


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), Voter Overflow 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** Supply Bag.
- Retrieve the **BLUE** Location Supply Bag from the Transport Cart.
- Record the Beginning Seal numbers from the plastic seal on the **BLUE** Location Supply Bag zipper in the Blue Supply Bag section of the Location Security Record.

Location Security Record «Election_Date» «Poll_Name»			
Monday Night Recordings			
Blue Supply Bag	Beginning Seal	Closing Seal	Replacement Seal (if necessary)
Green Bag	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: (214) 443-3277	
Red Ballot Box with Memory Stick Bag attached (Alpha precinct)	<ul style="list-style-type: none"> Color: Ballot Team Monday Night (Monday Morning) (1/Location) Memory Stick Bag - DO NOT DETACH Ballot Containment Folders Precinct Ballots (verify correct precinct) Sealed/Provisional Ballot Envelopes (1/Location) Ballot Equipment Repair Envelope (2/Location) Authority to Vote Sign Envelopes (L/EPB) Caribbean Envelopes (2/precinct) Stub A Envelopes (1/precinct)
Gray Ballot Box (1 per additional precinct)	<ul style="list-style-type: none"> Color: Ballot Team Monday Night (Monday Morning) (1/Location) Ballot Containment Folders Precinct Ballots (verify correct precinct)
Yellow Provisional Bag	<ul style="list-style-type: none"> 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 Envelope Verification Overlay Provisional Voter Precinct Verification Form (12-D) QRG - Processing a Provisional Voter ADA Sign & Stand Voter Assistance Table Log Voter Registration Forms
Blue Location Supply Bag	<ul style="list-style-type: none"> CRS Supply Team Monday Night (1/Location) Master List of Supplies (1/Location) Injury Reporting Kit (1/Location) Voter Survey Cards (Countywide Election) (200/precinct) Control Stickers (1/precinct) Blue Painter's Tape (2/Location) Three Prong Adaptors (1/200/200 plus 2 extra)

LOCATION SUPPLY BAG CHECKLIST	
If you are missing any supplies, call the Election Officials Hotline: (214) 443-3277	
Blue Location Supply Bag (continued)	<ul style="list-style-type: none"> Microfiber Cloth (2/Location) Extra OS200 Printer Paper Rolls (1/200/200) Stickers of Any Election Terminology (English-Spanish) (Bilingual Locations ONLY) Black Supplemental Envelope (2/Location) Election Official Manual (1/Location)
Brown Expandable Folder	<ul style="list-style-type: none"> Location Map Name Tags Sign Off Location Information Post-Election Park-Up Checklist High-Rise Sheet Issue Signs (if applicable) White Plastic Return Envelope (with your table) Write-In Candidate List (if applicable) Mobile Equivalency Badges (Bilingual Precincts Only) Sample Ballots
Sign Kit Folder	<ul style="list-style-type: none"> Election Today Poster (2) Notice to Election Officials Acceptable Voter ID Requirements No Scan and No Voting Poster How to Vote Using an Official Scan Ballot Special Voting Instructions Provisional Voter List Sign Supervised Marking Assistance Application (if applicable) Caribbean Voting Sign Directional Signs Left and Right Arrows (2 each) Remove All Political Etc. Voter Ballot Instructions SOB (3) Printer English and Spanish Spanish Language Assistance Provisional Voter List Sign Supervised Marking Assistance Application (if applicable)
Primary Election Folder (Primary Election ONLY)	<ul style="list-style-type: none"> Statement of Precinct Challenge to the Party Affiliation (Form 10-O) 17-Year-Old Stamp Primary Election Tabletop Sign and Sign Stand Primary Election Supplemental Guide
Additional Items on the Transport Cart	<ul style="list-style-type: none"> Electronic Problem Cases American Flags ADA Parking Signs (if applicable) Voting Booths Green Supply Bag Empty Red Ballot Box (if applicable) Empty Green Ballot Box (if applicable)

- Break the side seal and open the **BLUE** Location Supply Bag.
- Open the **BLUE** Location Supply Bag and use the Location Supply Bag Checklist packed inside 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):
 - 17-Year-Old Stamp (Primary Election Only)
 - Primary Election Folder (Primary Election Only)
- Arrange the following items near the Ballot Scanners for the Scanner Official on Election Day:
 - Voting Stickers
 - Voter Survey Cards
 - 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 zipper in the Yellow Provisional Bag section of the Location Security Record.

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



- 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:
- Items Delivered in Yellow VAT Folder in Yellow Provisional Bag:
 - Clear Provisional Precinct Pouches (1/precinct)
 - Completed Forms Envelope (Light Green)
 - Extra Paper for the ADA Ballot Marking Device
 - Notice of Name Change (Form 10-L)
 - Provisional Ballot Notice (Form 12-H)
 - Provisional Envelopes
 - Provisional Voter Precinct Verification (Form 12-D)
 - QRG – Processing a Provisional Voter
 - Religious Objection Affidavit (Form 12-O)
 - VAT Log & Pink Memo Sheets
 - VAT Sign & Stand
 - 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 VOTED Provisional Envelopes inside each Clear Provisional Precinct Pouch and record the total in the space designated on the label of each pouch. Write "0" if there are no voted Provisional Ballots for that precinct.
	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 YELLOW Provisional Bag. Place all unused Provisional Envelopes in the YELLOW Provisional Bag.
	Place any completed Registration Cards and forms used on Election Day in the Completed Forms Envelope and seal. Place the Completed Forms Envelope in the YELLOW Provisional Bag.
	Place the Voter Assistance Table Log and Pink Memo's in the YELLOW Provisional Bag.
	Place the remainder of the VAT items in the YELLOW Expandable Folder and pack in the YELLOW Provisional Bag:
	<ul style="list-style-type: none"> Unused Notice of Name Change (Form 10-L) Unused Provisional Ballot Notice (Form 12-H) Unused Provisional Voter Precinct Verification (Form 12-D) Unused Religious Objection Affidavit (Form 12-O) Unused Voter Registration Forms VAT Sign and Stand
	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 YELLOW Provisional Bag.

Ballot Team	
	Locate the Soiled/Voided Ballot Envelope 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 VOTED 17-Year Old Ballot Envelopes from the RED Ballot Box and give them to the EPB team for the Ballot Accounting process.
	Retrieve any VOTED Curbside Envelopes from the RED 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 RED Ballot Box.
	Remove any remaining UNUSED ballots or envelopes from the RED Ballot Box and place in any GRAY Ballot Box.
	Ensure the voted ballots from ALL Ballot Scanner Compartments are placed in the RED 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"> All voted Ballots from all Ballot Scanner Compartments All voted Curbside Envelopes All voted 17-Year-Old Envelopes (Primary Election Only) Black Memory Sticks from all Ballot Scanners in Memory Stick Bag (<i>do not detach Memory Stick Bag</i>) 	<ul style="list-style-type: none"> All unvoted Ballots/Ballot Packs from all precincts Soiled/Voided Envelope Blue EPB & Ballot Scanner Reports Envelope Authority to Vote Slip Envelope All unused envelopes All Security Records Precinct Voter Check-off List(s) Stub A Envelopes
	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 GRAY Ballot Box.
	Close and seal the RED Ballot Box and the GRAY Ballot Box(es).

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