

Poll Kit Checklist - Filled Example

Completed example: Jordan Lee for Riverside Council | Prepared September 15, 2026

A completed readiness audit showing whether the campaign has the people, data, materials, escalation rules, and backup systems required for GOTV and Election Day.

Readiness scorecard

Area	Status	Evidence / completed entry	Owner
Supporter universe	Ready	4,872 identified supporters; duplicates and advance voters reconciled Sept. 14.	Alex
Zones and lists	Ready	Six zones published; printed backup lists sealed and labelled.	Noah
Volunteer coverage	At risk	87% of priority shifts filled; 14 evening caller slots open.	Priya
Ride program	Ready	12 drivers; dispatch script and accessibility fields tested.	Rachel
Poll kits	Ready	All kits packed with lists, incident forms, contacts, chargers, and signage.	Noah
Communications	Ready	Reminder scripts approved for email, text, phone, and door.	Lena
Incident response	Ready	Escalation tree tested in tabletop exercise Sept. 13.	Maya

Gap closure plan

Gap	Action	Owner	Deadline	Fallback
14 evening caller slots	Call prior volunteers; offer 90-minute remote shifts.	Priya	Sept. 17	Reassign daytime team after 17:00
Two spare phone batteries	Purchase and test.	Noah	Sept. 16	Use vehicle chargers
Poll 14 resident captain	Recruit from supporter list.	Sam	Sept. 18	Assign mobile door team

Final approval

Campaign manager decision: **Conditionally ready**. Proceed with GOTV plan provided caller coverage reaches 95% by September 18 at 6:00 PM. Remaining physical-material gaps do not block execution.

Training note: This is a fictional completed example. Campaigns should replace all entries with their own facts and verify jurisdiction-specific legal, finance, privacy, and election requirements with current official sources.