



CAUCUS HOST CHECK-OUT LIST

***All paperwork should have Precinct # in top left corner**

- 1-Precinct leadership election form (completed in its entirety) name, phone, email, address and legible. If any Precinct Leaders filled out a New Voter Registration Sheet, please keep the Voter Registration Sheet with the Leadership Form.**
 - 2-Precinct donation envelope totaled (sealed and signed)**
 - 3-Precinct paper registration check-in sheets (highlighted those in attendance)**
 - 4-Caucus Attendance Sheets (used only for New Voter Registrations)**
 - 5-New Voter Registration Cards (party affiliation, move-ins, etc.)**
 - 6-Vote By Mail Cards**
 - 7-Ask if classroom is clean & tidy (and returned to original set-up)**
 - 8-Collect lanyard – Host may keep name card if they want**
 - 9-Elected Positions entered into VoterClick and Uploaded**
- If all of the above is completed,**

VoterClick electronic check-in can now be synced