



RICHLAND COUNTY, IL — CHECKLIST FROM CTCL WEBINARS

Maintaining Voter Lists

CISA Guide: [Accurate Voter Data When Expanding Mail Voting](#)

- Streamline voter registration forms and processes | [Watch](#)
Design guide: [Streamlining and Nudging in Voter Registration](#)
- “Flatten the curve” by promoting registration activity before the fall | [Watch](#)
- Re-evaluate how best to use ERIC, NCOA, SSA updates, etc. | [Watch](#)

Managing Mail Ballot Request Forms

- Break blocks of instructional text into checklists | [Watch](#)
- Pre-fill mail ballot requests with each voter’s info

Organizing Ballot Dropoff Locations

CISA Guide: [Ballot Drop Box](#)

- Contact possible partners to site dropoff locations | [Watch](#)
- Create or modify chain of custody documentation | [Watch](#)
Examples: [Chain of custody log](#), [ballot retrieval daily log](#), and [incident report](#)
- Develop best practices for training election staff on ballot retrieval | [Watch](#)

- Craft sample communications for social media, press, radio, or television | [Watch](#)

Streamlining the Inbound Ballot Process

CISA Guide: [Inbound Ballot Process](#)

- Conduct a practice run to familiarize staff with processes and estimate timing | [Watch](#)
- Develop a plan to cross-train election workers | [Watch](#)
- Revisit ballot tracking processes to include color-coding and simplicity | [Watch](#)

Verifying and Curing Signatures

CISA Guide: [Signature Verification and Cure Process](#)

- Design a tiered review process for signatures | [Watch](#)
- Create a cure letter form to send to voters with signature discrepancies | [Watch](#)
Center for Civic Design's [Toolkit for Scaling up Vote-by-Mail](#)

Recruiting and Training Election Workers

CISA Guide: [Finding Polling Locations and Poll Workers](#)

- Research online training tools | [Watch](#)
- Update election worker materials based on CCD guide | [Watch](#)
Center for Civic Design's Guide to [Effective Poll Worker Materials](#)
- Develop set of "Frequently Asked Questions" | [Watch](#)

