



Poll Kit Checklist

Prepare a complete, controlled kit for zone, poll, or staging-location operations.

Campaign	
Owner	
Date / milestone	
Review date	

Purpose and operating standard

Use before advance voting and Election Day. Return and reconcile every kit.

Use verified information, assign a named owner, protect personal data, and confirm jurisdiction-specific legal or election requirements with the authorized campaign official or election authority.

Kit identity

Zone / poll	Kit number	Prepared by	Issued to	Return deadline

Core contents

Item	Quantity	Packed	Returned
Approved supporter/list materials		■	■
Maps / zone sheet		■	■
Contact tree / escalation card		■	■
Official voting-information link/card		■	■
Incident forms		■	■
Pens/clipboards/chargers		■	■
Literature/signage as approved		■	■

Data and privacy controls

- Use only the minimum voter information needed for the task.
- Keep lists under volunteer control; do not leave in vehicles or public areas.
- Return, synchronize, shred, or secure materials according to campaign policy.



- Report missing devices or lists immediately.

Closeout

Issue / missing item	Owner	Resolution / time



Sources and local adaptation

Confirm all election, finance, accessibility, privacy, and voting-information requirements using current official sources. Record the source and verification date before operational use.

Elections Canada - candidate and political financing guidance
<https://www.elections.ca/>

U.S. Federal Election Commission - candidate and committee guidance
<https://www.fec.gov/help-candidates-and-committees/>

National Democratic Institute - Campaign Skills Handbook
https://www.ndi.org/sites/default/files/Campaign%20Skills%20Handbook_EN.pdf

CISA - election security resources
<https://www.cisa.gov/topics/election-security/election-security-resource-library>