

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.		

SOE STAFF – Pre-Election Manager Pickup Confirmation			SITE # _____	
(CESD/DSOE Reads)				
			Manager Initials	
1. I have received a Handled Ziploc Bag with Early Voting Start Up enclosed.				
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) Gold Key/ Security Cage	<input type="checkbox"/> (1) Yellow Key Ballot Counting System <input type="checkbox"/> (1) Blue Key - Blue Security Cart	Site #	
7. I was issued a Polling Place Key or Security Code	Record Security Code	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> ▪ Stating a Candidate’s Name or Issue is NOT allowed. Allowed: “Who did you vote for?” NOT Allowed: “Did you vote for <u>Candidate’s Name?</u> ”				
11. I was issued DS-DE 125 Designation of Poll Watchers (N/A if not applicable)				
12. I was issued Special Notices or Instruction from SOE (N/A if not applicable)				
13. SOE STAFF – Pre-Election Pickup Confirmation logged into CallTrack (This page stays at SOE office)			SOE Staff	SOE Staff