

# 4 CHECKING THE ELECTION SUPPLIES BEFORE ELECTION DAY

This chapter includes an overview of the tasks you need to do leading up to Election Day:

- Contacting the rest of your Election Day team
- Reviewing the supplies and equipment on the Monday before Election Day
- Understanding the Election Supply Carrier (ESC)
- Following important security procedures

## BEFORE ELECTION DAY

### The Week Before Election Day

The week before Election Day, one Judge, also known as the Key Judge, and the Election Coordinator will each get an envelope from the Board with the ESC key and other supplies. That Key Judge should contact the Election Coordinator and other Judges to arrange to **visit the polling place on the Monday before Election Day** and check the election equipment, materials, and supplies.

If you aren't contacted by the Key Judge in a reasonable time, you have the phone numbers for the other Judges on your assignment letter to set up a meeting time. You can also contact the Board at 312-269-0876 to get the phone number for the Coordinator. If you cannot reach the Coordinator or Key Judge, you can still visit the polling place to make sure the ESC has been delivered.

### The Monday Before Election Day

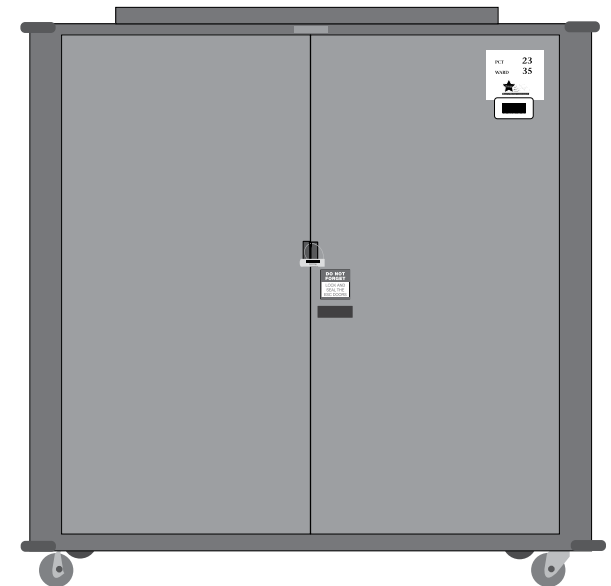
Election Day always falls on a Tuesday. The day before the Election (Monday), all the Election Judges and Coordinator will meet at the polling place.

First, the Judges and Coordinator must report to the office of the person in charge of the building or speak to a person who works at the location. You must get permission before entering the polling place room to access the ESC. Once you have permission, your team will open, check, and then secure the ESC for Election Day.

You will find all the supplies and equipment for Election Day at the polling place in the blue Election Supply Carrier (ESC). The ESC is on wheels. The wheels can be locked to stay in place. You will use the Supply List (Form 21) and the Accessibility Checklist (Form 21-ADA) to check that all the supplies are in the ESC.



**Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



Election Supply Carrier (ESC)

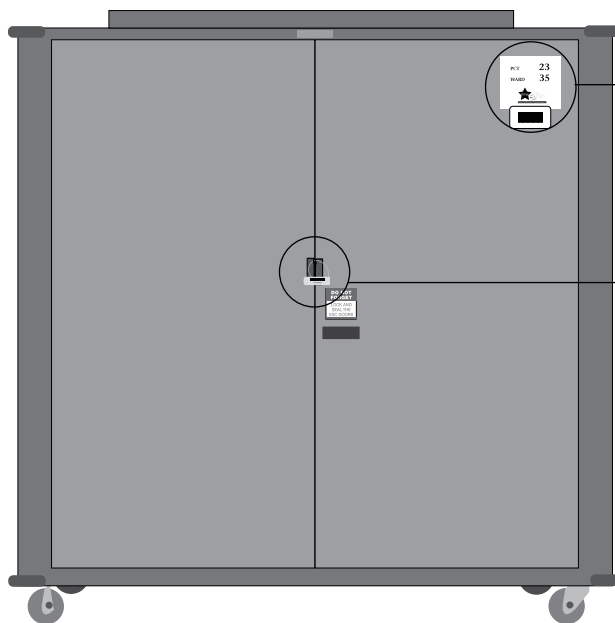
**REMINDER:** Ask the proprietor about what entrance to use on election morning

## OPENING, CHECKING, AND SECURING THE ESC

### Opening the ESC

- 1 Make sure that the ESC at the polling place is for your assigned precinct and ward. Check the label on the ESC in the upper right hand corner. The label shows the precinct and ward.
- 2 The Key Judge and Coordinator will each have seal cutters. Use the seal cutters to break the green seal on the ESC doors. **You must save the seal.**
- 3 To open the door, push on the area where the key is inserted. Pushing this area will release the latch and open the doors. **Do not break the lock on the ESC.**
- 4 When you open the ESC, remove the Seal Accountability Form (Form 3), which is located in the plastic sleeve inside the ESC door. Check that the number on the green seal you just removed from the ESC door is the same seal number that appears on the Seal Accountability Form. **If the seal number is not the same as the number recorded on the form or if the ESC seal is missing, you must call EQUIPMENT/SUPPLIES at 773-247-4065 immediately.**
- 5 You will see that the Broken/Used Seal Bag is located inside the sleeve on the right ESC door. Place the broken, used seal inside the Broken/Used Seal Bag. The Broken/Used Seal Bag holds all the broken and used seals. It is returned to the Board at the end of the day on Election Day in the Black Return Bag.
- 6 You will replace the seal on the ESC with a new green seal after you complete your check today. **Make sure to write down the new ESC seal number on the Seal Accountability Form.**

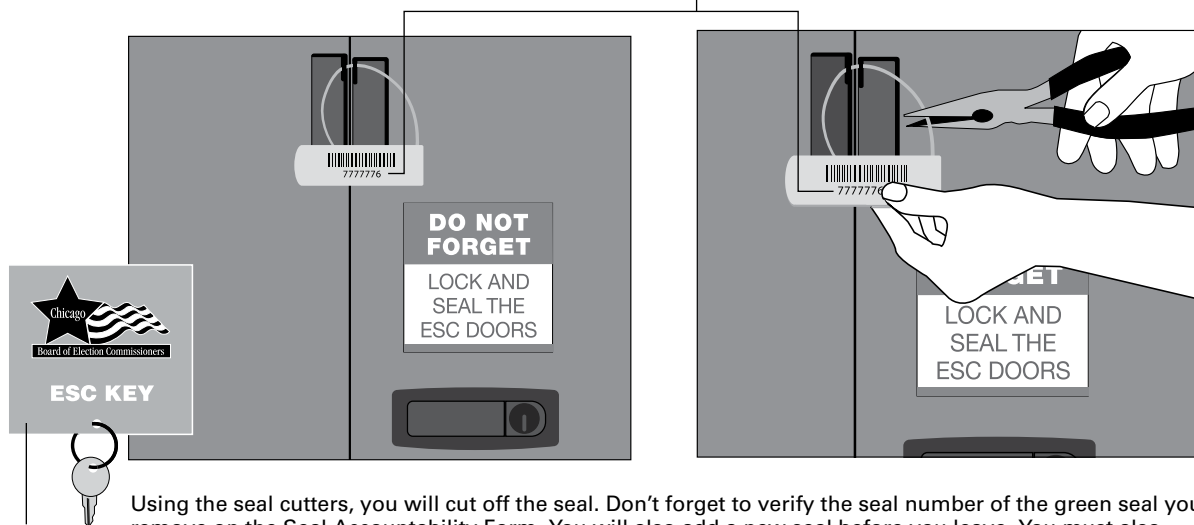
### Closed Election Supply Carrier (ESC)



The precinct and ward information is located here in the upper right hand corner of the ESC.

SEAL ACCOUNTABILITY FORM		Pct. _____	Wd. _____
		Form 3 Rev 11/03	
<b>ELECTION SUPPLY CARRIER (Seal is GREEN)</b>			
1. PRIOR TO ELECTION DAY:			
SEAL #	7777776	VERIFIED BY	Jason Doe (BOARD AGENT)
SEAL #	TTTTT6	VERIFIED BY	Scott Smith (EJ SIGNATURE)
2. ELECTION DAY			
Before 6 pm		VERIFIED BY	
SEAL #		VERIFIED BY	(EJ SIGNATURE)
After 7 pm		ATTACHED BY	
SEAL #		ATTACHED BY	(EJ SIGNATURE)
<b>AUXILIARY BALLOT BOX - INSIDE ESC (Seal is ORANGE)</b>			
3. ELECTION DAY (if needed because ballot scanner stopped operating)			
SEAL #		ATTACHED BY	
SEAL #		ATTACHED BY	(EJ SIGNATURE)
<b>TOUCHSCREEN (Seals are RED and YELLOW)</b>			
4. ACCESSORIES DOOR (Election Day (Seal is RED))			
RED SEAL #		VERIFIED BY	
RED SEAL #		VERIFIED BY	(EJ SIGNATURE)
5. ELECTION DATA DOOR (Election Day (Seal is RED))			
SEAL #		VERIFIED BY	
SEAL #		VERIFIED BY	(EJ SIGNATURE)
6. BATTERY DOOR (Election Day (Seal is RED))			
SEAL #		VERIFIED BY	
SEAL #		VERIFIED BY	(EJ SIGNATURE)
7. POWER/PRINTER DOOR (Election Day)			
YELLOW SEAL #		VERIFIED BY	
YELLOW SEAL #		VERIFIED BY	(EJ SIGNATURE)
RED SEAL #		ATTACHED BY	
RED SEAL #		ATTACHED BY	(EJ SIGNATURE)
<b>BALLOT SCANNER</b>			

You will find the Seal Accountability Form (Form 3) in the door of the ESC. The seal number (#) on the form should match the seal number (#) you find on the green seal on the door.



Using the seal cutters, you will cut off the seal. Don't forget to verify the seal number of the green seal you remove on the Seal Accountability Form. You will also add a new seal before you leave. You must also record the number of the new green seal on the Seal Accountability Form.

The Key Judge and the Coordinator will each have an ESC key.

## Supply List Form 21

## Checking the Supplies and Equipment in the ESC

- 1 Make sure that the supplies and equipment inside the ESC are for your assigned precinct and ward.
- 2 Don't open any equipment. Don't unwrap, sign, or initial any forms (except the Seal Accountability Form). Don't try to test any of the voting equipment. All items have been tested by Board staff.
- 3 Use the Supply List (Form 21) and the Accessibility Checklist (Form 21-ADA) to check that all correct supplies are in the ESC.



**Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



**IMPORTANT! Are there items missing from the ESC? Call EQUIPMENT/SUPPLIES at 773-247-4065 immediately.**

- 4 You are allowed to set up voting booths and hang signs the night before the election between 5:00 pm and 7:00 pm. You are NOT allowed to unpack ballots, set up the electronic equipment, or set up/unpack any other equipment or supply that is not a voting booth or a sign.

# SUPPLY LIST FORM 21

GENERAL ELECTION  
NOVEMBER 3, 2020



## SUPPLY LIST FORM 21

GENERAL ELECTION NOVEMBER 3, 2020

### CHECK THIS LIST AGAINST THE SUPPLIES CONTAINED IN THE BLUE METAL ELECTION SUPPLY CARRIER (ESC).

- Official Ballots
  - Ballot A – White
  - Ballot B – White
- Ballot Privacy Sleeves (10)
- Touchscreen Ballot Privacy Sleeve (1)
- Provisional Ballot Privacy Sleeve (1)
- Electronic Poll Books (2) with stands (2), keyboard (2) and jetpack (1) in black plastic case
- White Blank Form 14 Applications for Ballot and Correction Report Form 15 in back of the pad
- Spindle for used Applications for Ballot Form 14
- Election Judge/Coordinator Handbook
- Extension Cords (5)
- Power Strips (2)
- Demonstrator Ballots (Orange)
- Ballot Box (3 parts)
- Touchscreen Voting Unit, Card of Instructions and Ballot Code Sheet
- Touchscreen Voting Booth
- Touchscreen Printer
- Extra Ballot Paper for Touchscreen Printer
- ADA Accessibility Supply bag: Election Coordinator Checklist (Form 21 ADA), Accessibility Guide, 60-inch paper Accessibility Circle, paper measuring tape, Form 177A "Accessible Entrance" sign (if applicable), Form 177AE "Accessible Entrance w/arrow" sign (if applicable)
- Red Box containing Ballot Scanner and power cord, security key, plastic pointer, modem, modem power cord, modem antenna, scanner and touchscreen password, and touchscreen poll worker card
- Blue Transfer Case with Form 84 Voted Ballot plastic bag and Black Return Bag with White Return Box, Form 83 and orange sticker to note ballots not counted by the ballot scanner
- No Electioneering Cones (2) (if applicable)
- 100 foot string (if applicable)
- Metal Voting Booths
- Plastic Voting Booths
- Lowered Voting Booth with chair
- Folding Registration Table
- American Flag
- Bag of Unused Seals green (3), red (6), black (2), gray (2), orange (2), Red tie (14), zip tie (1) and yellow (2)
- Seal Accountability Form (1)
- Broken/Used Seal Bag (1)
- Clipboards (5)
- Gray Supply Box with: pens (5), outlet adapters (2), masking tape (1), scissors (1), rubber fingers (2), economy lights (2), large ballot viewers (2), signature guides (3), "I Voted" Stickers (500), paper rolls (2) and hand sanitizer (1)
- Blue Supply Box with: Voter Cards (5), headphone covers and Sharpie boxes (2)

### ENVELOPE 1 CONTAINING INFORMATION FOR THE PRECINCT

- Form 4 Oath of Office and Application for Swear-In Judges
- Form 9 Oath of Office for Assigned Judges
- Form 36J Judge of Election Badges
- Judge of Election Language Support Badges (if applicable)
- Form 194/EC Judge of Election and Election Coordinator Pay Voucher
- Form 202 Investigator Sign-In Sheet
- Envelope 47E
- Form 118 Election Judge Signup
- Specimen Ballots
- Precinct Address Outline
- Polling Place Locations
- Ward Map/Receiving Station Location Map
- Precinct Poll Sheet
- Ballot Packing List

### ENVELOPE 2 CONTAINING SIGNS

- Form 25 "Need Help Voting?" sign
- Form 177 "Polling Place" sign
- Form 251 "When Voters Do (And Don't) Need ID" sign
- Form 252 "Voter's Bill of Rights" sign
- Form 255 "Voting Instructions" sign
- Form 256 "Are you registered to vote at your current address?" sign
- Form 256A "Notice: Two Paper Ballot" sign
- Form 177Reg "Election Day Registration & Voting" sign

### ENVELOPE 3 CONTAINING VOTING FORMS

- Form 1 Consolidated Voter's Affidavits
- Form 1S Consolidated Voter's Affidavit (Spanish)
- Form 1C Consolidated Voter's Affidavit (Chinese, if applicable)
- Form 1H Consolidated Voter's Affidavit (Hindi, if applicable)
- Form 1A "Notice to Person Providing Assistance"
- Form 14 S/C/H Appl. For Ballot (Spanish/Chinese/Hindi)
- Envelope S "Spoiled Ballots"
- Touchscreen Instructions (English/Spanish)
- Touchscreen Instructions (Chinese/Hindi) (if applicable)
- Form 11 Precinct Notification

### ENVELOPE 3P CONTAINING PROVISIONAL VOTING MATERIALS

- Form 276P Provisional Voter Affidavits
- Form 276PS Provisional Voter Affidavits (Spanish)
- Form 276PC Provisional Voter Affidavits (Chinese, if appl.)
- Form 276PH Provisional Voter Affidavits (Hindi, if appl.)
- Envelope P Provisional Voter Affidavit Carrier Env.
- Spanish/Chinese/Hindi Provisional Affidavit Receipt

### ENVELOPE 4 CONTAINING CLOSING ITEMS

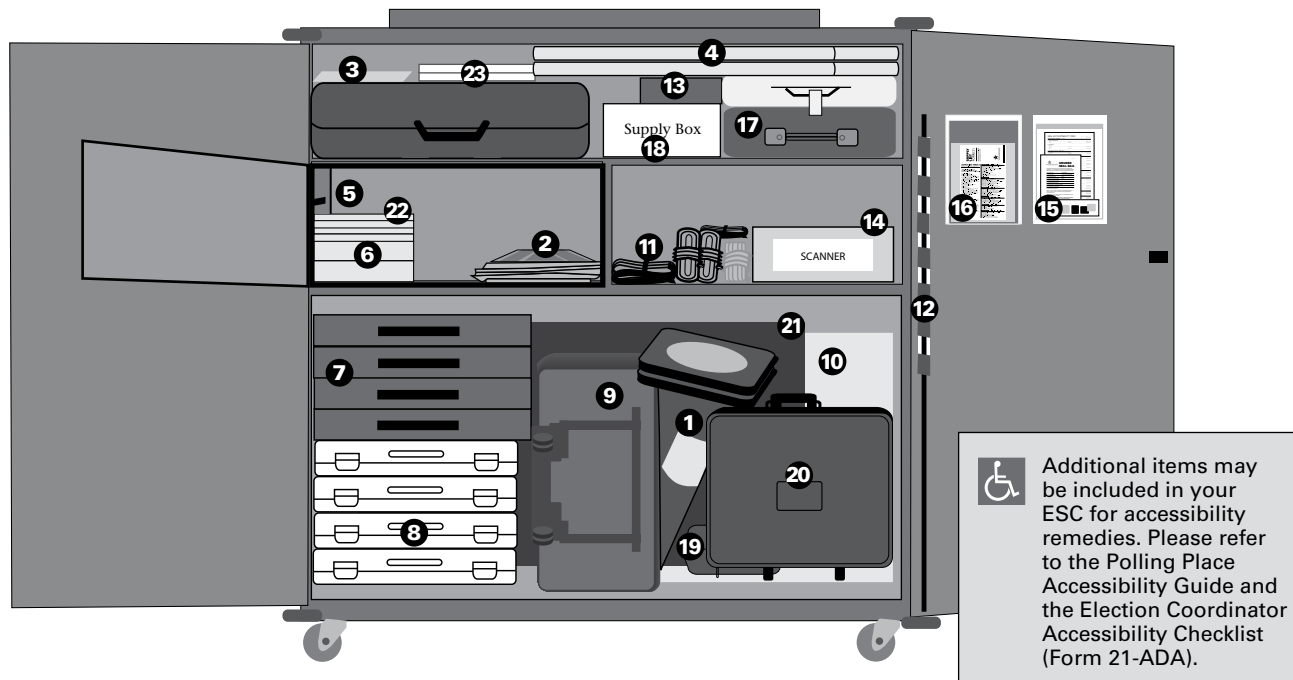
- Envelope W "Write-In Votes"
- Envelope D "Damaged Ballots"
- Envelope 14E
- Envelopes 71E & 72E
- Form 80 Certificate of Results (3)

### ENVELOPE 5 CONTAINING REGISTRATION MATERIALS

- List of acceptable identification
- Form 14Reg, package of 100, Applications for Ballot-Registered Voter
- Form 14Reg S/C (Spanish/Chinese)
- Form 14Reg Hindi (where applicable)
- Registration Table Sign and holder
- Registration Table Instructions
- Envelope 48E for Return of Registration Forms

### Inside the Election Supply Carrier (ESC)

- 1 Campaign Free Zone Cones and 100 Foot String (if applicable)
- 2 Envelopes 1, 2, 3, 3P, 4 & 5 Forms and Demonstration Ballots
- 3 Clipboards
- 4 Lowered Voting Booth and Chair
- 5 Ballot Box Portion of ESC
- 6 Official Ballots and privacy sleeves
- 7 3 Part Collapsible Ballot Box (rear lower portion of ESC)
- 8 Plastic and Metal Voting Booths
- 9 Transfer Case/Black Return Bag and White Return Box
- 10 Registration (Folding) Table
- 11 Extension Cords and Power Strip
- 12 Flag
- 13 Blue Supply Box
- 14 Red Box containing Ballot Scanner and power cord, security key, plastic pointer, modem, power cord and antenna, scanner and touchscreen password, and touchscreen poll worker card
- 15 Seal Accountability Forms, Bag of Unused Seals and Broken/Used Seal Bag
- 16 Supply List, Form 21-ADA, Accessibility Guide and Handbook
- 17 Electronic Poll Books (2) with stands (2), keyboards (2), jetpack (1), and card activators (2)
- 18 Gray Supply Box
- 19 Touchscreen Voting Unit, Card of Instructions, and voter card activation menu
- 20 Touchscreen Printer
- 21 Touchscreen Voting Booth
- 22 **FOR USE WITH ELECTRONIC POLL BOOK**
  - White Blank Form 14 Applications for Ballot and Correction Report Form 15 at back of pad
  - Spindle for Used Applications
  - Form 14 S/C/H Appl. For Ballot (Spanish/Chinese/Hindi/Korean/Tagalog) (in Env. 3)
  - Form 11 Precinct Notification (in Env. 3)
- 23 ADA Accessibility Supplies plastic bag: Election Coordinator Checklist (Form 21-ADA), Accessibility Guide, 60-inch paper Accessibility Circle, and paper measuring tape



Additional items may be included in your ESC for accessibility remedies. Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA).

### Securing and Sealing the ESC

- 1 Remove a new seal from the Unused Seal Bag. Record the seal number on the Seal Accountability Form.
- 2 Return the Seal Accountability Form to the plastic sleeve on the inside door of the ESC.
- 3 Return all supplies to the ESC.
- 4 Close both doors and lock the ESC using the key. Make sure the latch is secured.
- 5 The Key Judge or Coordinator must take the seal cutter home and bring it back on Election Day. **Do not leave the seal cutter inside the ESC.** You will need it to open the ESC on Election Day morning.
- 6 Place the new seal through both holes in the middle of the doors and secure the seal. **Make sure the seal is secured.** The door should be locked and sealed so that no one can open the ESC.

**REMINDER: Call EQUIPMENT/SUPPLIES at 773-247-4065 immediately to report any of the following problems:**

- A missing ESC seal
- Incorrect numbers on the Seal Accountability Form
- Any missing items from the ESC
- Equipment labeled for a different precinct and ward

**Don't forget to save the green ESC seal in the Broken/Used Seal Bag!**