


# SUPPLY TEAM | MONDAY NIGHT

**Supply Team:** Two or more Election Officials.

## Arrange the Polling Location





- Review the Location Setup Diagram with the VLM.
-  The Polling Location must be set up exactly as it is depicted on the Location Setup Diagram. Rovers will be provided a copy of each Location Setup Diagram prior to the Monday Night Organizational Meeting. They will be visiting the Polling Locations to ensure they are set up correctly.
- Set up the Voter Check-In Table(s), 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 Scanner Team. (located in one of the DS200 compartments)
- Record the Beginning Seal numbers from the plastic seal located on the **BLUE** Location Supply Bag in the Blue Supply Bag section of the Location Security Record.

Location Security Record   «Election_Date» «Poll_Name»			
Monday Night Recordings			
Green Bag	Beginning Seal	Closing Seal	Replacement Seal (if necessary)
<b>Blue Supply Bag</b>	Beginning Seal	Closing Seal	Replacement Seal (if necessary)
Yellow Provisional Bag	Beginning Seal	Closing Seal	Replacement Seal (if necessary)



LOCATION SUPPLY BAG CHECKLIST	
If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277	
<b>Red Ballot Box with Memory Stick Bag attached (Alpha precinct)</b> <i>Located on the Transport Cart - Verify correct Precinct/Polling Location</i>	
<input type="checkbox"/> CRG - Ballot Team Monday Night/ Tuesday Morning (1/precinct)	
<input type="checkbox"/> Memory Stick Bag - <b>DO NOT DETACH</b>	
<input type="checkbox"/> Ballot Containment Folders	
<input type="checkbox"/> Precinct Ballots (Verify correct precinct)	
<input type="checkbox"/> Sealed/Unsealed Ballot Envelopes (1/precinct)	
<input type="checkbox"/> Blue Equipment Reports Envelope (1/precinct)	
<input type="checkbox"/> Authority to Vote Sign Envelopes (1/precinct)	
<input type="checkbox"/> Curbside Envelopes (5/precinct)	
<input type="checkbox"/> Stick & Envelope (1/precinct)	
<b>Gray Ballot Box (1 per additional precinct)</b> <i>Located on the Transport Cart - Verify correct Precinct/Polling Location</i>	
<input type="checkbox"/> Ballot Containment Folders	
<input type="checkbox"/> Precinct Ballots (Verify correct precinct)	
<b>Yellow Provisional Bag</b> <i>Located on the Transport Cart - Verify correct Polling Location</i>	
<input type="checkbox"/> Clear Provisional Precinct Pouches (1/precinct)	
<input type="checkbox"/> Completed Forms Envelope (Light Green)	
<input type="checkbox"/> Notice of Name Change (Form 10-L)	
<input type="checkbox"/> Provisional Ballot Notice (Form 12-H)	
<input type="checkbox"/> Provisional Envelope Verification Overlay	
<input type="checkbox"/> Provisional Voter Precinct Verification Form (Form 12-D)	
<input type="checkbox"/> QRG - Processing a Provisional Voter	
<input type="checkbox"/> VAT Sign & Stand	
<input type="checkbox"/> Voter Assistance Table Log	
<input type="checkbox"/> Voter Registration Forms	
<b>Blue Location Supply Bag</b> <i>Located on the Transport Cart (1/precinct)</i>	
<input type="checkbox"/> CRG - Supply Team Monday Night (1/precinct)	
<input type="checkbox"/> Master List of Supplies (1/precinct)	
<input type="checkbox"/> Supply Inventory (1/precinct)	
<input type="checkbox"/> Provisional Envelopes (1 pack of 25/precinct)	
<input type="checkbox"/> Voter Surveys (Countywide Election) (200/precinct)	
<input type="checkbox"/> Voting Stickers (1/precinct)	
<input type="checkbox"/> Blue Folder's Tape (2/precinct)	
<input type="checkbox"/> Three Prong Adapters (1/precinct) (plus 1 extra)	

LOCATION SUPPLY BAG CHECKLIST	
If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277	
<b>Blue Location Supply Bag (continued)</b> <i>Located on the Transport Cart - Verify correct Precinct/Polling Location</i>	
<input type="checkbox"/> Microfiber Cloth (2/precinct)	
<input type="checkbox"/> Extra DS200 Printer Paper Rolls (1/precinct)	
<input type="checkbox"/> Glossary of Key Election Terminology (English-Spanish) (Bilingual Locations ONLY)	
<input type="checkbox"/> Black Supplemental Envelope (1/precinct)	
<input type="checkbox"/> Election Official Manual (1/precinct)	
<b>Brown Expandable Folder</b>	
<input type="checkbox"/> Location Map	<input type="checkbox"/> Whole Plastic Return Envelope (with pins sealed)
<input type="checkbox"/> Home Tags	<input type="checkbox"/> Write-In Candidate List (if applicable)
<input type="checkbox"/> Drop-Off Location Information	<input type="checkbox"/> Multi-Party Sign-Up Checklist
<input type="checkbox"/> Post-Election Follow-Up Checklist	<input type="checkbox"/> Multi-Party Sign-Up Checklist
<input type="checkbox"/> Map-Flying Sheet	<input type="checkbox"/> Sample Ballots
<input type="checkbox"/> Signage (if applicable)	
<b>Sign Kit Folder</b>	
<input type="checkbox"/> Election Today Poster (2)	<input type="checkbox"/> Directional Signs Left and Right Arrows (2 sets)
<input type="checkbox"/> Notice to Election Officials	<input type="checkbox"/> Remove All Political Etc.
<input type="checkbox"/> Acceptable Voter ID Requirements	<input type="checkbox"/> Voter Ballot Instructions
<input type="checkbox"/> No Guns and No Smoking Poster	<input type="checkbox"/> 2023 Primary English and Spanish
<input type="checkbox"/> How to Vote Using an Official Scan Ballot	<input type="checkbox"/> Spanish Language Assistance
<input type="checkbox"/> Voting Rights Information Poster	<input type="checkbox"/> Precinct Voter List Tags
<input type="checkbox"/> Sample Voting Instructions	<input type="checkbox"/> Stenciled Marking Absentee Application (if applicable)
<input type="checkbox"/> More than Once at the Same Election Meeting	
<input type="checkbox"/> Curbside Voting Sign	
<b>Primary Election Folder (Primary Election ONLY)</b>	
<input type="checkbox"/> Statement of Persons Challenged as to Party Affiliation (Form 10-K)	<input type="checkbox"/> 17-Year-Old Stamp
<input type="checkbox"/> 17-Year-Old Ballot Envelopes	<input type="checkbox"/> Primary Election Tabletop Sign and Sign Stand
<input type="checkbox"/> 17-Year-Old Voting Instructions	<input type="checkbox"/> Primary Election Supplemental Guide
<b>Additional Items on the Transport Cart</b>	
<input type="checkbox"/> Electronic Precinct Cams	<input type="checkbox"/> Green Supply Bag
<input type="checkbox"/> American Flags	<input type="checkbox"/> Empty Red Ballot Box (if applicable)
<input type="checkbox"/> Job Posting Signs (if applicable)	<input type="checkbox"/> Empty Gray Ballot Box (if applicable)
<input type="checkbox"/> Voting Booths	

- Break the side seal and open the **BLUE** Location Supply Bag.
- Open the **BLUE** Location Supply Bag and use the Location Supply Bag Checklist to inventory all items.


## Hang Location Signs, Maps, Sample Ballots and Issue Signs

- Remove the Sign Kit Folder from the **BLUE** Location Supply Bag. Post all signs throughout the Polling Location.
- Remove the **BROWN** Expandable Folder from the **BLUE** Location Supply Bag and retrieve the following items from inside:
  - Remove the Map and hang it on the wall near the Polling Location entrance.
  - Remove the Sample Ballots and hang them 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 Table(s).

## Disseminate Loose Items

- Remove the remaining items listed below from the **BLUE** Location Supply Bag.
- Arrange the following items on your Voter Check-In Table(s):
  - Red Secrecy Folders
  - 17-Year-Old Stamp (Primary Election Only)
  - Primary Election Folder (Primary Election Only)
- Arrange the following items near the DS200 Scanners for the Scanner Official on Election Day:
  - Voting Stickers
  - Voter Surveys (Countywide Election Only)
  - Recruitment Postcards (Countywide Election Only)

## Inventory the Yellow Provisional Bag

- Record the Beginning Seal serial numbers from the plastic seal located on the **YELLOW** Provisional Bag in the Yellow Provisional Bag section of the Location Security Record.
- | Location Security Record   «Election_Date»<br>«Poll_Name» |                |              |                                 |
|---|----------------|--------------|---------------------------------|
| Monday Night Recordings                                   |                |              |                                 |
| Green Bag   | Beginning Seal | Closing Seal | Replacement Seal (if necessary) |
| Blue Supply Bag   | Beginning Seal | Closing Seal | Replacement Seal (if necessary) |
| <b>Yellow Provisional Bag</b>                             | Beginning Seal | Closing Seal | Replacement Seal (if necessary) |
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- Break the seal and open the **YELLOW** Provisional Bag. Inventory the items in the bag and arrange them on the Voter Assistance Table. The **YELLOW** Provisional Bag will include:
    - Clear Provisional Precinct Pouches (1/precinct)
    - Completed Forms Envelope (Light Green)
    - Notice of Name Change (Form 10-L)
    - Provisional Ballot Notice (Form 12-H)
    - Provisional Voter Precinct Verification (Form 12-D)
    - Provisional Envelope Verification Overlay
    - Religious Objection Affidavit (Form 12-O)
    - QRG – Processing a Provisional Voter
    - VAT Sign & Stand
    - VAT Log & Pink Memo Sheets
    - Voter Registration Forms


## Seal the Bags



- Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Monday Night Closing Seal" under the Blue Supply Bag section of the Location Security Record. Close and seal 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 Yellow Provisional Bag section of the Location Security Record. Close and seal the **YELLOW** Provisional 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 <b>VOTED</b> Provisional Envelopes inside each Clear Provisional Precinct Pouch and record the total in the space designated on the label of each pouch.
	Provide the EPB Team with the totals from each Clear Provisional Precinct Pouch to enter during the Ballot Accounting process on the EPB.
	When the EPB Team has completed Ballot Accounting, take the Clear Provisional Precinct Pouches and place them in the <b>YELLOW</b> Provisional Bag.
	Place any Registration Cards/Forms used on Election Day in the Completed Forms Envelope and seal. Place the Completed Forms Envelope in the <b>YELLOW</b> Provisional Bag.
	Place the remainder of the VAT items in the <b>YELLOW</b> Provisional Bag:
	<ul style="list-style-type: none"> <li>Unused Provisional Envelopes</li> <li>Unused/blank forms</li> <li>Provisional Envelope Verification Overlays</li> <li>QRG – Processing a Provisional Voter</li> <li>VAT Sign &amp; Stand</li> <li>VAT Log &amp; Pink Memo Sheets</li> </ul>
	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>Yellow Provisional Bag</u> section of the Location Security Record.
	Close and seal the <b>YELLOW</b> Provisional 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.
	Retrieve any <b>VOTED</b> 17-Year Old Ballot Envelopes from the <b>RED</b> Ballot Box and give them to the EPB team for the Ballot Accounting process.
	Retrieve any <b>VOTED</b> Curbside Envelopes from the <b>RED</b> Ballot Box 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 the <b>RED</b> Ballot Box.
	Remove any remaining <b>UNUSED</b> ballots or envelopes from the <b>RED</b> Ballot Box and place in any <b>GRAY</b> Ballot Box.
	Ensure the voted ballots from <b>ALL</b> DS200 Ballot Compartments are placed in the <b>RED</b> Ballot Box.

Red Ballot Box (Alpha Precinct) with Memory Stick Bag Attached	Gray Ballot Box (one per additional precinct)
	
<ul style="list-style-type: none"> <li>All voted Ballots from all DS200 Ballot Compartments</li> <li>All voted Curbside Envelopes</li> <li>All voted 17-Year-Old Envelopes (Primary Election Only)</li> <li>Memory Sticks from all DS200s in Memory Stick Bag <i>(do not detach Memory Stick Bag)</i></li> </ul>	<ul style="list-style-type: none"> <li>All unvoted Ballots/Ballot Packs from all precincts</li> <li>Soiled/Voided Envelope</li> <li>Blue EPB &amp; Ballot Scanner Reports Envelope</li> <li>Authority to Vote Slip Envelope</li> <li>All unused envelopes</li> <li>All Security Records</li> <li>Precinct Voter Check-off List(s)</li> <li>Stub A Envelopes</li> </ul>
	Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled “Tuesday Night Closing Seal” under the <u>Red Ballot Box</u> section of the Ballot Security Record.
	Retrieve plastic seals from the Clear Plastic Envelope and record the serial numbers in the box labeled “Tuesday Night Closing Seal” under the <u>Gray Ballot Box</u> section of the Ballot Security Record for each <b>GRAY</b> Ballot Box.
	Close and seal the <b>RED</b> Ballot Box and the <b>GRAY</b> Ballot Box(es).

Miscellaneous Supplies	
	Remove all posted signs and flags and pack inside the <b>BLUE</b> Location Supply Bag.
	Take down all Voting Booths & place on the Transport Cart.
	Place the <b>GREEN</b> Supply Bag and all other location supplies inside the <b>BLUE</b> 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 <b>BLUE</b> Location Supply Bag.