

To Do Each Election-Election Specific

General Election G113

Contact Penske—Reserve Truck for: Insertion; Mailing Ballots; Drop-Box Pick-up
Contact Motorpool—Reserve Car—Initial Opening of Drop-Boxes
Contact Joint Counties- Lincoln, Pend Oreille, Stevens, Whitman—When Applicable
Contact Devries' Courier Service—Start Date/End Date
Jail Ballots—(Geiger-Jan Sedor & Jail-Lynnette Brown) Contact; Deliver request forms; Pick-up request forms; Deliver ballots
*Lighthouse for the Blind—Contact Mike at 487-0405 when Ballots are Mailed and Schedule Voting Day (When Applicable)
**Lighthouse for the Blind—Ask if anyone needs a ballot—Bring ballot replacements as requested.
Ballot to Joe—Mike

Create Mail/Drop-Box Log—Shared

**Insertion—Contact Staff

Prepare Example Ballot Package for USPS

**AutoMark—Contact Staff

Warehouse Supply List—Update supply numbers—Print
VSC Supply List—Print

Drop-Box

Contact Drop-Box Truck Driver/Passenger
Ziploc—check supplies and update
Contact Staffing

Create Logs—Drop Box

Metal Seals
Plastic Seals
Daily Returns Log
Closing

Create Computer Room Logs

M650 Zip Disc Storage (2)—Red Box/Storage Cabinet
Reporting Manager Activity Log

**AutoMark—Contact Staff for L&A Test

Program AutoMark
*Email/Inform Support Staff ie: Kris,
Perform L&A Test
Record Flash Card Number
Seal Numbers—Ink Cartridge and Flash card seal
Box-up AVU—label AVU and Container; Stage for Delivery

Election Night

Drop-box Procedures
Drop-box Sign-in sheet
Drop-box recovery log—library list w/list of materials to collect
Timesheets
Staff; Ballot Returns Election Night

VSC

Contact VSC Personnel
Contact Facility—(mail letter first of January with Election Year Dates)
Contact Staffing
Create Seal Log—for AVUs, Red Bags and Tubs
Example Ballot—Tape on HAVA poster—office and VSC
Sample Ballot—create and Print (in-house)
Provisional Ballots—create and Print in-house. Count out for each VSC tubs
Provisional Ballot Envelope/Ziploc Label—Set-Up & Record number on label to be delivered

Distribute Sample Ballots

Office wall and Counter
VSC supplies

Record Book—Set up

Front Cover/outside and “oath” page inside
Labels for inside front cover
[AutoMark label verification—Ink Cartridge and Flash Card (After Completing L&A)]
Comment Page(s)
Blank White Sheet
Blank Orange Back Cover

Inside Record Book—Set-up

Ballot Tally Sheet

Time Sheets

“Late Ballot” Ziploc—Election Specific—create label (VSC and Drop-Box)

650—Set-up Test deck

Perform Pre-L&A Test

**Email/Inform Support Staff of date and time of test ie: Kris, Ralph, Glenn, etc.

Perform L&A Test

Include: Blank, Over-vote, Write-in

650 labels—Create

Content

Box Seal Numbers

AutoMark—VSC Labels

AutoMark

AutoMark Case

Election Day Staff Assignments—Contact Jean Maffia (email)—Working or Not?

Office

Tabulation Room: Operators and Catchers

20 Days Prior To Election Day

Set up AutoMark—front office

Set up Voting Booths—Office Lobby

Call/Contact

Devries Courier Service—Start Date

Penske Rentals: 24' Truck w/Rail Side—Insertion;

24' Truck w/Tuck-Under—Mail Ballots

Van—Daily Drop Box Pick-up

Motorpool—Car Rental—Initial Opening of Drop-Boxes

Open Drop-Boxes—Open and Seal

Libraries

STA

Elections Office—Install

Elections' Entry

Deliver Additional Ballot Box to VSC

CenterPlace—Deliver to Front Desk

St Mark's—Deliver to Office

Deliver to City Halls, Libraries, School Districts, etc.—(When Applicable)

Voter's Pamphlets

Post Election—Election Day Plus One (1) Day

Empty VSC Ballot Boxes—Sort Provisional ballots/VBM Ballots, Count and Record

Search—Red Bags & Supply Tubs—For Election Ballots (On Time and Late Ballots)

Search—Drop Box Ziploc—For Election Ballots (On Time and Late Ballots)

Post-Election—Election Day Plus 1 Week

Pay VSC Vendors--\$100 (St. Marks and CenterPlace) (Libraries and STA Free—No Payment)

Each January

Send out W-4s for Exempt Status

Send out Letters to Election Workers—Survey

Send out Letters to VSC—Election Year Dates

Update/Create:

Extra Help Timesheets (computer/regular)

Activity Logs

Flex Schedule

Make New Payroll/Pay Vouchers File Folders

Pack-up Last year's payroll/pay voucher file folders