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

<table>
<thead>
<tr>
<th>Clerk Reads – Assistant Clerk Completes</th>
<th>Clerk initials</th>
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</thead>
<tbody>
<tr>
<td>1. Instruct everyone that electronic devices (Cell Phones, Tablets, others…) are not to be used in</td>
<td></td>
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<tr>
<td>the polling place room. Only during breaks in break area.</td>
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<tr>
<td>2. Break small GREEN Plastic Seal on bottom of BLUE Security Cart Compartment Door. (Hold onto Seal</td>
<td>Record #</td>
</tr>
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<td>until directed to place in Storage)</td>
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<tr>
<td>3. Clerk give Keys to Assistant Clerk.</td>
<td></td>
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<tr>
<td>4. Direct Assistant Clerk to Unlock/Open BLUE Security Cart Compartment Door using BLUE Key.</td>
<td></td>
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<tr>
<td>6. Clerk will open Election Day Procedures Manual and follow steps to open this precinct.</td>
<td></td>
</tr>
<tr>
<td>7. This sheet is now complete, place this sheet and start up bag in Top Pouch on inside BLUE</td>
<td></td>
</tr>
<tr>
<td>Security Cart Compartment Door.</td>
<td></td>
</tr>
<tr>
<td>Pct #</td>
<td>Clerk Initials</td>
</tr>
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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:
   - (1) Black Barrel Keys DS 200 Unit/Express Vote Unit
   - (1) Gold Key/Security Cage
   - (1) Yellow Keys Ballot Counting System
   - (1) Blue Keys - Blue Security Cart

8. I was issued a Polling Place Key or Security Code
   - Record Security Code

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. You Must Call Phone Bank 850-248-8650 before you allow any EXIT polling inside 150 ft (F.S. 102.031(4)(a))
   - Stating a Candidate’s Name or Issue is NOT allowed.
   - Allowed:  “Who did you vote for?”
   - NOT Allowed:  “Did you vote for Candidate’s Name?”

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

Mark Andersen, Bay County Supervisor of Elections