Supply Team | Monday Night

Two (2) or more Election Officials must complete the following steps.

❗ Report any missing supplies to the Election Response Hotline: (216) 443-3277

Arrange Polling Location

1. Locate Transport Cart/Cage.
2. Open Transport Cart/Cage.
3. Retrieve **Green** Update Binder and Clear Plastic Envelope from **Green** Supply Bag.
4. Retrieve Location Setup Diagram from **Green** Update Binder and review with VLM.
5. Set up Check-In Table(s), Ballot Table(s), Voter Overflow Table, and Voter Assistance Table(s).
6. Retrieve Voting Booths from Transport Cart/Cage to assemble.

ℹ️ Set up Polling Location exactly as depicted on the Location Setup Diagram. Rover will visit Polling Locations to ensure proper setup.

Location Setup Diagram
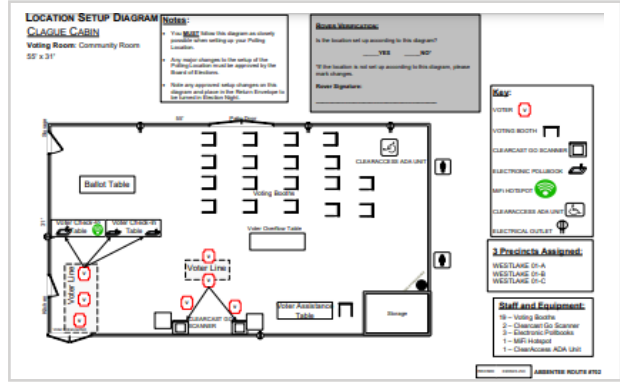
Inventory Blue Supply Bag

1. Retrieve Location Security Record from **Green** Update Binder in **Green** Supply Bag.
2. Record the Transport Cage seal number on the Location Security Record (if applicable).
3. Retrieve **Blue** Supply Bag from Transport Cart/Cage.
4. Record **Blue** Supply Bag's seal number on the Location Security Record.
5. Break off security seal to open bag.
6. Pack used seal in Clear Plastic Envelope.
7. Retrieve Location Supply Bag Checklist from inside **Blue** Supply Bag.
8. Inventory all packed items in the **Blue** Supply Bag.

Location Security Record

Break side seal to open bag

Location Supply Bag Checklist

Post and Distribute Items

❗ Post all signs throughout Polling Location.

1. Retrieve Sign Kit Folder and **Brown** Expandable Folder from **Blue** Supply Bag.
2. Remove items inside folders and set up in the location.

Arrange near Ballot Scanners:
- Voting Stickers
- Voter Survey Cards
- Recruitment Postcards *(Countywide Election Only)*

Place on Check-In Table:
- Write-in Candidate List
- 17-Year-Old Stamp *(Primary Election Only)*
- Primary Election Folder *(Primary Election Only)*

Post near Polling Location entrance:
- Issue Sign(s)
- Map
- Sample Ballots
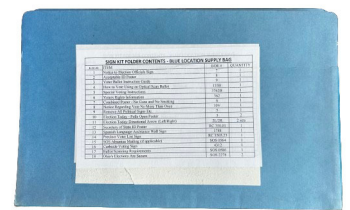
Sign Kit Folder

Brown Expandable Folder

Inventory Yellow Provisional Bag

1. Record **Yellow** Provisional Bag's seal number on the Location Security Record.
2. Break open side seal to open bag.
3. Retrieve Location Supply Bag Checklist from **Yellow** Provisional Bag.
4. Inventory all packed items.
5. Arrange items on Voter Assistance Table.

Break side seal to open bag

Seal Bags

1. Retrieve two (2) new plastic seals from Clear Plastic Envelope inside **Green** Supply Bag.
2. Record one serial number as the **Blue** Supply Bag's Closing Seal on the Location Security Record.
3. Record the other serial number as the **Yellow** Provisional Bag's Closing Seal on the Location Security Record.
4. Close and seal the **Blue** Supply Bag.
5. Close and seal the **Yellow** Provisional Bag.

Ballot and Supply Teams | Tuesday Closing

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

VAT Team

1. Retrieve all Clear Provisional Precinct Pouches.
2. Count the number of Voted Provisional Envelopes inside each pouch.
3. Record the total number in the designated space on the label of each pouch.
4. Write "0" if there are no voted Provisional Ballots for that precinct.
5. Pack Clear Provisional Precinct Pouches in **Yellow** Provisional Bag after Ballot Accounting is completed.
6. Pack all unused Provisional Envelopes in **Yellow** Provisional Bag.
7. Pack and seal completed Registration Cards and other used forms in Completed Forms Envelope.
8. Pack Completed Forms Envelope in **Yellow** Provisional Bag.
9. Pack Voter Assistance Table Log and **Pink** Memo Sheets in **Yellow** Provisional Bag.
10. Place remainder of VAT items in **Yellow** Expandable Folder.
    - Unused/blank forms
    - Extra ADA Ballot Marking Device paper
    - QRG- Processing a Provisional Voter
    - VAT ID Number Sign & Stand
    - VAT Sign and Stand
11. Pack **Yellow** VAT Folder in **Yellow** Provisional Bag.
12. Locate Clear Plastic Envelope to retrieve a plastic seal.
13. Retrieve Location Securiy Record.
14. Record serial number from the seal in designated box labeled "Tuesday Night Closing Seal" under **Yellow** Provisional Bag section.
15. Close and seal **Yellow** Provisional Bag.

Ballot Team

⚠️ Pack all returned envelopes into Red Ballot Box after Ballot Accounting has been completed by EPB Team.

1. Retrieve Soiled/Voided Ballot Envelope and verify "VOID" is written on each ballot sheet inside envelope.
2. Retrieve any Voted Curbside Envelopes from **Red** Ballot Box.
3. Pass all gathered envelopes to EPB Team for Ballot Accounting process.
4. Remove any remaining Unused ballots or envelopes from **Red** Ballot Box and pack in **Gray** Ballot Box.
5. Pack all voted ballots from Ballot Scanner Compartments in **Red**/**Burgundy** Ballot Box(es).
6. Locate Clear Plastic Envelope and retrieve two/three (2/3) plastic seals.
7. Record serial number from the seal in designated box labeled "Tuesday Night Closing Seal" under **Red**/**Burgundy** Ballot Box sections.
8. Record serial number from the seal in designated box labeled "Tuesday Night Closing Seal" under **Gray** Ballot Box section.

ℹ️ Some multiple precinct locations will be given a Burgundy Ballot Box for packing extra, voted ballots on Election night.

Red Ballot Box (Alpha Precinct) with attached Memory Stick Bag	Gray Ballot Box (one per additional precinct)
• All voted ballots from all Ballot Scanners • All Voted Curbside Envelopes • All voted 17 Year-Old Envelopes (Primary Election Only) • USB Memory Sticks for all Ballot Scanners in Memory Stick Bag (do not detach from **Red** Ballot Box)	• All unused ballots/envelopes • Soiled/Voided Envelope • **Blue** EPB & Ballot Scanner Reports Envelope • Authority to Vote Slip Envelope • Precinct Voter Checkoff List(s) • Stub A Envelopes

Miscellaneous Supplies

1. Remove all posted signs and flags and Pack in **Blue** Location Supply Bag.
2. Take down all Voting Booths and place in Transport Cart/Cage.
3. Place **Green** Supply Bag, and all other location supplies, in **Blue** Location Supply Bag.
4. Locate Clear Plastic Envelope and retrieve a plastic seal.
5. Retrieve Location Security Record.
6. Record serial number from the seal in designated box labeled "Tuesday Night Closing Seal" under **Blue** Supply Bag section.
7. Close and seal **Blue** Location Supply Bag.