



Mail In Balloting Supplies and Procedure Checklist

**Place this checklist at the ballot bag table.*

BALLOT BAG TABLE SUPPLIES

- Ballot bag on wheels
- Single use pens
- Polling place/district list
- Mail in ballot in-person log
- Tally worksheet and two-hour Public Notice Chart
- Hand sanitizer

DOs and DON'Ts – Mail Ins

- Do not touch the mail in ballot.
- Ensure the mail in ballot is in an envelope before voter submits it in ballot bag.
- Voters may submit their mail in ballot **ONLY**, not anyone else's.
- Voters may only submit their ballot if they are in the assigned district polling location.
- Do not fold the mail in ballot.

MAIL IN BALLOTING PROCEDURE

During polling:

- Greeter refers to the district polling location list to check that voter is in their assigned polling place. **Ask voter to show the district number on their ballot envelope.*
- Greeter directs voter with mail in ballot to the ballot bag table.
- Poll Worker verifies district list with voter's mail in ballot envelope.
- Voter writes name, address, and signature on the in-person log.
- Poll Worker checks the name and address on the mail in ballot envelope and compares to what the voter wrote in the log. **If not the same, do not accept the ballot.*
- Voter submits the ballot envelope through the ballot bag slot.
- Poll Worker marks tallies on worksheet.

****VOTERS MUST SUBMIT THEIR MAIL-IN BALLOT AT THEIR ASSIGNED POLLING LOCATION. OTHERWISE, DIRECT THEM TO THEIR ASSIGNED POLLING PLACE OR TO A SECURE DROP BOX.***