



**ELECTION INSPECTOR TRAINING PROGRAMS:  
RESOURCE ORDER FORM**

Submit by mail or fax to: Michigan Department of State, Bureau of Elections  
P.O. Box 20126  
Lansing, MI 48901-0726  
Fax: (517) 241-4785

I. **MANAGING YOUR PRECINCT ON ELECTION DAY, ELECTION INSPECTORS' PROCEDURE MANUAL** (Easy flipchart reference to the laws, rules and procedures governing the operation of polling places) Check (✓) to Request: \_\_\_\_\_

II. **TRAINING ELECTION INSPECTORS OUTLINE** (Training outline for use with Election Inspectors' Procedure Manual above) Check (✓) to Request: \_\_\_\_\_

III. **MANAGING YOUR PRECINCT ON ELECTION DAY** (Power Point presentation covering election inspector responsibilities tailored to "type" of voting equipment used in the precinct)  
Check (✓) to Request: \_\_\_\_\_  
1. AccuVote – Optical Scan \_\_\_\_\_  
2. Insight – Optical Scan \_\_\_\_\_  
3. M-100 – Optical Scan \_\_\_\_\_  
4. AutoMARK Voter Assist Terminal \_\_\_\_\_

IV. **ELECTION INSPECTORS TRAINING VIDEO** (Video covering the processing of voters in an optical scan precinct – 50 minutes). Available in VCR or DVD.  
Check (✓) to Request: \_\_\_\_\_  
VCR: \_\_\_\_\_  
DVD: \_\_\_\_\_

V. **MICHIGAN VOTES OPTICAL SCAN** (Focuses on optical scan systems. Demonstrates how to vote on the system, marking the ballot, and advantages of optical scan technology – 18 minutes.) Available on VCR only.  
Check (✓) to Request: \_\_\_\_\_

VI. **AUTOMARK TRAINING VIDEO** (Video covering election day responsibilities for the AutoMARK Voter Assist Terminal – 25 minutes.) Available in VCR or DVD.  
Check (✓) to Request: \_\_\_\_\_  
VCR: \_\_\_\_\_  
DVD: \_\_\_\_\_

VII. **ELECTION INSPECTOR TRAINING COORDINATOR ACCREDITATION MANUAL** (Manual reviewing election day responsibilities; for use in training election inspectors.) Due to the size of the document, the manual is available on the Department's website at [www.michigan.gov/sos](http://www.michigan.gov/sos). Click on the "Elections in Michigan" tab, and then click on the "Information for Election Administrators" link. The document is located in the "Election Administrators Training Materials" section.

**VIII. ELECTION INSPECTOR TRAINING COORDINATOR ACCREDITATION WORKBOOK** (Companion document for Accreditation Manual; for use in training election inspectors.) Due to the size of the document, the manual is available on the Department’s website at [www.michigan.gov/sos](http://www.michigan.gov/sos). Click on the “Elections in Michigan” tab, and then click on the “Information for Election Administrators” link. The document is located in the “Election Administrators Training Materials” section.

**IX. ELECTION INSPECTORS’ GUIDE** (Technical guides tailored to “type” of voting system used focusing on **OPENING THE POLLS, CLOSING THE POLLS, WHAT IF’S, DETERMINING THE VALIDITY OF BALLOT MARKINGS, and BALLOT SECURITY**) Guides are also available on the Department’s website at [www.michigan.gov/sos](http://www.michigan.gov/sos).

Check (√) to Request:

- 1. AccuVote – Optical Scan \_\_\_\_\_
- 2. Insight – Optical Scan \_\_\_\_\_
- 3. M-100 – Optical Scan \_\_\_\_\_
- 4. AutoMARK Voter Assist Terminal \_\_\_\_\_

**X. OPTICAL SCAN QUESTION AND ANSWER EXERCISES** (“Inspector” and “Instructor’s” version with answers.)

Check (√) to Request: \_\_\_\_\_

**XI. ELECTION INSPECTORS’ EXAM** (Exam designed for emergency use only; may be used to qualify inspectors to serve at one election in lieu of attendance at a training program conducted by an accredited instructor)

Check (√) to Request:

- 1. Optical Scan \_\_\_\_\_
- 2. Absent Voter Counting Board \_\_\_\_\_

**XII. INSTRUCTIONS FOR THE CONDUCT OF ABSENT VOTER COUNTING BOARDS** (Manual reviewing the provisions governing the establishment and conduct of absent voter counting boards) Manual also available on the Department’s website at [www.michigan.gov/sos](http://www.michigan.gov/sos).

Check (√) to Request: \_\_\_\_\_

**XIII. ABSENT VOTER COUNTING BOARD QUESTION AND ANSWER EXERCISES** (“Inspector” and “Instructor’s” version with answers.)

Check (√) to Request: \_\_\_\_\_

**XIV. TRANSPARENCY TEMPLATES** (8 ½ X 11 paper templates for making overhead projector transparencies) Indicate types requested:

- 1. Optical Scan Precinct Forms \_\_\_\_\_
- 2. Absent Voter Counting Board Forms \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

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