

2020 Coordinator Handbook

For Questions or Concerns Contact your Poll Worker Training Team

Republican

Diane Gibson (753-1522)
DianeGibson@monroecounty.gov

Paul Wagner (753-1534)
PWagner@monroecounty.gov

Abigail Staub (753-1523)
AbigailStaub@monroecounty.gov

Democratic

Linda Cummings (753-1555)
LCummings@monroecounty.gov

Jordan Billingsley (753-1545)
JordanBillingsley@monroecounty.gov

<u>General Election:</u>	<u>Tuesday, November 3, 2020</u>
Early Voting:	October 24- November 1 (various time and locations)
<u>Election Day Call Centers</u>	
Voting Machine Helpline	753-1590
Election Inspector Helpline	753-1599
Missing or Additional Supplies Helpline	753-1501
Voter Assistance	753-1550
For Voters Needing a Spanish Interpreter	753-1530

LISA POLITO NICOLAY
Commissioner

NANCY LEVEN
Deputy



Monroe County Board of Elections
39 West Main Street Rochester, NY 14614
www.monroecounty.gov/elections
www.monroecounty.gov/etc/voter

JACKIE ORTIZ
Commissioner

NATALIE SHEPPARD
Deputy

Message from the Commissioners

Dear Coordinator:

The Inspector Coordinator is a vital part of our Election Team here in Monroe County.

As a Coordinator, you are responsible for managing the Election Inspectors for your jurisdiction. You are the conduit between the Board of Elections Office and the Election Inspectors who will be working at the polling site on Election Day. Election Inspector Coordinators are recommended by the Political Party Leader of your jurisdiction and appointed each year by the Commissioners of Elections.

One of the most important duties of this position is the recruitment and assignment of Election Inspectors for your area. We will assist you with resources and support. Also, just as important, the Board of Elections, the Coordinators and the Election Inspectors form the team that will conduct the election and process the voters on Election Day. You are the hinge in that team.

Your role will play a major part in providing the integrity to one of our most basic and important freedoms, Our Right to Vote!

As Commissioners on behalf of our entire community, we thank you for your commitment to the election process. We look forward to working with you and to the continued success of the Election Inspector Coordinator program.

Sincerely,

Lisa Polito Nicolay
Republican Commissioner

Jackie Ortiz
Democratic Commissioner

Coordinator Handbook – Table of Contents

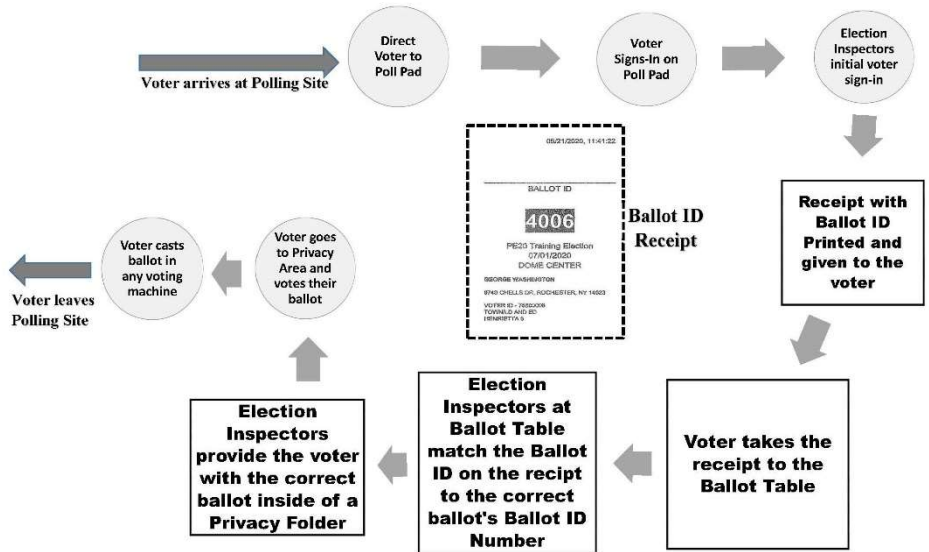
Subject	Page	Subject	Page
The Ballot Table	1	Polling Site Etiquette	5
The Before and After the Polls Close Forms	1	Interacting with Other Coordinators	5
Coordinator Appointment	2	Election Day Responsibilities	6
Coordinator Qualifications	2	Red Security Bag Return	6
Coordinator Responsibilities	2	Blue Ballot Bag Return	6
Election Inspector Assignment	3	Post-Election Day – Coordinator Pay	7
Management of Election Inspectors	3	Other Post-Election Duties	7
Recruitment of Election Inspectors	3	Polling Site Check Lists	9-10
Pick-up and Distribution of supplies	3		
Assignment Listings	4		
Election Day Overview	5		
Primary Election Notes	5		
General Election Notes	5		

New for the 2020 General Election

The Ballot Table and Check-In Process

- When a voter signs in on the poll pad, a ballot ID receipt will be printed.
- The voter will take the receipt to a ballot table.
- Election Inspectors will be assigned to the ballot table.
- The inspectors will match the number on the ballot ID receipt to the correct Ballot using the Ballot ID (the ballot ID is on the bottom right had corner of the ballot)
- The poll workers will then give the voter the correct ballot in a privacy folder.

Voter Check-In Process with Ballot Table



The Ballot Table Materials:

- Ballot Packs
- Privacy Folders
- Affidavit Ballots
- Affidavit Ballot Envelopes
- Challenge Report
- Inspector Manual

Before Polls Open and After Polls Close Forms

- Found in the Site Specific Bag brought by a Site Chair in the morning
- See pages 8 and 19 of the Inspector Manual

General Election
November 3, 2020

Leg. Dist. 07 LEADED: 1
ADDL EDS: /16-1
07001 ■■■■■■■■
STUTSON STREET CENTER
75 STUTSON ST

BEFORE POLLS OPEN

To be completed by the Inspectors at the opening of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector before the Polls were opened to the public for voting:

Yes	No	If any answers are NO, contact the Board of Elections IMMEDIATELY
<input type="checkbox"/>	<input type="checkbox"/>	Voting machine keys arrived in a secure envelope
<input type="checkbox"/>	<input type="checkbox"/>	Voting machine number matches the machine number on the key envelope
<input type="checkbox"/>	<input type="checkbox"/>	Ballots arrived locked in the voting machine
<input type="checkbox"/>	<input type="checkbox"/>	Green Ballot Bags and District Specific Bags are at the correct tables
<input type="checkbox"/>	<input type="checkbox"/>	Opening ZERO tape produced and reviewed to ensure that ALL of the contests are at ZERO
<input type="checkbox"/>	<input type="checkbox"/>	Sample ballot compared to the pre-printed ballot packs and the Opening ZERO tape, confirming the offices for election, the candidate's names and ballot proposals match
<input type="checkbox"/>	<input type="checkbox"/>	Protective Counter number (located near the bottom of the Opening ZERO tape) matches the Protective Counter number on the key envelope
<input type="checkbox"/>	<input type="checkbox"/>	Opening ZERO tape placed in Red Security Bag
<input type="checkbox"/>	<input type="checkbox"/>	Supplies removed from the voting machine, Blue Ballot Bag is EMPTY and OPEN, placed back inside the voting machine with the ballot box door LOCKED

Voting Machine #	Operator Panel Time	Protective Counter #	IC-1 Hood Seal # (remove)	IC-2 Memory Card Seal # (don't remove)	Seal #1 Ballot Box Door Blue Sticker # (remove)	Seal #2 IC-2 Electrical Cover Red Sticker # (never remove)	Seal #3 IC-2 BMD Printer Red Sticker # (never remove)	Seal #4 IC-2 ATI Blue Sticker # (remove)

Poll Pad Transmittal Form Code: 1234

Poll Pad #	Seal #

Place out seal from Poll Pad case in case

DEM _____

REP _____

Signatures of Inspectors

Place Sticker Seals #1 and #4 here

General Election
November 3, 2020

Leg. Dist. 07 LEADED: 1
ADDL EDS: /16-1
07001 ■■■■■■■■
STUTSON STREET CENTER
75 STUTSON ST

AFTER POLLS CLOSE

To be completed by the Inspectors at the close of the Polls.

WE DO HEREBY CERTIFY; that on this day, in the presence of at least one Democratic and one Republican Inspector after the Polls were closed to the public for voting:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Closing Tape is signed by one Democratic and one Republican Inspector
<input type="checkbox"/>	<input type="checkbox"/>	One copy of closing tape was placed in the Red Security Bag
<input type="checkbox"/>	<input type="checkbox"/>	Removed the Red Memory Card and placed it in the Red Security Bag and sealed the bag
<input type="checkbox"/>	<input type="checkbox"/>	Red bag has been transported to BOE for City sites or to the Town Clerk for the town sites
<input type="checkbox"/>	<input type="checkbox"/>	Blue Memory Card was removed from machine and placed in pouch of Blue Ballot Bag
<input type="checkbox"/>	<input type="checkbox"/>	Secured the voting machine from further voting
<input type="checkbox"/>	<input type="checkbox"/>	Placed machine keys in return envelope and placed in pouch of Blue Ballot Bag
<input type="checkbox"/>	<input type="checkbox"/>	2nd copy of closing tape was available for public viewing and then placed in the pouch of the Blue Ballot Bag
<input type="checkbox"/>	<input type="checkbox"/>	Blue Ballot Bag was SEALED and transported to BOE for City sites or to the Town Clerk for the town sites

Voting Machine #	Protective Counter #	Total Ballots Scanned	IC-1 Hood Seal #	Memory Card Seal #	Ballot Box Door Blue Seal #	Blue Ballot Bag Seal #	Seal #2 IC-2 Electrical Cover Red Sticker (never remove)	Seal #3 IC-2 BMD Printer Red Sticker (never remove)	Seal #4 IC-2 ATI Blue Sticker

Red Bag White Seal # _____

Poll Pad Transmittal Form

Poll Pad #	Seal #

DEM _____

REP _____

Signatures of Inspectors

Coordinator Appointment

- The Leaders of each jurisdiction in both the Republican and Democratic parties are responsible for recommending Coordinators to the Commissioners.
- Coordinators are appointed by the Commissioners
- Coordinators serve in a particular Legislative District or Town

Coordinator Qualifications

Coordinators must:

- have their own transportation
- have working cell phones
- have a phone to receive calls from election inspectors
- be available at all times on an election day from 5am-11pm
- attend a Coordinator training class each year and pass the exam given
- attend a Veteran inspector training class each year

Coordinators should:

- should be experienced Inspectors
- should be able to send and receive emails
- should be active members of their political committees

Coordinator Responsibilities

Election Inspector Assignment	Assign election inspectors to polling sites. There are always an equal number of Republican and Democratic elections inspectors. Election inspectors must always work in bi-partisan teams
Site Chair Assignment	Assign a site chair to each polling site (each site will have two site chairs, one Democratic and one Republican) Site Chairs are paid a variable amount depending on the number of inspectors they are responsible for
Complete Assignment Sheets	Complete assignment sheets provided by the Board Elections and ensure they are received by the Board of Elections by the due date
Inform Town Clerk	For Town Coordinators, ensure that assignment sheets are received by the Town Clerk at least 5 days before an election day
Supervise Inspectors and Site Chairs	Visit each polling site several times on an election day and supervise the inspectors and site chairs
Communicate with Board of Elections	Keep in contact with the Commissioners and staff at the Board of Elections. Coordinators must have their cell phones on at all times on election day
Election Supplies	Pick up and distribute supplies, particularly the site specific bag, as needed
Recruitment	Recruit voters to be election inspectors
Inspector Training	Ensure that election inspectors and site chairs attend training class
Work with your counterpart of the other party	Make sure you are communicating about supply pick-up and delivery, poll sites to visit on Election Day, and any other concerns or questions you might have.

Election Inspector Assignment

- Election inspectors communicate most often by phone and to a lesser degree, by email. Coordinators must be comfortable with these methods of contact and respond to communications promptly
- Election Inspectors and Site Chairs are assigned to a polling site
- The number of inspectors assigned will vary by polling site and election; there are always two site chairs, one from each party, at a polling site.
- Always try to schedule Inspectors in your own area first; check with the Board of Elections if you are unsure where someone lives.
- Inspectors should be registered in your party
- Inspectors must be able to read, write and speak English and may not be the spouse, child, or parent of a candidate appearing on the ballot for any district within the polling site.
- Election Inspectors must be assigned for the entire election day.
- You MUST use the Board of Elections listings when making your assignments. Report these assignments to the Board of Elections (BOE) by the due date listed.

Management of Election Inspectors

There are times you must be firm with your Inspectors. However, remember we would not be able to process an election without them. You must be persuasive about getting Inspectors to work and perceptive about making sure they will be ABLE to ensure the smooth conduct of elections.

Factors affecting management and assignment:

- Their familiarity with a polling site
 - Their familiarity with other inspectors (many work together for years)
 - Their familiarity to voters they are serving
 - The long duration of an election day
 - The fact they only work 2 or 3 times each year
 - Election days can be slow and then suddenly busy
- Make sure Inspectors attend training sessions. Ask some of your Veteran Inspectors to take the Site Chair classes so there is back-up. All Inspectors must attend annual training and pass an examination. If an Inspector fails an exam, they will be offered make-up training.
 - Inspectors and Site Chairs CAN NOT WORK if they have not attended training and passed the exam.

Recruitment of Election Inspectors

- When necessary, recruit new Inspectors. The Board can assist you with recruitment of prime voters in your area and provide you with lists that have the names, addresses, and phone numbers of registered voters of your party within your area.
- If you find yourself short of Inspectors, please: (1) call an adjacent Coordinator and see if they can lend you their extra Inspectors; (2) Call the BOE and have us prepare a recruitment letter or (3) call your Leader and seek assistance.

Pick-up and Distribution of supplies

- City Coordinators must pick-up opening site specific bags from the Board of Elections and distribute the bag to a site chair.
- Town Coordinators often work with the Town Clerk to have a Site Chair pick the site specific opening bag from the Town Hall.
- Unless directed by the Commissioners, the opening site specific bag must not be opened prior to Election morning.

Inspector Assignment Listing Notes

You MUST return these BOE assignment sheets (not your own creation) to the BOE by the due date

- 1) Board of Elections coordinator code
- 2) Schedule this many inspectors (including one site chair) to this polling site
- 3) Polling site name and address
- 4) The total number of election districts, machines and poll pads assigned to this polling site
- 5) Place an "X" or "✓" in the box to indicate if the inspector is working, a site chair, or should be removed.
- 6) Indicate if the site chair is responsible for the red or blue bags at the close of polls
- 7) The last class the inspector passed
- 8) The inspector (or site chair) approximate years of service
- 9) Add inspectors that will be working at this polling. Indicate "SC" if it is a Site Chair

11/3/20

Poll Worker Assignment Listing - 2020 General Election

Return to Board of Elections by October 2, 2020

Inspector Home/Cell Phone and Email

Inspector Address

#ED #Mac #Pnd

Yrs

Remove Inspector Site Chair ASSIGN

Inspector Name

Status	Inspector Name	Inspector Home/Cell Phone and Email	Inspector Address	#ED	#Mac	#Pnd	Yrs
53D2	Paul Zoltoski						
11	R. or E	ST MARY UKRAINIAN ORTHODOX CHURCH HALL	53013	7	5	2	
SC		3176 ST PAUL BLVD	287 DALEY BLVD				11
Last Class:		MARY ANNA RUSSO	ROCHESTER NY 14617				
		001134811	MARUSSO@ROCHESTER.BR.COM				
A		THELMA A. JONES	74 EAGLE RIDGE CIR				9
Last Class:		018502627	ROCHESTER NY 14617				
A		MARY F CHRISTOPHER	208 EAST PKWY				4
Last Class:		015679277	ROCHESTER NY 14617				
A		DEBORAH A PAYNE	2101 HUDSON AVE A				2
Last Class:		014679880	ROCHESTER NY 14617				
A		EDNA B FOSTER	60 HENDRIX RD 114				3
Last Class:		000114106	W HENRIETTA NY 14586				
A		MERICATHRYN E DICKI	2475 ST PAUL BLVD 2				6
Last Class:		014632407	ROCHESTER NY 14617				
A		MICHAEL J DEMOTT	189 SEVILLE DR				6
Last Class:		018602550	ROCHESTER NY 14617				
A		JEANE I KENNEDY	3025 ST PAUL BLVD				7
Last Class:		01896363	ROCHESTER NY 14617				
A		LOUISE BRIDGES	117 PINETREE LN				14
Last Class:		003021727	ROCHESTER NY 14617				
A		SHELLEY ADAMS	50 WHIPPLE LN				9
Last Class:		018127998	ROCHESTER NY 14622				
A		SHERELL A RABAH	2128 ST PAUL ST 3				1
Last Class:		000115646	ROCHESTER NY 14621				

Correction/Additions Name Phone/Email Address

10			

Election Day Overview

Election Day (Primary, General and Special) Polling Time:	6:00am - 9:00pm
Election Inspector and Site Chair Working Time:	5:00am – 10:00pm
Coordinator Working Time:	4:30am – 11:00pm

Primary Election Notes

- Normally all polling sites in areas affected by the Primary are open, but the districts inside each polling site are consolidated
- Because of consolidation, fewer inspectors are assigned to each polling site
- The number of Site Chairs assigned to polling site does not change
- The number of eligible voters is usually less.

General Election Notes

- All polling sites in the County are open and there is very little consolidation
- The normal number of inspectors are assigned to each polling site
- General elections have higher voter turnout. The highest turnout is in the years that the Governor or the President are on the ballot.

Polling Site Etiquette

- When you enter a polling site, remember that the Board of Elections or the Town has made agreements to use that site.
- If you identify a problem, handle the situation diplomatically: never yell at anyone.
- Advise Inspectors tactfully and assist them if you can.
- If an Inspector is being difficult, take them aside and solve the problem.
- If you interact with an Interpreter, school staff, a custodian, a manager or any other worker, remember to do so calmly.
- Call the Board of Elections immediately if there are any issues at the polling site.

Interacting with Other Coordinators

- Often, you will need the assistance of your counterpart in the other party. You may also need help from Coordinators in your own party. Be courteous and helpful and that behavior will likely be reciprocated. If conflicts or questions arise, always call the Board of Elections.
- Remember, on Election Day, both Coordinators, from either party, have the same authority and responsibility.



Election Day Responsibilities

Supervise, Don't Substitute

- Coordinators should enforce correct election procedures in the polling site.
- Coordinators should not serve as Site Chairs or Inspectors unless there is an emergency
- Coordinators should not drop off or pick-up bags or supplies on Election Day.
- They should not provide Inspectors with rides to the polling site.

Be Available

- Coordinators must be available to respond to any questions or problems throughout the entire day
- Coordinators must have their cell phone on during the entire working time

Watch Out For No Shows

- Coordinators are responsible for ensuring Inspectors and site chairs are present at the polling site on Election Day
- If an Inspector or Site Chair does not show up, Coordinators should have back-up trained site chairs or inspectors to fill the vacancy
- If no back-up is available, call the Board of Elections to have an Emergency Inspector sent as a replacement

Visit Polling Sites

- Ensure that Site Chairs are scheduling breaks, lunch and dinner times
- Ensure that Site Chairs are rotating tasks among the inspectors

Know Who is Returning Supplies

(Election Law requires the Red Security Bag and Blue Ballot Security Bags be delivered separately)

- Prior to Election Day, the Democratic and Republican Coordinators agree which site chairs will be assigned to return the red security bag and the blue ballot bags at the close of polls.
- The Site Chair returning the Red Security Bag should be leaving the polling site no later than 9:15 pm, and return to the polling site to assist with closing when possible.
- The Site Chair returning the Blue Ballot Security Bags will be the last to leave.
- Coordinators must ensure that the bags are returned

Remind Inspectors About Election Procedures

- Ensure that the polling site is arranged for accessibility
- Ensure that the Site Chairs and Inspectors are performing their duties successfully and mentor them if necessary

Check in with the Board of Elections

Periodically call 753-1599

Red Security Bag and Blue Ballot Bag Return

Red Security Bag

- Return to the Town Clerk in the Towns
- Return to the Board of Elections in the City


Blue Ballot Security Bag

- Return to the Town Clerk in most Towns
- Return to the Board of Elections Service Center in the Towns of Brighton and Henrietta.
- Return to the Board of Election in the City. Drive down Irving Place (off West Main Street) and unload bags to the Board of Elections. There will be a truck to receive the Blue Ballot Security Bags at all locations.

Post-Election Day – Coordinator Pay

- Each voucher shows exactly how pay is calculated and the total pay received.
- Coordinator pay is calculated adding an amount for each inspector scheduled, an amount for your Election Day duties, a mileage stipend and (if this is a General Election pay voucher) pay for training class (if you attended class).
- Vouchers are due by 10 days after the election

**Non P.O.
Claim Voucher**



DOCUMENT NO. 1000
SAP

PAY TO: _____
INSERT NAME OF CLAIMANT

REMITTANCE ADDRESS: _____

City State Zip

YEAR	MONTH	DAY	QUANTITY	ITEMIZED ACCOUNT OF MATERIALS, SUPPLIES, ETC.	UNIT PRICE	AMOUNT
2013	November	5		Inspector Coordinator Scheduling Pay -		48 00
				Election Day Pay		170 00
				Mileage Pay		75 00
				Training Pay		25 00
				Total Pay		318 00

THIS VOUCHER MUST BE CERTIFIED AND SENT TO THE DEPARTMENT AUTHORIZING SAME

(Insert name of Claimant, his agent or representative) Certifies that this claim is just, true and correct; that the merchandise or services herein have been rendered to Monroe County, that taxes from which Monroe County is exempt are not included and that the balance is actually due and owing.

Sign Here

VENDOR NUMBER: 113919 SP, G/L: _____ (Choose one: H=Retainage, G=Liens, U=Securities)

INVOICE DATE: 11 / 05 / 2013 REFERENCE (Vendor Invoice #): Inspector Coord 2013 PAYMENT METHOD: (Choose one: C=Check, 4=Cash Bail, 5=Capital, 6=Trust, 7=Monroe NewPower, 8= MCAA)

POSTING DATE: MM / DD / YYYY

AMOUNT: \$ 318.00

TEXT: * * Inspector Coordinator General Election 2013*

GL ACCT	SHORT TEXT	DIC	AMOUNT	COST CENTER	BUSINESS AREA	FUND	GRANT	INTERNAL ORDER	WBS ELEMENT
504320	Prof. Serv.		\$ 318.00	2003010000	2000	9001			

CHECK RECEIVED BY: _____ I Certify that the merchandise or services itemized in the claim have been rendered or furnished to Monroe County on the date or dates shown, that the charges are correct, and am approving same for payment.

SIGNATURE: _____ BUSINESS AREA HEAD OR AUTHORIZED SIGNER: _____ DATE: _____

REV 1205

Instructions for Completing Your Pay Voucher

1. Do not place any other marks or notes on the vouchers.
2. Place your SIGNATURE on the line above “Claimant, agent or representative to sign here” located left of the word “Title” under the section headed THIS VOUCHER MUST BE CERTIFIED AND SENT TO THE DEPARTMENT AUTHORIZING THE SAME.
3. Write the DATE on the line to the right of DATE.

Other Post-Election Duties

- **Save your final listings of Inspectors**
- **Assess the election and evaluate the performance of the Site Chairs and Inspectors -** Keep some kind of written notes regarding the performance of each Site Chair and Inspector.
- **Be available to:**
 - Answer Questions from the Site Chairs. Please take any feedback given from the Site Chair, write their comments and questions down, and forward them to the Board of Elections.
 - Record comments from Inspectors about problems they encountered on Election Day, about concerns with other Inspectors, or complaints about a polling site.
 - Answer questions about inspector or site chair pay. Inspectors are paid \$238 for each election and \$25 for training class. Training Pay is paid AFTER the General Election. If an inspector or site chair does not receive a paycheck, direct to call the phone number of the Clerk listed below.

Rochester	428-7421	Hamlin	964-2421	Perinton	223-0770
Brighton	784-5240	Henrietta	334-7700	Pittsford	248-6210
Chili	889-6127	Irondequoit	336-6045	Riga	293-3880 x122
Clarkson	637-1130	Mendon	624-6060	Rush	533-1312
East Rochester	586-3553	Ogden	617-6111	Sweden	637-2144
Gates	247-6100	Parma	392-9461	Webster	872-7060
Greece	723-2364	Penfield	340-8629	Wheatland	889-1553, opt.2

Notes

Coordinator Election Day Check List

Morning Check List

Morning - Polling Sites:	1	2	3	4
Are all staff present? If no, has the Board been notified?				
Have all staff signed the certificate of service?				
Is the polling site set up appropriately & accessibly?				
Is the site equipped with the necessary supplies?				
Do the inspectors have their manuals in case of questions?				
Are all signs properly posted?				
Remind inspectors to follow the manual for assembling the Poll Pads & Voting Machines				
Check that all machines (Voting & Poll Pads) are set up properly.				
Check that the Poll Pad, Green Ballot Bag & District Specific Bag match your specific site.				
Ensure all staff know to verify the ID # on the ballot w/ the ID # on ballot.				

Morning - Site Chairs:	1	2	3	4
Is the day's schedule set? (including: meals, breaks, voting & rotation)				
Are their phones available, do you have their number?				
Do they know the spoiled ballot passcode?				
Are the Red & Blue Bags assigned?				
Remind inspectors received Voter Registration Forms, Absentee Ballots & Pay Vouchers go in the Red Bag.				
Do they know to call the Board for any questions?				
Has Ballot Reconciliation been assigned?				
Remind inspectors to always work in bipartisan teams.				

Evening Check List

Evening - Polling Sites:	1	2	3	4
Remind inspectors to follow the manual for disassembling the Poll Pads & Voting Machines				
Ensure all forms are completed & signed.				
Verify that all staff have signed the certificate of service.				
Verify who from the polling location is returning to lock the site doors at 9:00pm				

Evening - Site Chairs:	1	2	3	4
Are closing tasks assigned in bipartisan teams?				
Ballot Reconciliation: Has the bipartisan team been assigned?				
Verify that all forms are completed & signed.				

Coordinator Counterpart: _____
Number: _____

My Polling Sites:
1.
2.
3.
4.

Any questions or concerns CALL the Board of Elections

Coordinator Election Day Check List

Morning Check List

Morning - Polling Sites:	5	6	7	8
Are all staff present? If no, has the Board been notified?				
Have all staff signed the certificate of service?				
Is the polling site set up appropriately & accessibly?				
Is the site equipped with the necessary supplies?				
Do the inspectors have their manuals in case of questions?				
Are all signs properly posted?				
Remind inspectors to follow the manual for assembling the Poll Pads & Voting Machines				
Check that all machines (Voting & Poll Pads) are set up properly.				
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Ballot Reconciliation: Has the bipartisan team been assigned?				
Verify that all forms are completed & signed.				

Coordinator Counterpart: _____
Number: _____

My Polling Sites:
5.
6.
7.
8.

Any questions or concerns CALL the Board of Elections