

## Election Supplies for Satellite Voting Locations

### **Metal Ballot Box**

### **Suitcase**

- \_\_\_\_\_ Box of Flags to display on table
- \_\_\_\_\_ Plastic bag for trash
- \_\_\_\_\_ Note Pad
- \_\_\_\_\_ Tape Dispenser
- \_\_\_\_\_ Extension Cord
- \_\_\_\_\_ Ruler
- \_\_\_\_\_ String of flags to use as decoration around table
- \_\_\_\_\_ Red, White & Blue “Vote Here” signs (4)
- \_\_\_\_\_ Official Iowa Absentee Ballot Request Forms (~200)
- \_\_\_\_\_ Iowa Voter Information Poster (Rolled up and placed on top of cart.)

### **Green Notebook (goes in Suitcase)**

#### **Front Pocket of Notebook**

- \_\_\_\_\_ Maps of Ames, Nevada, and Story county
- \_\_\_\_\_ Street Edit w/Precinct Location
- \_\_\_\_\_ Name Tags
- \_\_\_\_\_ Green ½ Sheet Closing List

#### **Plastic Sleeves inside Notebook**

- \_\_\_\_\_ Election Supplies Checklist for Satellite Voting
- \_\_\_\_\_ Extra Satellite Posters in case store copy is missing
- \_\_\_\_\_ Staff Contact Sheet
- \_\_\_\_\_ Staff Cell Phone and Emergency Number Sheet
- \_\_\_\_\_ Lap Top Instructions
- \_\_\_\_\_ Ballot Rotation Chart
- \_\_\_\_\_ Precinct Worksheet
- \_\_\_\_\_ DOT Voter Registration Forms
- \_\_\_\_\_ Yellow Oath of Office Forms
- \_\_\_\_\_ Election Official for Future Election Forms
- \_\_\_\_\_ Green Ballot Record & Receipt Form
- \_\_\_\_\_ Pink Satellite Absentee Voters Log
- \_\_\_\_\_ Yellow Claim Forms
- \_\_\_\_\_ List of Candidates Running for Office
- \_\_\_\_\_ Election Polling Place List
- \_\_\_\_\_ Purple Voter Registration Forms
- \_\_\_\_\_ Voter Registration Form example with instructions on completing the form

- \_\_\_\_\_ Application for Absentee Ballot Card Example with Instructions on completing the Card
- \_\_\_\_\_ What To Do If... (for Satellite)

**Yellow Folder inside Notebook**

- \_\_\_\_\_ Sample Ballots (1 of each)

**Black Folder inside Notebook**

- \_\_\_\_\_ Large White Envelope "Ballots for Absentee Precinct"
- \_\_\_\_\_ Provisional Ballot Envelopes (You will turn in the voted provisional ballots at the end of each day to the Auditor's Office. DO NOT fill them out if you have no provisional ballots cast.)
- \_\_\_\_\_ Statement to Person Casting a Provisional Ballot Form (on Provisional Envelope)
- \_\_\_\_\_ Affidavit of Voter Requesting Assistance (Form 156-A) (1 pad)
- \_\_\_\_\_ Voter Registration Forms (Please return the completed forms to the office daily.)
- \_\_\_\_\_ "How to Mark Your Ballots" (To post inside the voting booths.)

**Plastic Box (goes in Suitcase)**

- |                                  |                          |
|----------------------------------|--------------------------|
| _____ Black Pens to mark ballots | _____ Padlock & Key      |
| _____ Paper Clips                | _____ Scissors           |
| _____ Extra Scotch Tape Roll     | _____ Masking Tape       |
| _____ Auditor Office Pens        | _____ "I Voted" Stickers |
| _____ Electrical Adapter         | _____ Red Pens           |
| _____ Push Pins                  | _____ Envelope Sealer    |
| _____ Sticky Tack (Hold-It)      | -----Duct Tape           |

**White Ballot Box**

- \_\_\_\_\_ Affidavit Envelopes for Absentee Ballots
- \_\_\_\_\_ Secrecy Folders
- \_\_\_\_\_ White envelope for "Spoiled Ballots"
- \_\_\_\_\_ Official Ballots
- \_\_\_\_\_ Seals for Ballot Box (2 Sets) – 1 Opening, 1 Closing

**Voting Booths (4) - 3 Regular, 1 Handicapped**

