

SITE MANAGEMENT CHECKLIST



The Site Coordinators must ensure the following tasks are completed throughout the day to ensure ballot reconciliation and compliance.

HOURLY GENERAL MANAGEMENT TASKS

(Unless Noted Otherwise)

- ✓ Ensure each voting booth has a pen tethered to it. (Spares are in the “Tethered Pen Kit” bag in the “General Station” tote.)
- ✓ Ensure the ExpressVote has a tethered stylus attached to it.
- ✓ Ensure Check-In and Help Desk Operators are completing entries in the SOSA User Log for the laptop they are assigned to. (Remember: the laptop’s machine number is the hand-written number next to “SOSA ID:” on the card located on the laptop’s lid.)
- ✓ **Ensure officials follow proper check-in procedures as referenced in the SOSA Electronic Pollbook Guide.**
- ✓ Ensure that the Ballot Station properly marks ballots as referenced in the Ballot Station Quick Guide.
- ✓ Ensure that the ballot station **does NOT stamp ballots with the blue ‘Curbside’ stamp.**
- ✓ Ensure that voters are not speaking on cellular phones while inside the voting enclosure unless approved by the Board of Elections.
- ✓ Ensure that Incident Reports are completed as needed throughout the day (found on the desktop of the Site Coordinator's laptop).
- ✓ Ensure that all stations have appropriate reference materials readily available.
- ✓ **Ensure that all site workers utilize their reference materials.**
- ✓ Ensure maintenance of peace and good order in and about the place of voting.



- ✓ Place Same-Day Registration forms in the red Same-Day Registration folders.
- ✓ Place Name/Address Change Forms in the blue Change Forms folders.
- ✓ Place Cancellations/Miscellaneous forms in the manila Canceled/Misc folders.
- ✓ Place the Help Desk Referral Forms in the Help Referral Form folders.
 - Exception: If a reasonable resemblance challenge is sustained, the Help Desk Referral Form will be placed in the clear plastic sleeve of the provisional envelope along with the voter's provisional application.
- ✓ Place spoiled ballots in the red polybag(s).
- ✓ Place returned absentee-by-mail ballots in the blue polybag(s) with the specific ballot return log attached to it.
- ✓ Ensure absentee return logs are being completed and envelopes are being stamped correctly.
- ✓ Place machine-rejected ballots in the yellow polybag(s).
- ✓ Scan the voting enclosure to ensure that no electioneering literature has been left inside.
- ✓ Check the exterior of the voting enclosure to monitor the 50-Foot Buffer Zone and the 6-Foot Curbside Buffer Zone.
- ✓ Ensure that the curbside area is always monitored by a site worker for incoming voters.
- ✓ Ensure absentee-by-mail ballots are returned at the Help Desk Station, and **no returns are taken at Curbside Voting.**
- ✓ Complete the Tabulator Match Sheet to reconcile totals.
- ✓ Complete Supply Requests to ensure proper supplies are maintained (Early Voting Assistant application on Site Coordinator's laptop or site cell phone).
- ✓ Reduce staff if volume does not merit levels (as instructed by the BOE).
- ✓ Ensure that the Early Voting Wait Time Reporter is completed every 30 minutes. (This is located on the Site Coordinator laptop, under the Early Voting Assistant application and will automatically provide wait times on the BOE's website).
- ✓ Ensure that site workers are NOT using BOE computers for unauthorized reasons.
- ✓ Record appointed Assistant Site Coordinators under the Site Coordinator Assignments tab in the Site Coordinator Management Guide.
- ✓ Identify the Assistant Site Coordinator who will be serving as the Returns Escort for Nightly Audit. The Returns Escort must be of a different affiliation from the Site Coordinator.



VERIFICATION OF SITE MANAGEMENT TASKS

The Site Coordinator must check the box and initial each day to confirm that the Site Management Checklist tasks were completed.

<input type="checkbox"/> 10/17/2024 SC Initials:	<input type="checkbox"/> 10/26/2024 SC Initials:
<input type="checkbox"/> 10/18/2024 SC Initials:	<input type="checkbox"/> 10/27/2024 SC Initials:
<input type="checkbox"/> 10/19/2024 SC Initials:	<input type="checkbox"/> 10/28/2024 SC Initials:
<input type="checkbox"/> 10/20/2024 SC Initials:	<input type="checkbox"/> 10/29/2024 SC Initials:
<input type="checkbox"/> 10/21/2024 SC Initials:	<input type="checkbox"/> 10/30/2024 SC Initials:
<input type="checkbox"/> 10/22/2024 SC Initials:	<input type="checkbox"/> 10/31/2024 SC Initials:
<input type="checkbox"/> 10/23/2024 SC Initials:	<input type="checkbox"/> 11/01/2024 SC Initials:
<input type="checkbox"/> 10/24/2024 SC Initials:	<input type="checkbox"/> 11/02/2024 SC Initials:
<input type="checkbox"/> 10/25/2024 SC Initials:	