

Election Day Bag Supplies

All supply bags should be opened by a bi-partisan team.

BLUE BALLOT BAG

At the beginning of Election Day, the **blue ballot bag** will contain ONLY ballots & ballot tracking form.

At the end of Election Day, it should contain the following:

- ALL VOTED BALLOTS
- Any unused ballots
- All Poll Pad receipts
- Plastic Envelopes that include: Spoiled ballots, Unscanned/Emergency ballots, & Write-In ballots
- **Absentee envelope** with any absentee ballots that were placed in the absentee drop box throughout Election Day. This envelope is to be sealed with a bar code sticker.
- The **yellow Communication Folder** with all COMPLETED forms.

**Required forms are listed on the front cover of the folder.*

ORANGE AFFIDAVIT BAG

The **Affidavit bag** will contain:

- Affidavit ballots
- Affidavit envelopes
- Affidavit folder with instructions for Court Orders & Affidavits.

All VOTED Affidavit ballots will be placed inside a COMPLETED Affidavit envelope & dropped inside the locked Affidavit bag.

Election Day Bag Supplies

continued...

RED SECURITY POUCH

This pouch will be EMPTY at the beginning of Election Day.

At the end of Election Day, it should contain the following:

- CF2 MEMORY CARD
- Opening ZERO machine receipt tape
- Closing machine receipt tape

GREEN POUCH

This pouch will contain the **red Security Pouch** & MACHINE & TABLE SEAL REPORTS at the beginning of Election Day.

It will also contain the ICE machine keys & the keys for the absentee drop box. These keys should return to the **GREEN POUCH** at closing.

All used &/ or broken seals should be placed inside this pouch.

MAROON SUPPLY BAG

This bag will contain the following:

- **Green Pouch** in the side pocket
(at Opening & Closing)
 - **Red Table Binder**
 - **Blue Machine Binder**
 - **Yellow Communication Folder**
(will be returned in the blue ballot bag)
- **Green Poll Pad Instruction Folder**
 - All Plastic Envelopes:
Absentee, Write In, Spoiled, & Unscanned/Emergency/Abandoned
- *(will be returned in the blue ballot bag)*
 - **Sign Folder**
 - **Sip N Puff**
 - Extension cords & power strips
 - “I Voted” Stickers
 - Marking Booth Lights
 - Hard Copy of Street Maps
 - Pencil Box with Supplies
 - Cleaning Supplies
 - Extra Poll Pad Printer Receipt Tape

SIGNS & SIGN FOLDER

Please use Board of Elections issued signs ONLY!

INSIDE THE SIGN FOLDER

Please State Your Name &
Address
Vote Here
Vote Here (with arrows)
Voting Entrance
Voting Exit
Accessible Entrance
Accessible Entrance (with arrows)
District (numbered)
Inspector Sign Up Sheet
Sample Ballots (will be posted on
Posting Board)
How to Mark Your Ballot (will be
posted inside each marking booth)

ON THE POSTING BOARD

How to Vote
Notice to Voters
Ballot Review
Forms of ID Accepted
Voter's Bill of Rights
Having Trouble With Your Ballot?
(Sample Ballots should be posted
at the top of the Posting Board)

DELIVERED WITH SUPPLIES

Large VOTE HERE Sign/s

"No Electioneering" Fold Up Sign
(posted 100 feet from poll site)

"Wait Here" Fold Up Sign
(posted near voting machine/s)

**PLEASE RETURN
SIGNS TO THE SIGN
FOLDER AT THE
END OF THE DAY!**

***If there are any extra signs that you need for
your poll site, please contact the BOE or leave
a note in the yellow Communication Folder.***