

****COMPLETE THIS CHECKLIST AT OPENING & CLOSING OF YOUR POLL SITE****

FORMS▼	BEGINNING OF THE DAY	✓	END OF THE NIGHT	✓	IMPORTANT NOTES
Ballot Tracking Form	Blue Ballot Bag		Yellow Communication Folder		REQUIRES SIGNATURES
Table Seal Report	Green ICE Supply Pouch		Yellow Communication Folder		REQUIRES SIGNATURES
ICE Voting Machine Seal Report	Green ICE Supply Pouch		Yellow Communication Folder		REQUIRES SIGNATURES
Affidavit Ballot Tracking Form	Orange Affidavit Bag		Yellow Communication Folder		REQUIRES SIGNATURES (IF USED)
Courier Certificate for Red Security Pouch Pick-up	RECEIVED FROM COURIER AT CLOSING		Yellow Communication Folder		REQUIRES SIGNATURES
Poll Watcher Certificates	RECEIVED FROM POLL WATCHER		Yellow Communication Folder		
Court Orders	RECEIVED FROM VOTER		Yellow Communication Folder		MUST BE SIGNED BY THE JUDGE & THE VOTER
Affidavit/Court Order Log	Orange Affidavit Folder INSIDE Orange Affidavit Bag		Yellow Communication Folder		IF USED
Name/Address Changes	Red Table Binder		Yellow Communication Folder		IF USED
ID Required Form	Red Table Binder		Yellow Communication Folder		IF USED
Removal from Rolls Form	Red Table Binder		Yellow Communication Folder		IF USED
New Registrations	Red Table Binder		Yellow Communication Folder		IF USED
Any Notes	Notebook INSIDE Red Table Binder		Yellow Communication Folder		ANY NOTES CAN BE TORN OUT OF NOTEBOOK

ABSENTEE CHAIN OF CUSTODY FORM	Yellow Communication Folder	Travels WITH Blue Ballot Bag: DOES NOT GO INSIDE	THIS FORM SHOULD BE COMPLETED EVEN IF YOU RECEIVE ZERO ABSENTEE BALLOTS
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