SITE HELP DESK STATION CHECKLIST

Pre-Opening Checklist	10/15
Station Resources Bag: Place a Voter Assistance Log, SOSA Electronic Poll Book Guide, Photo ID Evaluation Guide, Photo ID Exception Guide, Same-Day Registration Application Sample, Acceptable Voter ID List, Two Options Sign, College Registration Flyer, College Dormitory Address Flyer, the 'Notice To Same-Day Registrants' and 'Notice to Voters with No Acceptable ID' signs at the Help Desk Station.	☐
Station Resources Bag: Place the Same-Day Registration pad at the Help Desk Station.	☐
Black Rolling Tote: Place a manila 'Canceled/Misc. Forms' folder, red 'Same-Day Registration' folder, blue 'Change Forms' folder, and yellow 'Help Referral Forms' folder at each Help Desk Station.	☐
Green Tote Bag: Place a 'Help Desk Station' tabletop sign at the Help Desk Station (if not done by the BOE).	☐
Black Rolling Tote: Place the orange bag (Provisional) and blue polybag (Absentee) at the Help Desk Station. Remove the black polybag with provisional supplies from the orange bag. Place the empty orange bag in the Black Rolling Tote.	☐
Site Coordinator Supply Tote: Place the Absentee Ballot Return Binder and the date stamp (Black Rolling Tote) at the Help Desk Station.	☐
Black Rolling Tote: Place a highlighter, glue dabber (for provisional envelopes), paper clips, rubber bands, and binder clips at the Help Desk Station.	☐
Station Resources Bag: Place the 'Please Share The Following' signs are at each Help Desk Station and tethered pens are attached (if missing, notify the Site Coordinator).	☐
Verify that the Help Desk Station laptop has a "Help Desk" label on its exterior face (if missing, notify the Site Coordinator).	☐
Ensure there is paper in each printer tray.	☐
Attempt to print a SOSA Transaction Statistics report on each Help Desk Station computer to verify that no transactions have been processed. (Click "SOSA Transaction Statistics" in the Reports pane under "Tools" in SOSA.)	☐

Opening Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Verify that all supplies listed in the Pre-Opening Checklist above are in place.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Ensure all printers are powered on, active and loaded with paper.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Log into the computer and SOSA using the credentials in the Early Voting Admin Binder.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Run a test print on each computer in SOSA (File → Print → Test).	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Ensure the Student Address Verification Database is open on the Help Desk Station computer(s).	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Closing Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Perform the nightly data transfer using the instructions on page 115 of the SOSA Electronic Pollbook Guide.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Print a SOSA Transaction Statistics report from each computer. Ensure "Today" is selected as the transaction date. Paperclip them together and place them at the Ballot Station.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Closing Checklist - Continued	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Upon approval of the Site Coordinator, close out of SOSA and close the laptop.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Collect the Same-Day Registration forms from the red folder(s), count them, and paperclip them together. Place a post-it note on top of the forms with the count.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Collect the change forms from the blue folder(s), count them, and paperclip them together. Place a post-it note on top of the forms with the count.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Collect the canceled/misc. documents from the manila folders and paperclip them together.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Print the SOSA Provisional Pollbook using the information on page 92 of the SOSA Electronic Pollbook Guide and verify daily totals. If there is a difference, complete the Canceled Provisional Log.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Place all the completed provisional materials in the orange provisional bag.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Collect the Help Referral Forms from the yellow folder(s) and paperclip them together.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Place all collected forms at the Ballot Station for end-of-day reconciliation activities.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Organize the Help Desk Station area in preparation for the next day.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Final Day Closing Checklist	11/2
Complete all regular steps in the Closing Checklist above (unless a checkbox is not available).	☐
Log out of Help Desk and Site Coordinator laptops after completing regular daily closing activities and break down the station.	☐
Pack all laptops into the matching laptop boxes when instructed by the Site Coordinator and place them in the Site Coordinator's vehicle (including mice, pads, and power cords).	☐
Place all Help Desk Station supplies back in the location they were retrieved from per the Pre-Opening Checklist when instructed by the Site Coordinator and/or Assistant Site Coordinators (ex. pens, unused provisional materials, manila folders, SOSA Electronic Poll Book Guides, etc.). Each tabletop sign must go into a 'Tabletop Sign Frame & Bag' (one sign per bag) and be placed in the Green Tote Bag.	☐
Pack all laminated signs (including the 'Please Share The Following' signs with the tethered pens, etc.) into the Sign Bag.	☐
Place used tablecloths and aprons in the white mesh laundry bag (Black Rolling Tote). Leave the laundry bag in the designated BOE pick-up area.	☐
Place all supplies in the designated BOE pick-up area when instructed by the Site Coordinator and/or Assistant Site Coordinators.	☐