

Election Day - Clerk START UP

 Precinct # _____

ELECTION DATE ____ / ____ /20____ (Select appropriate election below)

- Presidential Preference Primary
 Primary
 General
 Special _____

MUNICIPAL SUPER TUESDAY

(Select appropriate election below)

- Callaway
 Lynn Haven
 Mexico Beach
 Panama City
 Panama City Beach
 Parker
 Springfield
 Ward 1
 Ward 2
 Ward 3
 Ward 4

Clerk Reads – Assistant Clerk Completes	Clerk 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. Clerk give Keys to Assistant Clerk.	
4. Direct Assistant Clerk to Unlock/Open BLUE Security Cart Compartment Door using BLUE Key.	
5. Get Election Day Procedures Manual from Top Clear Pouch of BLUE Security Cart Compartment Door.	
6. Clerk will open Election Day Procedures Manual and follow steps to open this precinct.	
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 Clerk Pickup Confirmation (CESD/DSOE Reads)			Pct # _____	
			Clerk Initials _____	
1. I have received a Handled Ziploc Bag with Election Day Start Up enclosed.				
2. I have received a list of Election Workers for my Precinct.				
3. I understand how to deal with a jammed ballot.				
4. I understand how to change VCS Printer Paper Roll.				
5. I understand that if the modem fails, I must call phone bank.				
6. 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.)				
7. I was issued Equipment Keys:	<input type="checkbox"/> (1) Black Barrel Keys DS 200 Unit/Express Vote Unit <input type="checkbox"/> (1) Gold Key/ Security Cage	<input type="checkbox"/> (1) Yellow Keys Ballot Counting System <input type="checkbox"/> (1) Blue Keys - Blue Security Cart	Pct #	
8. I was issued a Polling Place Key or Security Code	Record Security Code	Pct #		
9. I understand that I am responsible for allowing only the proper use of the election equipment keys (and polling place key if issued).				
10. I understand Florida law prohibits solicitation within 150 feet of the entrance to a polling place or a polling room.				
11. <u>You Must Call Phone Bank 850-248-8650 before you allow any EXIT polling inside 150 ft (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> ?”				
12. I was issued DS-DE 125 Designation of Poll Watchers (N/A if not applicable)				
13. I was issued Special Notices or Instruction from SOE (N/A if not applicable)				
14. SOE STAFF – Pre-Election Pickup Confirmation logged into CallTrack (This page stays at SOE office)			SOE Staff	SOE Staff