

**Voter Service Center Supply List**  
**Primary Election**  
**August 6, 2013**

**AutoMark-1**

**AutoMark Privacy Shield—1 for each Automark**

**AutoMark Table-1 for each Automark**

**AutoMark Privacy Screen-1 per VSC**

**Ballot Box (Metal)—Locked and Sealed—1 per VSC**

**Voting Booths — Handicap & Regular—1 Each**

**Sandwich Boards—As per Loading List**

**Concrete Blocks—1 for each Sandwich Board**

**Flag and Poles (St. Marks only)**

**Red Bag — with following items**

**HAVA (Sec. Of State) “Voting Information” Poster—1**

HAVA Poster Postings (Include “Election Day VSC Information” and “Example Ballot”)

**“AutoMark Test Ballots” Ziploc (Include 3 Test Ballots and Sample Instruction sheet)**

Provisional Ballots — (Print designated number and seal with paper seal)-**50**

“Late Ballot” Ziploc (Include 2 paper seals)

Record Book (Place the following supplies loose inside front of record book-see exception)

- Ballot Tally Sheet
- Time Sheet—for Each Worker
- **Exception: Adhere Seal Verification Label Inside Front Cover**

Procedure Book

- VSC Staff Assignments
- VSC Procedures
- Provisional Ballot Procedures
- Provisional Ballot Quick-Reference/Final Check Procedures
- Election Night Return List
- **MapQuest directions to 9 pm Closure USPS mailbox**
- Drop-Box Procedures — **When Instructed, For Library and STA VSC Use Only**
- WA County’s Contact Information
- **Sample “Voting Rights Restoration in Washington State” ACLU Pamphlet**

“Completed Forms” Ziploc

**Plastic Seals (6-10) and Certificates (2) — Inside Side Pocket**

**Supply Tub — with following items**

**“Provisional Ballot Items” Ziploc**

- Provisional Ballot Outside Envelope – **White** — 50
- Provisional Ballot Security Envelope – **Yellow** — 50
- Provisional Ballot Notification Instructions — 50
- Voter Registration Forms — 100
- Glue Stick – 5

**“Vote-by-Mail Items” Ziploc**

- Outer Return Envelopes – **White (with Declaration)** — 50
- Security Envelopes – **Yellow** — 50
- Signature Guides – 1 (Place with Outer Envelopes—Under Rubber Band)
- Ballot Secrecy Folder—2

**“Misc. Signage” Ziploc**

- Sample Ballot—2 for each side/face
- “This Ballot Box Closed” Sign (Place in bag so sign can be read)-1 per Ballot Box
- Magnifiers — 2-Flat and 1-“Hand Held”
- New-Complaint Forms — 10
- “Vote” Signs (with arrow) — 10
- “Voting Rights Restoration in Washington State” ACLU Pamphlets—5-10

**“Misc. Voter Service Center Supplies” Ziploc**

- Bag of Name Tags — 5
- Pens — 10
- Rubber Fingers – 2
- Tape — scotch & masking
- Thumb Tacks — 1 Canister
- Sharpie Pens – for marking Ballots — 10
- Bag of Rubber Bands
- "I Voted" Stickers—5 Sheets
- "Future Voter" Stickers—1 Sheet
- Death Cancellation Cards — 10

**“AutoMark Items” Ziploc**

- Headphone Covers
- Spare Ink Cartridge—1
- Key (Make sure it is for AutoMark)
- Sanitizing Wipes
- “AutoMark Misc. and Trash” Ziploc

**▶ “Drop-Box Materials” Ziploc (Library and STA Plaza VSC only)-----Generally Different Crew**

- Keys (3) — (Silver, Black-topped, Small Silver)
- Seals (Heavy Plastic)—For Ballot Transfer Bag
- Seal Certificates (For Ballot Transfer Bag)
- VBM Return Envelopes (White w/Affidavit and Line for Voter Signature)
- Misc. “Throw Away” Ziploc
- “Used Drop-Box Items” Ziploc
- “Ballots Received After 8:00 pm” Ziploc (include Paper Seals)
- Vehicle Accident Checklist
- Plastic Gloves
- Pen
- MapQuest Directions to USPS mailbox—9 pm Closure
- Emergency Contact Phone Numbers—(Hand to Night Drop-Box Personnel)-otherwise already part of Procedure Book

**Gaffer Tape (gray)****Flashlight — (Check Light)****Extension Cords — 2****Voting Instructions — Inside Voting Booth****Voter Pamphlets (when applicable) — 10 English + 1 of each foreign language (Place inside Tub—on top)****Voter Service Center Supply List (Place inside Tub—on top)**