Poll Worker Training
Primary Election 2016

Visit our website at: http://vote.mahoningcountyoh.gov/

Presiding Judge

Before Election Day

Check Your Supplies

Presiding Judge Check Off List Page 1

PRESIDING JUDGE

SUPPLY CHECK - OFF LIST - BLACK SUITCASE

PRIMARY ELECTION * March 15, 2016

LARGE ZIPPER - CENTER COMPARTMENT - Red Zipper

1. RED CANVAS SECURITY BALLOT ENVELOPE FOR -
   - **FOR Voted ONLY** - Provisional & Curbside Ballots
   - Voter Intent Envelope
   - CLEAR PLASTIC ZIPPER LOCK BAG TO PLACE:
     a. **MEMORY STICK WALLET**
     (Memory Stick Goes in Wallet After Machine is Closed),
     b. *** AUTHORIZED PRESIDING JUDGE - Only ***
     (You Will Have All Keys For The Machines)
   - Clear Plastic Tie (String) Envelope for Zero/Total Tapes
   - Curb Side Envelopes
   - Clear Plastic Tie Envelope for **Red Security Tags** (Auth PJ's Only)

2. 1 POLL BOOK - RED **BINDER**
   - Pages of Voters Names (To be indexed)
     Highlight Voter Names and place Stub Number on the Line
   - Page for Provisional "Walk-in" Voters in back of book *(Yellow).*
     Enter Name, Address and Stub Number

3. FORMS BINDER
   - Election Official Oath of Office.
   - Payroll Sheets (**Do not tear out – Do not write in Red Area).**
   - Poll Worker Replacement Form (Form 104, 6-14)
   - DS 200 Security Tags Log – Opening Tags (**Auth. PJ Only).**
   - DS 200 Security Tags Log – Closing Tags (**Auth. PJ Only).**
   - Oath for Observers - Instructions - Observer to Sign Sheet
   - Election Day Precinct Incident Log (Form 450, 6-14).
   - Voting Machine Event Log. (Dir 2008-30).
   - Yellow Memo Sheet – Problems within Pct.- No Note Pads - Use this sheet
   - Deceased Voters, Directive 2012-90
   - Polling Official Skill Assessment
   - PJ & J Supply Return Check-Off List

4. WHITE IMPORTANT INFORMATION ENVELOPE -
   - Top Ten List for PJ's –
   - Field Representative and Machine Supervisor Numbers
   - Supply Drop Off Locations (*Neon Yellow - Check for your precinct*)

5. BLUE PLASTIC BINDER
   - Provisional Hot-Line Form–To be given to each Prov. Voter (Pink)
   - Affirmation Envelopes to be filled out to vote a Prov. Ballot 25 - Form 12-B
   - Provisional Voter Precinct Verification Form – 12-D – If Voting in Wrong Precinct

6. BOE ELECTION OFFICIALS MANUALS

7. FLAGS – (1 Precinct is to Post One Set 100 feet from Entrance)

Presiding Judge Check Off List Page 2

8. VOTER PRINT TICKETS BOX

9. POSTED MATERIAL ENVELOPE - ***CONTAINS*** :

ONE PRECINCT PER LOCATION TO POST AT ENTRANCE TO VOTING AREA:

Voting Rights Poster/ Instructions
Special Voting Instructions
Take ID Sign – Posted at Entrance
Voter Notice – 10V – Voting More than Once
Cell Phone Poster
Large US Flag
Vote Here Sign with Arrow
No Campaigning Sign

ALL PJ'S ARE TO POST IN THEIR PRECINCTS:

Precinct Identification Sign (Tape to front of Table
Large Precinct Sign – All Pcts – (Tape above your Table)
Sample Ballot
White Envelope - Containing Machine Poster (Pink) (Authorized PJ's Only)

GREEN CANVAS BAG

10. I VOTED TODAY STICKERS

11. 2 HIGHLIGHTERS - PINK

12. BLUE PAINTERS TAPE **(Authorized PJ's Only)**

13. WHITE ENVELOPE CONTAINING - PENS, & TAPE.

14. CLEAR ENVELOPE CONTAINING – **NEW** PIN STYLE NAME TAGS (To be RETURNED), SCISSORS & EXTRA PENS

BLUE CANVAS BAG:

15. CLIP BOARD FOR CURB SIDE VOTERS

16. PAPER BALLOT SLEEVES

17. PRECINCT FORMS ENVELOPE
    - 10-U Affidavit – Oath Examination of Person Challenged

18. BALLOT STUB "A" ENVELOPE - Taped to Table

19. SPOILED BALLOT ENVELOPE

20. DS200 LAMINATED OPENING & CLOSING INSTRUCTIONS

21. AutoMARK LAMINATED OPENING & CLOSING INSTRUCTIONS

If you are missing something in your supplies,
please contact Sue Lascola at 330-716-4652

Posted Materials

Opening The Polls

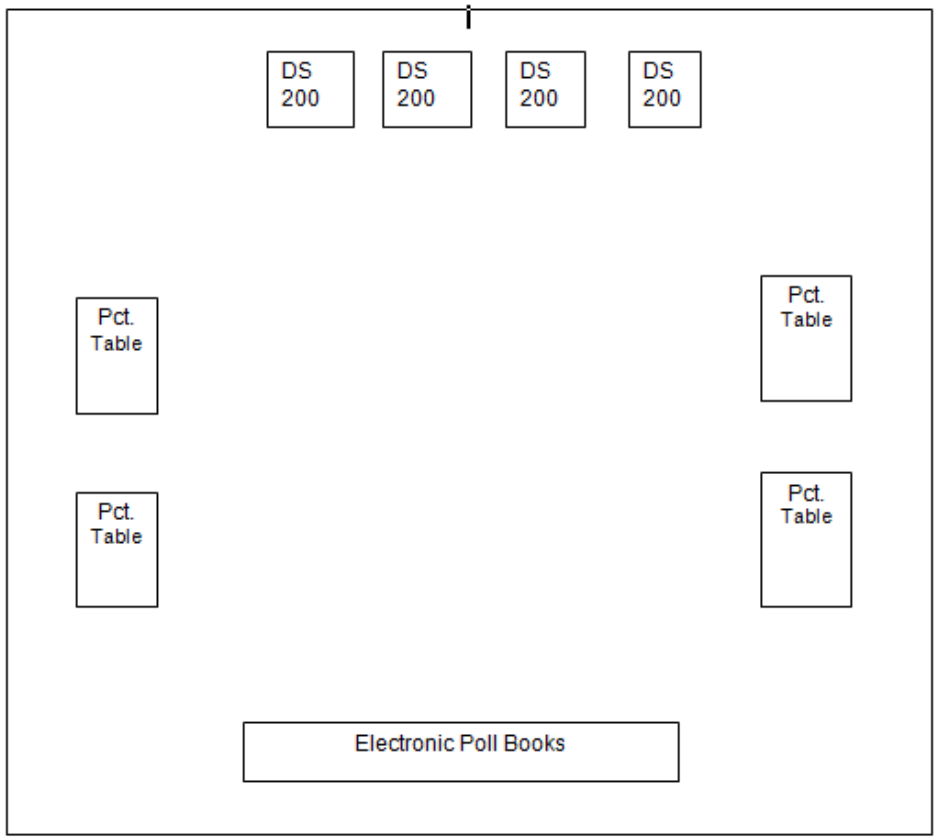
Arrive no later than 6:00 a.m. Election Day

Polling Location Layout

1. Each Polling Location will have a precinct table specific to each precinct within that location.
2. Voter Ballots will be distributed from this table as well as provisional ballots.
3. Each Location will have an entrance table with electronic poll books for Voter Sign-In and distribution of Voter Authority to Vote slips.
4. Each location will have one, two, three or more DS200 Optical Scanner Machines and two to four electronic voting machine's depending on the number of precincts per location.

Make sure each DS200 Scanner and Electronic Poll Books are plugged into an electrical outlet.

EVERY PRECINCT WILL HAVE A SIMILAR LAYOUT



Polling Location Set-Up and Assigned Duties

SET-UP PROCEDURES (6:00 AM) - OPEN POLLS AT 6:30 AM

A. Presiding Judge - Swear in the Poll Workers. (The oath is in the **Forms Book**, Tab # 1).
*If a worker fails to report by 6:45 AM, call the Board Office (**330-783-2474**).*

B. **PAYROLL SHEET** which is in the **Forms Book** and is to be filled out in its entirety. You must add your voter number and your social security number on the payroll sheet. Your voter number appears on your certificate of appointment above your name and address.

C. The Presiding Judge and all Judges **MUST** wear their **ID TAGS**.

D. PJ's assign Judge's duties -**1 Hour Lunch-1 Morning Break &1 Afternoon Break (15minutes)**.
These are the only breaks assigned.
There are no other assigned breaks for smoking or personal cell phone use.
At no time will there be less than three (3) workers in the polling place.

E. Check that the **AutoMARK** and the **DS200** are plugged into the surge protector and the surge protector is plugged into the wall outlet.

LOCATION SUPERVISOR

Each Location will have a **Location Supervisor** who will be responsible for the Set-Up, Closing and Return of the Electronic Poll Books. They will also be the person you contact if there is a situation that requires a supervisor code (Refer to the Electronic Poll Book Section). The Location Supervisor is also to help with the general administration of the location.

PARKING AT THE POLLING LOCATION

A. **Election Officials should not park in spaces closest to the polling location.**

B. An Election Official with a handicapped sign should not utilize the ADA handicapped spaces in front of the location; these spaces are reserved for the voters.

FLAGS

A. Stake the two flags - they must be 100 feet from the main entrance. *(Note - if waiting line goes beyond the flags - No campaigning is allowed within 10 feet of a voter).*

B. No Campaigning Is Allowed Within the Flags. *(Campaigning includes political badges/ t-shirt campaign literature/ signs/ parked vehicles with signs on them).*

C. Only one precinct needs to place flags per location.

POLL WORKER DUTIES

THE PRESIDING JUDGE WILL ASSIGN ALL DUTIES TO POLL WORKERS
(Except E-pollbook workers - they will be assigned by the Board of Elections)

The Duties Are:

A. One (1) Electronic Pollbook Worker will be assigned to work the sign-in table from each precinct.

B. **AT THE PRECINCT TABLE:** 1. Check the Voter Print Slip - Make sure Voter is at correct Table.
2. **Highlight** the Voters Name in the Poll Book. Make sure you enter the Ballot Stub Number **A** on the line provide to the right of the name.

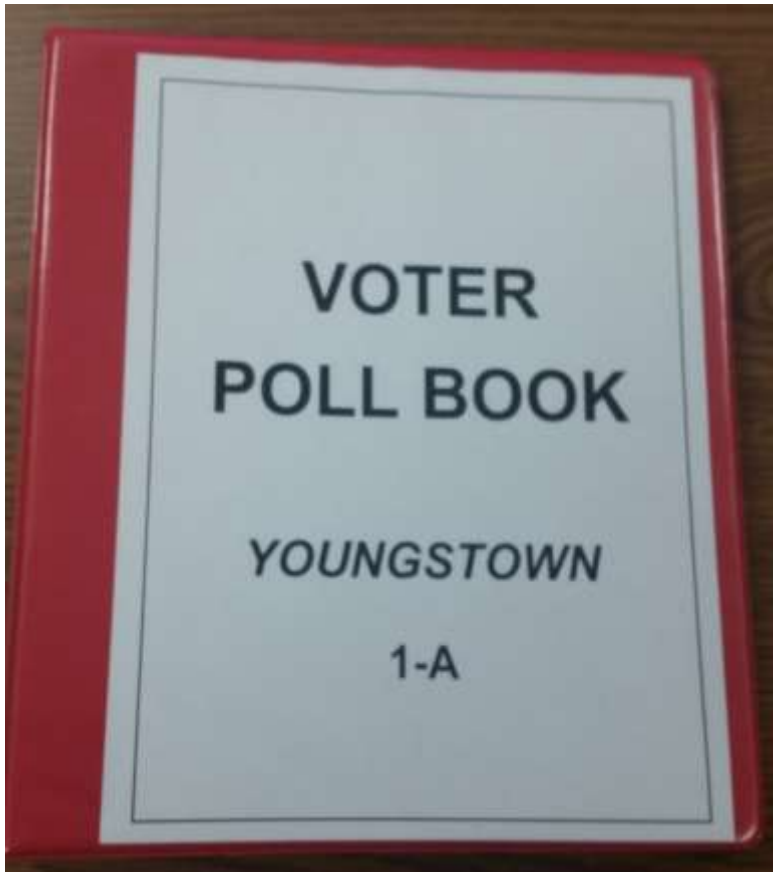
D. Give the Voter their Paper Ballot inserted in the Ballot Sleeve. **Leave Stub B on the Ballot Pad - Tear off Stub A and insert in Stub Envelope taped to the side of the table.**

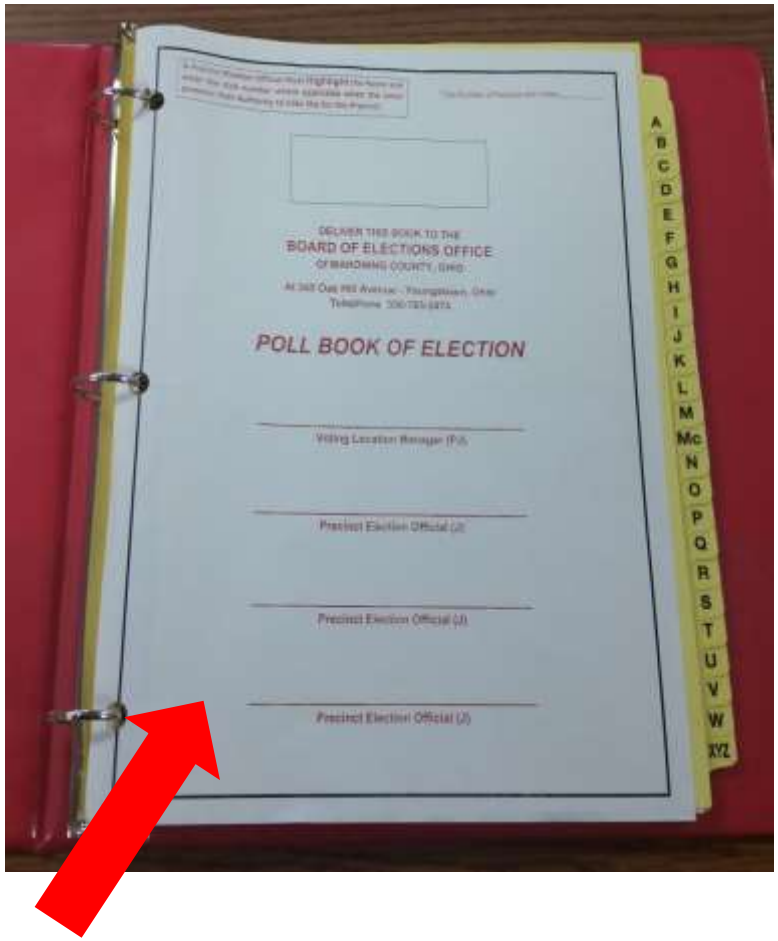
E. Direct the Voter to the Voting Booths.

F. After Voting - **Direct the Voter to the correct DS200 Scanner labeled with the precinct they are voting in.**

G. There will be "I VOTED TODAY" stickers for this election.

The Red Poll Book





Each Precinct Election Official must sign on the first page.

The Red Poll Book (Cont.)

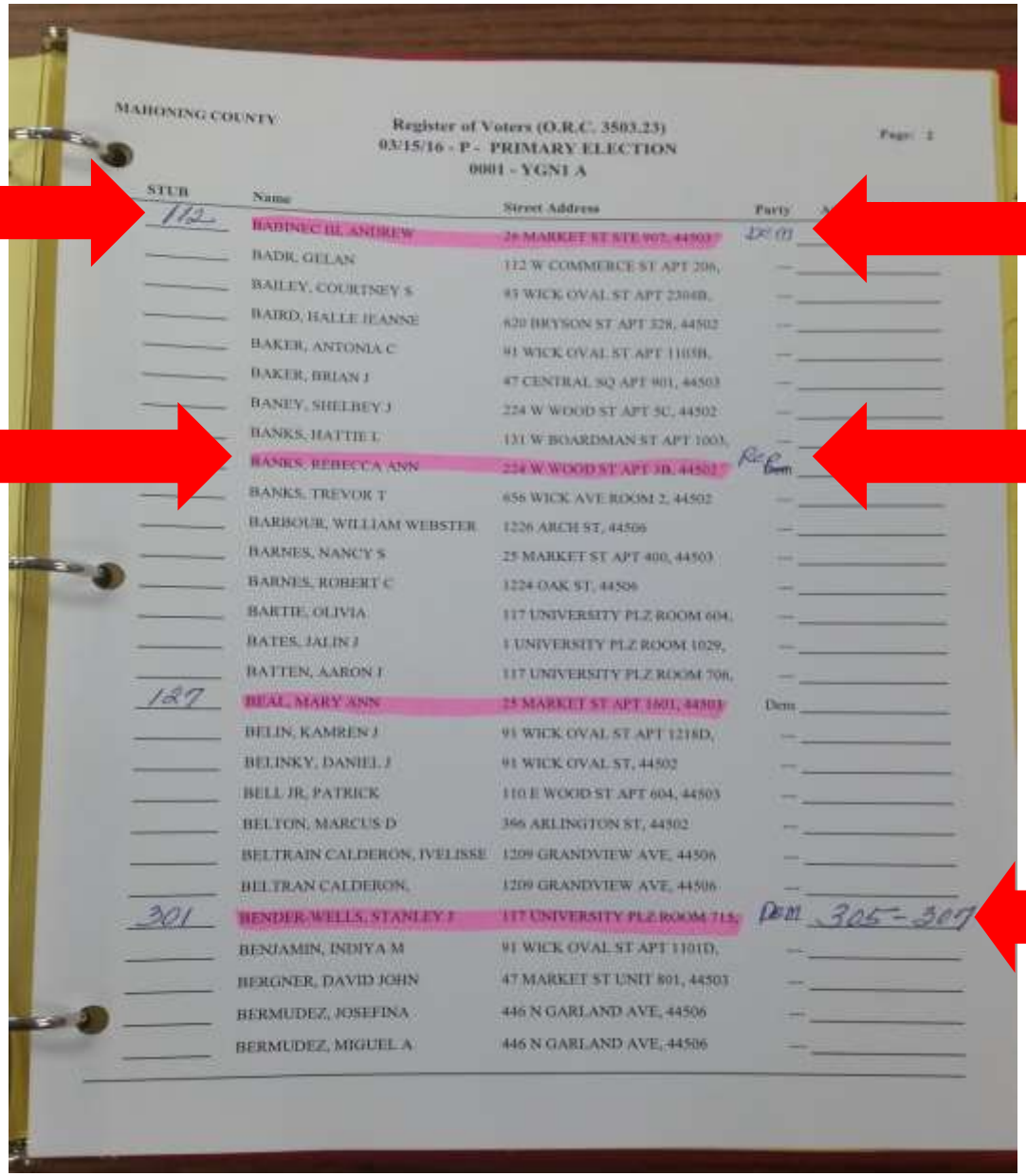
Note Stub Number

Highlight the Voter's Name

Note Party

Replace Party if Changed

Note Any Additional Ballots



MAHONING COUNTY

Register of Voters (O.R.C. 3503.23)
03/15/16 - P - PRIMARY ELECTION
0001 - YGN1 A

Page: 2

STUB	Name	Street Address	Party
112	BABINEC III, ANDREW	26 MARKET ST STE 907, 44503	DEM
	BADR, GELAN	112 W COMMERCE ST APT 206,	
	BAILEY, COURTNEY S	93 WICK OVAL ST APT 2304B,	
	BAIRD, HALLE JEANNE	620 BRYSON ST APT 328, 44502	
	BAKER, ANTONIA C	91 WICK OVAL ST APT 1105B,	
	BAKER, BRIAN J	47 CENTRAL SQ APT 901, 44503	
	BANEY, SHELBEY J	224 W WOOD ST APT 5C, 44502	
	BANKS, HATTIE L	131 W BOARDMAN ST APT 1003,	
	BANKS, REBECCA ANN	224 W WOOD ST APT 3B, 44502	Rep Dem
	BANKS, TREVOR T	656 WICK AVE ROOM 2, 44502	
	BARBOUR, WILLIAM WEBSTER	1226 ARCH ST, 44506	
	BARNES, NANCY S	25 MARKET ST APT 400, 44503	
	BARNES, ROBERT C	1224 OAK ST, 44506	
	BARTIE, OLIVIA	117 UNIVERSITY PLZ ROOM 604,	
	BATES, JALIN J	1 UNIVERSITY PLZ ROOM 1029,	
	BATTEN, AARON J	117 UNIVERSITY PLZ ROOM 706,	
127	BEAL, MARY ANN	25 MARKET ST APT 1601, 44503	Dem
	BELIN, KAMREN J	91 WICK OVAL ST APT 1218D,	
	BELINKY, DANIEL J	91 WICK OVAL ST, 44502	
	BELL JR, PATRICK	110 E WOOD ST APT 604, 44503	
	BELTON, MARCUS D	366 ARLINGTON ST, 44502	
	BELTRAIN CALDERON, IVELISSE	1209 GRANDVIEW AVE, 44506	
	BELTRAN CALDERON,	1209 GRANDVIEW AVE, 44506	
301	BENDER WELLS, STANLEY J	117 UNIVERSITY PLZ ROOM 715,	DEM 305-307
	BENJAMIN, INDIYA M	91 WICK OVAL ST APT 1101D,	
	BERGNER, DAVID JOHN	47 MARKET ST UNIT 801, 44503	
	BERMUDEZ, JOSEFINA	446 N GARLAND AVE, 44506	
	BERMUDEZ, MIGUEL A	446 N GARLAND AVE, 44506	

The Red Poll Book – Provisional Voters

Provisional Voters are to be noted on the last page.

You will need to record:

- The Voter's Name
- The Voter's CURRENT Address
- Stub Number (up to 3)

Forms Title Page

MAHONING COUNTY BOARD OF ELECTIONS

FORMS

Forms Must be Filled In
(ESPECIALLY PAY CARDS)

DO NOT REMOVE

FORMS FROM THIS BINDER

FORMS ARE INDEXED

Forms Table of Contents

1	OATH - POLL WORKERS
2	PAYROLL SHEET
3	POLL WORKER REPLACEMENT FORM
4	OPENING SERIAL NUMBERS
5	CLOSING SERIAL NUMBERS
6	OATH – INSTRUCTIONS / OBSERVERS
7	ELECTION DAY LOG
8	VOTING MACHINE LOG
9	MEMO SHEET
10	DECEASED VOTER FORM
11	POLL WORKER EVALUATION
12	CHECK LIST

Oath – Poll Workers

OATH OF PRECINCT ELECTIONS OFFICIALS OF ELECTION

State of Ohio, County of Mahoning, ss:

I do solemnly swear that under the penalty of perjury that I will support the Constitution of the United State of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of election laws; that I will discharge to the best of my ability the duties of PRECINCT ELECTION OFFICIAL in and for Precinct _____
(Township) or (Ward and City or Village)

in the County of Mahoning , in the election to be held on the 3rd day of November, 2015 as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Signed _____

Signed _____

Signed _____

Subscribed and sworn to before me this 3rd day of November, 2015.

Signed _____
Voting Location Manager (PJ)

Filed Representative Signature _____ AM _____
Cell Number

_____ PM _____
Cell Number

Location Supervisor Signature _____ PM _____
Cell Number

Payroll Sheet

PAYROLL STATEMENT

Primary Election, Tuesday, March 15, 2016

Mahoning County, Ohio **PRECINCT** _____

This is your payroll sheet and MUST BE SIGNED by each Election Official

DO NOT REMOVE PAYROLL SHEET FROM THIS BOOK!

DO NOT WRITE BELOW THIS LINE

Official Duty	SIGNATURE	Voter ID	Social Security #	E-Day $111	PJ $20	Auth PJ $10	Asst PJ $10	PJ Cell $5	Training Session $20	ON LINE	Total
Presiding Judge											
Assistant PJ											
Judge											
Judge											

Poll Worker Replacement Form

Form No. 104. Prescribed by the Secretary of State (06-14)

Certificate of Appointment of Precinct Election Official to Fill Vacancy and Oath
R.C. 3501.31

Precinct_____, _____
(Township) or (Ward and City or Village)

Election Day_____,_____.

To the Board of Elections of_____**County, Ohio.**

WE HEREBY CERTIFY, that _____

one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the Precinct Election Officials present, appointed:

_____a qualified elector who is a member of the same political party as the political party of which such absent Precinct Election Official is a member, to fill the vacancy until the Board of Elections shall appoint a person to fill such vacancy and the person so appointed reports for duty at the polling place.

Witness our hands, this_____day of_____,_____.

_____
Voting Location Manager

_____
Precinct Election Official

_____
Precinct Election Official

_____
Precinct Election Official

_____
Precinct Election Official

Opening Serial Numbers

AUTHORIZED PJ ONLY! *Precinct* _____

OPENING TAGS

(To Be Cut and Placed in Clear Zip Lock Bag):

1. DS200 DISPLAY LID – RED TAGS # 1 _____

2. DS200 DISPLAY LID – RED TAGS # 2 _____

3. EMERGENCY BALLOT COMPARTMENT _____
   (Leave Silver Flap Up)

4. BALLOT COMPARTMENT DOOR _____

5, BALLOT BOX – FRONT RED TAG _____
   (Re-Insert Ballot Box – Keep Flaps Up)

6. DS200 DISPLAY LID TAMPER TAPE _____
   (Remove and Stick on This Page)

RE-SEAL TAGS (After Polls Are Open):

1. EMERGENCY BALLOT COMPARTMENT _____

2. BALLOT COMPARTMENT DOOR _____

INSIDE FRONT FLAP TAMPER TAPE PLACE AT OPENING	

_____ _____

Presiding Judge Signature Opposite Party Judge Signature

Closing Serial Numbers

AUTHORIZED PJ ONLY! ***Precinct*** _____

CLOSING TAGS

(After Polls Are Closed)

1. MEMORY STICK COVER TAPE _____
   (Remove and Stick on This Page)

2. EMERGENCY BALLOT COMPARTMENT _____

3. REMOVE THE BALLOT BOX FROM MACHINE _____
   (CLOSE BALLOT BOX LIDS – LOCK WITH GREEN KEY
   PLACE RED SECURITY TAG ON FRONT)

4. BALLOT COMPARTMENT DOOR _____

5. DS200 DISPLAY LID – RED TAGS # 1 _____

6. DS200 DISPLAY LID – RED TAGS # 2 _____

MEMORY STICK COVER TAMPER TAPE PLACE AT CLOSING	

_____ _____

Presiding Judge Signature Opposite Party Judge Signature

Oath of Observers

Oath for Observers

"You do solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and/or that you will not disclose or communicate to any Person how any elector has voted at such election.

For observers on Election Day, a judge of elections must administer the above oath.

For all other observers, an election official, director, or deputy director may administer the oath. Additionally, where an observer is observing over the course of multiple days, that observer does not need to take the oath every day. It is sufficient to have the observer affirm to an election official each day that the observer understands that he or she is still under oath

Election Day Log

SOS Form # 450 (06-14)

ELECTION DAY PRECINCT INCIDENT LOG

TO BE COMPLETED AND SUBMITTED
BY PRECINCT ELECTION OFFICIALS TO THE BOARD OF ELECTIONS

Date of Election: _____ County: _____

Person Making Report: _____

Name: _____

Precinct: _____ Polling Location: _____

Date of Incident: _____

Potential misconduct:

_____

_____

_____

Name of person(s)/organization(s) involved:

_____

_____

_____

Brief statement of facts:

_____

_____

_____

_____

_____

Attach additional sheets of paper as necessary.

Voting Machine Log

VOTING MACHINE EVENT LOG General Election: Tuesday, November 4, 2014

PRECINCT & LOCATION

The log sheet is to be used by a Presiding Judge to report a significant failure of voting machines.

For Machine Problems – Notify your Field Representative (#'s in Supply Bag) or the Board Office as soon as possible 330-783-2474.

Time of Occurrence	Name of Poll Worker	Machine Serial Number	Description of Problem	Time Unit Returned to Service

Memo Sheet

MAHONING COUNTY BOARD OF ELECTIONS

YELLOW MEMO SHEET

Precinct_____ November 4, 2014, General Election

Time	Nature of Problem (Be Brief)	Stub # if applies

Deceased Voter Form

MAHONING COUNTYBOARD OF ELECTIONS - Directive 2012-18 11-04-2014 Precinct : _____

Deceased Voters: The following form is to be attested to by a family member of the deceased and will be confirmed by the State of Ohio and the Mahoning County Board of Health and Ohio Vital Statistics. Family Member must provide Death Certificate after contact from Board Office.

Name of Deceased (Please Print)	**Family Member Name**	**Family Member Address**	**Zip**	**Phone Number**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

POLL WORKER EVALUATION

Election Date: **General, November 4, 2014**

Precinct Number/Name: _____

Polling Location: _____

Evaluator Name: _____

Evaluator Position: _____

Evaluation Date: _____

Precinct Election Official Name	Title	Number of Elections Worked	Training of Poll Workers (both must be completed to be eligible)		Opening of Polls				Reporting of Problems		Provisional Ballots		Closing of Polls			Reconciliation After Polls Closed				
			Prior to serving at an election, each new poll worker shall be trained and each returning poll worker and presiding judge shall be trained *(in accordance with R.C. 3501.27(B))*	All poll workers appointed by the boards of elections must comply with Ohio ethics laws and the provisions of the Secretary of State's Ethics Policy applicable to them *(in accordance with SOS Directive 2007-35)*	Reported the absence of a poll worker by time determined by BOE *(in accordance with R.C. 3501.31)*	Prior to opening polls a zero tape(s) was printed and appropriately signed *(in accordance with BOE instructions)*	Oath statement document was signed *(in accordance with R.C. 3501.31)*	Polls opened on time *(in accordance with R.C. 3501.32)*	Properly followed procedures for reporting voting machine/device malfunctions to BOE *(in accordance with SOS Directive 2008-30)*	Properly followed procedures for reporting when ballot supply was running low to BOE *(in accordance with SOS Directive 2008-30)*	Provisional ballots were properly issued to voters *(in accordance with BOE instructions)*	Poll worker section on provisional ballot envelope was properly completed and signed *(in accordance with BOE instructions)*	Polls were not closed prior to required time *(in accordance with R.C. 3501.32 or court order if applicable)*	Prior to closing each voting machine a summary report was printed and appropriately signed *(in accordance with BOE instructions)*	Voting devices/machines properly closed *(in accordance with BOE instructions)*	The number of voters reconciled with number of signatures in the poll book *(in accordance with SOS Directive 2008-85)*	Number of ballots voted match number of signatures in the poll book *(in accordance with R.C. 3505.26)*	Number of ballots issued (includes voted, provisional and soiled) plus the number of unused ballots equal the number of ballots received from the BOE *(in accordance with SOS Directive 2008-85)*	If unable to reconcile, a satisfactory explanation was provided to the BOE for the discrepancy *(in accordance with R.C. 3505.26)*	Reconciliation certification document signed *(in accordance with R.C. 3505.26)*
	PJ																			
	DPW																			
	RPW																			
	RPW																			

Points Key(Maximum score is 20)
X = 1
O = 0 (zero)

Range of Score	Recommended Action
20 - 16	Retain or Reappoint = **OK**
15 - 11	Re-train = **T**
10 and under	Remove = **R**

Evaluator Comments:

Date Reviewed with BOE Board Members: ____/____/____ **by** _____

Presiding Judge Check Off List

PRESIDING JUDGE & JUDGE CHECK OFF LIST FOR SUPPLY RETURN - TEAM UP

Precinct_____

ALL PRECINCTS

IN BLACK SUITCASE: **GREEN BAG - NEW** Check Off

1. UNUSED I Voted Today STICKERS _____
2. BLUE PAINTERS TAPE _____
3. WHITE ENVELOPE CONTAINING
   SCOTCH TAPE, PENS, TABLETS _____

BLUE BAG - NEW

4. CLIP BOARD _____
5. PAPER BALLOT SLEEVES _____
6. PRECINCT FORMS ENVELOPE _____
7. SOILED & DEFACED BALLOTS _____
8. VOTER ENVELOPE - STUB A _____
9. VOTER PRINT TICKET ENVELOPE _____
10. LAMINATED FLIP CHARTS _____
11. SOS FLIP CHART _____
12. VOTER ACCESS GUIDE _____
13. THE POLL BOOK _____
14. ALL UNUSED PAPER BALLOTS _____
15. BLUE PLASTIC PROVISIONAL BINDER _____
16. FORMS BOOK _____
17. BOE POLL WORKER MANUALS _____
18. ALL POSTED MATERIAL - Including Precinct ID Sign _____
19. FLAGS _____
20. SURGE PROTECTORS _____
    This Item Must Be Returned or It Will Be Deducted from Your Check)

RED PROVISIONAL CANVAS BAG - *All Precincts*: *(Do Not Place in Black Suitcase)*

1. VOTED PROVISIONAL BALLOTS _____
2. VOTED CURBSIDE BALLOTS _____

AUTHORIZED PJ's ONLY

BLUE BALLOT BOX:

1. VOTED BALLOTS _____
   SEAL - Do Not Open Box After it is Sealed

RED PROVISIONAL CANVAS BAG - ***AUTHORIZED PJ's ONLY***

1. **RED PROVISIONAL CANVAS BAG** *(Do Not Place in Black Suitcase)*

   A. CLEAR ZIPPER BAG:
   1. DRIVE STICK WALLET _____
      (Containing Drive Stick Removed from Scanner)
   2. MACHINE SEC. TAG-SIGNED _____
   3. RED SECURITY SEALS _____

   B. CLEAR STRING BAG:
   1. ZERO & TOTAL TAPES - DS-200 -SIGNED _____
   2. ZERO & TOTAL TAPES - E-Poll Books - SIGNED _____

   C. VOTER INTENT BALLOTS IN ENVELOPES FROM DS200 (If Any) _____

CHECK LIST

PRESIDING JUDGE & JUDGE CHECK OFF LIST FOR SUPPLY RETURN - 11/04/14

Precinct_____ ***ALL PRECINCTS***

IN BLACK SUITCASE:

1. THE TAN POLL BOOK ☐
2. THE VOTER SIGNATURE BINDER ☐
3. THE **11 & 4 POSTING BINDER** ☐
4. BLUE PLASTIC PROVISIONAL BINDER ☐
5. ALL UNUSED PAPER BALLOTS ☐
6. CLIP BOARD ☐
7. PAPER BALLOT SLEEVES ☐
8. PRECINCT FORMS BINDER ☐
9. ALL POSTED MATERIAL ☐
10. BOE POLL WORKER MANUALS ☐
11. PRECINCT ID SIGN ☐
12. UNUSED I Voted Today STICKERS ☐
13. CLEAR ENVELOPE CONTAINING ☐
    SCISSORS, NAME TAGS, PEN REFILLS
14. CLEAR RED SECURITY TAG ENVELOPE ☐
15. FLAGS ☐
16. BLUE PAINTERS TAPE ☐
17. SURGE PROTECTORS ☐
    (If These Two Items Are Not Returned They Will Be Deducted from Your Check)

AUTHORIZED PJ's ONLY

BLUE BALLOT BOX:

1. VOTED BALLOTS ☐
   SEAL - Do Not Open Box After it is Sealed

RED CANVAS BAG - ***All Precincts:*** *(Do Not Place in **Black Suitcase**)*

1. VOTED PROVISIONAL BALLOTS **(Only)** ☐
2. VOTED CURBSIDE BALLOTS **(Only)** ☐
3. VOTER INTENT ENVELOPE **(Only)** ☐

RED CANVAS BAG - ***AUTHORIZED PJ's ONLY***

1. **RED PROVISIONAL CANVAS BAG** *(Do Not Place in **Black Suitcase**)*

   A. CLEAR ZIPPER BAG:

   1. DRIVE STICK WALLET ☐
      (Containing Drive Stick Removed from Scanner)
   2. 2 TOTAL TAPES - SIGNED ☐
   3. 1 ZERO TAPES - SIGNED ☐
   4. MACHINE SEC. TAG-SIGNED ☐
   5. RED SECURITY SEALS ☐

Role of Election Officials

The Role of Election Officials:

Understanding The Importance of Observers

Below is information that outlines how you can ensure that appointed observers serve in a manner consistent with Ohio law, while maintaining a voting experience free from disruption or hindrance for the voters of Ohio.

All observers must be qualified electors in the State of Ohio and must be duly appointed pursuant to statute.

As an election official, your duties include:

I. Ensuring that you verify that each appointed observer has been duly appointed. Observers at your in-person absentee voting location, board of elections office prior to the official canvass, and Election Day observers at precincts must present a valid Certificate of Appointment before beginning to observe. For all other observers, you must verify that the person appearing has been duly appointed and ensure that the observer is observing at the location and time for which he/she is duly appointed. This is particularly important at a multiple precinct polling location and observers serving multiple days;
II. Ensuring that all appointed observers take the required oath, which must be administered prior to beginning their observation. However, the oath does not need to be repeated on subsequent days when an observer returns – he or she only needs to be reminded of the oath taken and that he or she is still under oath;
III. Ensuring that appointed observers are permitted to move freely within a polling place to the extent that they do not disrupt or interfere with the election, take any action to intimidate, persuade, or delay voters or elections official, or violate the secrecy of a voter's ballot or privacy;
IV. Ensuring there is no campaigning inside a polling location, or outside a polling location within the 100 foot area marked by U.S. flags. This includes the wearing of campaign paraphernalia, and name badges or other labels identifying a political party, candidate, group of candidates, or ballot issue;
V. Prohibiting an observer from handling any election materials;
VI. Prohibiting an appointed observer from engaging voters in conversation. However, an observer is permitted to be polite and exchange greetings;
VII. Preventing an appointed observer from interfering with, impeding or disrupting the election, or intimidating a voter or election official, or preventing a voter from casting his or her ballot;
VIII. Prohibiting an appointed observer from violating the secrecy of the ballot or privacy of a voter;
IX. Prohibiting any uniformed peace officer, state highway patrol trooper, member of a fire department, armed service member, organized militia member or person wearing any other uniform from serving as an observer;
X. Prohibiting any person carrying a firearm or deadly weapon from serving as an observer;
XI. Contacting the presiding judge, director, or deputy director if an observer is engaging in prohibited activity.

As an election official, you may not:

I. Eject an appointed observer from a polling location without good cause (you should consult the Director or Deputy Director prior to acting);
II. Bar an appointed observer from entering a polling location without good cause;

THIS LIST IS NOT COMPREHENSIVE AND IS NOT MEANT TO SUPERSEDE ANY SECTION TITLE 35 OF THE OHIO REVISED CODE OR OHIO SECRETARY OF STATE DIRECTIVE 2012-21

9/6/2012

Voting Procedures

A. Voter Checks in at the Electronic Poll Book Table, shows ID and receives a Voter Print Ticket **(New)**

B. Voter Proceeds to Correct Precinct Table.

C. Check Voter Print Ticket to make sure voter is in correct precinct.
Place in Voter Print Ticket Box.

D. Highlight the name of the voter in the Red Poll Book- print the stub number in the space provided.
(If the name does not appear in the poll book list - they are in the wrong precinct - check Voter ticket again and send to correct table)

E.
1. Tear off ballot stub **A** - place it in the stub envelope taped to the side of the table. (Leave stub B on the ballot pad).
2. Place the Ballot in the Ballot Sleeve.
3. Give the Voter their ballot (Marked with the Precinct they are Voting In)
4. Instruct the Voter to Use the Pen Provided to Blacken The Oval. ⬬
5. Direct the Voter to the Voting Booths.
6. After Voting - Have the Voter place their voted ballot in **ANY** DS200 Scanner.
7. Remind voter to return Ballot Sleeve to you
8. Give the Voter an "I Voted Today Sticker"

E. ***FOLLOW THE STEPS LISTED ABOVE FOR EACH VOTER.***

F. **Three Ballot Rule**: Any time a voter uses a paper ballot they have the option of requesting two additional ballots if a mistake is made on their original. In the New Poll Book simply place a line through Ballot One Box stub number and enter the new stub number in Box 2. Follow the same procedures for a third ballot. Make sure you write void on the spoiled ballot and place it in the spoiled ballot envelope.

G. A voter who is registered at another Address in your precinct and has moved **within your precinct** can vote after they fill out a **Change of Address Card** found In the back of the forms book.
If you are unsure, call **the board** (330-783-2474) to verify the precinct before the person votes.

H. If a voter has made a **name change** but ***still resides within your precinct*** they can vote after filling out a **Notice of Change of Name Form** found in the forms book. After the form is filled out completely and signed by the voter and the poll worker – the voter is to sign their **new name** in the Voter Signature Book next to their old signature.

I. **ANYONE WHO DOES NO MEET THE ABOVE REQUIREMENT MUST VOTE A PROVISIONAL BALLOT.**

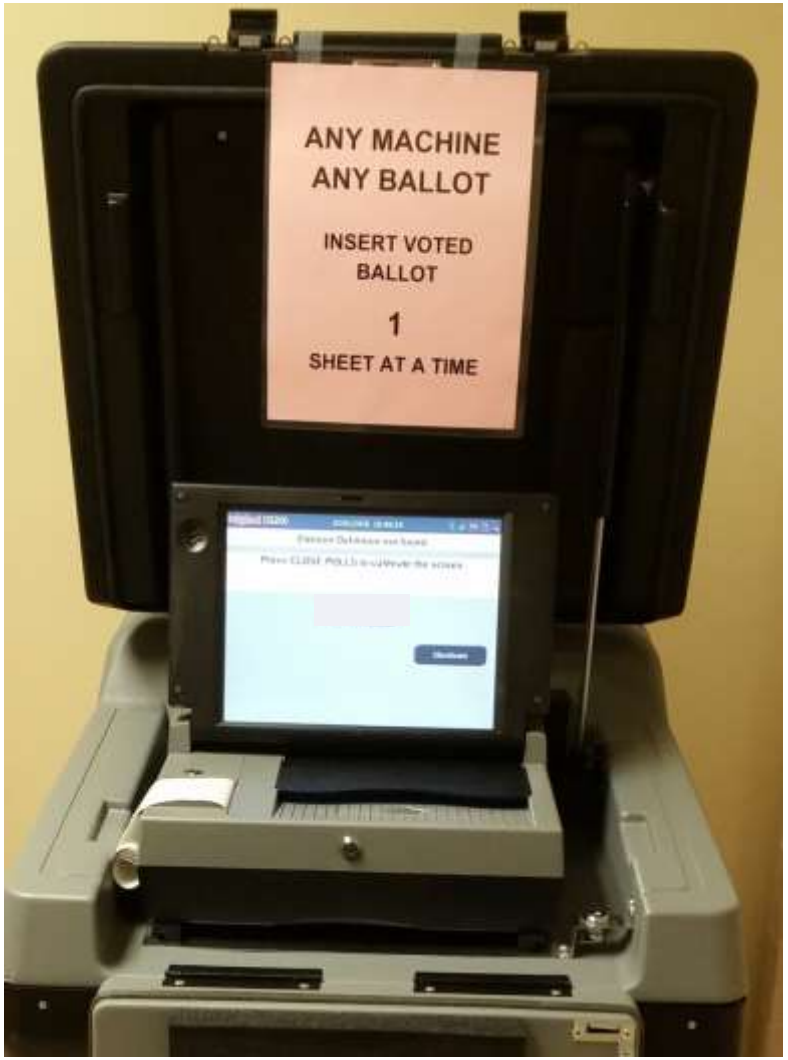
Voter Print Ticket

Voter Address, Name and DOB

Poll Location

Precinct and Selected Party

Place The Voted Ballot Sign On Machine



Handling Soiled and Defaced Ballots

A voter who makes an error on his/her Precinct Optical Scan Ballot may request up to two (2) Additional Ballots from the precinct they vote in.

Please follow the below checklist when processing a Soiled or Defaced Ballot.

1. Instruct the voter to return the Soiled and Defaced Ballot to their Precinct Table.
2. The Precinct Official is to mark "**SPOILED**" on the Precinct Ballot and place it in the Soiled and Defaced Ballot Envelope.
3. The Election Official issues the next numbered ballot and records the new stub number in the Signature Poll Book. **DO NOT ISSUE ANOTHER PRECINCT OPTICAL SCAN BALLOT UNTIL YOU HAVE VOIDED THE ORIGINAL BALLOT.**
4. Record all Soiled and Defaced Ballots on the Problem Log Memo Sheets - Yellow - In Forms Book.

The Voter Intent Envelope

VOTER INTENT ENVELOPE:

A. If an error ballot is detected by the scanner BUT the screen displays **"Accepted"** the ballot has been read. *Don't worry about it!*

B. If the Scanner Screen displays "Return" press **"RETURN"** on the touch screen.

C. Retrieve the Ballot and place it in the Voter Intent Envelope.

1. Place this Voter Intent Envelope in the RED CANVAS PROVISIONAL BALLOT BAG after counting and sealing when the Polls have closed at 7:30 PM.

Handling The Ballot Box

Opening:

1. **Remove** the blue ballot box from the main ballot compartment, remove the red tag from the ballot box, record it in the forms book and place it in the plastic bag.
2. **Remove** all ballots from the ballot box and the box (es) on top of the machine. Distribute the ballots to the proper precincts. Precinct Labeled on top of Box.
3. **Replace** the blue ballot box into the main ballot compartment and open the flaps. Make sure they stay open.

Closing:

1. **Remove** four red plastic tags from the red tag security envelope and record the serial numbers on the red tag/tamper tape seal form in the poll book.
2. Close the flaps and remove the Blue Ballot Box from the DS200.
3. Use the tags to re-seal the ballot box lid, the emergency ballot compartment and the ballot compartment door.
4. Place Unused Ballots in Black Suitcase.

Return the Ballot Box along with Your Other Supplies to Your Drop off Location

Do Not Leave the Ballot Box at the Polls or in the Machine (DS200).
(It is on wheels for easy transport)

Acceptable Voter Identification

VOTER IDENTIFICATION AT THE POLLING LOCATION

It is required that all voters provide to election official at the polling place on the day of the election proof of the voter's identity.

Proper ID:

A. A current Driver's License **OR** an unexpired driver's license as long as the current address is in the poll book.
B. A copy of a current Utility Bill that shows the voter's name and current address.
C. A copy of a Bank Statement that shows the voter's name and current address.
D. A copy of a Government Check that shows the voter's name and current address.
E. A Military ID that shows the voter's name and current address.
F. Any other Government Document that shows the voter's name and current address.

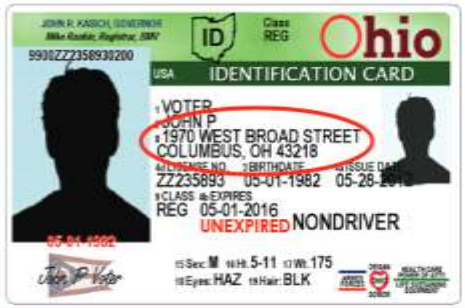
Improper ID:

A. A voter **cannot use**, and election officials **shall not accept**, the written notice of the date of the election and the polling location that was mailed to each registered voter by the Board of Elections. This notice does not serve as a government document for the purpose of Identification (R.C.3501.19(A).

Forgot to Update the Address on Your ID?

An **unexpired** Ohio Driver's license or State ID card with your **former address** **IS an ACCEPTABLE** form of ID when your current address is printed in the Signature Poll Book.*

1 Former Address Is On UNEXPIRED Ohio Driver's License or State ID Card



2 Address Is Current In Signature Book

Signature Book

VOTER, JOHN P Precl: 127/2 #197482
987 MORSE RD.
COLUMBUS OHIO

John P Voter

Cast Your Ballot

I VOTING
www.OhioSecretaryofState.gov

You may cast a regular ballot unless otherwise marked in the signature poll book.

Ohio Secretary of State's Office
180 E. Broad St., 15th Floor • Columbus, Ohio 43215
Local: (614) 466-2585
Toll-Free: (877) SOS-OHIO (767-6446)
TTY Toll Free: (877) TTY-OHIO (889-6446)
Local TTY: (614) 728-3295
www.OhioSecretaryofState.gov

Jon Husted
Ohio Secretary of State

*R.C. 3501.01

Provisional Voting on Paper Ballots

Directive 2007-06 issued by the Ohio Secretary of State instructs the Board of Elections that Provisional Voting shall be by paper ballot, regardless of the type of voting machine or method used for regular ballots.

VOTING A PROVISIONAL BALLOT:

A. To process a Provisional Voter do the following: Is this voter in the CORRECT Ward and Precinct? **Check the print voter ticket provided - Make sure the provisional voter is in the correct precinct!** *If they are in the wrong precinct, direct them to the correct precinct.* **All these procedures should be handled at the E-Pollbook Table.**

B. Fill out the **PROVISIONAL BALLOT AFFIRMATION INCLUDING ID STATEMENTS** on the Yellow Provisional Ballot Security Envelope with the information provided by the voter.
   1. The Voter **must sign** the form before the ballot is issued.

C. Print the voters name in the **Walk-In** (Provisional) voter section of the poll book (Yellow).

D. Give the Voter:
   a. A Paper Ballot **(Marked with the Precinct they are Voting In).**
   b. Their Security Envelope
      (Signed and Marked with the Precinct they are Voting In).
   c. Instruct the Voter to Use the Pen Provided and to Blacken the Oval.
   d. Instruct the Voter to Fold the Ballot in Half, Place it in the Envelope, Seal It and Return It to the Precinct Table who issued the ballot.
      Place Voted Envelope in Red Canvas Provisional Ballot Bag.
   e. Hand the Voter the Provisional Hot Line Numbers provided in your blue provisional packet. **(PINK)**

PROVIDING PROOF OF IDENTITY WITHIN 7 DAYS AFTER THE ELECTION

Inform the voter who does not have, or refuses to provide, ID and votes provisionally that in order for their provisional ballot to be counted they must provide proof of proper identification.

A. The voter can return to their polling location with the required ID information and present it to the poll workers before 7:30 PM on Election Day.

B. A provisional voter can insure that their provisional vote is counted by appearing in person at the Board of Elections Office, 345 Oak Hill Avenue, Suite 101, Youngstown within 7 days immediately after election day and completing the appropriate steps.

New Provisional Envelope

Form No. 12-B Prescribed by the Secretary of State (10/31/2014)

Provisional Ballot Affirmation

R.C. 3505.16; 3505.18; .181; .182; .183

BDM 45
ST. MARY'S BYZANTINE CATHOLIC CHURCH

Full Name Required — Print clearly.

1 First name ____ Middle Name ____
Last name ____ Suffix ____ (Example: Sr., Jr., III, etc.)

Date of Birth Required

2 Date of Birth ..... __ __ / __ __ / __ __ __ __ (M M D D Y Y Y Y)

Current Ohio address Required

3 Street address (not P.O. Box) ____
City / Village ____ ZIP ____

Former address Not required
If you do not provide your former address it will not cause your ballot to be rejected.

4 If you do not complete this step, it will not cause your ballot to be rejected.
Have you moved without updating your voter registration? ..... YES ☐ NO ☐
Street address (not P.O. Box) ____
City / Village ____ State ____ ZIP ____

Identification Required

Do ONE of the following:

- Write your full Ohio driver's license or state identification card number, or
- Write the last four digits of your Social Security number, or
- Check the box next to the form of identification you showed to the precinct election official.

5 *If you do not provide identifica[illegible] time, you must go to the board of elections on or before the 7th day after this election to [illegible] following form of identification.*

Your Ohio driver's lice[illegible]ber or state identification car[illegible]er..... (2 letters followed by 6 numbers) ☐☐☐☐☐☐☐☐

OR

Last four digits of you[illegible]curity number ..... ☐☐☐☐

OR

Military identification [illegible] ..... ☐

OR

Current (within the last [illegible]) [illegible]ity bill, bank statement, government check, paycheck or other government d[illegible], other than a notice of voter registration mailed by a board of elections, that [illegible]s your name and current address ..... ☐

OR

Photo identification [illegible]ed by the United States government or the State of Ohio, that contains you[illegible] and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed ..... ☐

Affirmation Required

6 **I solemnly swear or affirm, under penalty of election falsification, that:**

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X ____

Today's date __ __ / __ __ / __ __ __ __ (M M D D Y Y Y Y)

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Voter's Name

Date of Birth

Voter Address

Former Address

Driver's License #

Last Four SSN

Military ID

Utility Bill, Bank

US Government ID

Signature

Today's Date

Right Church/Wrong Pew

RIGHT CHURCH / WRONG PEW - SIMPLY PUT - If the voter is in the correct location but insists on voting in the wrong precinct the poll worker MUST fill out form 12-D. If the poll worker directs him to the wrong precinct and fails to fill Out the form the ballot has to be remade at the Board Office and counted.

LOCATION SUPERVISORS AND POLL WORKERS MUST BE VERY CAREFUL TO MAKE SURE ALL PROVISIONAL VOTERS ARE IN THE CORRECT PRECINCT

Absentee/Provisional

ABSENTEE/PROVISIONAL - VOTER'S WHO DID NOT RETURN THEIR REQUESTED BALLOT

PROVISIONAL VOTING - If a person appears on your absentee list but comes to the polls to vote you must vote them using a Provisional Ballot. Follow the same procedures for Provisional voting as you normally would, however, if they bring you their ballot and envelope that they received in the mail - **do not accept it.** They must follow the same procedures that apply to all absentee voters. They need to return their mailed ballot to the Board of Elections, 345 Oak Hill Avenue, Suite 101 by 7:30 PM on election day.

Curbside Voting

CURB SIDE VOTING

Curbside voting is the process followed when a person who is physically unable to enter a polling location sends another person into the location to inform the poll workers of his/her desire to vote.

The following steps are to be taken:

1. Two election officials (one from each political party) take the curbside envelope and the clipboard to the voter in the automobile. The voter fills in the curbside envelope and signs it.

   If a voter who wishes to utilize the curbside voting process is unable to sign his or her name do the following:

   The two election officials witness the voter's mark on the curbside envelope.

2. The voter must provide appropriate ID.

3. The two poll workers take the curbside envelope and return to the e-poll book table, a poll worker manually enters the name from the curbside envelope. The election official records the Voter as a curbside voter in the electronic poll book in the Notes Section. They also record the type of Identification presented by the voter.

4. The voter is marked as voted and a Voter Print Ticket is issued.

5. The two election officials take the Voter Print Ticket to the correct precinct table and obtain the Appropriate paper ballot

6. The two election officials take the appropriate ballot in the ballot sleeve with the clipboard, a pen and the filled out curbside envelope to the voter located outside the polling place.

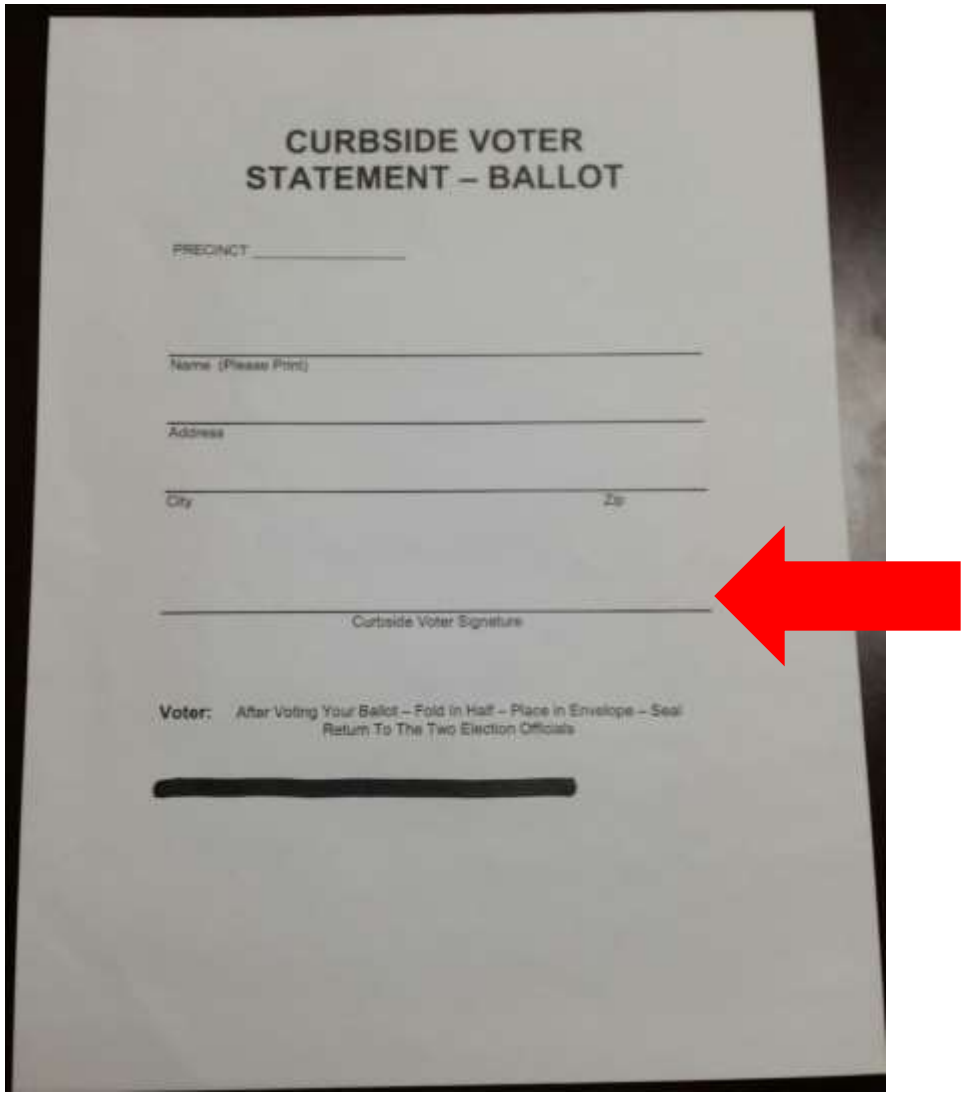
7. The judges instruct the voter on how to mark the ballot - Blacken the Oval.

8. The voter folds the ballot in half and places it in the curbside envelope

   If a Provisional Voter - Follow all the steps for Provisional Voting, including providing the voter with the proper provisional envelope.

Place Voted Envelope in Red Canvas Provisional Ballot Bag.

Ask the Voter to Complete and Sign



CURBSIDE VOTER
STATEMENT – BALLOT

PRECINCT: _____

_____
Name (Please Print)

_____
Address

_____
City Zip

_____
Curbside Voter Signature

Voter: After Voting Your Ballot – Fold in Half – Place in Envelope – Seal
Return To The Two Election Officials

[redacted]

17 Year Old Voters – Primary Only

*Ohio law allows 17 year old voters who will be 18 years of age on or before the date of the next general election (11-3-2015) to vote **only** on the **nomination of candidates**. They may **not vote** on any Issues or Options.*

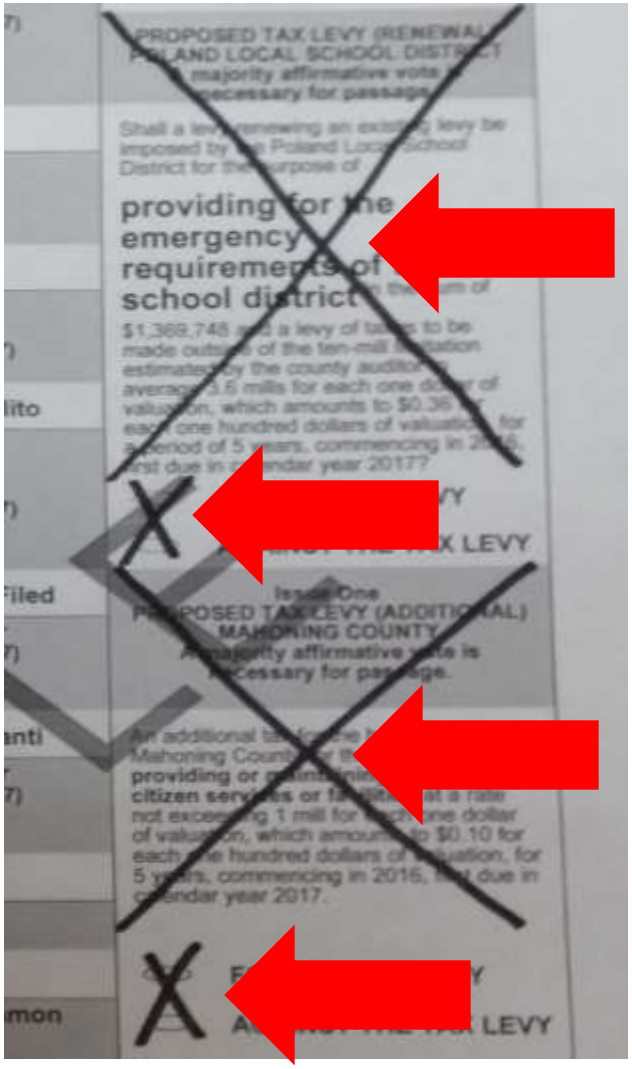
You will be provided the name of the 17 year old voters in your precinct. They will be issued a paper ballot - you must X out any issues on the ballot before you give it to the 17 year old voter. Not all precincts will have 17 year old voters. If you do not receive a list marked 17 year old voters ballots there are none in your precinct.

*17 YEAR OLD VOTERS - **In the Poll Book Enter the 17 Year Old Voters Name & Ballot Stub Number***
The Three Ballot Rule Applies

Procedure

1. *The Poll Worker is to tear off the ballot stub, place it in the stub envelope.*
2. *Give the 17 year old voter their ballot with correct party they request (Place in sleeve)*
3. *Instruct the Voter to Use the Pencil/Pen Provided to Blacken The Oval.* ⬬ *(Direct them to voting booth)*
4. *Have the Voter place their voted ballot in the DS200 Voting Machine.*

17 Year Old Voters – "X Out" ALL Issues and Related Ovals



Need To Know

WRITE - IN CANDIDATES (If there are any)
If a Candidate has filed to be a WRITE-IN candidate the following procedures are to be followed:

ON THE BALLOT SPACE PROVIDED - To Write-In a Candidate's Name - the Voter **MUST BLACKEN** the Oval ⬬
And also **PRINT THE NAME** of the eligible write-in candidate on the line provided.

CHALLENGE BY AN ELECTIONS OFFICIAL
A Voter May Be Challenged by an Election Official for Any or All of the Following:

1. Nonresident for 30 days in the state of Ohio prior to Election Day (Form 10-U).
2. Nonresident of county or precinct (Form 10-U).
3. Not being of legal age (Form 10-U).

Follow the instructions on Forms 10-U and 10-W.

IF A PERSON REFUSES TO SIGN A CHALLENGER FORM - ***THEY MUST VOTE PROVISIONALLY.***

OBSERVERS (***# 14 in Forms Book)***
Observers replace challengers and witnesses at the Polls. An observer serves the same function previously performed by a challenger or witness, ***except*** for challenging voters at the polling place. Challenging is now the exclusive responsibility of the election official.

A. An observer may enter the polling location but may not campaign, loiter or disturb the election process in any way.

B. Call the Board immediately (330-783-2474) if an observer is disrupting the voters or disturbing the poll workers.

INTERFERENCE WITH ELECTIONS RC 3599.24

No loitering in or about the polling place during the casting and counting of ballots that hinders, delays, or interferes with the conduct of the election is allowed. The penalty is increased to a misdemeanor of the first degree.

The removal of pencils, cards of instruction, supplies, or other conveniences furnished at the polls to enable anyone to vote their ballot is prohibited and is a misdemeanor of the first degree.

No campaigning is allowed within 100 feet of the polling location (Inside of Small Flags) or within 10 feet of the last voter in line if the line extends beyond the 100 feet. Campaigning includes political badges, T-Shirts, campaign literature, signs and parked vehicles with signs on them.

Call the Board of Elections, 330-783-2474 or the Mahoning County Sheriff 330-480-5040 if the above should occur.

Voters With Disabilities

The Curbside Voter and the AutoMARK

Closing the Precinct

Presiding Judge Check Off List

PRESIDING JUDGE & JUDGE CHECK OFF LIST FOR SUPPLY RETURN - TEAM UP

Precinct_____

ALL PRECINCTS

IN BLACK SUITCASE: **GREEN BAG - NEW** Check Off

1. UNUSED I Voted Today STICKERS _____
2. BLUE PAINTERS TAPE _____
3. WHITE ENVELOPE CONTAINING
   SCOTCH TAPE, PENS, TABLETS _____

BLUE BAG - NEW

4. CLIP BOARD _____
5. PAPER BALLOT SLEEVES _____
6. PRECINCT FORMS ENVELOPE _____
7. SOILED & DEFACED BALLOTS _____
8. VOTER ENVELOPE - STUB A _____
9. VOTER PRINT TICKET ENVELOPE _____
10. LAMINATED FLIP CHARTS _____
11. SOS FLIP CHART _____
12. VOTER ACCESS GUIDE _____
13. THE POLL BOOK _____
14. ALL UNUSED PAPER BALLOTS _____
15. BLUE PLASTIC PROVISIONAL BINDER _____
16. FORMS BOOK _____
17. BOE POLL WORKER MANUALS _____
18. ALL POSTED MATERIAL - Including Precinct ID Sign _____
19. FLAGS _____
20. SURGE PROTECTORS _____
    This Item Must Be Returned or It Will Be Deducted from Your Check)

RED PROVISIONAL CANVAS BAG - *All Precincts*: *(Do Not Place in Black Suitcase)*

1. VOTED PROVISIONAL BALLOTS _____
2. VOTED CURBSIDE BALLOTS _____

AUTHORIZED PJ's ONLY

BLUE BALLOT BOX:

1. VOTED BALLOTS _____
   SEAL - Do Not Open Box After it is Sealed

RED PROVISIONAL CANVAS BAG - ***AUTHORIZED PJ's ONLY***

1. **RED PROVISIONAL CANVAS BAG** *(Do Not Place in Black Suitcase)*

   A. CLEAR ZIPPER BAG:
   1. DRIVE STICK WALLET _____
      (Containing Drive Stick Removed from Scanner)
   2. MACHINE SEC. TAG-SIGNED _____
   3. RED SECURITY SEALS _____

   B. CLEAR STRING BAG:
   1. ZERO & TOTAL TAPES - DS-200 -SIGNED _____
   2. ZERO & TOTAL TAPES - E-Poll Books - SIGNED _____

   C. VOTER INTENT BALLOTS IN ENVELOPES FROM DS200 (If Any) _____

What Goes Where

WHAT GOES WHERE !

In the Black Suitcase - RED ZIPPER SIDE

ALL SUPPLIES

GREEN BAG

UNUSED I Voted Today STICKERS BLUE PAINTERS TAPE
WHITE ENVELOPE CONTAINING:
SCOTCH TAPE, PENS, TABLETS
CLEAR TIE ENVELOPE CONTAINING:
SISSORS, EXTRA PENS and NAME TAGS

2 PINK HIGHLIGHTERS *- To be returned with supplies*

BLUE BAG

CLIP BOARD
PAPER BALLOT SLEEVES
PRECINCT FORMS ENVELOPE
SOILED & DEFACED BALLOTS
LAMINATED FLIP CHARTS
SOS FLIP CHART
VOTER ACCESS GUIDE

OTHER

THE POLL BOOK
ALL UNUSED PAPER BALLOTS
BLUE PLASTIC PROVISIONAL BINDER
FORMS BOOK
VOTER ENVELOPE - STUB A
BOE POLL WORKER MANUALS
PRINT TICKET BOX
ALL POSTED MATERIAL - Including Precinct ID Sign
FLAGS
SURGE PROTECTORS
This Item Must Be Returned or It Will Be Deducted from Your Check)

Authorized PJ Only

Blue Ballot Box

All the Voted Ballots
(Place Red Seals
at Each End of the Lid)

In the Red Canvas Bag

VOTED PROVISIONAL BALLOTS
VOTED CURBSIDE BALLOTS
VOTER INTENT ENVELOPE - Authorized PJ Only
ZERO/TOTAL TAPE ENVELOPE
CLEAR PLASTIC ZIPPER BAG

1. **DRIVE STICK WALLET**
2. **SECURITY TAG - Signed**
3. **RED SECURITY SEALS**

Drop-Off

Items and Location

The Drop-Off Items

The End

Thank You!

Visit our website at: http://vote.mahoningcountyoh.gov/