Closing the Polls Task Sheets

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Announcement for Closing the Polls

★★★★★★★★★★★★★★★★★★★★

"Hear ye! Hear ye! The polls of this election are now closed!

"The election polls are now closed. Pursuant to the provisions of Wis. Stat. §19.84, this body will now convene in open session as the Local Board of Canvassers under the provisions of the Wisconsin Open Meetings Law for the purpose of conducting the local [and municipal] canvass pursuant to Wis. Stat. §7.51.

"Under the provisions of the Wisconsin Open Meetings Law, you will not be asked to sign in or to show identification. This meeting will be open to the public and will be reasonably accessible as required by the open meetings law. Under both the election law and the open meetings law, election inspectors have full authority to maintain order and to enforce obedience to their lawful commands during the election and canvass of the vote."

Chief Inspector Checklist for Closing the Polls

If you are still closing your polling place at 9 p.m., call the Clerk's Office at 608-266-4220.

At about 7 p.m.

- ☐ Explain the closing priorities to all Election Officials:
  1. Make sure all ballots are counted.
  2. Promptly print election results.
  3. Pack everything appropriately.
- ☐ All workers will help with closing. The third page of this checklist lists the tasks. Assign someone to act as scribe and help confirm all ballots have been counted ("First & Foremost"), 2+ workers to remove signage (Closing Task A), and 1-3 workers to coordinate packing the red bag, blue tote, and clear bin for delivery to the City Clerk's Office ("Organization Team").
- ☐ Assign any remaining workers to each of **Closing Tasks B**. "First & Foremost" must be completed before Closing Tasks K – Q can begin.
- ☐ Post the four-page "**What Goes Where**" guide (found at the end of these task sheets) in a location everyone will be able to reference.
- ☐ Make sure everyone understands their initial closing tasks. Tell them to ask you for another task as they complete each assignment.
- ☐ Review payroll and signature guide with the team (fourth sheet of this checklist).
- ☐ Initially review the Inspectors' Statement and Absentee Inspectors' Statement. Do they provide a complete and thorough account of the day?

At 8 p.m.

- ☐ **Close the polls** by reading the "**Announcement for Closing the Polls"**
- ☐ Have the End of Line Officer stand behind the last voter in line. No one else may join the line. Every eligible voter in line at 8 p.m. may vote, even if they need to register**.**
- ☐ Send 2+ workers to remove the polling place signs from outside (Closing Task A). Workers should wear reflective vests.
- ☐ Everyone take a deep breath.

Do not lock the doors to the polling place. The polling place remains open to the public even after all voters have cast their ballots.

Observers may stay to watch the closing of the polls. They are not allowed to touch any official election documents. **The closing of the polls is open to the public**, including any candidates once voting is complete.

Make Sure All Ballots are Counted **(continued on next page….)**

Make Sure All Ballots are Counted

☐ Finish processing any absentee ballots that were not counted during the day.

- ☐ Make sure all hand-delivered absentees have been processed.
- ☐ Make sure every EL-125 absentee carrier envelope on the Absentee Seal Number Log has been opened, processed, & documented.
- ☐ Double-check that the clear absentee ballot delivery bin is empty.
- ☐ Check every absentee certificate envelope is empty or has been rejected. Ask every worker whether they have any absentee ballots left to process or remake.

☐ Open the emergency bin at the front of the tabulator cart. Check for any ballots that still need to be processed.

☐ Look up the number of "returned" absentees for your polling place via the link provided by the Clerk's Office. Add this to the number of "hand-delivered by voters" absentees. This total needs to equal the absentees counted at your location plus absentees rejected. Document on the Absentee Inspectors' Statement.

☐ Compare voter slips issued with ballot count on tabulator screen. Both numbers should be equal. If the numbers do not match, explain discrepancy on the incident log. The discrepancy **must be resolved** on election night.

☐ **When you are confident all ballots have been counted, assign or perform Task K ("Print Tabulator Results")**

If More Ballots Counted than Voter Slips Issued

☐ Consult your reconciliation log to determine when an error may have occurred.
☐ Make sure all processed absentee envelopes have a voter number. The voter number needs to be written on the corner of each absentee envelope.
☐ Make sure all voter registrations were given a voter number.
☐ Count number of voters marked as voting in poll book. Count number of voter registrations. Add those numbers together.
☐ Double check every voter number was used, use the voter number bingo sheet.
☐ If you still have more ballots than voters, call the Clerk's Office. If it is deemed necessary, we will walk you through the Drawdown process.

If More Voter Slips Issued than Ballots Cast

☐ Consult your reconciliation log to determine when an error may have occurred.
☐ Make sure all absentee envelopes were opened and emptied after getting a number.
☐ Make sure rejected absentees were not mistakenly given a number.
☐ Check whether you have any ballots in the emergency bin or left in a voting booth.
☐ Check whether you have any ballots that still need to be remade.
☐ Count number of voters marked as voting in the poll book. Count the number of voter registrations. Add those numbers together.
☐ Go through the voter slips to see if two voter slips were stuck together.
☐ Document these reconciliation activities.

Closing Task	Assigned to	Do before results are printed?
First & Foremost – Verify All Ballots are Counted	Chief Inspector &	Must be done first
Organization Team (1-3): ▪ Red Bag ▪ Clear Bin ▪ Blue Tote		Can get started
A – Remove Signage (2+)		Yes
B – Voting Booth Disassembly		Yes
C – ExpressVote Disassembly		Yes
D – Absentee Processing Station		Yes
E – Poll Book Table		Yes
F – Greeter Table		Yes
G – Registration Table		Yes
H – Ballot Table		Yes
I – Provisional Ballot Station		Yes
J – PPE		Yes
K – Tabulator: Results (2+)		--
L – Election Memory Sticks		**No**
M – Check for Write-Ins (2+)		**No**
N – Ballot Bags		**No**
O – Tabulator: Storage		**No**
P – Red Security Cart		**No**
Q – iPad and Charger		**No**

Before Leaving: check that all items have been packed appropriately. Items packed with care last much longer. **When everything is done, the Chief Inspector brings the red bag, clear bin, and blue tote to the City-County Building.** Stagehands will help unload.

Signatures

- ☐ All items on the Inspectors' Statement and Absentee Inspectors' Statement must be complete. The Inspectors' Statement must be signed by the Chief Inspector.
- ☐ Have at least three poll workers review the incident log, absentee incident log, and Inspectors' Statement as a whole, making sure someone who was not at the polls could understand the entries. They will also sign the Inspectors' Statement.
- ☐ The first page of each poll book **must** be filled in and signed by the officials who worked on that poll book as well as the Chief Inspector. The numbers on the front of the poll books should match the numbers on the Inspectors' Statement.
- ☐ The white form labeled "Used Certificate Envelopes of Absentee Electors" must be signed by three officials and placed in the inside pocket of the clear absentee bin.
- ☐ If there were any rejected absentees, the manila *Certificate of Rejected Absentee Ballots* envelope must be signed by three officials.
- ☐ If any provisional ballots were issued, the large blue *Certificate of Provisional Ballots* envelope must be signed by three officials.
- ☐ Ballot bags must be signed and sealed, with serial numbers listed on page three of the Inspectors' Statement.
- ☐ The checklist of absentee container seal numbers must be completed. Attach to the Absentee Inspectors' Statement.
- ☐ The hand-delivered absentee log must be completed. Attach to the Absentee Inspectors' Statement.
- ☐ Attach Observer Log to the Inspectors' Statement.
- ☐ Absentee Inspectors' Statement needs to be signed by officials who processed absentees. Attach to the Inspectors' Statement.

Complete Payroll

- ☐ Fill out, verify, and sign the payroll sheet found in the yellow binder.
- ☐ Verify that each poll worker has signed and indicated a pay source and a.m./p.m.
- ☐ List any no-show poll workers on the payroll sheet. Report them by name via the Modus app as well.

Assigned to: Chief Inspector & _____

Closing Task *First & Foremost*

Verify All Ballots are Counted

★★★★★★★★★★★★★★★★★★★★

Your task is to verify and document that all ballots have been counted before the tabulator results tapes get printed.

- ☐ Verify that all voters who were in line at 8p.m. have voted.
- ☐ Ensure that all absentee ballots have been processed.
  - ☐ Make sure all hand-delivered absentees have been processed.
  - ☐ Make sure every EL-125 absentee carrier envelope on the Absentee Seal Number Log has been opened, processed, & documented.
  - ☐ Double-check that the clear absentee ballot delivery bin is empty.
  - ☐ Ask every worker whether they have any absentee ballots left to process or remake
  - ☐ Make sure every absentee certificate envelope is being confirmed to be empty or has been rejected. (Closing Task D)
  - ☐ Review any rejected absentees to confirm they cannot be counted
  - ☐ Look up the number of "returned" absentees for your polling place via the link provided by the Clerk's Office. Add this to the number of "hand-delivered by voters" absentees. This total needs to equal the absentees counted at your location plus absentees rejected. Document on the Absentee Inspectors' Statement & Inspectors' Statement.
- ☐ Open the emergency bin at the front of the tabulator cart. Check for any ballots that still need to be processed.
- ☐ Check in the voting booths for any uncounted ballots.
- ☐ Compare voter slips issued with ballot count on tabulator screen. Both numbers should be equal. If the numbers do not match, explain discrepancy on the incident log. The discrepancy **must be resolved** on election night.
  - ☐ The *Chief Inspector Check List for Closing the Polls (page 2 of 4)* has additional instructions about how to reconcile any mismatches.
- ☐ **When you are confident all ballots have been counted and reconciliation is complete, Task K ("Print Tabulator Results") may be performed.**

*Assigned to (1-3 workers)*_____

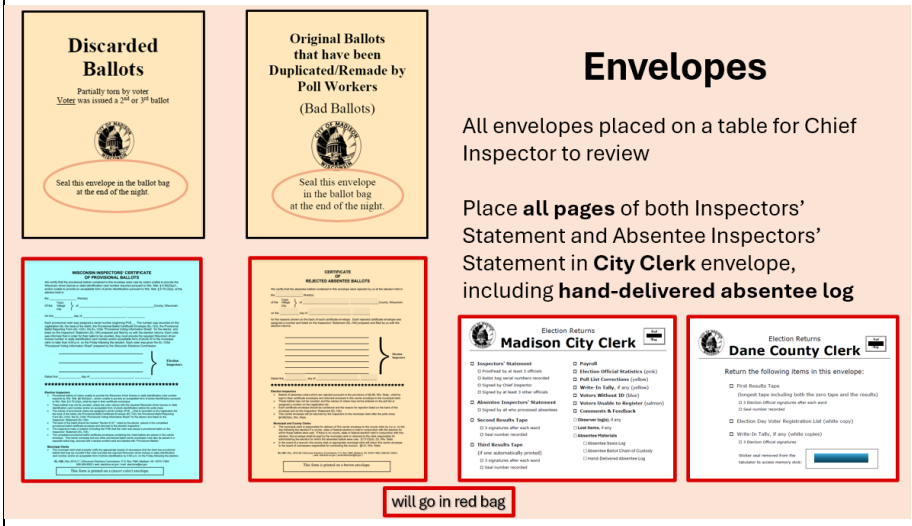
Organization Team

★★★★★★★★★★★★★★★★★★★★

You will coordinate packing the **red bag**, **clear bin**, and **blue tote**, and later help confirm that the **red security cart** has been packed correctly. You don't have to do all of the tasks yourselves: the rest of the Task Sheets can and should be distributed as needed. The Task Sheets are color-coded by their primary destination (red bag, blue tote, or red security cart) but please work together as a team to make sure everything gets where it is supposed to be.

Envelopes: collect their contents as other workers perform their tasks. Some items will only be available later in the process. Place the envelopes on a table for the Chief Inspector to review prior to putting them where they ultimately go.

- ☐ Discarded Ballots envelope (manilla)
- ☐ Original Ballots that Have Been Duplicated/Remade by Poll Workers envelope (manilla)
- ☐ Wisconsin Inspectors' Certificate of Provisional Ballots (if any provisional ballots were issued) (blue)
- ☐ Certificate of Rejected Absentee Envelopes (if any were rejected) (manilla)
- ☐ Madison City Clerk envelope (white)
- ☐ Dane County Clerk envelope (white)



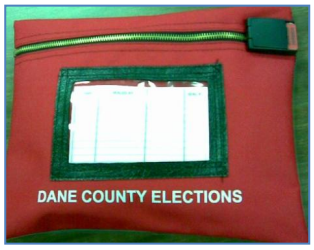
- The Discarded Ballots and "Bad Ballots" envelopes will be sealed in a ballot bag with voted ballots & used voter slips (Closing Task N).
- The Provisional Ballots, Rejected Absentees, City Clerk, and County Clerk envelopes will go in the red bag (see: next page).

Next three sheets describe how to pack the red bag, clear bin, and blue tote.

The final page helps double-check the red security cart at the end of the night.

Red Bag: Envelopes + Task Sheets C, D, E, K, L, M (red borders)

- ☐ Blue Provisional envelope and any contents (envelope can be blank if unused)
- ☐ Rejected Absentees envelope with any rejected absentees, which should generally still be in their original envelopes (manilla envelope can be blank if unused)
- ☐ City Clerk envelope with all contents (checklist on envelope)
  - ☐ Double-check that payroll sheets are present and complete
  - ☐ Confirm that the hand-delivered absentee log is present, even if blank
- ☐ County Clerk envelope with all contents (checklist on envelope) & used blue seal on front
- ☐ Yellow accordion folder with used Election Day Registration poll book pages & corresponding registration forms, in the order they appear
  - ☐ Check briefly for legibility of the EDR poll book entries & ask for clarification if needed.
- ☐ Both copies of the poll books
- ☐ Small red Dane County Elections pouch containing tabulator and ExpressVote memory sticks and the tabulator seals from the beginning of the day, sealed & seal # documented (Closing Tasks C & K)



Red Bag

- City Clerk & County Clerk envelopes, all contents verified
- Red Dane County security pouch with tabulator & ExpressVote USB sticks, sealed
- Used EDR poll book pages + completed registration forms (in yellow folder)
- Any Provisional Votes with their documentation (in large blue envelope)
- Any **rejected absentees** (in manilla envelope)
- Poll books
- Payroll sheet(s), completed by everyone

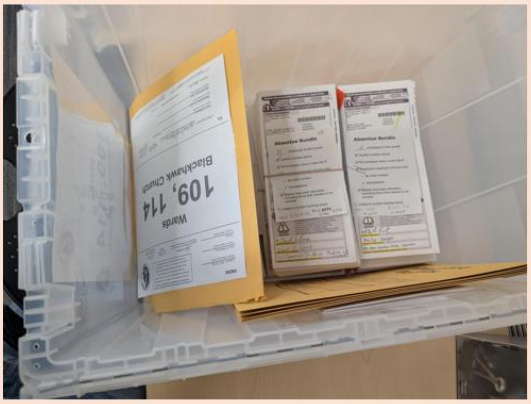
Zip closed!



Clear Bin: *First & Foremost* and Task Sheet D

- ☐ Confirm that the Ward Certificate sheet is complete and in the inside front pocket of the clear bin.
- ☐ Confirm that the white "Used Certificate Envelopes of Absentee Electors" has been reviewed by the Chief Inspector and signed by at least three Election Officials. Place it in the inside side pocket of the clear bin.
- ☐ Confirm all carrier envelopes that were delivered throughout the day are empty and inside the bin.
- ☐ Confirm all empty absentee certificate envelopes are in rubber-banded bundles inside the bin, including any hand-delivered ones
- ☐ Place any unused EL-125 carrier envelopes (manilla with a printed chain of custody on them) and their red sticker seals in the clear bin.
- ☐ Confirm that the number of absentees processed has been recorded on the poll books, in the Inspectors' Statement, and in the Absentee Inspectors' Statement. Alert the Chief Inspector if there are any apparent issues.
- ☐ Seal the clear bin with two orange zip seals, located in the supply box. Do not use sticker seals.
- ☐ Record the seal numbers on the second page of the Absentee Inspectors' Statement.

Clear Bin



- Ward Certificate sheet in front pocket
- White Used Certificate Envelope in side pocket
- Unused carrier envelopes & unused red seals
- Any used carrier envelopes
- **All** opened absentee certificate envelopes, rubber-banded in alphabetical bundles

No ballots!





Blue Tote: Task Sheets A, E, F, G, H, I, Q (blue borders)

As other workers finish their task sheets:

- ☐ Place Chief Inspector and Absentee binders upright on the right side of the tote.
- ☐ Place the accordion folders upright in the middle of the tote.
- ☐ Place any unused ballot bags next to the accordion folders.
- ☐ Place the iPad with its charger next to the accordion folders.

After all paperwork, including time sheets, envelope checklists, and Inspectors' Statement signatures is complete, **and** the red security cart is closed:

- ☐ Place the supply kit flat on the left side of the tote.
- ☐ Place the plastic tub of I Voted stickers on top of the supply kit.
- ☐ Place the bag with **unissued** voter slip number pads on top of the supply kit. **Used** voter slips need to be sealed in a ballot bag.
- ☐ Place the first aid kit on top of the supply kit.
- ☐ Do not bury anything beneath the accordion folders or supply kit.
- ☐ Ensure there are no ballots and no absentee certificate envelopes in the blue tote.
- ☐ Ensure there are no papers labeled "City Clerk Envelope" in the blue tote, All pages of both Inspectors' Statements belong in the City Clerk Envelope.



Blue Tote

- Binders and folders repacked & upright
  - Includes **empty** clear "hand-delivered" envelope
- Any unused ballot bags
- iPad and charger together
- Supply kit flat
  - keys inside
- **Unused** voter slips, first aid kit, and stickers on top of supply kit
- Nothing buried
- No trash

No absentee envelopes.

No ballots.

Continued on next page…

Reference: Blue Tote Contents (end of the night)

Supply Kit

TRAY	Post-its ▪ Binder Clips ▪ Staples ▪ Paper Clips ▪ Rubber Bands ▪ Plug Adapter ▪ SortKwik & tips ▪ {Keys}
	Nametags ▪ Sharpie ▪ Highlighters ▪ Stopwatch ▪ Calculator Magnifier ▪ Signature Guides (2 per ward) ▪ **4 orange seals**
BIN	Pad of Scratch Paper ▪ Post-its ▪ Stapler ▪ Staple Puller ▪ Scissors ▪ Letter Openers Flashlight ▪ Tape Measure ▪ Blue Tape ▪ Clear Tape
	PENS ▪ PENS ▪ **Seal Snips** ▪ PENS ▪ PENS

Loose in Tote
- ☐ Payroll envelope with unused forms
- ☐ Unused Ballot Security Bags
- ☐ Unused voter slip pads
- ☐ iPad w/ charger
- ☐ Pad of scratch paper
- ☐ Tub with "**I Voted**"/ "Future Voter" stickers
- ☐ First aid kit

Chief Inspector Binder
- ☐ 100ft buffer electioneering ward map x5
- ☐ Observer materials
- ☐ Challenge: ☐ brochures, ☐ guide, ☐ EL-104C challenge documentation
- ☐ Modeming Instructions
- ☐ Modus Instructions
- ☐ federal agents card
- ☐ Opening/Closing task sheets [okay to recycle]

Absentee Inspector Binder
- ☐ Clear envelope with flowchart
- ☐ Processing Absentees labels
- ☐ Quick Guide to Processing Absentees
- ☐ Quick Guide to Remaking Ballots
- ☐ Absentee Processing manual

Signage Folder ☐ survey filled in
- ☐ Legal Notices for this Election
- ☐ Accessible Entrance
- ☐ Polling Hours
- ☐ No Firearms or Weapons x2
- ☐ Directional arrows
- ☐ ID Petition Process (Eng + Spanish)
- ☐ Ballots Counted Here (purple)
- ☐ Tabulator Jam (two sheets, purple)
- ☐ Keep Ballots Dry
- ☐ Register

Greeter Table Folder
- ☐ Quick Guide to Greeter Table
- ☐ Interpreter card
- ☐ Map of each ward voting at polling place
- ☐ Ward-Specific Street Directory
- ☐ City-wide street directory
- ☐ MyVote QR code
- ☐ Walk-in flowchart
- ☐ Acceptable Photo ID
- ☐ Curbside guide
- ☐ Determining Where a Person Votes guide
- ☐ Pad of scratch paper
- ☐ List of Madison Polling Places [okay to recycle]

Poll Book Table Folder
- ☐ Quick Guide for Poll Book Documentation
- ☐ Checking ID Quick Guide
- ☐ Acceptable Photo IDs x2
- ☐ Unused Election-Day Registration Poll Books
- ☐ Yellow accordion folder
- ☐ Reconciliation Number Strike Sheets
- ☐ Pad of scratch paper

Ballot Table Folder
- ☐ Good / Bad Ballot stickers
- ☐ How to Mark Your Ballot (2 English, 1 Spanish, 1 Hmong, 1 Mandarin)
- ☐ "You may mark your ballot…" EV sign

Registration Table Folder
- ☐ Proof of Residence Cards
- ☐ What – Who – Four – Two reminder (pink)
- ☐ Quick Guide for Registration
- ☐ Acceptable Proof of Residence
- ☐ Acceptable Photo IDs
- ☐ Determining Where a Person Votes Guide
- ☐ Pad of scratch paper
- ☐ My UW instructions & QR codes
- ☐ Housing Lists (if provided)
- ☐ Ward-Specific Street Directory
- ☐ Registration Transparency Sheets in folder
- ☐ Folder for Ineligible List & handouts
- ☐ Folder of Spanish & Hmong Reg Forms
- ☐ Folder for those unable to register

Provisional Table Folder
- ☐ Provisional Quick Guide
- ☐ Quick Guide for Returning PV
- ☐ Provisional Stamp
- ☐ ID Petition Process Handouts
- ☐ Provisional Handouts (blue) x10
- ☐ Provisional Log (lilac)
- ☐ Provisional Envelopes (blue) x10
- ☐ Large PV envelope (unless used)

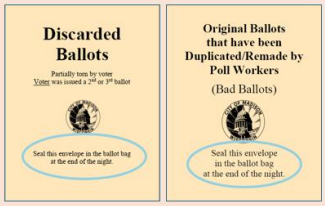
Red Security Cart: Tasks A, B, I, L, M, N, O (red grid borders)

Everything else will be packed into the red security cart as workers perform the remaining tasks. Please double-check that everything is as it should be before leaving the polling location.

Sealed Ballot Bags

- Sealed together in same bag(s):
  - **voted** ballots
  - **"discarded"** ballots (in manilla carrier envelope)
  - **"bad"** ballots (in manilla carrier envelope)
  - **used** voter slips
- **Unvoted ballots** sealed in their own bag(s)
- Seal number = number under barcode

Seal number must be recorded on Inspectors' Statement







Tabulator



- Sealed ballot bags (voted and unvoted)
- ExpressVote privacy screen
- Ballot sleeves
- Repacked plastic hardware supplies bin
- Blank registration forms bin

Anything that doesn't fit still goes in the red security cart.

Prioritize ballot bags being in tabulator if you have to choose.

No absentee envelopes.

No Inspectors' Statements.

Red Security Cart



Repack as it was in the morning:

- Tabulator
- ExpressVote, in case
- Exterior signage
- Standing table signs
- Voting booths
- Clear PPE tote bag

No absentee materials other than the voted ballots in the tabulator.

Lock & place in site-designated storage area. Stagehands will retrieve.

Assigned to (2+ workers): _____

Closing Task A
Remove Signage

★★★★★★★★★★★★★★★★★★★★★

Exterior: Wear reflective vests when going outside. Do not go alone.

☐ Bring the Polling Place flag standard inside. Return to red security cart.

☐ Bring Vote yard signs inside. Return to red security cart.

☐ Empty the water from the base of the curbside voting sign. Put the curbside voting sign in its blue box and return it to the red security cart.

☐ If your polling place uses a bell call, bring the bell call stand inside. Put the bell call receiver (plugged into the wall) into the bag attached to the bell call stand. Return to red security cart.

☐ Bring the feather flag inside. Use QR code for a video tutorial. Place in black canvas tote. Return to red security cart.

☐ If your polling place had to set up a portable sign for the van accessible parking space, bring that sign inside. Return to red security cart.

☐ If your polling place needed to create a van accessible parking space with cones and caution tape, bring those materials inside. Return to red security cart.

☐ Bring the tabletop signs from the registration table, poll book table, and ballot table to the red security cart. **Do not disassemble—rotate tops down when packing into the cart.**

☐ Fold (**do not dismantle**) election signage kiosk. Knock it over to collapse it. Fold it. Put it in its blue canvas carrying case. Return to the red security cart. Scan QR code for video instructions!

Continued on next page…

Notes from when signs were posted this morning:

Reference photos: packed red security cart with signage examples



Interior: return wall signage back to the red signage folder, which then goes in the blue tote:

- ☐ Accessible entrance (accessible door)
- ☐ Voting hours (entrance door)
- ☐ No firearms or weapons (entrance doors)
- ☐ Voting signs with arrows, orange
- ☐ Legal notices for this election
- ☐ Sample ballots
- ☐ ID petition process
- ☐ ID reminder
- ☐ Ballots counted here sign, purple (tabulator)



☐ Look around for any other signage to collect.
Consult the **What Goes Where** document as needed

Assigned to: _____

Closing Task B

Voting Booth Disassembly

★★★★★★★★★★★★★★★★★★★★

1. Remove legs from bottom of booth. Pull ends of legs apart from each other so each leg folds in half. Tuck legs in booth.
2. Fold privacy shields and put them in the center of the booth.
3. Close case and latch.
4. Stack cases in the red security cart.









All components of all styles of voting booth will fit inside the case.





Assigned to: _____

Closing Task C
ExpressVote Disassembly

★★★★★★★★★★★★★★★★★★★★

For this task you will need: barrel key (ask Chief Inspector if you need help finding), red security pouch (find in blue tote), black padded bag that holds the ExpressVote.

☐ Use the barrel key to unlock the security panel on left side of the ExpressVote. Move the power switch to the Off position. Remove the Election Definition Drive ("memory stick"). Put it in the small, red Dane County Elections security pouch. Do not seal yet (Closing Tasks J & K).



☐ Close and lock the left security panel using the barrel key. The cord must go through the small opening so the panel can fully close without damaging it.

☐ Secure keypad to the Velcro on the left side of the ExpressVote.

☐ Unplug headphones and put them in pocket on outside of the carrying case.

☐ Unplug power cord from the wall outlet. Remove the power cord from the ExpressVote by placing your thumb on the flat piece of plastic closest to the machine and sliding it toward you to release the locking mechanism. Put the power cord in the pocket on the outside of the carrying case.



☐ Put the ExpressVote in the black carrying case and zip the case closed.

☐ If you used a City of Madison extension cord, return it to the plastic hardware box. If you used the screen wipes, they also belong in the hardware box.



☐ Gently put the ExpressVote carrying case on shelf in the red security cart.

☐ Fold the privacy screen and place it with other materials to be packed in the tabulator bin (Closing Task L).



Assigned to: _____

Closing Task D
Absentee Processing Station

★★★★★★★★★★★★★★★★★★★★

- ☐ The worker with the *First & Foremost* task sheet makes sure all absentees have been found and processed. Assist them as needed.
- ☐ Other than any rejected absentees, confirm that every absentee certificate envelope is labeled with a voter slip number, is open, and is empty. Consult the poll book if needed to correct any missing voter slip numbers.

Documentation

- ☐ Review the incident log of the Absentee Inspectors' Statement for legibility and completeness.
- ☐ Record all rejected absentees on the front page of the Absentee Inspectors' Statement.
- ☐ Count the empty certificate envelopes by ward. Do not just add up pre-counted bundles or stacks: we need a confirmed count.
- ☐ Record this number:
  - ☐ on the covers of the ward's poll books,
  - ☐ in the Inspectors' Statement, **and**
  - ☐ in the Absentee Inspectors' Statement
- ☐ If the **Total "returned" absentees** number has not been recorded on the Absentee Inspectors' Statement and/or the Inspectors' Statement, ask the Chief Inspector to look it up. (The Chief Inspector will have a link provided by the Clerk's Office.)
  - ☐ Use this number to complete the math equations on the front page of the Absentee Inspectors' Statement.
- ☐ Confirm that the Ward Certificate sheet from the clear bin is complete. Put it in the front pocket of the clear bin.
- ☐ Confirm that the white "Used Certificate Envelopes of Absentee Electors" envelope has been reviewed and signed by at least three Election Officials. Place it in the side pocket of the clear bin.
- ☐ 3+ Election Officials and the Chief Inspector sign the Absentee Inspectors' Statement

Continued on next page…

Packing

Place following on the Organization Team's table for review:

- ☐ Rejected Absentees envelope
- ☐ Absentee Inspectors' Statement
- ☐ Hand-delivered Absentees Log
- ☐ Absentee Seals Log
- ☐ Absentee Ballot Chain(s) of Custody

Clear bin:



- ☐ Rubber-band the empty absentee certificate envelopes into bundles. Stack them neatly in the bottom of the bin.
  - ☐ Any empty envelopes that were <u>hand-delivered</u> by the voter or their representative should be bundled together. Add a stripe of highlighter to their top edges if not already done.
  - ☐ Return the large clear envelope that was used to collect them to the Absentee binder, which will go in the blue tote.
- ☐ Place any unused carrier envelopes and their red seals in the clear bin.
- ☐ Place any used carrier envelopes in the clear bin.
- ☐ **Leave the clear bin unsealed!** Place it on the Organization Team's table.

Blue tote:

- ☐ Double-check that there are no absentee envelopes remaining in the clear "hand-delivered absentees" envelope. Place the clear envelope in the Absentee binder. <u>Only the instructional material should be inside the clear envelope</u>. The empty absentee envelopes all belong in the clear bin.
- ☐ Place any remaining bundle pad sheets in the back pocket of the Absentee binder.
- ☐ Place the Absentee binder upright in the blue tote.
- ☐ Return letter openers, pens, post-it notes, and any other office supplies to the supply kit. Please pack the letter openers safely.

Assigned to: _____

Closing Task E
Poll Book Table

★★★★★★★★★★★★★★★★★★★★

Poll Book Reconciliation:

☐ Consult the Inspectors' Statement for prior documentation of reconciliation. There may also be notations in the poll books. It is not necessary to redo work.

☐ <u>Do not check your own work.</u>

☐ Compare each page of the poll books, checking that voter slip #s are listed on the same line and that in-person voters' signatures are in the correct places. Include the supplemental lists in your review.

- ✓ Fix any differences that you can figure out. Document your decisions.
  - ▪ If a voter number is missing from one poll book and a voter signature is present, copy it to the other poll book and document in the incident log.
  - ▪ If a voter number has an A to indicate an absentee voter in one poll book and no A in the other, first verify there is no signature and check for an "absentee returned" notation. If there is neither an "absentee returned" or "absentee issued" watermark/stamp, you must find the empty absentee certificate envelope. If you determine the number in one poll book is missing an A, add the A to the voter number. If you cannot tell, document the issue.
- ✓ Note on the incident log if there are differences you cannot figure out.
  - ▪ If a voter number was given to a different person in each poll book and you cannot tell who voted, note that on the incident log.
  - ▪ If voter signatures are not all in one poll book or if any are missing, document on the incident log, noting the voter's name and page number.

☐ Review all pages for any voters with an "Absentee Returned" watermark/stamp who do not have a voter number. You will need to investigate to determine whether an election inspector forgot to write down the voter number or whether the absentee was rejected. Document your efforts on the Absentee Inspector's Statement. Contact the office if you cannot resolve any issues.

☐ Use the green 2nd/3rd ballot log to confirm that any voters who received replacement ballots are noted in the poll books.

☐ Review the Election Day Registration poll book and confirm each voter has a voter slip # assigned. Clip the registration forms to their corresponding yellow copy of the EDR poll book, in the order they appear.

Poll Book Documentation:

- ☐ Everyone who worked with the poll book must sign the front page of it.
- ☐ Write the page number of the **last voter slip issued** on the front of each poll book. Sometimes the last voter slip is on the Election Day Registration list.
  - ✓ As closing time approaches, it may be helpful for the EOs at the poll book table to keep track of the last page number used.
- ☐ **Count** the number of absentee envelopes that were opened and write it on the front of each poll book. If the absentee team has already **counted** (not merely calculated), you may use their number.
- ☐ Make sure page two of the Inspectors' Statement accurately lists the total number of voter slips issued for each ward.
- ☐ Record how many Election Day Registrations you had from each ward on the 2nd page of the Inspectors' Statement.
- ☐ Put **all poll books (including the EDR poll books and registration forms in their yellow folder)** in the **red bag** for transport to Clerk's Office.
  - ✓ <u>If someone registered without voting today</u>, use a paperclip to attach their registration to the outside of the yellow accordion folder.

Poll Book Table Supplies:

- ☐ Put poll book table documents (green dot) in green poll book table accordion folder. Return folder to **blue tote**.
  - ☐ Quick Guide for poll book table
  - ☐ Quick Guide for checking ID
  - ☐ Acceptable Photo ID infographic
  - ☐ Reverse Directory
  - ☐ Observer Guide folder
  - ☐ **<u>Blank</u>** EDR poll book sheets
- ☐ Put poll list corrections sheets (yellow) and Voters Without ID sheet (blue) in the City Clerk envelope. Ask someone on the Organization Team if you need help finding it.
- ☐ Put white copy of Election Day registration poll lists in Dane County Clerk envelope. Ask someone on the Organization Team if you need help finding it.
- ☐ Put pens in supply kit.

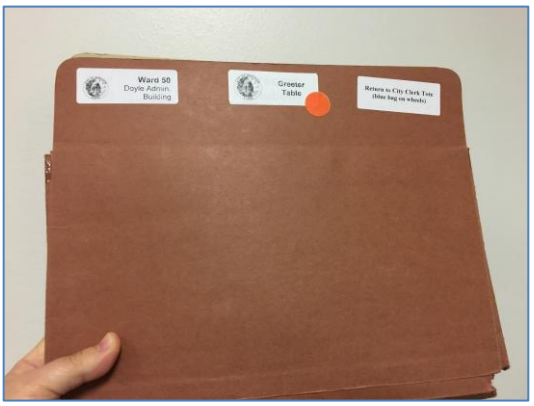
If used, give the A-L / M-Z sign to the worker with Closing Task A (Signage).

Assigned to: _____

Closing Task F
Greeter Table

★★★★★★★★★★★★★★★★★★★★★

- ☐ Put greeter table documents (orange dot) in greeter table accordion folder.
  - Ward-specific street directory
  - Citywide street directory
  - Determining where a person votes
  - City of Madison polling place list
  - Scratch paper
  - Quick Guide
- ☐ Return accordion folder to blue tote.
- ☐ Put voter stickers in plastic tub and return to blue tote.







FUTURE VOTER



[pack into blue tote]

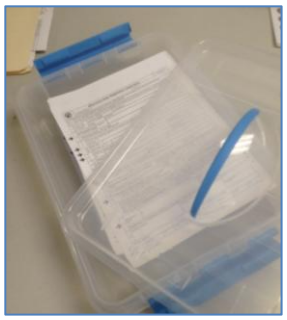
Assigned to: _____

Closing Task G

Voter Registration Table

★★★★★★★★★★★★★★★★★★★★

- ☐ Put Voters Unable to Register sheet (salmon) in City Clerk envelope.
- ☐ Put **blank**, English registration forms into their plastic box. The box of blank registration forms will be packed in the tabulator bin after the voted ballots are secured.



- ☐ Put these items in the registration table folder (black dot).
  - Quick Guides for registration
  - Acceptable proof of residence infographic
  - Proof of residence cards
  - What – Who – Four – Two reminder (pink)
  - Determining Where a Person Votes
  - Ward-specific street directory
  - Scratch paper pad
  - Folder with ineligible voter list & handouts
  - Folder with handouts for voters unable to register today
  - Folder with Spanish & Hmong registration forms
  - Folder with Observer Guides
  - Folder with transparencies (may need to retrieve from poll book table)



- ☐ Put pens in supply kit



Assigned to: _____

Closing Task H
Ballot Table

★★★★★★★★★★★★★★★★★★★★

☐ **Do not seal any ballot bags yet!** The ballot bags are part of Closing Task N. This will be completed later.

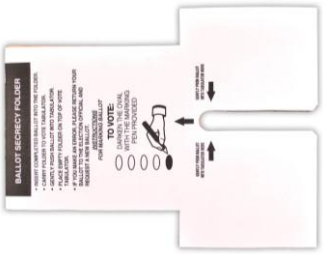
☐ Put the **remade ("bad") ballots** envelope, the **discarded** ballot envelope, and all **issued voter slips** on the designated table. (The Organization Team may have already started this step.)

☐ Place blank, unissued printed ballots on the same table as the envelopes and issued voter slips. These will be dealt with in Closing Task N, to be completed later. Make sure the unissued ballots are **not** within reach of observers.

☐ **After all ballots are processed and Closing Task M is complete**, place blank, unissued ExpressVote ballots in the emergency bin of the black tabulator cart. If it has been relocked, ask your Chief Inspector where the key set is. You will need the flat silver key.



☐ Put secrecy sleeves with other items to be packed in the tabulator



☐ Place empty voter slip basket and pen basket in the large plastic hardware box. Put the hardware box with other items to be packed in the tabulator.



☐ Put pens in supply kit

☐ Pack these items in the green Ballot Table accordion folder:
- ☐ Mark Ballot Using Pen or Touchscreen sign (blue)
- ☐ Instructions for Marking Ballot signs (ivory)
- ☐ Unissued Good Ballot/Bad Ballot labels
- ☐ Observer Guide folder

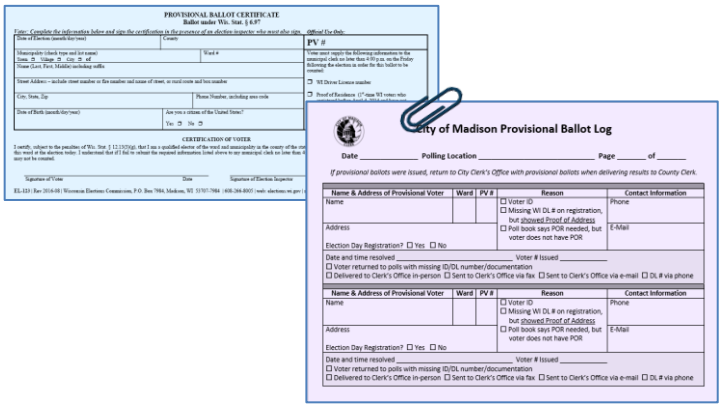
Assigned to: _____

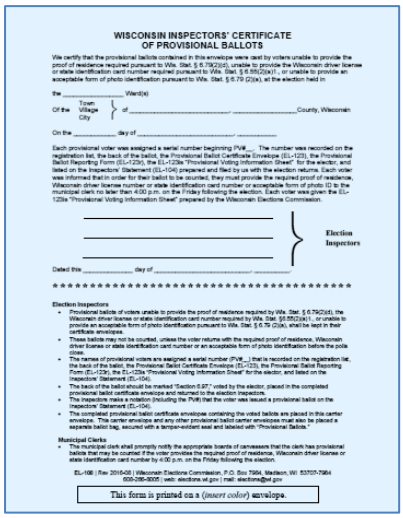
Closing Task I
Provisional Ballot Station

★★★★★★★★★★★★★★★★★★★★★

☐ If your location has had provisional voters:

- ✓ Paperclip the lilac "Provisional Ballot Reporting Log" to the corresponding blue provisional ballot certificate envelope(s).
- ✓ Place these materials in the large, blue envelope labeled "Wisconsin Inspectors' Certificate of Provisional Ballots" and put it on the table with the other envelopes for the Chief Inspector to review.
  - ✓ By law, the Clerk's Office must enter these voter names in the state system as soon as possible tonight. It is crucial they are returned to our office in the red bag as described.





☐ Return provisional materials to the blue provisional table accordion folder, which is then returned to blue tote.

- ☐ Provisional Quick Guide
- ☐ Quick Guide for Returning Provisional Voter
- ☐ Provisional Handouts
- ☐ Blank Provisional Reporting Logs
- ☐ Unused Provisional Envelopes
- ☐ Provisional Stamp
- ☐ ID Petition Process hand-outs



Assigned to: _____

Closing Task J

Personal Protective Equipment (PPE)

★★★★★★★★★★★★★★★★★★★★

- ☐ All USED disposable supplies should be discarded on site. Do NOT pack used face masks, gloves, wipes, or screen wipes.
- ☐ Pack these items in the clear Personal Protective Equipment (PPE) bag:
  - ☐ Safety vests – name tags removed, pockets empty.
  - ☐ Hand sanitizer bottles – tightly closed!
  - ☐ Disinfectant spray bottles – tightly closed!
  - ☐ Unused paper towels
  - ☐ Unused face masks
  - ☐ Unused gloves
  - ☐ Unused multi-purpose wipes (unused <u>screen</u> wipes go in the plastic hardware box, which may be near or inside of the tabulator cart)
- ☐ Zip the clear PPE bag and place it in or near the red security cart. **It does <u>not</u> go in the blue tote.**





*Assigned to:*_____

& scribe: _____

Closing Task K
Tabulator: Results

★★★★★★★★★★★★★★★★★★★★

Needed: Inspectors' Statement & pen; keys (likely with the Chief Inspector), Dane County Clerk envelope; scissors (supply kit); small, red Dane County security pouch

☐ 1. **Triple-check all absentees were processed.** Make sure there are **no ballots in the emergency bin** or in the EL-125 **absentee carrier envelopes**. Make sure all hand-delivered absentees were processed. **Make sure the Chief Inspector agrees all ballots have been processed.**

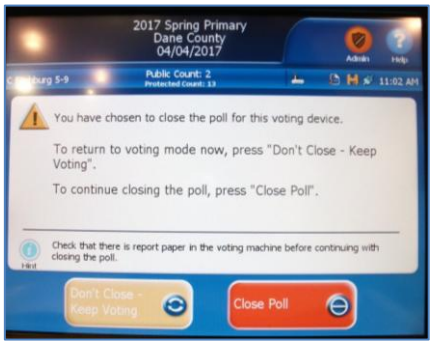


☐ 2. After all ballots have counted and the ballot count has been reconciled with the voter slip count, peel tamper-evident seal off the top of the scanner. Stick seal on the front of the white Dane County envelope.



☐ 3. **Post-election verification.** This is a blue line at the bottom of the front page of the Inspectors' Statement. Check the appropriate box to state whether this seal was intact all day.

☐ 4. Use the barrel key to unlock the small access door from which you just removed the sticker seal. Pressing the key into the keyhole, turn the key to the left (counter-clockwise) a quarter of a turn, and lift the panel up.



☐ 5. Check one last time to confirm that all ballots have been processed.

☐ 6. Press the Close Poll button for approximately five seconds. The machine will ask if you want to continue closing the polls. Select "Close Poll" on touch screen. A circle of dots will appear on the screen as the tabulator gathers results. For a high turnout election, it may be a few minutes before the results begin to print.

Continued on the next page…

Print Tabulator Results (continued)

☐ 7. Write the blue sticker serial number on the results tapes (two for most elections; three if there are school board contests), under the signature lines.

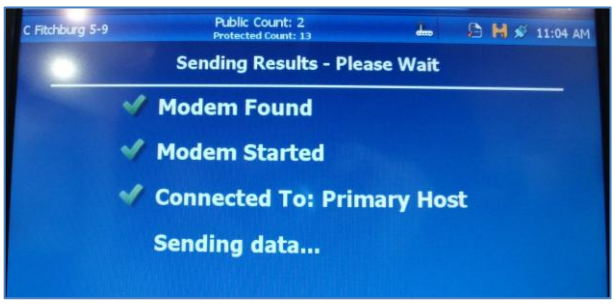


☐ 8. Announce the results to everyone in the polling place.

☐ 9. Keep the first results tape attached to the zero tape that printed this morning. **Three officials sign this tape after the results for each ward**. Put this tape in the white envelope labeled “Dane County Clerk.” The first tape is an audit trail of everything that happened today. It is the longest results tape. The tape ends after the results and signatures for the highest number ward at the polling place.



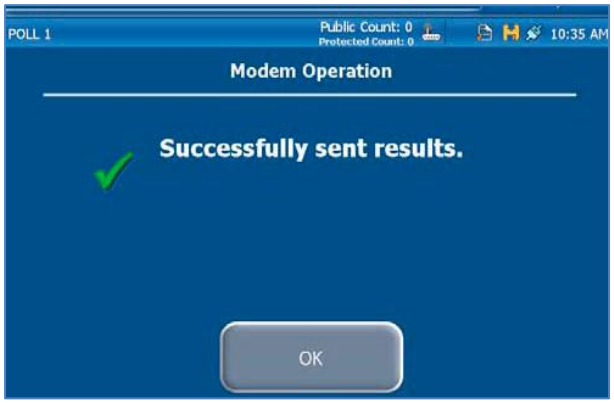
☐ 10. **Three officials sign the second printed results tape after the results for each ward.** Put the second results tape in the large white envelope labeled “Madison City Clerk.” If there are school board contests, the third tape also gets signed by three officials and put in the City Clerk envelope.



☐ 11. The screen will ask whether you want to modem now. Select Begin Modem Process.

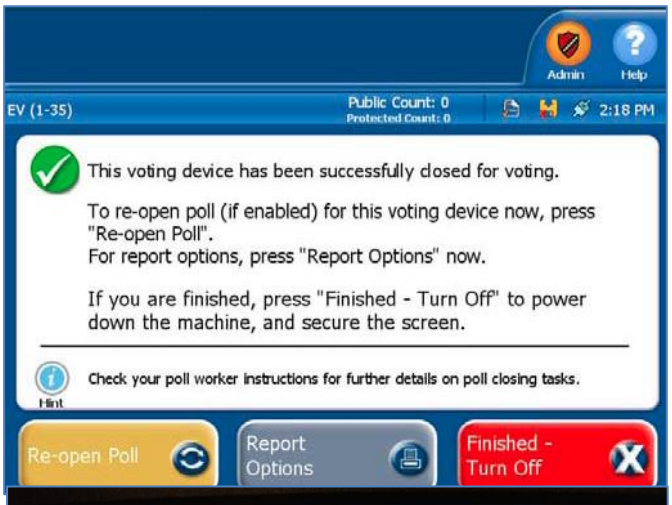
You should be able to send the results via modem with one bar of signal strength. It is an encrypted text file.

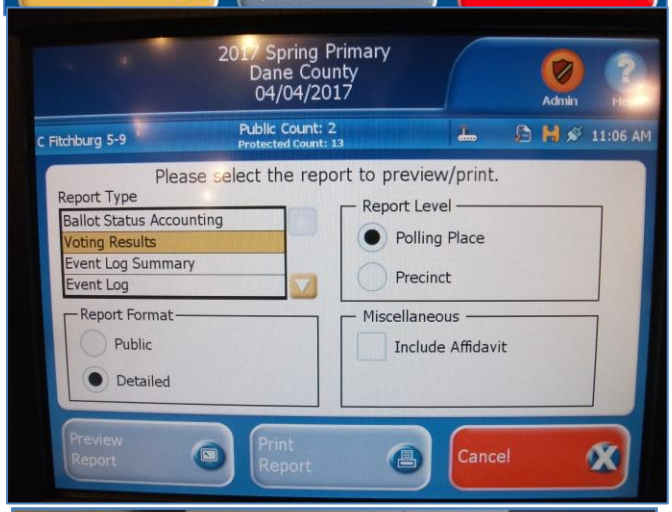
If you receive a message that the modem was unsuccessful, see troubleshooting guide at the end of this task sheet set. Document any troubleshooting on the incident log of your Inspectors’ Statement.



Continued on the next page…

Print Tabulator Results (continued)







- ☐ 12. Watch for the touch screen to say that the tabulator has been successfully closed for voting.
- ☐ 13. Offer to print additional results tapes for observers. Tapes can be printed by pressing “Report Options.”
- ☐ 14. Select Finished – Turn Off on the touch screen. **At this point, you can remove voted ballots from the tabulator.**
- ☐ 15. Once Power button is white, no longer red, grasp Election Data Memory Stick and pull up to remove it.
- ☐ 16. Put the Memory Stick in the small red Dane County security pouch.
- ☐ 17. Close and lock access door on top of scanner.
- ☐ 18. Unplug the tabulator.
- ☐ 19. Carefully put the cord inside the back of machine. Be sure the cord is under the latch.
- ☐ 20. Lock back panel with the silver key.
- ☐ 21. Use the barrel key to unlock the compartment behind the tabulator screen. Remove the two seals for the front of the ballot box (red zip tie) and for the access door (blue sticker).
- ☐ 22. Affix blue sticker seal across the access door. Document seal serial number on the bottom of the **front page of your Inspectors’ Statement**.
- ☐ 23. Gently close the touch screen lid and lock it closed using the barrel key.
- ☐ 24. Gently close the tabulator lid, latch, and then lock closed using the silver key.







Modem Troubleshooting

If the modem process was unsuccessful, unplug the tabulator and move it to another spot. You may get a stronger signal outside. Try to transmit results using these steps:

a. Press the Admin button on the upper right corner of the screen.

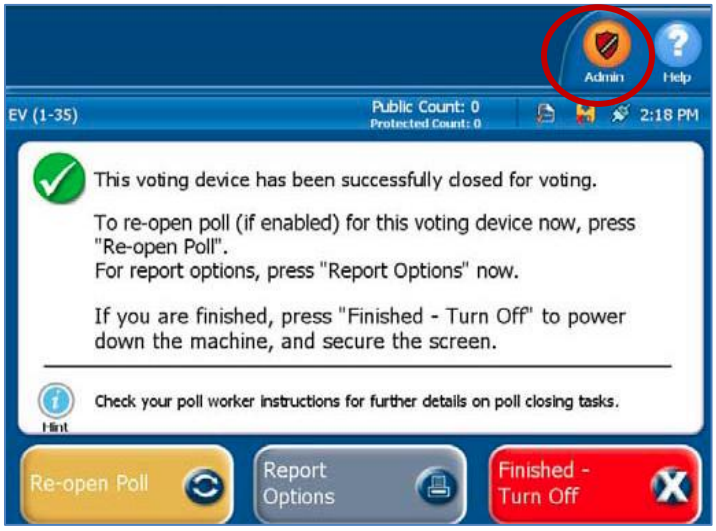
b. Press “Log In” and enter the Administration Code. This is the same as the Election Code listed on the pink sheet in the small, red security pouch but it ends in **a1** instead of **e1**. Press Accept.

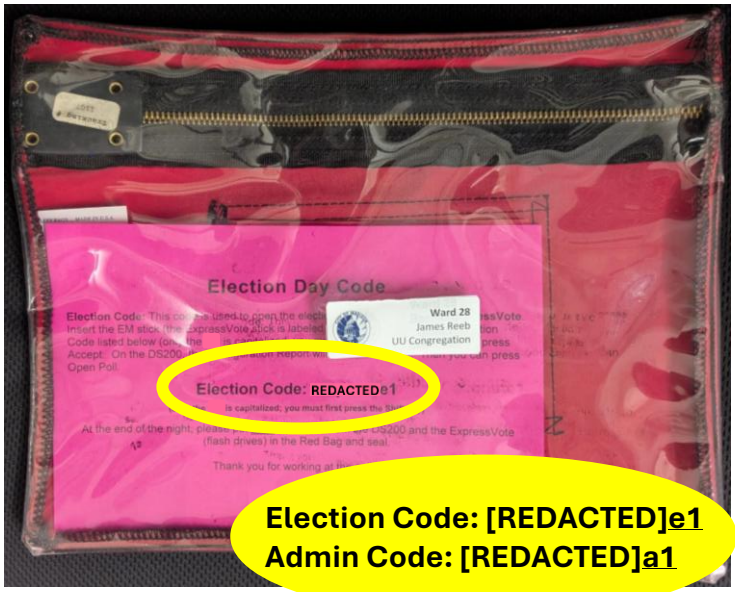
c. From the Admin menu press “Transmit Results.” The modem will connect to the server.

d. Press “Begin Modem Process” to start the transfer.

e. Once results have successfully transferred, you’ll be prompted to press “OK.”

f. Press “Finished – Turn off.”





If you cannot get a modem signal, contact the Clerk’s Office! You may be instructed to modem the results from a nearby polling place. If so, this will need to be coordinated with both Chief Inspectors, then:

At your own polling location:

a. Press Finished-Turn Off on your tabulator touch screen.

b. Wait for the power button to no longer be illuminated.

c. Grab the memory stick and pull it out of the tabulator.

d. Assign two poll workers to bring the memory stick to a nearby polling location.

Continued on the next page…

At the nearby polling location:

a. Wait for this polling place to transmit their own results, shut down the tabulator, and remove their memory stick.

b. Insert your Election Day memory stick in the USB port labeled B.

c. Press and hold the Power button for 5 seconds to turn on the DS200.

d. Open the screen.

e. **No, you do not want to open the polls.** That would cause problems.

f. Press the Admin button on the upper right corner of the screen

g. Press "Log In" and enter the Administration Code: [See: prior page of instructions.] After entering this code, press Accept.

h. From the Admin menu press "Transmit Results." The modem will connect to the server.

i. Press "Begin Modem Process" to start the transfer.

j. Once results have been successfully transferred, you will be prompted to press "OK."

k. Press "Finished – Turn off."

l. Once the power button is no longer illuminated, remove the Election Data memory stick. Grab it and pull it up.

m. Bring the Election Day memory stick back to your own polling location. Put it in your Dane County elections security pouch.





Assigned to: _____

Closing Task L
Election Memory Sticks

★★★★★★★★★★★★★★★★★★★★

☐ Assemble these items:

- ❍ Small red canvass Dane County Elections security pouch from blue tote
- ❍ Small plastic two-pronged security seal from inside the security pouch itself

☐ Get the memory stick from the poll worker packing up the ExpressVote (Closing Task C). Put it in the security pouch.

☐ Get the memory stick from the poll worker closing down the tabulator (Closing Task K). Put it in the security pouch.



Don't seal the pouch yet!

☐ Confirm that the seals that were removed from the tabulator when the polls were opened are in the pouch. If they cannot be located, contact the Clerk's Office.

☐ On the small chain-of-custody card from the front window of the security pouch, document the security seal number you plan to use to seal the pouch.

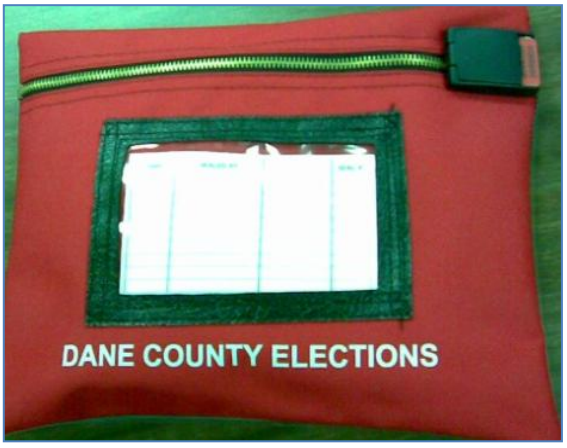
☐ Zip the red bag closed. Snap black plastic zipper handle in place so it lies flat.

☐ Slide the two-pronged blue or red security seal into the black plastic zipper handle. If the seal breaks, there is a spare seal inside. Update the chain-of-custody card in the front window of the security pouch.

☐ Write the seal number on the Inspectors' Statement.

☐ Put this security pouch in the red delivery bag. Your Chief Inspector will hand-deliver it to the City Clerks' Office. [NOTE: if there were problems with modeming (Closing Task K), your CI may have different instructions for you.]





Assigned to (2+ workers): _____

Closing Task M
Check for Write-Ins

★★★★★★★★★★★★★★★★★★★★

Determine whether there is a write-in tally sheet in the Chief Inspector Binder.

The Clerk's Office provides a write-in tally sheet **only** in specific scenarios. The tally sheets will include specific instructions for that election. Write-in tally sheets must be signed by **three** poll workers. If write-in tally sheets have been provided, they **must be completed** even if the answers are all "0". However, **even if no write-in tally sheets were provided**, you must check for voters who wrote in the name of a candidate who does appear on the ballot.

- Only registered write-in candidates and candidates whose names are printed on the ballot will be counted. Non-candidates and comments do not get tallied.

Remove voted ballots from the tabulator. Separate ExpressVote and regular printed ballots and straighten them into piles. Separate any ballots with write-in votes. Note: EV ballots with write-ins will have an obvious arrow indicating the write-in. Put the ballots with **no** write-in votes in a ballot bag. Don't seal the bag yet!

If you have more than one ward at your polling location and the Clerk's Office has provided write-in tally sheets, then you will have write-in tally sheets for each ward. Divide up the ballots with write-ins by ward. Use tally marks to record write-in votes on the write-in tally sheets. Tally only the write-in votes. All other votes on the ballot have already been counted.

Voter Wrote a Name but Did Not Mark Write-In Oval

In this case, the tabulator did not count a write-in vote, but that is okay. The act of writing in a name shows *voter intent*.

- If the voter filled in an oval for a candidate on the ballot and wrote in a name, the write-in supersedes the candidate on the ballot. This is not an over-vote. On both the City and the County results tapes, subtract a vote from the candidate whose oval was filled in. Note this on the Inspectors' Statement.
- If the write-in oval is not filled in, but voter wrote in the name of a candidate whose name is printed on the ballot for that office, adjust the City and County results tapes. Note this on the Inspectors' Statement. **Even when we do not have a write-in tally sheet, we keep an eye out for ballots where the voter wrote in the name of a candidate on the ballot for that office.**

Continued on next page…

Determine Voter Intent

- ✓ If the name of a registered write-in candidate is misspelled or abbreviated but you can determine voter intent, tally the vote.
- ✓ If the voter wrote only the first or last name of a registered write-in candidate but you can determine voter intent, tally the vote.
- ✓ If the voter wrote the name of a registered write-in candidate but did not fill in the write-in oval, tally the vote. Making the effort to write the name shows voter intent.
- ✓ If the voter put a sticker with the name of a registered write-in candidate by that office on the ballot, tally the vote.
- ✓ If the voter put a sticker with the name of a registered write-in candidate along the margin of the ballot, tally the vote.
- ✓ If the voter fills in the oval for a candidate on the ballot and also writes in the name of a registered write-in candidate, tally the vote for the write-in and adjust the tally tape to subtract the vote counted by the tabulator. Document this on the incident log.

What Does Not Get Tallied

- ✗ If a name is misspelled or abbreviated to the point that voter intent cannot be reasonably determined, do not tally the vote.
- ✗ If the instructions on the ballot are “vote for one,” and the voter wrote in more than one name for a single office, do not tally the vote.
- ✗ If the voter wrote the name of a registered write-in candidate under an office for which the candidate has not registered, do not tally the vote.
- ✗ If the voter put a sticker with the name of a registered write-in candidate under an office for which the candidate has not registered, do not tally the vote.
- ✗ If the voter put a sticker with the name of a registered write-in candidate in the endorsement (official use) section of the ballot or on the back of the ballot, do not tally the vote.
- ✗ If a write-in sticker with the name of a registered write-in candidate is found in the ballot box and is not attached to any ballot, do not tally the vote.

Assigned to (CI and 1+ worker(s)): _____

Closing Task N
Ballot Bags

★★★★★★★★★★★★★★★★★★★★★

Make this one of the last things you do on election night.

Sign the Ballot Bags (This is easiest when bag is flat, before it is filled)

- ☐ Determine how many ballot bags you will need. You should use at least two ballot bags: one for voted ballots and one for blank, unissued ballots.
- ☐ The ballot bags need to be signed by the Chief Inspector and the poll worker who helps seal the ballot bag. If any of the officials at your polling place was appointed by a political party, they need to help seal the ballot bag closed and indicate their party affiliation in the signature block.
  - ✓ Election officials <u>not</u> appointed by a political party should mark the box "unaffiliated." The vast majority of our election officials are <u>formally</u> unaffiliated, regardless of their personal political preference(s). Check the roster that was sent to the Chief Inspector if you are uncertain of your status.

Fill the Ballot Bags

- ☐ Put <u>blank</u>, <u>unissued</u> <u>printed</u> ballots in their own ballot bag. **Do not seal the bag yet**. <u>Do not include any ExpressVote ballot cards</u> (Closing Task H).
- ☐ After <u>voted</u> ballots (both pre-printed and ExpressVote) have been checked for write-ins (Closing Task M), put them in in one or more ballot bag(s). **Voted ballots and unissued ballots should <u>never</u> be put in the same bag.** **Do not seal the bag yet.**
  - ☐ Put the Discarded Ballot envelope in the voted ballot bag.
  - ☐ Put the Bad Ballots (Duplicated Ballots) envelope in the voted ballot bag.
  - ☐ Put issued voter slips in the voted ballot bag. <u>Unused</u> voter slips return to the blue tote so we can use them in future elections.

Document Serial Number

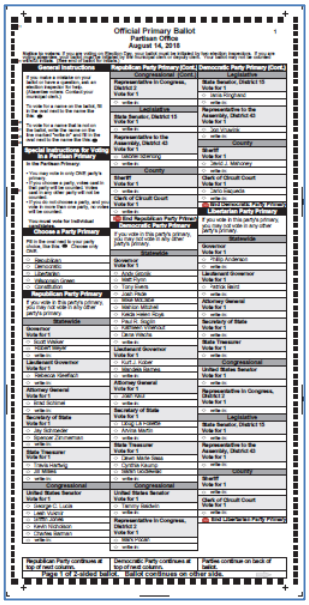
- ☐ Write the barcode numbers from the ballot bags on page three of the Inspectors' Statement.
- ☐ Consecutively number each bag X of N. This indicates how many bags of voted ballots you are sealing. For example, Bag 1 of 1 or Bag 1 of 2 and Bag 2 of 2. **The unissued (blank) ballots are not included in this numbering series.**

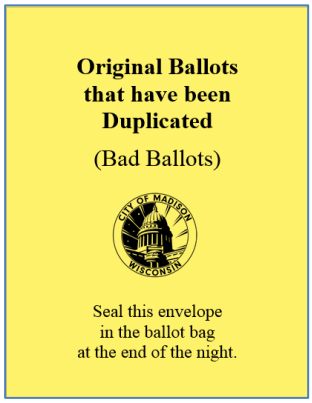
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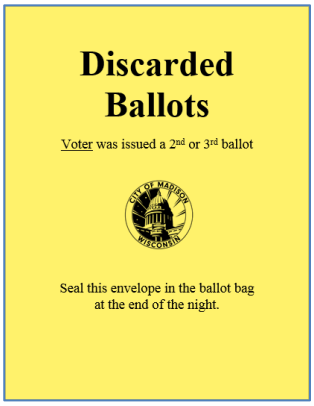
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Seal the Ballot Bags

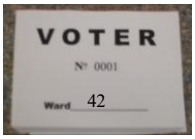
- ☐ The ballot bags (both voted and unvoted) must be sealed by both the Chief Inspector and at least one other poll worker. If any of the poll workers at your polling place were appointed by a political party, they need to help seal the ballot bags. Remove the red film from the sticky blue tape. Fold over the top of the bag and affix the tape to the bag. Confirm the barcode #s match what is recorded on the Inspectors' Statement.


Official Primary Ballot
Partisan Office
August 14, 2018









(Issued)

Secure the Ballot Bags

- ☐ The sealed ballot bags will be packed into the main bin of the tabulator cart (see: Closing Task O). If it is not feasible to put them there now, place them on the Organizing Team's table with the envelopes.
- ☐ **Do not** haul the ballot bags down to the Clerk's Office.

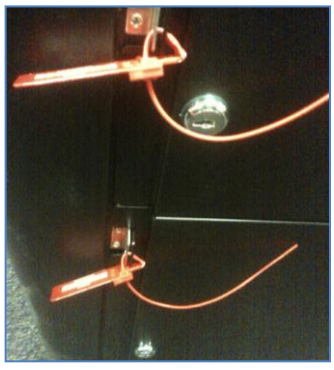


Assigned to: _____ 37

Closing Task O
Tabulator: Storage

★★★★★★★★★★★★★★★★★★★★

- ☐ Confirm that the unissued **ExpressVote ballot cards** are in the emergency bin.
- ☐ Pack these supplies in the lower (main) bin of the tabulator cart:
  - ✓ **Cardboard secrecy sleeves** (upright on side)
  - ✓ **Trifold cardboard privacy screen** (upright on side)
  - ✓ **Clipboards** (upright on side or in navy blue canvas bag if provided)
  - ✓ **Plastic hardware box** containing extension cord, empty voter slip basket, pen basket, any spare tabulator "receipt" tape roll(s), and unused screen wipes
  - ✓ **Plastic box** containing only blank, paper, English-language registration forms
  - ✓ **White cardboard box** containing A-L/M-Z tabletop sign
- ☐ Confirm that the **ballot bags** are sealed and signed, and that their serial numbers are recorded on the Inspectors' Statement. Then place the ballot bags on top of the plastic boxes inside the main bin of the tabulator cart.
- ☐ Close and lock the emergency bin door and the main tabulator bin door using the flat, silver key.
- ☐ Seal with zip tie seals (get zip tie seals from the poll worker who completed Task J). Insert the tail of the seal into the small hole in the star, on the side of the handle that says, "Enter." Tighten zip tie.
- ☐ Write tabulator bin door seal numbers on the Inspectors' Statement. This will be right above the poll worker signatures.
- ☐ Using the ramp, wheel tabulator onto the red security cart.


These items are stored at our off-site equipment location.

We do not have space for them in the City Clerk's Office.

Please do NOT put these items in the blue tote. Do not bring them to CCB.

Assigned to: _____

Closing Task P
Red Security Cart

★★★★★★★★★★★★★★★★★★★★

The <u>top shelf</u> should contain:



- ☐ Feather flag in its black canvas bag
- ☐ ExpressVote in its black canvas bag
- ☐ Curbside voting sign(s), dry & in blue box

The <u>bottom area</u> should contain:

- ☐ Voting booths, stacked
- ☐ ExpressVote booth, if provided (silver box)
- ☐ Signage kiosk in its blue canvas bag
- ☐ Bell call (if any)
- ☐ Tabletop signs, rotated (**do not disassemble**) ➔
- ☐ Clear PPE supply bag
- ☐ Tabulator, locked and sealed (use ramp!)
- ☐ All other exterior signs (insert last, upright)



Lock the cart.

Once everything is packed, lock the security cart closed & return keys to supply kit.

The cart stays at the polling location and will be picked up by stagehands later.



Assigned to: _____

Closing Task Q
iPad and Charger

★★★★★★★★★★★★★★★★★★★★

☐ **Communicate with Clerk's Office**

Use the Modus app to let the Clerk's Office know when you are on your way downtown. This helps the Clerk's Office know when to let the stagehands go home.

☐ **Log Out of Modus**

Before heading downtown:

1. Press "logout ->" at the top right of the app's screen.
2. Press the power button above the screen.

☐ **Put iPad and Charger in blue tote**





What Goes Where		
Item	***Container***	***Packed into…***
-A-		
White Absentee Ballot carrier envelopes	--	Clear bin
Absentee Ballot Certificate envelopes	--	Clear bin
Absentee binder	--	Blue tote
Absentee Inspectors' Statement	City Clerk envelope	Red bag
Absentee log	City Clerk envelope	Red bag
Absentee tracking sheets	City Clerk envelope	Red bag
A-L/M-Z tabletop sign	Main tabulator bin	Red security cart
-B-		
Ballot bags, sealed (Task M)	Main tabulator bin	Red security cart
Ballot bag(s), unused	--	Blue tote
Ballot Table accordion folder	--	Blue tote
Ballots, unissued (blank) ExpressVote ballot cards	Emergency tabulator bin (no ballot bag needed)	Red security cart
Ballots, unissued (blank) official ballots	In a sealed ballot bag, inside main tabulator bin	Red security cart
Ballots, voted	In a separate sealed ballot bag from unissued ballots, inside main tabulator bin	Red security cart
Bell Call receiver + stand	Receiver in bag attached to stand	Red security cart
Binders: Chief Inspector and Absentee		Blue tote
-C-		
Carrier envelopes for absentees (EL-125)		Clear bin
Absentee Seal Number Log	City Clerk envelope	Red bag
Charger for iPad	--	Blue tote
Chief Inspector binder	--	Blue tote
City Clerk envelope	--	Red bag
Clear envelope for hand-delivered	Absentee binder	Blue tote
Clipboards	Main tabulator bin	Red security cart
County Clerk envelope	--	Reg bag
Curbside Voting Sign, emptied of water	Blue box it came in	Red security cart
-D-		
Dane County Clerk envelope	--	Red bag
EO Demographic sheet	City Clerk envelope	Red bag
Discarded Ballots envelope	Sealed with voted ballots and placed into the main tabulator bin	Red security cart
Disinfecting wipes and spray	Clear PPE bag	Red security cart

What Goes Where		
Item	***Container***	***Packed into…***
-E-		
Election Data Memory Sticks: tabulator and ExpressVote	Small red Dane County security pouch, sealed	Red bag
Election Observer Log (if used)	City Clerk envelope	Red bag
Election Official name badges, unused	Front pocket of Chief Inspector binder	Blue tote
ExpressVote machine	Padded ExpressVote bag	Red security cart
ExpressVote keys	Supply kit, top tray	Blue tote
ExpressVote Memory Stick	Small red Dane County security pouch	Red bag
ExpressVote privacy screen	Main tabulator bin	Red security cart
ExpressVote unissued ballot cards	Emergency tabulator bin	Red security cart
Extension cords	Hardware box (clear plastic), in main tabulator bin	Red security cart
-F-		
Feather flag	Its black canvas carrying case	Red security cart
First results tape, signed by 3+ EOs	County Clerk envelope	Red bag
Flashcard books	If any: corresponding folders	Blue tote
-G-		
Greeter table accordion folder	--	Blue tote
-H-		
Hand sanitizer, closed securely	Clear PPE bag	Red security cart
Hand-delivered absentee log	City Clerk envelope	Red bag
“Hand-delivered” clear envelope	Absentee binder	Blue tote
-I-		
ID cards left at the polls	City Clerk envelope	Red bag
Inspectors’ Statement	City Clerk envelope	Red bag
iPad and its charger	--	Blue tote
-L-		
Lost items in general	City Clerk envelope if fits, or loose	Red bag
-M-		
Manilla envelopes from absentee ballot delivery	--	Clear bin
Memory Stick from tabulator	Small red Dane County security pouch	Red bag
-O-		
Observer Guides	In corresponding accordion folders	Blue tote
Original Ballots That Have Been Duplicated envelope	Sealed in ballot bag with voted ballots and issued voter slips, then in main tabulator bin	Red security cart

What Goes Where		
Item	***Container***	***Packed into…***
-P-		
Paper towels	Clear PPE bag	Red security cart
Payroll Sheet	City Clerk envelope	Red bag
Pen containers	Hardware box (clear plastic), which is placed inside tabulator bin	Red security cart
Poll List Correction Sheet	City Clerk envelope	Reg bag
Poll book for Election Day Registrations – **white copy**	County Clerk envelope	Red bag
Poll book for Election Day Registrations – **yellow copy**	Yellow accordion folder, with corresponding registration forms.	Red bag
Poll Book table accordion folder (green)	--	Blue tote
Poll Books (2 for each Ward)	--	Red bag
PPE bag (clear)	--	Red security cart
Privacy screen for ExpressVote	Main tabulator bin	Red security cart
Provisional ballot envelope (if used)	--	Red bag
Provisional Ballot Reporting Form (if used)	Paperclip to provisional ballot envelope(s), place in large blue Provisional Ballot envelope	Red bag
Provisional Ballots accordion folder (blue)	--	Blue tote
Provisional ballots cast (if any)	Provisional Ballot envelope (blue)	Red bag
-R-		
Red Dane County security pouch	--	Red bag, **or** taken by couriers to CCB (if unable to modem)
Red security cart	Lock and leave at the polling location.	
Registration forms, English language, blank	Registration form box (clear plastic), placed in main tabulator bin	Red security cart
Registration forms, Spanish and Hmong language, blank	Brown Registration Table accordion folder, inside labeled manilla folder	Blue tote
Registration Table accordion folder	--	Blue tote
Election Day Registrations accordion folder (yellow)		Red bag
Registrations of electors who voted	Clipped to yellow EDR poll book, in yellow accordion folder	Red bag
Registrations of electors who registered but did not vote today (if any)	Clip to the outside of the yellow accordion folder	Red bag
Rejected Absentee Ballots envelope (if needed)	--	Red bag

What Goes Where		
Item	***Container***	***Packed into…***
-S-		
Screen cleaning wipes	Hardware box (clear plastic), in main tabulator bin	Red security cart
Seals from tabulator cart doors	Small red Dane County security pouch	Red bag
Second and third ballot form (if used)	City Clerk envelope	Red bag
Second Results Tape, signed by 3+	City Clerk envelope	Red bag
Secrecy sleeves	Main tabulator bin	Red security cart
Signage accordion folder	--	Blue tote
Signage kiosk	Fold and zip in blue carrying case. **Do not remove signs!**	Red security cart
Sticker seal (now void) from top of tabulator	Stick to front of County Clerk envelope	Red bag
Stickers for voters	Plastic sticker tub (round)	Blue tote
Supply kit		Blue tote
-T-		
Tabletop signs		Red security cart
Tabulator		Red security cart
Tabulator and ExpressVote keys on lanyard	Top tray of supply kit	Blue tote
Thumb drives from tabulator and ExpressVote	Small red Dane County security pouch	Red bag
-U-		
USB Sticks from tabulator and ExpressVote	Small red Dane County security pouch	Red bag
-V-		
Vote Here flag standard	Black bag it came in	Red security cart
Vote yard signs	--	Red security cart
Voter slip containers	Hardware box (clear plastic), in main tabulator bin	Red security cart
Voter slip numbers, **unused**	Gallon zip bag (or rubber-banded if you can’t find the bag)	Blue tote
Voter slip numbers, **used**	Inside sealed ballot security bag with voted ballots, in main tabulator bin	Red security cart
-Y-		
Yellow Chief Inspector binder	--	Blue tote
Yellow accordion folder	--	Red bag