

ELECTION DAY PRIMARY RUNOFF SUPPLY CHECK LIST 05.22.18

ACCORDIAN FILE FOLDER (Red):

- Combination Form – Signature Roster (White, Republican)
- Combination Form – Signature Roster (Blue, Democratic)
- Combination Form – Curbside(Pink)
- Combination Form – Omissions(Ivory)
- Register of Election Day Voters (Label Sheets, Pink-D White-R)

ACCORDIAN FILE FOLDER (Brown):

- SOS Qualifying Voters Handbook
- SOS Poll Watchers Guide w/ Poll Watcher Cheat Sheet
- Voter Identification Procedure with Yes No Tables
- Workstation Instructions with Acceptable ID Table Guide & “List B”
- Electioneering Information

PAYROLL (Red):

- Bilingual Questionnaire
- Constitutional Oath
- ~~Election Payroll Form~~
- Statement of Compensation and Oath
- Primary Election Training Pay Form

AFFIDAVITS AND PRECINCT FORMS (Orange):

- Affidavit of Relative of Deceased Voter
- Oath of Voter Assistance and Interpreters
- Affidavit to Cancel Application for Ballot By Mail with Instructions
- Precinct Problem Forms
- Affidavit of Non-Participation and Affiliation

MAPS AND POLLING LOCATIONS (Yellow):

- Polling Locations
- Individual Precinct Map

REASONABLE IMPEDIMENT DECLARATION (Manilla):

- Instructions for Reasonable Impediment Declaration
- Voter’s Declaration of Reasonable Impediment
- Voter Identification Procedure with Yes No Tables
- Voter Qualification Tablets

STATEMENT OF RESIDENCE AND VOTER APPLICATIONS (Green):

- Statement of Residence Forms
- Voter Registration Applications
- Voter Registration Certificate Replacement Slips
- ~~Ballot Style Change Log~~
- Voter Similar Name Update Instructions

PROVISIONAL BALLOTS (Lilac):

- Provisional Ballot Instructions
- List of Provisional Voters with Orange Bag and Seal
- Provisional Ballot Envelopes
- Notice to Provisional Voter (Long Form)
- Notice to Provisional Voter (Other than ID, Short Form)
- Provisional ID Voters Office Hours Labels
- Combination Form, Provisional

POSTINGS(Gray):

- eSlate Voter Instructions Script *-to be used by person giving voters instruction*
- eSlate Voter Instruction Handout (Blue) – *Tell voter to return to clerk*
- Voter Information Poster (English & Spanish)
- Voter Complaint Poster
- Prohibition of Certain Devices Poster
- ID Required for Texas Voters
- No Firearms Poster
- Election Day Polling locations with date, time, website, and phone
- Yellow Notice of Number of Voters
- Sample Ballots
- Voting Precinct Number Signs
- Voting Order Priority
- Paper to post Poll Book alphabetical division
- Distance Markers
- ~~Notice of Canceled Elections~~

- ~~Notice of Other Elections~~
- ~~List of Declared Write-Ins~~
- ~~Declared Elected Candidate Posting~~
- “We Are Holding Two Elections”
- Voter Instruction –Review Your Summary Page
- ~~Notice of Precinct Conventions~~
- Booth numbers with rings for hanging
- Party Selection Table Sign

ENVELOPES:

- Election Central Envelope – to be filled and returned Election Night
- Presiding Judge’s Envelope, Rep. & Dem. – to be kept by the Rep. & Dem. Judges for 22 months

POLL LISTS (Blue):

- Register of Election Day Voters (3 part pressure sensitive, when instructed, with paper Poll Book only)

SMALL SUPPLY BOX:

- Magnifying sheet
- Highlighters
- Ink pens (any color may be used)
- Magic marker
- Large roll of tape
- Scissors
- Name tags
- Plastic name tag holders
- Trash bag
- Scratch pad
- American and Texas flags with stand
- Paper “Armband” Caddy Seal
- Stamp Pad and Party Stamps

MISCELLANEOUS ITEMS IN KIT:

- Tactile Switch
- Extension Cord and Surge bar
- JBC paper
- “No Campaigning Beyond This Point” Sign
- “Vote Here” Sign
- Yellow Booth Seals
- List of Registered Voters (Poll Book Binders)
- Tablets, Chargers, and Bag
- Cell Phone and Charger
- DYMO Labels

EXTRA ITEMS received at JBC pickup:

- Miscellaneous signs
- Handicap parking signs and cones, if applicable
- Demonstrator eSlate, if applicable

INCLUDED IN JBC BOX:

- Open Polls Password
- Close Polls Password
- Microfiber cleaning cloths for eSlates
- Grey and black cables
- DAU Headphones

JBC BOX ZIPPERED POUCH:

- JBC Reports Envelope with Canceled Booth Log and JBC Reconciliation Log
- Caddy Key
- Flip Chart
- JBC Box Return Seal
- Caddy Key