

PUTNAM COUNTY BOARD OF ELECTIONS

CANVASS / RECANVASS PROCEDURES

ROBERT J. BENNETT, COMMISSIONER
ANTHONY G. SCANNAPIECO, COMMISSIONER
ANDREA BASLI, DEPUTY COMMISSIONER
KELLY PRIMAVERA, ELECTION SPECIALIST

SIGN - IN/ OUT SHEET FOR MEMORY CARD COURIERS WITH SECURITY PACK SEAL #'S

2010 GENERAL ELECTION MEMORY CARD POUCHES AND SEALS								
	POLLING PLACE	MACHINE #	SEAL #	NAME	SIGNATURE OUT	DATE	SIGNATURE IN	TIME IN
CA	LAKEVIEW ELEMENTARY	1	2253490	LORRAINE MARIANI				
	LAKEVIEW ELEMENTARY	S1	2253491	LORRAINE MARIANI				
	BOE	2	2253492					
	BOE	S2	2253493					
	AUSTIN RD	3	2253494	GARY M. KIERNAN				
	AUSTIN RD	S3	2253495	GARY M. KIERNAN				
	LAKE SECOR	4	2253496	THOMAS C. LANNON, JR.				
	LAKE SECOR	S4	2253497	THOMAS C. LANNON, JR.				
	MAHOPAC FALLS	5	2253498	NOELLE SCANNAPIECO				
	MAHOPAC FALLS	S5	2253499	NOELLE SCANNAPIECO				
	TOWN HALL	6	2253500	KERRY R. DESANDRE				
	TOWN HALL	S6	2253628	KERRY R. DESANDRE				
KE	FIRE HOUSE	27	2253629	JEFF GREEN				
	FIRE HOUSE	S7	2253630	JEFF GREEN				
	ELEMENTARY SCHOOL	8	2253631	EDWARD J. SCOTT				
	ELEMENTARY SCHOOL	A1	2253632	EDWARD J. SCOTT				
	TOWN HALL	9	2253633	KRISTA M. BUTLER				
	TOWN HALL	A2	2253634	KRISTA M. BUTLER				
PA	RECREATION CENTER	10	2253635	MARGARET F. HAMMOND				
	RECREATION CENTER	A3	2253636	MARGARET F. HAMMOND				
	SACRED HEART CHURCH	11	2253637	PATRICIA E. PLOEGER				
	SACRED HEART CHURCH	A4	2253638	PATRICIA E. PLOEGER				

RETURNS OF CANVASS
GENERAL ELECTION – NOVEMBER 2, 2010
STATE OF NEW YORK, COUNTY OF PUTNAM
RETURN TO BOARD OF ELECTIONS

CA 1

Before the Polls Open

To be completed and signed by the Board of Inspectors at the opening of the polls.

WE DO HEREBY CERTIFY

That on this day, before polls were opened to the public for voting, ballots were delivered to us in a sealed container. Voting machine keys were delivered in a secure bag. The keys were removed in the presence of at least one Democratic and one Republican Inspector. All ballots have been accounted for (refer to "Ballot Transmittal Form").

We have inventoried the "Returns of Canvass" sheet, the "Ballot Transmittal Form" and the "Voting Machine Security Seal Form" to be completed by us throughout Election Day, in accordance with the instructions provided to us by our County Board of Elections.

The sample ballot provided was compared to the ballot booklets provided to ensure proper ballots have been delivered.

The OPEN POLL tape produced by the voting machine was reviewed to ensure that:

1. The candidate names and offices appear on the tape and
2. The Ballots Cast #(s) and all contest counters are at ZERO.

The tape is attached here, and an additional copy of the tape is included in voting machine supply envelope.

Machine # **1**

Tabulator ID # **NYJAB8I0182**

FROM ZERO TAPE:

Total Scanned # _____

Protective Counter # _____
(bottom of tape)

GREEN INSPECTOR SUPPLY SUITCASE AM TAB #

1. _____ Chmn.

2. _____

3. _____

4. _____

(Signed) *Board of Inspectors*

After the Polls Close

To be completed and signed by the Board of Inspectors at the close of the polls.

WE DO HEREBY CERTIFY

That on this day, at the close of polls, we secured the voting system against further voting and returned the voting machine keys to the inspector supply suitcase.

We reviewed the CLOSE POLL result tape produced by the voting machine, signed by all four inspectors, and have attached it here. An additional copy of the tape and a poll worker memory card have been provided to a Board of Elections Representative.

We have returned all unused ballots, spoiled ballots, unreadable emergency ballots, write-in ballots and blank ballot stock to the Chairperson responsible for them.

We have conducted this election in accordance with the instructions provided by our County Board of Elections and have completed all certificates and accountability forms accordingly.

Machine # **1**

Tabulator ID # **NYJAB8I0182**

FROM RESULT TAPE:

Total Scanned # _____

Protective Counter # _____

NUMBER OF AFFIDAVIT BALLOTS, COURT ORDERS, SPOILED BALLOTS, UNREADABLE EMERGENCY BALLOTS & WRITE-IN BALLOTS

Number of Affidavit Ballots _____ Number of Court Orders Issued _____

Number of Spoiled Ballots _____ Number of Unreadable Emergency Ballots _____

Number of Write-In Ballots _____

GREEN INSPECTOR SUPPLY SUITCASE PM TAB #

1. _____ Chmn.

2. _____

3. _____

4. _____

(Signed) *Board of Inspectors*

MEMORY CARD POUCH TAB# _____

MEMORY CARD COURIER _____
(Signed)

GENERAL ELECTION
November 2, 2010
VOTING MACHINE SECURITY SEAL SHEET

Assigned Polling Place: LAKEVIEW ELEMENTARY SCHOOL			Machine #1	
Tabulator I.D. #	NYJAB8I0182	Town / Election District	CARMEL 1, 10, 11, 13, 24, 30	
Printer Serial #	NYJBA8G0165	Ballot ID	2001, 2010, 2011, 2013, 2024, 2030	
County #	40-279670-0001-0030	Key #	92204	

Polls Open Report			Polls Close Report		
Seal Location	County Board Installed Seal Numbers	Confirm All Opening Seal Numbers	Inspector - Installed <u>Daytime</u> Replacement (If any) Seal Numbers	Inspector - Installed <u>Closing</u> Replacement (If any) Seal Numbers	Confirm All Closing Seal Numbers
Ballot Box Door					
ATI Port					
Flash Seal					
Memory Card (Administrator)					
Memory Card (Pollworker)					
Cover	N/A	N/A	N/A	N/A	N/A
		Inspector Signature -at least two (2) -one (1) from each party	Inspector Initial -at least two (2) -one (1) from each party	Inspector Initial -at least two (2) -one (1) from each party	Inspector Signature -at least two (2) -one (1) from each party
Signature			Signature		
Signature			Signature		
Signature			Signature		
Signature			Signature		

Attach Removed Seals Here:

POLL SITE BALLOT TRANSMITTAL / RECONCILIATION FORM

POLLS OPEN

Inspectors shall confirm that this supply bag for this district contains ballots in the following quantities:

Number of ballot booklets:	<input style="width: 50px;" type="text"/>		<div style="border: 1px solid black; padding: 2px; display: inline-block;">Blue Ballot Bag AM Lock</div>
Ballots are numbered from	# <input style="width: 50px;" type="text"/>	to	# <input style="width: 50px;" type="text"/>
Blank Ballot Stock	<input style="width: 50px;" type="text" value="10"/>		

If inspectors' confirmation of the ballot inventory does not match, contact the County Board of Elections immediately.

Inspector Signatures:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">2</div>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">3</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">4</div>

POLLS CLOSED

Total Ballots Used:	<input style="width: 50px;" type="text"/>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Blue Ballot Bag PM Lock</div>
Total Ballot Booklets Used:	<input style="width: 50px;" type="text"/>	
Total Blank Ballot Stock Used:	<input style="width: 50px;" type="text"/>	
Total Ballots Scanned:	<input style="width: 50px;" type="text"/>	
Total Ballots Spoiled:	<input style="width: 50px;" type="text"/>	
Total Ballots Write-Ins:	<input style="width: 50px;" type="text"/>	
Total Ballots Unreadable Emergency:	<input style="width: 50px;" type="text"/>	
Total Ballots Unused:	<input style="width: 50px;" type="text"/>	
Inspector Signatures:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">2</div>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">3</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">4</div>

CARMEL 1

BALLOT BUNDLE

AFTER THE POLLS HAVE CLOSED!!

BIND TOGETHER FOR CARMEL 1:

BALLOT TRANSMITTAL FORM
UNUSED BALLOTS & BALLOT STUBS
BLANK BALLOT STOCK
UNREADABLE EMERGENCY BALLOTS
SPOILED BALLOTS
WRITE IN BALLOTS

AFFIDAVIT BALLOTS

TOWN/DISTRICT - **CARMEL 1**

OF AFFIDAVIT BALLOTS _____

INSPECTOR SIGNATURES _____

BLANK BALLOT STOCK (10 each) FOR AUDIO SESSION

TOWN/DISTRICT - **CARMEL 1**

OF BLANK BALLOT STOCK USED _____

INSPECTOR SIGNATURES _____

CONVENTIONAL BALLOTS

FOR TOWN / DISTRICT - **CA -1**

SECURE UNUSED BALLOTS :

AFTER THE POLLS HAVE CLOSED, ATTACH THIS COVER SHEET
TO ALL UNUSED **CA-1** CONVENTIONAL BALLOTS.

BAND THE **CA-1** BALLOTS TOGETHER USING THE LARGE RUBBER
BANDS PROVIDED, AND PLACE BALLOTS IN BLUE BALLOT BAG.

COURT ORDERS

TOWN/DISTRICT - **CARMEL 1**

OF COURT ORDERS _____

INSPECTOR SIGNATURES
1) _____
2) _____
3) _____
4) _____

SPOILED BALLOTS

TOWN/DISTRICT - CARMEL 1

OF SPOILED BALLOTS _____

INSPECTOR SIGNATURES _____

UNREADABLE EMERGENCY BALLOTS

TOWN/DISTRICT - CARMEL 1

MACHINE # - **1**

OF UNREADABLE EMERGENCY BALLOTS _____

INSPECTOR SIGNATURES _____

WRITE-IN BALLOTS

TOWN/DISTRICT - CARMEL 1

MACHINE # - **1**

OF WRITE-IN BALLOTS _____

INSPECTOR SIGNATURES _____

GENERAL ELECTION – NOVEMBER 2, 2010 (CA 1)

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE, PLEASE CALL THE BOE!!!!
WE ARE AVAILABLE FROM 5:30 AM UNTIL AFTER CLOSING: **808-1300**

MOTHER DISTRICT – CARMEL 1

INSPECTOR INSTRUCTIONS & SUPPLY LIST

OPENING THE POLLS:

- ☐ AFFIX RED TAB FROM GREEN INSPECTOR SUITCASE LOCK TO CANVASS SHEET.
- ☐ **PLEASE NOTE!!!** CHAIRMAN OF “CARMEL 1 – MOTHER DISTRICT” AND 1 INSPECTOR TAKE CANVASS SHEET AND **IMMEDIATELY** DELIVER “VOTING MACHINE SUPPLY ENVELOPE” TO VOTING MACHINE INSPECTORS.
CHAIRMAN DOES NOT OPEN OR REMOVE ANY ITEMS FROM THIS ENVELOPE!!!!
- ☐ ASSIST THE VOTING MACHINE INSPECTORS WITH VERIFYING THE INFORMATION ON THE GREEN “SECURITY SEAL” SHEET.
- ☐ ONCE BALLOT BOX DOOR IS UNLOCKED, CHAIRMAN OF THE “CARMEL 1 - MOTHER DISTRICT” TAKES BLUE BALLOT BAG TO INSPECTOR TABLE. UNLOCK SUITCASE, REMOVE ALL ITEMS, ATTACH RED LOCK TO YOUR E.D.'s “BALLOT TRANSMITTAL FORM”. CHAIRMAN AND 3 INSPECTORS MUST SIGN THIS FORM.
- ☐ 2 INSPECTORS SORT THE BALLOT BUNDLES AND DELIVER THE BALLOT BUNDLES TO THE APPROPRIATE ELECTION DISTRICT.
- ☐ RETURN EMPTY BLUE BALLOT BAG TO VOTING MACHINE INSPECTORS **ASAP** - **THE BLUE BALLOT BAG MUST BE PLACED OPENED AND INSIDE THE VOTING MACHINE IN ORDER TO CAPTURE THE VOTED BALLOTS.**
- ☐ CHAIRMAN AND THREE INSPECTORS COMPLETE THE “OPENING OF THE POLLS” SECTION ON THE CANVASS SHEET.
- ☐ VOTING MACHINE INSPECTORS WILL NEED TO **PRINT TWO COPIES** OF THE “ZERO REPORT”.
- ☐ CHAIRMAN, 1 INSPECTOR AND 2 VOTING MACHINE INSPECTORS SIGN BOTH “ZERO REPORTS”.
- ☐ 2 VOTING MACHINE INSPECTORS WILL RETAIN 1 COPY OF THE “ZERO REPORT”.
- ☐ CHAIRMAN AND 1 INSPECTOR WILL RETAIN 1 COPY OF THE “ZERO REPORT”.
- ☐ CHAIRMAN ATTACHES “ZERO REPORT” TO CANVASS SHEET.
- ☐ VERIFY THAT YOUR BALLOTS & BALLOT QUANTITIES ARE CORRECT BY COMPARING THEM TO YOUR BALLOT TRANSMITTAL FORM.
- ☐ DELIVER PRIVACY BOOTH SUPPLY ENVELOPE TO PRIVACY BOOTH INSPECTORS.
- ☐ DELIVER ONE “ASK ED” DEVICE TO POLLING PLACE COORDINATOR.
- ☐ DISPLAY ELECTION DISTRICT NUMBERS AND A-K & L-Z SIGNS AT YOUR TABLE.
- ☐ ENSURE THAT ALL HANDOUT MATERIALS - SAMPLE BALLOTS, NOTICE TO VOTER, CASTING A WRITE-IN VOTE, I.D. LISTS & “I VOTED” STICKERS - ARE ACCESSIBLE TO VOTERS.

CLOSING THE POLLS:

- ☐ VOTING MACHINE INSPECTORS WILL CLOSE THE VOTING MACHINE TO PREVENT FURTHER VOTING. **TWO COPIES** OF THE RESULT TAPES MUST BE PRINTED OUT. BOTH RESULT TAPES MUST BE SIGNED BY THE CHAIRMAN OF “CARMEL 1 - MOTHER DISTRICT”, 1 INSPECTOR AND 2 VOTING MACHINE INSPECTORS.
ADDITIONAL TAPES FOR POLLWATCHERS WILL NO LONGER BE MADE AVAILABLE.
- ☐ ONE RESULT TAPE MUST BE RETAINED BY THE VOTING MACHINE INSPECTORS IN ORDER TO PROVIDE IT TO A REPRESENTATIVE FROM THE BOARD OF ELECTIONS. THE REPRESENTATIVE FROM THE BOE WILL BE ARRIVING BEFORE THE CLOSE OF THE POLLS IN ORDER TO PICK UP THE COPY OF THE RESULT TAPE, AND ONE OF THE MEMORY CARDS FROM THE VOTING MACHINE. THE MEMORY CARD TO BE GIVEN TO THE REPRESENTATIVE IS MARKED “POLLWORKER”.
- ☐ ONE COPY OF THE RESULT TAPE IS GIVEN TO THE CHAIRMAN OF THE “CARMEL 1 - MOTHER DISTRICT”.
- ☐ IF THERE ARE POLLWATCHERS PRESENT AFTER THE CLOSE OF POLLS, THE CHAIRMAN OF THE “CARMEL 1 - MOTHER DISTRICT” MUST ANNOUNCE THE **SUMMARY RESULTS**, LOCATED NEAR THE END OF THE RESULT TAPE, FOR THEIR MACHINE. IF THERE ARE NO POLLWATCHERS PRESENT, NO ANNOUNCEMENT OF RESULTS WILL BE NECESSARY.
- ☐ CHAIRMAN ATTACHES THE COPY OF THE RESULT TAPE TO THE CANVASS SHEET.
- ☐ VOTING MACHINE INSPECTORS WILL UNLOCK BALLOT BOX DOOR, AND CHAIRMAN OF “CARMEL 1 - MOTHER DISTRICT” WILL REMOVE BLUE BALLOT BAG FROM MACHINE AND TAKE TO THEIR TABLE.
BALLOTS ARE NOT TO BE REMOVED FROM THE BALLOT BAG!!
- ☐ VOTING MACHINE INSPECTORS WILL REMOVE WRITE-IN BALLOTS FROM VOTING MACHINE AND GIVE TO CHAIRMAN OF THE “CARMEL 1 - MOTHER DISTRICT”.
- ☐ **WRITE-IN BALLOTS** - CHAIRMAN OF THE “CARMEL 1 – MOTHER DISTRICT” COUNTS ALL WRITE-IN BALLOTS. REMOVE THE PAPERWORK FROM OUTER POCKET OF BLUE WRITE-IN BALLOT ENVELOPE, AND INDICATE THE NUMBER OF WRITE-IN BALLOTS ON THE FORM. CHAIRMAN AND THREE INSPECTORS SIGN THE FORM. **PLACE WRITE-IN BALLOTS IN BLUE ENVELOPE.** REPLACE THE FORM IN THE OUTER POCKET. BLUE WRITE-IN BALLOT ENVELOPE IS TO BE RETURNED IN THE **BLUE BALLOT BAG**.
- ☐ **UNREADABLE EMERGENCY BALLOTS** - CHAIRMAN OF THE “CARMEL 1 – MOTHER DISTRICT” COUNTS ALL UNREADABLE EMERGENCY BALLOTS (IF ANY). REMOVE THE PAPERWORK FROM OUTER POCKET OF RED UNREADABLE EMERGENCY BALLOT ENVELOPE, AND INDICATE THE NUMBER OF UNREADABLE BALLOTS ON THE FORM. CHAIRMAN AND THREE INSPECTORS SIGN THE FORM. **PLACE UNREADABLE EMERGENCY BALLOTS IN RED ENVELOPE.** REPLACE THE FORM IN THE OUTER POCKET. RED UNREADABLE EMERGENCY BALLOT ENVELOPE IS TO BE RETURNED IN THE **BLUE BALLOT BAG**.
- ☐ **AFFIDAVIT BALLOTS** - CHAIRMAN OF THE “CARMEL 1 – MOTHER DISTRICT” COUNTS ALL VOTED AFFIDAVIT BALLOT ENVELOPES. REMOVE THE PAPERWORK FROM OUTER POCKET OF THE GOLD AFFIDAVIT ENVELOPE, AND INDICATE THE NUMBER OF VOTED AFFIDAVIT BALLOT ENVELOPES ON THE FORM. CHAIRMAN AND THREE INSPECTORS SIGN THE FORM. **PLACE VOTED AFFIDAVIT BALLOT ENVELOPES IN GOLD ENVELOPE.** REPLACE THE FORM IN THE OUTER POCKET. GOLD AFFIDAVIT ENVELOPE IS TO BE RETURNED IN THE **GREEN INSPECTOR SUITCASE**.
- ☐ **COURT ORDERS** - CHAIRMAN OF THE “CARMEL 1 – MOTHER DISTRICT” COUNTS ALL COURT ORDERS. REMOVE THE PAPERWORK FROM OUTER POCKET OF BLACK COURT ORDER ENVELOPE, AND INDICATE THE NUMBER OF COURT ORDERS ON THE FORM. CHAIRMAN AND THREE INSPECTORS SIGN THE FORM. **PLACE COURT ORDERS IN BLACK ENVELOPE.** REPLACE THE FORM IN THE OUTER POCKET. BLACK COURT ORDER ENVELOPE IS TO BE RETURNED IN THE **GREEN INSPECTOR SUITCASE**.

☐ **UNUSED BLANK AUDIO SESSION BALLOT STOCK** - CHAIRMAN OF THE "CARMEL 1 - MOTHER DISTRICT" COUNTS ALL UNUSED BLANK BALLOT STOCK. REMOVE THE PAPERWORK FROM OUTER POCKET OF WHITE BLANK BALLOT STOCK ENVELOPE, AND INDICATE THE NUMBER OF UNUSED BALLOTS ON THE FORM. CHAIRMAN AND THREE INSPECTORS SIGN THE FORM. **PLACE UNUSED BLANK BALLOT STOCK IN WHITE ENVELOPE**. REPLACE THE FORM IN THE OUTER POCKET. WHITE BLANK BALLOT STOCK ENVELOPE IS TO BE RETURNED IN THE **BLUE BALLOT BAG**.

☐ **SPOILED BALLOTS** - CHAIRMAN OF THE "CARMEL 1 - MOTHER DISTRICT" COUNTS ALL SPOILED BALLOTS. REMOVE THE PAPERWORK FROM OUTER POCKET OF GREEN SPOILED BALLOT ENVELOPE, AND INDICATE THE NUMBER OF SPOILED BALLOTS ON THE FORM. CHAIRMAN AND THREE INSPECTORS SIGN THE FORM. **PLACE SPOILED BALLOTS IN GREEN ENVELOPE**. REPLACE THE FORM IN THE OUTER POCKET. GREEN SPOILED BALLOT ENVELOPE IS TO BE RETURNED IN THE **BLUE BALLOT BAG**.

☐ CHAIRMAN AND THREE INSPECTORS WILL RECORD THE FOLLOWING FIGURES ONTO THE CANVASS SHEET:

- ☐ AFFIDAVIT BALLOTS
- ☐ COURT ORDERS
- ☐ SPOILED BALLOTS
- ☐ UNREADABLE EMERGENCY BALLOTS
- ☐ WRITE-IN BALLOTS

☐ VERIFY THAT THE GREEN "SECURITY SEAL" SHEET HAS BEEN COMPLETED BY THE TWO VOTING MACHINE INSPECTORS. CHAIRMAN OF THE "CARMEL 1 - MOTHER DISTRICT", 1 INSPECTOR AND 2 VOTING MACHINE INSPECTORS MUST SIGN THIS SHEET.

☐ ONCE COMPLETED, THE GREEN SHEET IS RETURNED TO THE VOTING MACHINE INSPECTORS TO BE INCLUDED IN THE "VOTING MACHINE SUPPLY ENVELOPE".

☐ "VOTING MACHINE SUPPLY ENVELOPE" IS RETURNED TO CHAIRMAN OF THE "CARMEL 1 - MOTHER DISTRICT" AND PLACED IN **GREEN INSPECTOR SUITCASE**.

☐ RECORD PM RED TAB NUMBER FOR GREEN INSPECTOR SUITCASE LOCK ONTO CANVASS SHEET.

☐ RECORD PM RED LOCK NUMBER FOR BLUE BALLOT BAG ONTO BALLOT TRANSMITTAL FORM.

☐ USING THE LARGE RUBBER BANDS PROVIDED, CREATE YOUR **BALLOT BUNDLE** BY BINDING UP:

COMPLETED BALLOT TRANSMITTAL FORM
UNUSED CONVENTIONAL BALLOTS AND ALL BALLOT STUBS
RED UNREADABLE EMERGENCY BALLOT ENVELOPE
BLUE WRITE-IN BALLOT ENVELOPE
GREEN SPOILED BALLOT ENVELOPE
WHITE BLANK BALLOT STOCK ENVELOPE

☐ CHAIRMAN OF E.D.'s 11 & 13 WILL DELIVER THEIR BALLOT BUNDLES TO THE CHAIRMAN OF THE "CARMEL 1 - MOTHER DISTRICT". CHAIRMAN OF THE "CARMEL 1 - MOTHER DISTRICT" WILL PLACE ALL BALLOT BUNDLES INTO **BLUE BALLOT BAG**.

**BALLOT BUNDLES MUST BE PLACED IN THE
BLUE BALLOT BAG BEFORE IT IS SEALED!!!**

☐ ONCE ALL BALLOTS HAVE BEEN PLACED IN BLUE BALLOT BAG, SEAL BLUE BALLOT BAG WITH RED LOCK.

☐ ENCLOSE ALL COMPLETED PAYROLL VOUCHERS IN GREEN INSPECTOR SUITCASE.

☐ COLLECT ALL REMAINING SUPPLIES (CANVASS SHEET, ASK EDS, ID BADGES, SIGNS, VOTING MACHINE SUPPLY ENVELOPE, PRIVACY BOOTH SUPPLY ENVELOPE, ETC.) AND PLACE IN GREEN INSPECTOR SUITCASE.

**CHAIRMAN OF "CARMEL 1 - MOTHER DISTRICT" IS RESPONSIBLE
FOR RETURNING **TWO BAGS** -
ONE GREEN INSPECTOR SUITCASE & ONE BLUE BALLOT BAG**

DELIVER YOUR ELECTION SUITCASES TO THE FOLLOWING LOCATION:

PM DELIVERY OF SUITCASES

CARMEL * ED's - 1,3,4,5,6,7,9,10, 11,12,13,15,16, 17,18,19,21,22,23 24,25,26,27,28 & 30	TOWN HALL - 60 McAlpin Ave.
CARMEL ED's - 2,8,14,20 & 29	BOARD OF ELECTIONS - 25 Old Route 6
KENT *	TOWN HALL - 25 Sybil's Crossing
PATTERSON + ED's - 1,3,5,6 & 7	RECREATION CENTER - 65 Front St.
PATTERSON ED's - 2, 4 & 8	BOARD OF ELECTIONS - 25 Old Route 6
PHILIPSTOWN	TOWN HALL - 238 Main St.
PUTNAM VALLEY	TOWN HALL - 265 Oscawana Lake Rd.
SOUTHEAST	BOARD OF ELECTIONS - 25 Old Route 6

***A BOARD OF ELECTIONS REPRESENTATIVE WILL BE PICKING UP THE SUITCASES AT THESE LOCATIONS.**

CUSTODIAN CONTACT NUMBERS

VOTING MACHINE TECHNICIANS:

JOHN KIRCHER	CELL	845-494-0001	HOME	845-526-3467
CHRIS PRIMAVERA	CELL	914-924-5264	HOME	845-628-6817

SUPPLY LISTS

BLUE BALLOT BAG SUPPLIES

BALLOT BUNDLE CONTAINING THE FOLLOWING ITEMS:

- BALLOT TRANSMITTAL FORMS
- PRE-PRINTED CONVENTIONAL BALLOTS
- WHITE ENVELOPE MARKED "BLANK BALLOT STOCK FOR AUDIO SESSION"
- RED ENVELOPE MARKED "UNREADABLE EMERGENCY BALLOTS"
- GREEN ENVELOPE MARKED "SPOILED BALLOTS"
- BLUE ENVELOPE MARKED "WRITE-IN BALLOTS"
- INSTRUCTIONS & RED LOCK FOR SEALING BALLOT BAG

GREEN INSPECTOR SUITCASE SUPPLIES

- **VOTING MACHINE SUPPLY ENVELOPE** – IMMEDIATELY DELIVER **UNOPENED** ENVELOPE TO VOTING MACHINE INSPECTORS
- PRIVACY BOOTH SUPPLY ENVELOPE – DELIVER TO PRIVACY BOOTH INSPECTOR
- CANVASS SHEET
- INSTRUCTION SHEET WITH RED TAB FOR SEALING INSPECTOR SUITCASE
- INSPECTOR CERTIFICATION REPORT
- LIST OF POLLING PLACES/LIST OF LEGISLATIVE DISTRICTS
- SIGNS - A-K, L-Z, DISTRICT NUMBER(S)
- PAYROLL VOUCHERS/ENVELOPE/MEMO
- HAND OUTS – SAMPLE BALLOTS, NOTICE TO VOTER, CASTING A WRITE-IN VOTE, I.D. LIST & "I VOTED" STICKERS
- BMD BALLOT ID# CARDS
- INSPECTOR ID BADGES
- PARTY PICK UP SHEETS
- AFFIDAVIT BALLOT ENVELOPE (GOLD) WITH BALLOTS, ENVELOPES & INSTRUCTIONS
- COURT ORDER ENVELOPE (BLACK) WITH REGISTRATION FORMS
- POLLBOOKS
- ASK ED DEVICE(S) – 2 EA
- BAG OF SMALL SUPPLIES (PENS, TAPE, PAPER CLIPS ETC.)