

BEFORE ELECTION DAY

Apply for Absentee Ballot

If you are working in a polling place outside your precinct, be sure to apply for an Absentee Ballot. The deadline to apply is 5 p.m. on the Tuesday before every election.

Confirm Poll Workers

Make sure that your Election Day team is in place and ready to work on Election Day.

Confirm With Polling Place

Make sure that your polling place is prepared if you plan to come on Monday night for setup.

Supply Pick-Up / Delivery

Supplies are delivered to the Judges of Election after 5 p.m. on the Friday or Saturday prior to the election. A schedule will be set between the Judge and the delivery person. The Judge will sign for the supplies.

Polling Place Supplies

In the corrugated WHITE box:

1	Polling Place Supplies List (Double-Sided Sheet)
1	Opening Polls Checklist
1	Closing Polls Checklist
1	Supplies Return Instruction Sheet
1	Information Sheets on the Imagecast Precinct (Scanner)
1	Information Sheets on the Imagecast X (ADA unit)
5	General Information and Instructions
5	Notice of Prohibitions and Penalties
2	Summary of Voter Registration & Voting Procedures (Even Years Only)
5	Individual Rights under the Federal Law (Even Years Only)
1	Record of Assisted Voters (Double-Sided Sheet)
1	Declaration of the Need for Assistance to Vote (set)
5	Challenged Elector's Affidavit
1	Checklist of Operations
30	Affirmation of Elector
1	Affirmation of Elector Chart
1	Miscellaneous Information Procedures Chart
1	Affidavit of Voter Identification
2	Election Board Officers Oath (carbonless)
2	Pay Sheets
10	"We Need You" Forms
10	Deceased Family Member Forms
5	Voter Moved Out of York County
1	Election Day Digest
1	Polling Place List
2	Paper "Vote Here" Signs
1	Numbered List of Voters (Numbered Set – Carbonless)
1	American Flag
25	Voter Registration Forms
2	Statement of Complaint - Violations of Title III (HAVA Act 2002)

ELECTION ENVELOPES (1 EACH):

A	D	G	K
B	E	H	
C	F	I	

In the plastic bag inside the WHITE box

1	Gold seals (foil)
8	Election officers name tags
1	Set alphabet tabs
1	Envelope of rubber bands
1	Roll of scotch tape
1	Roll of masking tape
1	Ruled paper pad (5 x 8)
8	Ball point pens (blue or black ink only)
24	Ultra-fine sharpie markers
1	Sortwik
2	PLASTIC "VOTE HERE" SIGNS (wire frames delivered with voting equipment)

Additional signs for designated districts are located in the black bag

In the Sealed Black Bag:

1	Set of POLL BOOKS, SUPPLEMENTAL POLL BOOK SHEETS(S), ABSENTEE BALLOTS & PROVISIONAL VOTING MATERIALS
5	Absentee Ballot Affidavits (inside Absentee Ballot envelope)
4	Copies of the RETURN STATEMENT SHEETS
2	Copies of election district ballot and static ballot (sample ballot)
1	STREET LIST for election district
1	NOTES sheet
1	Manila envelope to return NOTES sheet, registration forms, etc.
1	BLUE Cartridge Bag
1	eScan SPOILED BALLOT ENVELOPE (Y)
20	eScan Spoiled Ballot Log forms (inside Envelope Y)
1	WRITE-IN BALLOT ENVELOPE
1	Legal size folder for EMERGENCY BALLOTS that wouldn't scan
30	Legal size privacy folders
3	W-9 forms