. Record **Gray/Burgundy** Ballot Box's serial number on Ballot Security Record, Monday Night "Beginning Seal."
3. Break open security seal of **Gray/Burgundy** Ballot Box.
4. Remove Ballot Containment Folder with first ballot pack.
5. Verify City/Ward/Precinct on folder label and cover sheet.
6. Remove remaining Precinct Ballot Packs.
7. Verify City/Ward/Precinct on each cover sheet.
8. Return all Ballot Packs in numeric order to **Gray/Burgundy** Ballot Box.
9. Retrieve new plastic seal from Clear Plastic Envelope.
10. Record **Gray/Burgundy** Ballot Box's serial number on Ballot Security Record, Monday Night "Closing Seal."
11. Close and seal **Gray/Burgundy** Ballot Box.
12. Complete steps 1-11 for each **Gray** Ballot Box.
13. Place Ballot Security Record into **Green** Update Binder.

Gray Ballot Box



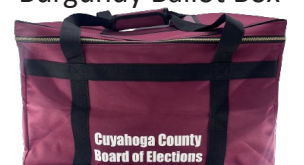
Ballot Security Record

Gray Ballot Box			
1. EUCLID-02-C – This ballot box may be BURGUNDY or GRAY			
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.
2. EUCLID-04-C			
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.
3. City-Ward-Precinct			
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.
4. City-Ward-Precinct			
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

***Please see reverse side for additional Gray Ballot Box seals.

Pack me inside:
The **GREEN** Binder

Burgundy Ballot Box



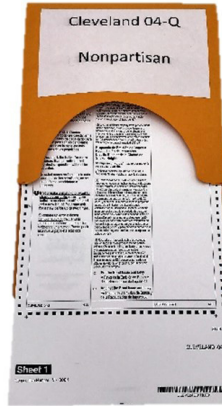
Some multiple precinct locations will be given a Burgundy Ballot Box for one precinct.

! All Ballot Containment Folders must be placed on Ballot Table(s). Unopened ballot packs remain in Ballot Box until needed. Ballot Boxes remain behind Ballot Table(s).

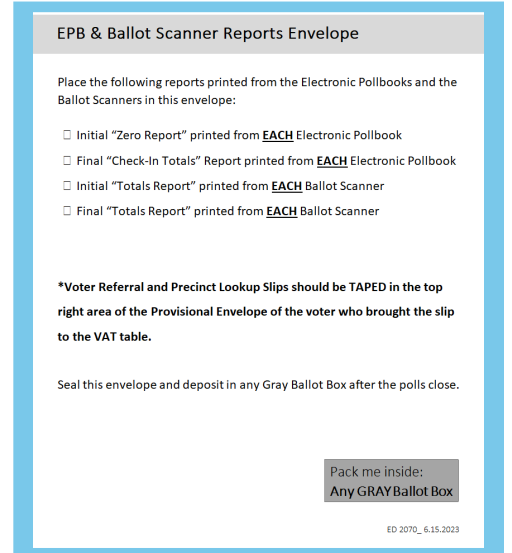
Unpack Ballot Boxes

1. Locate the **Green** Update Binder and Clear Plastic Envelope from **Green** Supply Bag.
2. Retrieve Ballot Security Record from **Green** Update Binder.
3. Compare all serial numbers on **Red** and **Gray/Burgundy** Ballot Boxes to the numbers recorded on Ballot Security Record under "Monday Night Closing Seal."
4. Remove plastic side seal to open **Red** Ballot Box.
5. Retrieve from **Red** Ballot Box:
 - The **Blue** EPB & Ballot Scanner Reports Envelope
 - Authority to Vote Slip Envelope(s)
 - Curbside Envelopes
 - Soiled/Voided Envelopes
6. Place all envelopes on the Check-In Table.
7. Retrieve Stub A Envelope and deliver to Scanner Officials.
8. Retrieve Ballot Containment Folder with first pack of ballots for that precinct.
9. Remove plastic shrink wrap from ballot pack.
10. Place ballots back inside Ballot Containment Folder.
11. Place Ballot Containment Folder onto Ballot Table.
12. Repeat steps 4-11 on all **Red** and **Gray/Burgundy** Ballot Boxes in the Polling Location.

Ballot Containment Folder

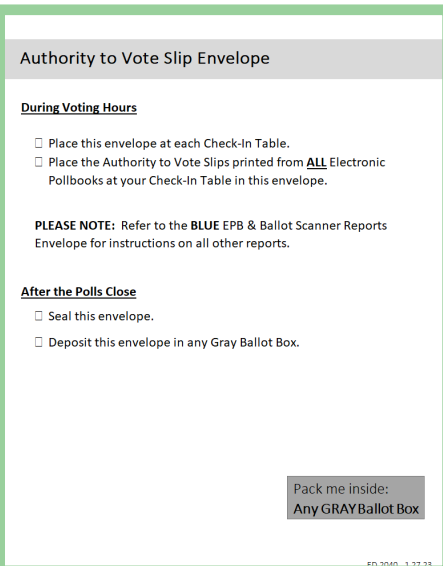


EPB & Ballot Scanner Reports Envelope

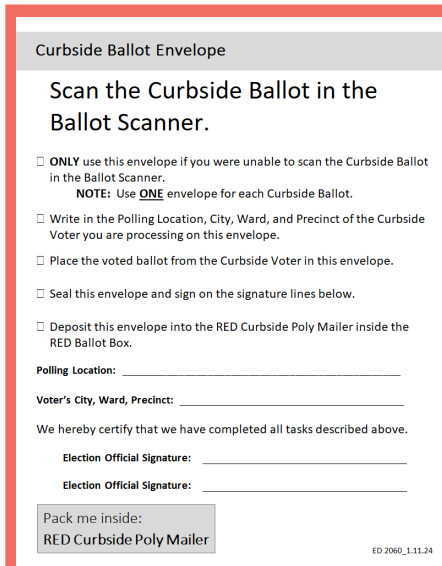


i EPB & Ballot Scanner Reports Envelope contain reports that are returned to the Board of Elections for review. It should remain at the Check-In Table until packed Tuesday Night.

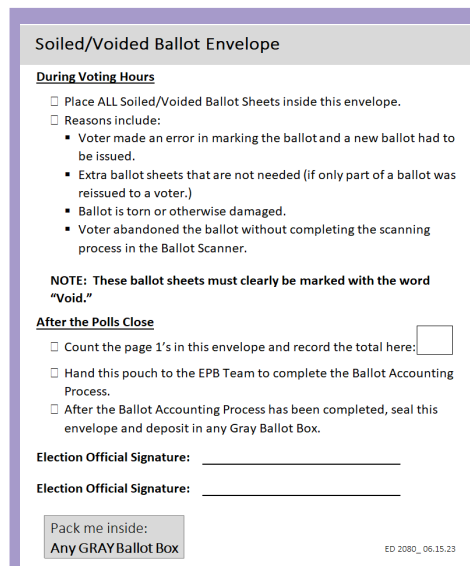
Authority to Vote Slip Envelope



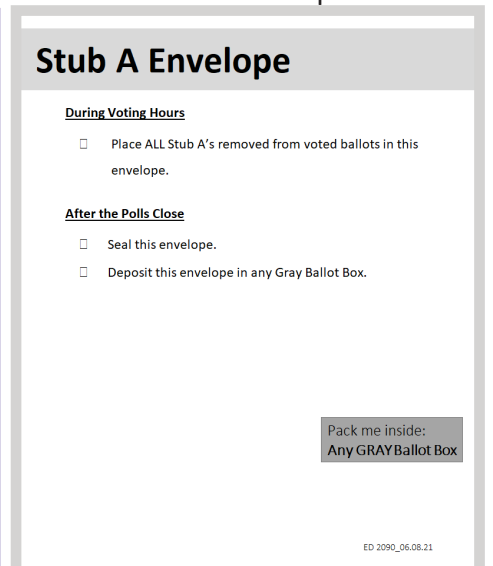
Curbside Ballot Envelope



Soiled/Voided Ballot Envelope



Stub A Envelope



Prepare Ballot Distribution

! Ballots are precinct specific and must be issued to the voter based on Authority to Vote Slip information.

Election Officials should sit between Check-In and Ballot Tables.



Ballot Table

Check-In Table