

OPENING THE POLLS CHECKLIST

1. It's 5:00 a.m., Getting Started

- Administer and sign Oath of Office (Pocket 2)
- Prepare and apply election judge name badge (Pocket 2)
- Check supplies. You should have the following:
 - Black AccuVote bag containing the AccuVote unit, power cord, and keys
 - Touch Screen machine and bag containing printer housing
 - Black Duffel (including red and blue bag for voted ballots at end of night)
 - Green and Yellow bag containing ballots and applications
 - Binder

2. Prepare the Voting Equipment

- Prepare the AccuVote unit for Voting (Pocket 3)
- Prepare the Touch Screen unit for Voting (Pocket 3)

3. Check In Ballots and Prepare the Official Ballot Record

- Remove the Certificate of Inspection from the Binder and verify the number of ballots is listed correctly (Pocket 4)
- Separate the different ballot styles** Compare with specimen ballot to ensure you have the correct ballot style(Pocket 5)

4. Organize the Polling Place

- Set up Station 1 with the following**
 - "Suggested Station Checklist 1" (Pocket 6)
 - "Start Here" sign (Yellow bag)
 - Voters List & Absentee List (Pocket 7)
 - Pens (Supply bag)
 - Pollwatcher/Candidate Register and Sample Credentials (Pocket 8)
 - Precinct Maps (Pocket 9)
 - Polling Place List (Pocket 9)

Return to Pocket 1

Set up Station 2 with the following

- Preprinted applications (Green and Yellow bag)
- “Suggested Station Checklist 2” (Pocket 6)
- Ballot Entitlement (Pocket 11)
- Blank Applications (Pocket 12)
- Affidavits (Pocket 12)
- Affidavit of Voter Code Corrections (Pocket 12)
- Report for Address Changes and Deceased Persons (Pocket 13)
- Report of Persons Voting by Affidavit (Pocket 13)
- Signature Report for Preprinted Applications (Pocket 13)
- Sign up to be an Election Judge (Pocket 14)
- Black Pens (Supply bag)

Set up Station 3 with the following

- “Suggested Station Checklist 3” (Pocket 6)
- Official Ballots (Green and Yellow bag)
- Ballot Secrecy Covers (Green bag)
- Red pens for initialing ballots (supply bag)
- “Spoiled Ballots before 7:00 p.m.” envelope (Green bag)
- Black markers for marking ballots (Supply bag)
- Demonstrator Ballot (Pocket 16)
- Narrative for Demonstration (Pocket 16)
- Tissues for cleaning demonstrator Ballot (Supply bag)
- Voter Access Card Encoder (Front Pouch)
- List of Valid Write-Ins (Pocket 21)

Set up Station 4 with the following

- “Suggested Station Checklist 4” (Pocket 6)
- “I Voted” stickers (Supply bag)
- Track Your Numbers Sheet (Pocket 14)
- Spoiled ballot envelope

Hang remaining polling place signage & prepare voting booths

- No Smoking, Polling Place, Instructional, etc. (Yellow bag)
 - Specimen Ballots (Pocket 5)
 - Hang an Instruction for Marking Ballot sign in each voting booth (Yellow bag)
 - Make certain to identify and watch the 100' campaign-free zone. (Chalk line in Black duffel bag)
 - The ADA curtained voting booth for voters with disabilities may also be used by other voters. If this booth has not been set up, call the County Clerk's office
- Extra Supplies should be placed in a convenient location for all Election Judges to use as necessary. Extra Supplies include tape, extra felt tip markers, extra pens, magnifying sheet, etc.**

AT 6:00 A.M. ANNOUNCE THE POLLS ARE NOW OPEN

- If you are working in your home precinct, vote at 6:00 a.m. on the Touch Screen. This will ensure that the machine is working properly.
- Only authorized persons (voters, judges, and poll watchers) are permitted in the polling place.
- Please do not eat or drink at the stations. If possible, use a separate area for refreshments.
- Feel free to talk to the press if you are comfortable. It would be best if all judges agree on this.
- If you have any questions, call the County Clerk's office at 309-888-5186 or 309-888-5191