

EARLY VOTING – A.M. START UP EV # _____

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

Presidential Preference Primary Primary General

Special _____

MUNICIPAL SUPER TUESDAY DATE _____ / _____ /20_____

(Select appropriate election below)

Callaway Lynn Haven Mexico Beach Panama City

Panama City Beach Parker Springfield

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 SILVER Key Lock Box hanging on BLUE Security Cart handle. (Hold on to Seal until directed to place in Storage)	
3. Unlock/Open SILVER Key Lock Box using 3 digit combination printed on outside of SILVER Key Lock Box.	
4. Remove BLUE Security Cart Key from SILVER Key Lock Box.	
5. Break Small GREEN Seal on bottom of BLUE Security Cart Compartment Door. (Hold on to Seal until directed to place in Storage)	
6. Unlock/Open BLUE Security Cart Compartment Door using BLUE Key.	
7. Place EV Manager A.M. Start Up Bag inside Top Pouch on inside of BLUE Security Cart Compartment Door.	
8. Get Early Voting Procedures Manual from Top Pouch of BLUE Security Cart Compartment Door.	
9. Manager will open Early Voting Procedures Manual and follow steps to open Early Voting Site.	
10. This sheet is now complete, place this in Top Pouch on inside Blue Security Cart Compartment Door.	

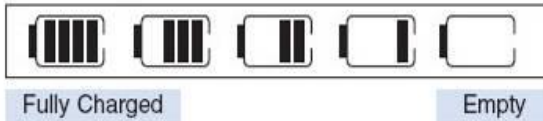
REFERENCE ONLY

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

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



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

SOE STAFF – EV Manager Confirmation (CESD/COD Reads)			A.M. Manager Initials	P.M. Manager Initials.
EV # _____				
1. Handled 9 x 14 ¾ Ziploc Bag				
2. I understand how to deal with a jammed ballot.				
3. I was issued an Early Voting Facility Key.		EV Site		
4. I understand how to enter Election Code on Ballot Counting System.				
5. I understand how to search for voters on the Voter Check-In System.				
6. I understand that I ONLY issue ballots to voters with signed Early Voting Certificate.				
7. I understand that I am responsible for allowing only the proper use of the election equipment keys (and polling place key if issued).				
8. I understand Florida law prohibits solicitation within 100 feet of the entrance to a polling place or a polling room.				
<p>9. <u>You Must Call Phone Bank 248-8650 before you allow any EXIT polling inside 100 ft.</u> Federal court in 2006 ruled the 100-foot no solicitation zone could not be enforced to prohibit <u>exit</u> polling.</p> <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>				
10. I understand only one Poll Watcher at a time, per organization will be authorized to enter Early Voting Site.				
11. SOE staff confirmation that Managers understand responsibilities.		Staff	Staff	

STARTUP PACKAGE HANDLED ZIPPER BAG INVENTORY	Staff	Staff	A.M. Manager
1. SOE STAFF – EV Manager Confirmation pages (Stays at SOE office)			
2. Form 16217 Poll Watcher List <input type="checkbox"/> Included <input type="checkbox"/> Not applicable			
3. Form 16432 Poll Watcher Requirements <input type="checkbox"/> Included <input type="checkbox"/> Not applicable			
4. Special Notices or Instruction from SOE <input type="checkbox"/> Included <input type="checkbox"/> Not applicable			
5. SOE Staff & Manager confirmation inventory is correct.			