

CANVASS CHECKLIST (election day precincts)

Precinct: **100 SAMPLE (Nov 2024)**

Fairfax County – Presidential Election – Nov 5, 2024

Canvass Team
(full names):

INSTRUCTIONS: Follow steps below. If all items are OK, check first box. If any issues, check second box and explain below. Raise **RED** sign for any questions. Raise **GREEN** sign when complete (including back).

Review election results	Status
<p>1. DS200 Tapes:</p> <ul style="list-style-type: none"> a. Verify all tapes returned from <u>each</u> DS200. If needed, detach and re-arrange tapes. b. If any tapes are missing, open Envelope #2A. Detach and re-arrange tapes properly among SOR A, SOR B, and Printed Return Sheet. Close and seal Envelope #2A. c. Verify times on tapes are correct (opening tapes should be printed before 6:00 AM; closing tapes should be printed after 7:00 PM). <p>SOR – A (court’s copy): _____ SOR – B (registrar’s copy): _____</p> <ul style="list-style-type: none"> ▪ Closing: Ballot Status Accounting Report ▪ Closing: Voting Results Report ▪ Opening: Configuration Report ▪ Opening: Ballot Status Accounting Report ▪ Opening: Zero Totals Report 	<p><input type="checkbox"/> OK <input type="checkbox"/> See notes</p>
<p>2. ERM Reports:</p> <ul style="list-style-type: none"> a. Verify candidate votes on ERM report match DS200 voting results report(s). (You may use the Results Worksheet to help check vote totals.) 	<p><input type="checkbox"/> OK <input type="checkbox"/> See notes</p>
<p>3. SORs:</p> <ul style="list-style-type: none"> a. Verify there are no blank fields. Make all corrections in RED. b. If there are any hand-counted ballots (Part 3), notify staff immediately. c. Verify Part 1 equals Part 3. If not, review numbers and make corrections or notes in red. If there is still a discrepancy, verify explanation in Part 4 is sufficient or write proper explanation. (Ask staff for help, if needed.) d. Verify Part 6 is tabulated correctly. Reference Closing Numbers Worksheet as needed. e. Verify Part 5 equals Part 6. If not, review numbers and make corrections or notes in red. If there is still a discrepancy, verify explanation in Part 7 is sufficient or write proper explanation. (Ask staff for help, if needed.) f. Verify all entries on SOR A and SOR B are identical. 	<p><input type="checkbox"/> OK <input type="checkbox"/> See notes</p>

Explanation of any issues

CANVASS CHECKLIST (election day precincts)

Precinct: **100 SAMPLE (Nov 2024)**

Fairfax County – Presidential Election – Nov 5, 2024

INSTRUCTIONS: Check one box among first four (complete, incomplete, blank, missing) for each item. If any documents are missing signatures, also check last box (missing signatures) and place in Missing Signatures Envelope (mark front of envelope). Return all other materials inside Envelope #2.

Review presence of forms and signatures						
1.	Statement of Results A – all EOs sign (except Collector Officers)	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
2.	Statement of Results B – all EOs sign (except Collector Officers)	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
3.	SOR A tapes – 2 EOs sign Zero Report & Voting Results Report	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete		<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
4.	SOR B tapes – 2 EOs sign Zero Report & Voting Results Report	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete		<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
5.	Election Officer Oath – all EOs sign	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
6.	Ballot Receipt	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
7.	Compensation Sheet	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	
8.	Voter Count Worksheet	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	
9.	Closing Numbers Worksheet	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	
10.	Results Worksheet	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	
11.	Chief's Notes	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	

Explanation of any issues

CANVASS CHECKLIST (early voting satellites)

Precinct: **Fairfax County GC**

Fairfax County – Presidential Election – Nov 5, 2024

Canvass Team
(full names):

INSTRUCTIONS: Follow steps below. If all items are OK, check first box. If any issues, check second box and explain below. Raise **RED** sign for any questions. Raise **GREEN** sign when complete (including back).

Review election results	Status
<p>1. DS200 Tapes:</p> <p>a. Verify all tapes returned from <u>each</u> DS200. If needed, detach and re-arrange tapes.</p> <p>b. If any tapes are missing, open Envelope #2A. Detach and re-arrange tapes properly among SOR A, SOR B, and Printed Return Sheet. Close and seal Envelope #2A.</p> <p>SOR – A (court’s copy):</p> <ul style="list-style-type: none">▪ Closing: Ballot Status Accounting Report▪ Closing: Voting Results Report▪ Opening: Configuration Report▪ Opening: Ballot Status Accounting Report▪ Opening: Zero Totals Report <p>SOR – B (registrar’s copy):</p> <ul style="list-style-type: none">▪ Closing: Voting Results Report▪ Closing: Write-In Report▪ Opening: Zero Totals Report	<p><input type="checkbox"/> OK <input type="checkbox"/> See notes</p>
<p>2. ERM Reports:</p> <p>a. Verify candidate votes on ERM report match DS200 voting results report(s). (You may use the Results Worksheet to help check vote totals.)</p>	<p><input type="checkbox"/> OK <input type="checkbox"/> See notes</p>
<p>3. SORs:</p> <p>a. Verify there are no blank fields. Make all corrections in RED.</p> <p>b. If there are any hand-counted ballots (Part 3), notify staff immediately.</p> <p>c. Verify Part 1 equals Part 3. If not, review numbers and make corrections or notes in red. If there is still a discrepancy, verify explanation in Part 4 is sufficient or write proper explanation. (Ask staff for help, if needed.)</p> <p>d. Verify Part 6 is tabulated correctly. Reference Closing Numbers Worksheet as needed.</p> <p>e. Verify Part 5 equals Part 6. If not, review numbers and make corrections or notes in red. If there is still a discrepancy, verify explanation in Part 7 is sufficient or write proper explanation. (Ask staff for help, if needed.)</p> <p>f. Verify all entries on SOR A and SOR B are identical.</p>	<p><input type="checkbox"/> OK <input type="checkbox"/> See notes</p>

Explanation of any issues

CANVASS CHECKLIST (early voting satellites)

Precinct: **Fairfax County GC**

Fairfax County – Presidential Election – Nov 5, 2024

INSTRUCTIONS: Check one box among first four (complete, incomplete, blank, missing) for each item. If any documents are missing signatures, also check last box (missing signatures). Return all materials inside Envelope #2.

Review presence of forms and signatures						
1.	Statement of Results A – 2 officers sign	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
2.	Statement of Results B – 2 officers sign	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
3.	SOR A tapes – 2 officers sign Zero Report & Voting Results Report	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete		<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
4.	SOR B tapes – 2 officers sign Zero Report & Voting Results Report	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete		<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
5.	Machine Certification Form – 2 officers sign	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
6.	Election Officer Oath – all officers sign	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
7.	Daily BOD Oaths – all officers sign (Chief signs 3 times)	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
8.	Daily Reconciliation Worksheet – 2 signatures, one form per day	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	<input type="checkbox"/> Missing signatures
9.	Daily DS200 Log	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Blank	<input type="checkbox"/> Missing	

Explanation of any issues

Large empty box for providing an explanation of any issues. A large 'SAMPLE' watermark is visible across the page.