## Supply List

- 75-foot limit signs (3)
- Sample Ballots Available sign (laminated)
- Curbside Voting sign
- Have your ID ready/ballot drop off sign
- Pick Up Your Ballot Here sign holder
- Vote Here sandwich board
- Wait Here for Next Terminal sign
- Extension cords
- Accessible Voting Booth leg extenders (2)
- OKI B432 Envelope Printer Toner
- Power strip (6 ft. green/white)
- Name tag label sheets
- Lanyards with name tag holder
- Masking tape
- Ballpoint pens
- Scratch pad
- Ballot Marking Pens
- “I Voted” Stickers
- Stylus pens for SiteBooks
- Flag and flag stand
- Identification at the Polls sign (11”x17”)
- Add/Remove Early Voting List forms
- Voter Registration forms (in envelope)
- Bilingual Manual
- Challenge Procedures Special Instructions
- Conditional Provisional Sites Lists (pink)
- Curbside Voter Affidavit forms
- Emergency Plan Packet (manila)
- Envelope Drop Box sign (laminated)
- Federal & State Prohibited Acts signs
- Accessible voter entry arrow signs (2)
- Identification at the Polls information cards
- Instructions/Right to Vote signs (11”x17”)
- Legal size secrecy folders (manila)
- No Smoking/Cell Phone signs (11”x17”)
- Pick Up Your Ballot Here sign (laminated)
- Poll Worker Interest Forms
- Goldenrod Polling Place Event/Information Reports
- Proof of Citizenship Instruction Sheets
- Proof of Identification forms
- Sample Ballot Available Upon Request
- Sheet magnifier
- Red VOTE arrow signs (5) (11”x17”)
- Voter Assistance Survey cards (pink)
- Voting instructions for each booth
- Trash can, bags and bucket
- Blank ballot paper
- 8 1/2 x 11 copy paper and ICX paper
- Write-in Poster (22”x17” – only for certain elections)
- State of AZ ID at the Polls (laminated)
- Resupply form

**Items needed at closing:**
- Clear Official (plastic bag)
- Completed Forms Envelope (manila)
- Official Ballot Box seals
- Official Election seals for closing
- Zip tie and sticker seals for closing
- Red and Blue transport boxes

**When tabulators are used:**
- Stylus pen for tabulator
- Tabulator tape rolls
- Clear Bubble Pack/Pink Bag/Card Holders
- Misread Ballots Envelope (large white)
- Black Ballot Bag
# Yellow/Green Bags Inventory (per bag)

<table>
<thead>
<tr>
<th>Picture of Item and Number</th>
<th>Number and Name of Item</th>
<th>Yellow / Green Bags</th>
<th>*SiteBook Core Equipment Bag</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4-Scanners with gray scanner cords</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-Sitebook Power Supply Cords</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-10 ft. Network Cables</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-25 ft. Network Cables</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-Power Strips</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-3 to 1 Ext. cord</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4-Combo Locks</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-25 ft. Ext. Cord</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-8 Port Switch</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>1-Mofi + Power Supply Cord (bubble bag)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50 ft. Blue Network Cable</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-25 ft. Blue Network Cable</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*One SiteBook Core Equipment Bag will go in every Yellow and Green bag.*
Inspector Job Duty Card

Setup Day

☐ Notify your team in advance regarding Setup Day and Time
☐ Follow Setup Procedures/Checklist (Section 4, pages 36)

Opening Day / Daily Operation

☐ Account for all poll workers.
☐ Follow Opening Checklist (Section 5, page 64)
☐ Check identification of every voter when prompted on the SiteBook Screen
☐ Assist voters to use the Accessible Voting Device
☐ Assign the Marshal and a poll worker of a different political affiliation to assist curbside voters
☐ Provide support for all team members with their assigned duties
☐ Manage all poll worker breaks and lunches. A minimum of 2 poll workers must always be present. One of these workers must be the Inspector or Judge.
☐ Make sure that the voting location is running smoothly. If there are any issues call your Troubleshooter immediately.

Nightly Closing

☐ Follow Nightly Closing Procedures/Checklist (Section 9, pages 113-114)

Night Before Election Day

☐ Ensure the Tabulators are set up (page 61)

Election Day

☐ Follow Election Day Checklist/Procedures (Section 10, page 115-121)

Election Night Only

☐ Follow Election Night Only Procedures (Section 11, pages 122-143)
☐ Ensure Delivery Drop Off Checklist is completed, and all required items are delivered to the Receiving Site (page 124)
Judge Job Duty Card

Setup Day
- Follow Setup Procedures/Checklist (Section 4, pages 36)

Opening Day / Daily Operation
- Follow Opening Checklist (Section 5, page 64)
- Check identification of every voter when prompted on the SiteBook Screen
- Assist voters in using the Accessible Voting Device if designated by the Inspector
- Provide support for all team members with their assigned duties
- Assist in the management of all poll worker breaks and lunches. A minimum of 2 poll workers must always be present. One of these workers must be the Inspector or Judge.

Nightly Closing
- Follow Nightly Closing Procedures/Checklist (Section 9, pages 113-114)

Night Before Election Day
- Ensure the Tabulators are set up (page 61)

Election Day
- Follow Election Day Checklist/Procedures (Section 10, pages 115-121)
- Monitor the envelope drop box

Election Night Only
- Follow Election Night Only Procedures (Section 11, pages 122-143)
Voter Registration Clerk Job Duty Card

Setup Day
☐ Follow Setup Procedures/Checklist (Section 4, pages 36)

Opening Day / Daily Operation
☐ Follow Opening Checklist (Section 5, page 64)
☐ Update Voter Registration in the SiteBook (pages 91-99)
☐ Assist Judge and Inspector with voter ID verification if needed
☐ Provide Voter Registration information to voters
☐ Assist with other tasks as directed

Nightly Closing
☐ Follow Nightly Closing Checklist (Section 9, page 114)

Election Day
☐ Follow Election Day Procedures (Section 10, pages 115-121)

Election Night Only
☐ Ensure all completed Voter Registration forms are placed in the Completed Forms Envelope along with all other completed forms
☐ Follow the Voter Registration Clerk Closing Checklist (page 126)
☐ Assist with other tasks as directed (Section 11, pages 122-143)
Marshal Job Duty Card

Setup Day
☐ Follow Setup Procedures/Checklist (Section 4, pages 36)

Opening Day / Daily Operation
☐ Follow Opening Checklist (Section 5, page 64)
☐ Post all signage
☐ Announce “The Polls Are Now Open” at opening time
☐ Assist Curbside voters (page 110)
☐ Monitor and report voter wait time (page 71)

Nightly Closing
☐ Follow Nightly Closing Checklist (Section 9, page 114)
☐ Announce at closing time that the polls are now closed

Election Day
☐ Follow Election Day Procedures (Section 10, pages 115-121)
☐ Announce “The Polls Are Now Open” at opening time
☐ Monitor Tabulators (pages 120-121)

Election Night Only
☐ Follow Marshal Closing Checklist (page 125)
☐ Announce at 1 hour before closing, “the polls will close in 1 hour”, again at 30 min before closing, again at 15 min before closing, and again at 1 minute before closing.
☐ At exactly 7:00 pm, announce that the polls are now closed and stand at end of line
☐ Assist with other tasks as directed (Section 11, pages 122-143)
Clerk Job Duty Card

Setup Day
☐ Follow Setup Procedures/Checklist (Section 4, pages 36)

Opening Day / Daily Operation
☐ Follow Opening Checklist (Section 5, page 64)
☐ Retrieve documents that print after a voter check-in
☐ Verify that the ballot codes on the ballot, the affidavit envelope or control slip, and the provisional receipt (if necessary) match (page 102)
☐ Fold any ballots that will go into envelopes (pages 103-104)
☐ Pass the ballot and documents to the correct voter
☐ Ask the voter to sign and date the envelope before leaving the Ballot Pick Up Area
☐ Maintain paper and envelope supply in the printers (pages 48-52)
☐ Monitor and report voter wait time (page 71)

Nightly Closing
☐ Follow Nightly Closing Checklist (Section 9, page 114)

Election Day
☐ Follow Election Day Procedures (Section 10, pages 115-121)
☐ Walk the line throughout the day to direct voters with early ballots out of line to the envelope drop box and direct voters who have difficulty standing to the front of the line
☐ Monitor and report voter wait time (page 71)

Election Night Only
☐ Follow the Clerk Closing Checklist (page 126)
☐ Assist with other tasks as directed (Section 11, pages 122-143)
Maricopa County Elections Department
Badge/Key Log

At Location

**Election Type:** Goodyear Jurisdictional  **Election Date:** 3/9/2021

**Name of Location:** Goodyear City Hall

The Daily Polling Place Badge Log is to be filled out by the Inspector. **Before** the polls **open** the Inspector should verify the contents, record the **broken** seal numbers and initial. **After** the polls **close** the Inspector should collect the contents, record the **new** seal numbers placed on the box overnight and initial.

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspectors Name</th>
<th># of Badges</th>
<th>Ballot Box Key (Y/N)</th>
<th>ICX Card (Y/N)</th>
<th>Seal #’s</th>
<th>Inspector Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
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</tr>
<tr>
<td>3/1/21</td>
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<td>3/2/21</td>
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<td>3/8/21</td>
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<tr>
<td>3/9/21</td>
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</tr>
</tbody>
</table>

3/7/21 Polls Not Open on Sundays
The Closing Security Report (CSR) is used for all-mail elections when no tabulators are at the voting location.

**ELECTION NIGHT CLOSING SECURITY REPORT**

**Election and Location Information**

Election Date
Facility Name

**Blue Box**

<table>
<thead>
<tr>
<th>Number of blue transport boxes with ballots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Box #</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

**Red Box**

<table>
<thead>
<tr>
<th>Seal 1</th>
<th>Seal 2</th>
</tr>
</thead>
</table>

**Signatures**

Inspector Name (printed)
Inspector Signature

Judge Name (printed)
Judge Signature
The Precinct Ballot Report (PBR) is used when tabulators are at the voting location.

**ELECTION_DATE**
**ELECTION_NAME**

**POLL/CPC INFO: «PRECINCT_NAME» / «PRECINTCPC»**

Upon completion, place this report in the "RED Transport Box".

**MONDAY BEFORE ELECTION DAY**
Verify the counter on each Tabulator is set at ZERO

**OPENING POLLS**
Check each box below to indicate that you have verified the Seal #.

<table>
<thead>
<tr>
<th>TABULATOR 1</th>
<th>TABULATOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Poll worker DOOR Seal #</td>
<td>[ ] Poll worker DOOR Seal #</td>
</tr>
<tr>
<td>[ ] Administrator DOOR Seal #</td>
<td>[ ] Administrator DOOR Seal #</td>
</tr>
<tr>
<td>[ ] Thermal Paper DOOR Seal #</td>
<td>[ ] Thermal Paper DOOR Seal #</td>
</tr>
<tr>
<td>[ ] Tabulator Asset Tag #</td>
<td>[ ] Tabulator Asset Tag #</td>
</tr>
</tbody>
</table>

(If the Tabulator Tag# does not match, call the HOTLINE)

**ACCESSIBLE DEVICE**

- [ ] Beginning Lifetime Counter# __________
- [ ] Upper DOOR Seal#
- [ ] Screen Transport Bag Seal#
- [ ] Number of Ballots Received __________

**TABULATOR 1**
- [ ] Poll worker DOOR Seal #
- [ ] Administrator DOOR Seal #
- [ ] Thermal Paper DOOR Seal #
- [ ] Tabulator Asset Tag #
- [ ] Beginning Lifetime Counter# __________
- [ ] Upper DOOR Seal#
- [ ] Screen Transport Bag Seal#
- [ ] Number of Ballots Received __________

(If the Tabulator Tag# does not match, call the HOTLINE)

**TABULATOR 2**
- [ ] Poll worker DOOR Seal #
- [ ] Administrator DOOR Seal #
- [ ] Thermal Paper DOOR Seal #
- [ ] Tabulator Asset Tag #
- [ ] Beginning Total Ballots Printed# __________
- [ ] Lower DOOR Seal#
- [ ] Printer Transport Bag Seal#

(DO NOT OPEN PACKAGES UNTIL NEEDED)

**CLOSING POLLS**
Enter the information below at the CLOSING of the polls.

<table>
<thead>
<tr>
<th>TABULATOR 1</th>
<th>TABULATOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Ballot Count on Tabulator SCREEN: __________</td>
<td>[ ] Ballot Count on Tabulator SCREEN: __________</td>
</tr>
<tr>
<td>[ ] Remove MEMORY CARD</td>
<td>[ ] Remove MEMORY CARD</td>
</tr>
<tr>
<td>[ ] Place MEMORY CARD into bubble pack</td>
<td>[ ] Place MEMORY CARD into bubble pack</td>
</tr>
</tbody>
</table>

**ACCESSIBLE DEVICE**

- [ ] Ending Lifetime Counter# __________
- [ ] Ending Total Ballots Printed# __________

**BALLOT COUNTS**

- [ ] Number of Misread Ballots: (from Door#3 of Blue Tub)
- [ ] Number of Spoiled Ballots: (in the Clear Official)
- [ ] Number of UNUSED Ballots:

**SECURITY SEALS**

- [ ] Black Bag Seal # (seal placed on bag at closing) __________
- [ ] Red Box Seal #’s 1) __________ 2) __________
- [ ] Blue Box Seal #’s 1) __________ 2) __________ 3) __________ 4) __________

We, the members of the election board, certify the truth and correctness of this Precinct Ballot Report as shown above. Each voter whose signature appears on the Check-In Terminal was provided a ballot to vote in this election.

Inspector __________
Judge __________
Judge __________
SEALS

CLOSING THE POLLS

**TABULATOR 1 MEMORY CARD DOOR SEAL**
Place the Polls Open/Close sticker seal that was removed AFTER the polls have closed here.

**TABULATOR 2 MEMORY CARD DOOR SEAL**
Place the Polls Open/Close sticker seal that was removed AFTER the polls have closed here.

**TABULATOR 1 PAPER ROLL DOOR SEAL**
Place the paper roll sticker seal here, if replaced for any reason.

**TABULATOR 2 PAPER ROLL DOOR SEAL**
Place the paper roll sticker seal here, if replaced for any reason.

**REPLACED EQUIPMENT SEAL (only when needed)**

If you have to replace equipment and seal removal is necessary, please place the removed seal here.

The troubleshooter replaced this seal with a red seal.

If you have to replace equipment and seal removal is necessary, please place the removed seal here.

The troubleshooter replaced this seal with a red seal.
FAQ

Do I have to attend setup for my voting location?
- Plan on attending setup. If something changes, your Inspector will let you know.
- Three (3) hours pay will be added for attending setup.

Do I have to be at my voting location all day?
- If you are scheduled to work, plan to be there all day.
- Bring everything you need for the day.
- If you need to leave before the end of the day for any reason, you may not return that day.

What if a poll worker is missing?
- If a poll worker has not arrived within 15 minutes of their scheduled time, the Inspector must call the Hotline.

How do I make sure poll workers are paid properly?
- Poll workers should be paid within 3-4 weeks after Election Day.
- Ensure they clock in on the SiteBook once at the beginning of each day and clock out once at the end of each day.
- Contact the Hotline for any of the following circumstances:
  - Poll worker is unable to attend setup
  - Poll worker name is not listed on the SiteBook
  - Poll worker is unable to clock in or out on the SiteBook
  - Poll worker works more than two hours beyond the time clocked out on Election Day

What if a voter comes in with their early ballot and no envelope?
- Spoil the ballot, have the voter check in at the SiteBook and reissue voter materials.
- See instructions for Spoiling Voter Materials on page 112.

What if I can’t find the voter in the SiteBook?
- See Manual Search/Complex Search process on page 80.
- See the Provisional Ballot Process on page 81.
- The voter may be an address protected voter. Address protected voters are on AEVL and should vote their early ballot by mail. If they vote in person, they vote provisionally and enter their real address in the SiteBook.
FAQ, continued

How do I perform test prints?
- On the SiteBooks, see instructions starting on page 65.
- On the Accessible Voting Device, see instructions starting on page 58.

How do I obtain more supplies?
- If you notice supplies are missing at setup, let the setup team know.
- Let the Inspector know if any supplies are getting low, so they can complete a form for more supplies
- If there is an urgent need for supplies, contact your Troubleshooter.

What if the voter's address can't be found on the SiteBook when voting provisionally?
- See the Provisional Ballot Process starting on page 81.

When do I open and close the polls on the Accessible Voting Device?
- Polls should be opened immediately prior to opening on the first day.
- Close polls only after all voters have left the voting location after 7pm on Election Day.

Do we need to break down the site at the end of Election Day?
- All poll workers will be expected to stay after 7pm on Election Day to perform closing activities, pack equipment, and transport items to the receiving site, if needed.

What is the combination for cable locks on the SiteBooks and BOD laptops?
- The Troubleshooter and Inspector receive a codes sheet containing all the codes needed for your voting location. If something is missing, they can contact the Hotline.

What items go to the Receiving Site at the end of Election Day?
- Clear Bubble Pack (with memory cards, totals tapes, wristlet), Black Ballot Bag, and Red and Blue Transport Boxes. See Delivery Drop Off Checklist on page 124.

Who transports items to the Receiving Site at the end of Election Day?
- Two poll workers with different party affiliations (Democrat, Libertarian, No Party/Independent, Republican) must transport the items in the same vehicle.
FAQ, continued

How do I assist a voter who is unable to sign the signature pad on the SiteBook?
- Print the voter’s name on the signature pad and add your initials.
- If the voter receives an affidavit envelope, we need them to make some type of mark in the signature box. Let the voter know that Signature Verification may contact them to verify their signature.

How do I assist a voter who is unable to provide a residential address?
- If necessary, use the Map on the SiteBook to identify where the voter sleeps and enter the precinct and split numbers (see page 88.)
- If a homeless voter stays at a homeless shelter or there is one nearby, you can use that address. The Hotline can also assist you in finding this information.
- Some residents live in their RV. If they stay at any RV parks in the jurisdiction, you can use one of those addresses.
- If a voter is out-of-jurisdiction and is unable provide an address in the jurisdiction, you may be able to use the address of your voting location or MCTEC (510 S. 3rd Ave., Phoenix, AZ 85003). If not, call the Hotline.

What is Kids Voting?
- Kids Voting Arizona founded in the 1980s and the first program of KV USA, it is a nonprofit, nonpartisan, grassroots-driven voter education program. As an organization, Kids Voting Arizona is committed to creating lifelong voting habits in children and increasing adult voter turnout. Kids Voting Arizona is administered through a partnership with the Arizona Foundation for Legal Services & Education with over 200,000 Arizona students voting in presidential (mock) elections.
- www.kidsvotingusa.org