

Early Voting Manager – A.M. START UP EV Site _____

START: _____ END: _____ ELECTION DATE _____ / _____ /20_____

- Presidential Preference Primary
 Primary
 General
 Special _____

MUNICIPAL SUPER TUESDAY
 (Select appropriate election below)

- | | | | |
|--|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Callaway | <input type="checkbox"/> Lynn Haven | <input type="checkbox"/> Mexico Beach | <input type="checkbox"/> Panama City |
| | | | <input type="checkbox"/> Ward 1 |
| | | | <input type="checkbox"/> Ward 2 |
| <input type="checkbox"/> Panama City Beach | <input type="checkbox"/> Parker | <input type="checkbox"/> Springfield | <input type="checkbox"/> Ward 3 |
| | | | <input type="checkbox"/> Ward 4 |

| Manager Reads - Assistant Manager Completes | | Manager Initials |
|--|-----------------|------------------|
| 1. Instruct everyone that electronic devices (Cell Phones, Tablets, others...) are not to be used in the polling place room. Only during breaks in break area. | | |
| 2. Break small GREEN Plastic Seal on bottom of BLUE Security Cart Compartment Door. (Hold onto Seal until directed to place in Storage) | Record # | |
| 3. Manager give Keys to Assistant Manager. | | |
| 4. Direct Assistant Manager to Unlock/Open BLUE Security Cart Compartment Door using BLUE Key. | | |
| 5. Get EV Procedures Manual from Top Pouch of BLUE Security Cart Compartment Door. | | |
| 6. Manager will open EV Procedures Manual and follow steps to open this site. | | |
| 7. This sheet is now complete, place this sheet and start up bag in Top Pouch on inside BLUE Security Cart Compartment Door. | | |

REFERENCE ONLY

CELL PHONE QUICK REFERENCE Basic Operation

1. Press and hold the **RED END** button to turn the phone on/off.
2. To make a phone call: Enter the phone number (include the area code if needed) and press the **GREEN SEND** button.
3. To receive a phone call: When the phone rings press the **GREEN SEND** button to answer. Press **END** to end the call.
4. To charge the phone: Insert the charging plug into the phone's charging port on the side of the phone.

Icons At Top of Screen

5. **Battery Strength Indicator: Indicates battery charge level.**



6. **Signal Strength Indicator:** The strength of signal received by the phone is indicated by the number of bars displayed.

SOE STAFF – Pre-Election Manager Pickup Confirmation**(CESD/DSOE Reads)****SITE # _____**

| | | | | |
|---|---|--|-------------------------|---------|
| 1. Handled Ziploc Bag with Supplies enclosed. | | | Manager Initials | |
| 2. I have received a list of Election Workers for my site. | | | | |
| 3. I understand how to deal with a jammed ballot. | | | | |
| 4. I understand how to change VCS Printer Paper Roll. | | | | |
| 5. I understand that I must leave the polling place no later than 1 Hour after closing (Unless a line exists at closing causing the time for last voter to cast ballot to be affected.) | | | | |
| 6. I was issued Equipment Keys: | <input type="checkbox"/> (1) Black Barrel Key DS 200 Unit/ExpressVote Unit | <input type="checkbox"/> (1) Yellow Key Ballot Counting System <input type="checkbox"/> (1) Blue Key - Blue Security Cart | Record Site # | |
| | <input type="checkbox"/> (1) Gold Key/ Security Cage | | | |
| 7. I was issued a Polling Place Key or Security Code | Record Security Code | Record Site # | | |
| 8. I understand that I am responsible for allowing only the proper use of the election equipment keys (and polling place key if issued). | | | | |
| 9. I understand Florida law prohibits solicitation within 150 feet of the entrance to a polling place or a polling room. | | | | |
| 10. <u>You Must Call Phone Bank 850-248-8650 before you allow any EXIT polling inside 150 feet (F.S 102.031(4)(a))</u> | | | | |
| <ul style="list-style-type: none"> ▪ Stating a Candidate's Name or Issue is NOT allowed. <p>Allowed: "Who did you vote for?" NOT Allowed: "Did you vote for <u>Candidate's Name</u>?"</p> | | | | |
| 11. SOE staff confirmation that, Manager understands responsibilities. | | Staff | Staff | Manager |

STARTUP PACKAGE HANDLED ZIPPER BAG INVENTORY

(Size 9 x 15)

| Requirements to Supply and Confirm: | | Staff | Staff | Manager |
|---|-----|--------------|--------------|----------------|
| 1. Discuss/answer questions regarding Site Specific Room Layout provided for review. | | | | |
| 2. Polling location Google Map printed from our office web precinct finder. | | | | |
| 3. VR Election Workers Report for designated site | | | | |
| 4. Form 16217 Poll Watcher List (check box if not applicable) | N/A | | | |
| 5. Form 16432 Poll Watcher Requirements (check box if not applicable) | N/A | | | |
| 6. Special Notices or Instruction from SOE (check box if not applicable) | N/A | | | |
| 7. SOE Staff & Manager confirmation inventory is correct. | | | | |
| 8. SOE STAFF – Pre-Election Manager Pickup Confirmation stays with the SOE office for record of Pick-up. | | | | |