Team One – Packing the VOTR Book

The following materials must be placed in the Voter Official Tabulation Results (VOTR) Book:

- YELLOW MASTER PEB
- BLUE SUPERVISOR PEBs
- Flash Memory Cards from every voting machine
- One copy of BOTH the Zero and Results tapes

Voter Official Tabulation Results Book

Labeled Plastic Pouches for PEBs, Flash Cards, and Zero/Results Tapes

Also included in the VOTR Book are

Instructions Pages

Machine Lists

In the outside and inside covers of the VOTR Book are other helpful items

Drop Off Zone Map

Machine Closing/Printing Instructions
**Team One – Preparing Zone Supplies**

All supplies to be returned to your designated zone drop-off location will be marked with a fluorescent yellow triangle sticker labeled “ZONE.”

![Zone]

Pack the following items in the canvas supply bag:

- Signature Poll Books (A-K and L-Z)
- VOTR Book
- Precinct Workbook
- Voting location key (if applicable)
- ZONE checklist signed by Presiding Judge
- Provisional Voter Application Booklet
- Cell phone in bag provided

**NOTE:** Keep the cell phone turned on and accessible until you reach the ZONE, in case the BOE needs to contact you! You do not need to turn it off before you hand your supplies off at your designated drop-off zone.

Directions to the ZONE drop off zone are located in the front of your Voter Official Tabulation Results (VOTR) Book and should be out and accessible.

**Teams One & Two - Breaking Down Your Precinct**

- 1. Seal each machine with the additional BLUE seals stored in Voting Machine Supply Pack
- 2. Collapse the voting machines, reversing the steps used to open and set them up.
- 4. Carefully roll the booths inside and secure them inside with the blue separator bars.
6. Place all supplies that are not to be returned to the drop-off zone in the large manila envelope and place in Bin 1.

- Training manual supplied in cart
- Absentee voter list
- Zone location list
- Precinct street listings
- Table tent for precinct identification
- Authority-to-Vote pads and envelopes
- Ward voting locations list
- Ward map
- "I Voted" stickers
- Election Day guidelines
- Alpha signs
- Sample ballots
- No-smoking signs
- Board of Elections business cards
- Static Wipes
- Voting Machine Instructions
- Voting Today signs
- Ink pens
- Roll of blue painter’s tape
- 2 rubber fingers
- String
- Voter opinion cards
- Hand Sanitizer
- Voter’s Rights
- Judge Carr Ruling
- Double voting notice


8. Lock the cart (key hole UP), and return the phone bag (with the phone) to the supply bag.

9. Seal the locks on the cart with the red tamper safe security tape.

10. Lock the polling location if you have the key. Place the key in the green envelope, and return it to the supply bag.
Are We Done Yet?

☐ Have you retrieved the compact flash memory cards from every machine (count to make sure) and put them in the Voter Official Tabulation Results (VOTR) Book?

☐ Have all Judges signed the Payroll Sheet?

☐ Have you completed both Certificate 2 AND the Election Day Balance Sheet?

☐ Have you secured the security cart with locks and placed the red tamper tape security seals over the keyholes of the locks?

☐ Does the Presiding Judge have the precinct’s cell phone accessible?

☐ Does the Presiding Judge have directions to the Zone drop off zone?

ALL JUDGES SHOULD WALK TO THEIR VEHICLES TOGETHER. IF ONE JUDGE HAS TO WAIT FOR A RIDE, ANOTHER JUDGE, BUT NOT THE PRESIDING JUDGE, SHOULD WAIT WITH THEM IN A VISIBLE, SECURE, AND LIGHTED PLACE.

THE PRESIDING JUDGE MUST IMMEDIATELY GO TO THE DROP-OFF ZONE TO DELIVER THE ELECTION SUPPLIES. THE EFFICIENT REPORTING OF RESULTS TO THE PUBLIC WILL BE NEEDLESSLY DELAYED IF THE PRESIDING JUDGE MAKES OTHER UNAUTHORIZED STOPS.

THANK YOU FOR YOUR SERVICE
What Happens Next

Board of Elections
280 E. Broad St.

Votes

Media

7 Zones in 5 locations

835 Precincts
550 Voting Locations
750,000 Registered Voters

WHAT SHOULD BE IN THE BAG?
- VOTR book
- Signature Poll Books
- Precinct Workbook
- Provisional Ballots Booklet
- Zone list initialed by Presiding Judge
- Cell phone in bag provided

WHAT SHOULD BE IN THE VOTER OFFICIAL TABULATION RESULTS BOOK?
- Master PEB (YELLOW)
- Supervisor PEBs (Blur)
- Compact Flash Memory Cards from each voting machine
- One copy of the Zero/Results tapes
Appendix Sections:

A  Problem Solving on Election Day
B  Definitions of Election Terms
C  Review Questions
D  Forms
E  Forms of Valid Photo ID
F  Cell Phone Instructions
Appendix A: Problem Solving on Election Day

- In the Morning
- Printing
- During Voting
- In the Evening and at Closing