

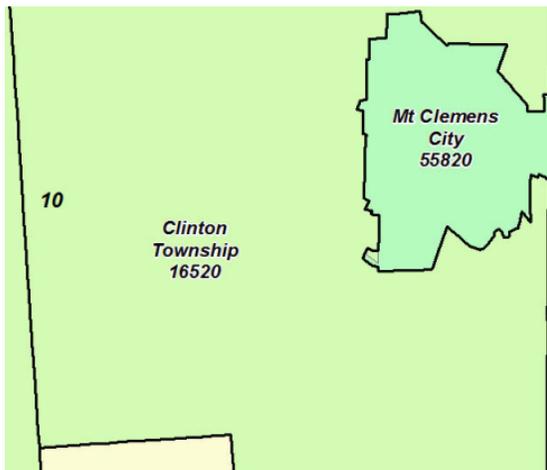
Instructions for Printing and Marking up the QVF Street Index

Please provide the Bureau of Elections with a marked up street index for changes if you have any new districts that do not follow current geographic boundaries in the QVF (such as the 2002 legislative district boundaries). District and precinct changes include: Precinct, Ward, Village Precinct, County Commissioner District, State House District, State Senate District or U.S. Congressional District. **Clerks that do not have QVF will need to work with their county clerk to print out the street index.**

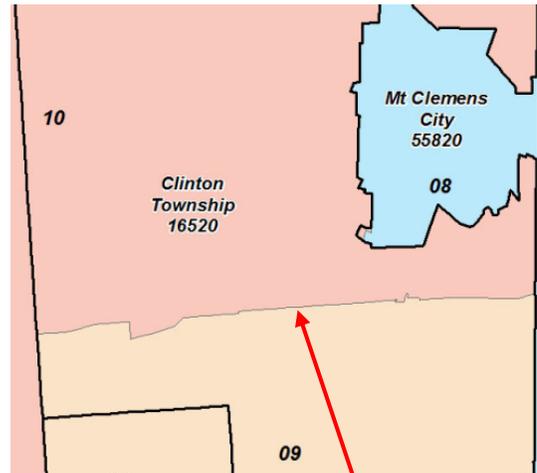
The map below illustrates a 2002 State Senate District for Clinton Charter Township which is State Senate District 10. The 2012 State Senate District map shows that the township is now split between State Senate District 09 (**new**) and 10. The new Senate District does not follow any existing district boundaries currently in the QVF, thus creating a situation where there is a new district boundary requiring the redistricting changes to be submitted on the QVF Street Index. Please provide the marked up street index for any splits that you may have similar to the example below.

Example 1:

2000 Map



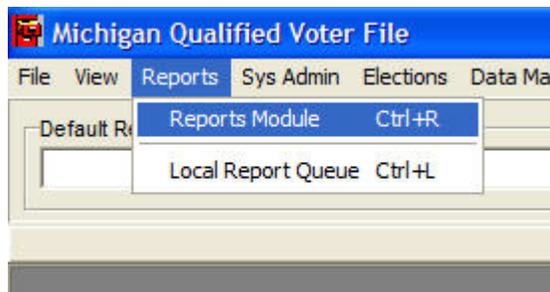
2010 Map



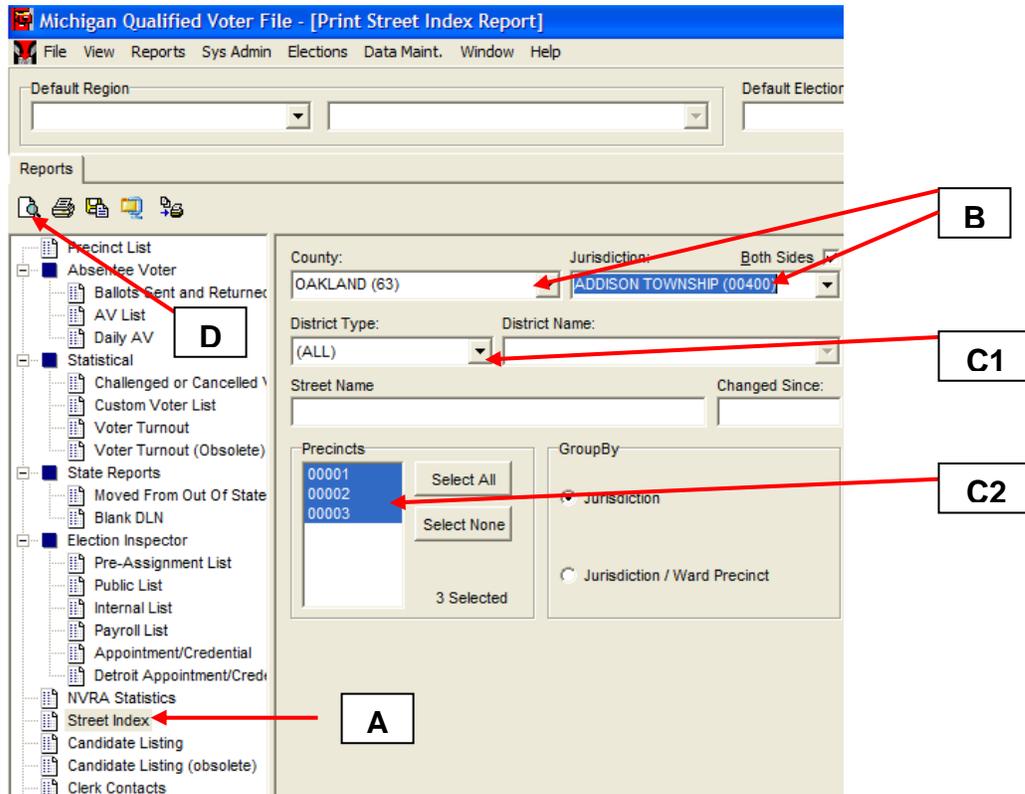
New District Boundary

To print and mark up the QVF Street Index, perform the following:

1. Select **Reports** and then **Reports Module** from the standard toolbar in the QVF.



2. Perform the following:
 - a. Select **Street Index** from the **Reports Module**.
 - b. Select your **County** and **Jurisdiction**, from the drop down menu.
 - c. Select **All** from the **District Type** drop down menu (C1) or the **specific precinct(s)** where the change occurs (C2).
 - d. Select the print preview icon located below the Reports tab at the top left corner of your screen.



3. Provide the BOE with the portion of the street index where there are district changes. Provide a single printout that includes all district/precinct changes.

The screenshot shows the 'STREET INDEX LISTING' printout. At the top, it displays the date '10/31/2011' and the title 'STREET INDEX LISTING'. Below this, it specifies the 'JURISDICTION: ADDISON TOWNSHIP'. The main data is presented in a table with columns for Date, St. Range (Low, High), Odd/ Ext Range (Even, High), Zip, Precincts (Jurs, Schl, Vill), and Districts (Con, Hse, Sen, Com, Schl, Vill). The table lists several streets and their associated district changes over time.

Date	St. Range		Odd/ Ext Range		Zip	Precincts			Districts					
	Low	High	Even	High		Jurs	Schl	Vill	Con	Hse	Sen	Com	Schl	Vill
2ND LAKE RD, LEONARD, 48367														
12/27/2002	4586	5300	E		48367	00001	00001		08	046	12	01		OXFORD COMMUNITY S
12/27/2002	4665	5385	O		48367	00001	00001		08	046	12	01		OXFORD COMMUNITY S
05/26/2010	5625	5655	O		48367	00001	00001		08	046	12	01		ALMONT COMMUNITY S
05/27/2010	5750	5786	E		48367	00001	00001		08	046	12	01		ALMONT COMMUNITY S
ADDISON HILLS CT, OXFORD, 48370														
09/30/2005	2125	2614	B		48370	00002	00002		08	046	12	01		OXFORD COMMUNITY S
ADDISON MEADOWS CT, LEONARD, 48367														
09/30/2005	30	223	B		48367	00003	00003		08	046	12	01		ROMEO COMMUNITY S

4. Perform the following to mark your printed QVF street index with redistricting changes:
 - a. Locate the street and address range requiring a change.
 - b. Cross out the old information and mark up the changes to specific street names and address ranges on the printed QVF Street Index in red ink so they are easily visible to the Bureau of Elections staff.
 - c. If the current street and address range on a page needs to be split to accommodate the new precinct or district, cross out the old address range and denote the new address range(s) and the precinct(s)/district(s) associated with each. If a portion of the range was decreased due to being located in a different district, hand write the street name, address range, zip code, and corresponding precinct or district information at the bottom of the page. If necessary, make additional changes on the back of the marked up page or in a Word or spreadsheet document.
 - d. Make a copy of your marked up QVF Street Index to maintain for your records.

IMPORTANT: Any changes to street names must adhere to zip + 4 standards.

Listed below are some examples of common street index changes.

Example 2:

Precinct Change

County Commissioner Change

JURISDICTION: ADDISON TOWNSHIP														
Date	St. Range-----		Odd/ Ext Range-----		Zip	Precincts-----			Districts-----				Vill	
	Low	High	Even	Low		High	Jurs	Schl	Vill	Con	Hse	Sen		Com
ADDISON MDWS, LEONARD, 48367							00001							
04/09/2002	30	250		B	48367	00002	00004		08	046	12	02	01	ROMEO COMMUNITY S
ADDISON HILLS CT, OXFORD, 48370							00001	00002						
04/09/2002	2125	2614		B	48370				08	046	12	01		OXFORD COMMUNITY S
ADDISON MEADOWS , LEONARD, 48367							00002	00004						
04/09/2002	30	223		B	48367				08	046	12	01		OXford Community Schools
														ROMEO COMMUNITY S

School District Change

Example 3:

The example below is the marked up street index change to match the map shown on page 1 of this document.

State Senate District
crossed out and replaced.

JURISDICTION: CLINTON TOWNSHIP													
Date	St. Range-----		Odd/ Ext Range-----		Zip	Precincts-----			Districts-----				Vill
	Low	High	Even	Low High		Jurs	Schl	Vill	Con	Hse	Sen	Com	
WINDSOR DR, CLINTON TOWNSHIP, 48038													
03/28/2002	38500	40648		B	48038	00036	00036		12	033	10 09	12	CHIPPEWA VALLEY SC
WINDWARD DR, CLINTON TOWNSHIP, 48035													
03/28/2002	20400	20699		B	48035	00003	00003		12	031	10	12	CLINTONDALE COMMU
WINGATE DR, CLINTON TOWNSHIP, 48038													
03/28/2002	38500	38947		B	48038	00025	00025		12	033	10	12	CHIPPEWA VALLEY SC
WINNERS CIRCLE DR, CLINTON TOWNSHIP, 48035													
03/28/2002	15700	15999		B	48035	00032	00032		12	033	10	12	FRASER PUBLIC SCHOL

- For more detailed street index changes, a separate detailed description may be necessary. The following is an example of a marked up street index illustrating a split in a Street Range.

Example 4:

JURISDICTION: DELTA CHARTER TOWNSHIP										
Date	St. Range-----		Odd/ Ext Range-----		Zip	Precincts-----				
	Low	High	Even	Low High		Jurs	Schl	Vill		
BLACKBERRY LN, LANSING, 48917										
04/10/2002	4300	4499 4350		B	48917	00063	00063			

To provide more details for a complex change also include this type of information as shown below.

For Blackberry Ln, please change 4300-4499B to:

<u>Street Range</u>	<u>Odd/Even**</u>	<u>Old Precinct #</u>	<u>New Precinct #</u>
4300-4350	B**	00060	00062
4351-4400*	O	00060	00061
4400-4499*	E	00060	00063

*Added Ranges

**B = Both odd and even sides of the street. O = odd and E = even.

Note: Clerks can list this detail on the reverse side of the marked up street index, a separate spreadsheet, or Word document if the range split is too extensive. The information can also just be recorded within the margin if it is more simplistic.