

State of Iowa
Health Care Facilities/Hospital Delivery Team Checklist

1. Be sure you have all of the following supplies:

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| <input type="checkbox"/> Absentee Bi-Partisan Delivery Team Ballot Record and Receipt | <input type="checkbox"/> Appropriate pencils or pens for marking ballots |
| <input type="checkbox"/> Absentee Bi-Partisan Delivery Team Log | <input type="checkbox"/> Election Day Registration forms |
| <input type="checkbox"/> Ballots, secrecy folders, and affidavit envelopes for each voter | <input type="checkbox"/> Official absentee ballot request forms |
| <input type="checkbox"/> Affidavit of Voter Requesting Assistance forms | <input type="checkbox"/> Extra ballots to replace spoiled ballots |
| <input type="checkbox"/> Ballot box for voted ballots | <input type="checkbox"/> Envelope for spoiled ballots |
| | <input type="checkbox"/> Envelope for unused ballots |

2. Receive the ballots from the county auditor.

- Review the Ballot Record and Receipt to be sure you received the same number of ballots as listed on the form.
- Sign the Ballot Record and Receipt.

3. Travel to the facilities in the same vehicle.

4. Provide absentee ballot request forms to any person who asks for one.

5. Deliver ballots to voters who requested them.

1. Both members of the delivery team must be present when a voter is voting.
2. If a voter requests assistance from someone else or from the delivery team, give the voter an Affidavit of Voter Requesting Assistance to complete.
3. If a person is not registered to vote after the pre-registration deadline, follow Election Day Registration procedures to register the voter before issuing the affidavit envelope and ballot.
4. Inform the voter how to properly mark the ballot.
5. Instruct the voter to place the ballot in the secrecy folder and then to place the secrecy folder in the affidavit envelope. The voter should complete the affidavit envelope and seal it before returning it.
6. Check for proper completion of the affidavit envelope before placing the ballot in the ballot box.
7. Complete the Absentee Delivery Team Log to record the time each person voted and indicate if the voter requested assistance.

6. Return to the county auditor's office in the same vehicle when finished with deliveries. On Election Day, you must return before the polls close.

- Complete the Ballot Record and Receipt.
- Return all supplies to the auditor.