

End of Night

What is Ascertainment and why do I care?

What we will cover

- Ascertainment
- Staying organized
- Order of Operations
- Closing the polls
- Filling out paper work
- Packing Envelopes

Ascertainment

What is it?

- May also be called the canvas
- Where the election is certified at the local level

What do they need?

- #2 Envelope- Sealed (signed and dated)

	<p>Verity Scan Voting Equipment</p>
<p>2</p>	<p>ENCLOSE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> OFFICER OF ELECTION OATH <input type="checkbox"/> STATEMENT OF RESULTS (Enclose both copies) <p>Attach to each SOR:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A Zero Report Tape from Scan – All OFFICERS must sign. <input type="checkbox"/> A Tally Report Tape from Scan – All OFFICERS must sign. <input type="checkbox"/> All OFFICERS must sign both SORs <ul style="list-style-type: none"> <input type="checkbox"/> Pollbook Summary Report <input type="checkbox"/> EPB THUMB DRIVES TO BE ENCLOSED IN EPB ENVELOPE <input type="checkbox"/> ELECTION NIGHT CALL-IN SHEET <input type="checkbox"/> BALLOT RECEIPT <input type="checkbox"/> PART F <p>INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. TWO OFFICERS verify all contents before sealing. 2. TWO OFFICERS SEAL this envelope. Sign and date seal label.

Prince William County
Dual Primary
June 12, 2018

Precinct:

TO: Clerk of Circuit Court

ON THE DAY AFTER THE ELECTION:
Give this Envelope to the Prince William County Electoral Board.

AFTER THE EXPIRATION OF THE RECOUNT OR CONTEST PERIOD, WITH NEITHER PENDING, DELIVER TO THE GENERAL REGISTRAR:

- Oath Forms *(All copies)*
- EPB Thumb Drives
- Pollbook Summary Reports *(All Copies)*

RETENTION OF REMAINING ITEMS:
All Elections = 2 Years

DISPOSITION:
Destroy

What do they need?

- #2 Envelope- Sealed (signed and dated)
- #2a Envelope- Sealed (signed and dated)

	<p>YELLOW PRINTED RETURN SHEET Verity Scan Voting Equipment</p>
<p>2A</p>	<p>ENCLOSE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yellow Printed Return Sheet with the following attached: <ul style="list-style-type: none"> <input type="checkbox"/> A Zero Report Tape from Scan <input type="checkbox"/> A Tally Report Tape from Scan <p>INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. ALL OFFICERS MUST SIGN the Yellow Printed Return Sheet, the Tally Tape, and Zero Tape. 2. TWO OFFICERS verify all contents before sealing. 3. TWO OFFICERS SEAL this envelope. Sign and date seal label.

Prince William County
Dual Primary
June 12, 2018

Precinct:

TO: Clerk of Circuit Court

ON THE DAY AFTER THE ELECTION:
Make this document and attached tapes available for public inspection for 60 days.

RETENTION:
All Elections = 2 Years

DISPOSITION:
Destroy

What do they need?

- #2 Envelope- Sealed (signed and dated)
- #2a Envelope- Sealed (signed and dated)
- Compensation form

Why do I care?

The Election cannot be certified if:

- missing paperwork/tapes to verify counts
- missing signatures to authenticate paperwork

Sherriff's Deputies will be knocking at your door!

What about all the other stuff?

- 1A Envelope is needed for the Provisional Meeting
- 3,6,7,11 all go to the Courthouse in case of a recount

Staying Organized

What can I do to prepare?

- Take this training
- Have a table with all your envelopes organized
- Have a sticker boy
- Use a highlighter to color code tapes
- Have officers sign and date all available labels

What can I do to stay organized?

Know where stuff goes and keep it there for safe keeping

- Oath form signed? Put it in #2
- “Extra” Zero Tapes signed? Put them in #2
- Compensation form complete? Put it in #8

End of Night

Order of Operations

- Close polls/Print tapes
- Complete call in sheet
- Report results
- Complete SOR
- Verify completeness (and signatures)
- Pack Envelopes

Closing Polls/Printing tapes

- Complete the Pollbook Summary Report
- Close the polls on EPB
- Close polls on the Scan (will print a Tally Tape)
- Print 2 more tally tapes
- Print 3 Write-in reports (not needed in Primaries)
- Close polls on the TW (will print a Ballot Count Tape)

Closing Polls/Printing tapes

- Plus your Zero Tapes from the morning (don't forget the one on the wall)

MAKE SURE THEY ARE ALL SIGNED

Other information to get now

You should grab the new Red Seal numbers (for #7), the Lifetime Counter numbers (for #7) and Ballot Counter numbers (for SOR) now

Complete the call in sheet

We have the public, candidates, party chairs and the State Board/Department of Elections breathing down our neck for the unofficial results

Plus you will have observers and representatives hassling you at the precinct

So please complete your Call In Sheet now.

Call in Results

- Use your Election Night Tally (ENT) laptop
- Complete your precinct's google doc
- Do it now

Attach Tapes to SOR and Return Sheet

- 2 SORs
 - Zero Tape from Scan (signed)
 - Tally Tape from Scan (signed)
 - Write In Report from Scan (not in Primaries) (signed)
- Yellow Printed return sheet
 - Zero Tape from Scan (signed)
 - Tally Tape from Scan (signed)
 - Write in Tape from Scan (not in Primaries) (signed)

Complete the SOR

- Two teams (two SORs)
- Pencil first
- 3 sections
 - Voters checked in (from EPBs)
 - Ballots cast (from Scan)
 - Discrepancies (part F)
- Both copies must be complete
- Both copies must be signed by everyone

Pack Envelopes

- #1A:
 - Provisional Ballots Cast
 - Certified and Sealed whether it was used or not
- #2:
 - Election Officer Oath (signed)
 - 2 Copies of the SOR (signed)
 - Zero, Tally and Write-in tapes from scan on each (signed)
 - Pollbook Summary Report
 - EPB Thumbdrive Envelope (with EPB thumb drives)
 - Call in Sheet
 - Part F
 - Envelope is sealed with a label signed and dated by everyone

Pack Envelopes

- #2A:
 - Yellow printed return sheet (signed)
 - Zero, Tally and Write-in tapes from scan (signed)
 - Envelope is sealed with a label signed and dated by everyone
- #3:
 - Counted Ballots (Scanned)
 - Label signed and dated by everyone is attached
- #4: Spoiled and Voided Ballots
 - Envelope is sealed with a label signed and dated by everyone whether used or not
- #4A: Spoiled Absentee Ballots
 - Envelope is sealed with a label signed and dated by everyone if used. Can be sealed in #4.

Pack Envelopes

- We don't talk about #5
- #6:
 - Unused Ballots
 - Envelope is signed and dated by everyone
- #7:
 - Used and unused seals, machine keys, cage key
 - Back must be completed
 - Envelope is sealed with a label signed and dated by everyone
- #8: Compensation form, extra signature labels, miscellaneous stuff
- #11: vDrives from Scan and TW
 - Envelope is sealed with a label signed and dated by everyone

Review

- Ascertainment is where the Election is certified
- They need a lot of stuff
- Everything needs to be signed and dated by everyone

Any Questions?