

MATERIALS TO CONSIDER WHEN PREPARING ELECTION KITS for 1000 voters

Security/Sensitive Materials	
QTY	DESCRIPTION
1	EC 0001 Kit Box
1000	EC 0033 Ballot papers
1	EC 0034 Ballot Box large enough to hold 1000 ballots
18	EC 0035 Security Seals for Ballot Boxes (quantities depends on how many times the box will be opened and resealed.
1	EC 0036 Numbering Stamp
2	EC 0013 Container of visible or invisible voter marking Ink (each container should mark 600 voters)
2	EC 0014 Finger Print Pads (minimum requirement of 1000 impressions)
1	EC 0037 Presiding Officer's Seal
1	EC 0038 Identification card for Presiding Officer
1	EC 0039 Identification card for Assistant Polling Officer
1	EC 0040 Identification card for Poll Clerk
1	EC 0041 Identification card for Counting Assistant
1	EC 0042 Tamper-proof envelopes for used ballots
1	EC 0043 Tamper-proof envelope for spoiled or rejected ballots
1	EC 0044 Tamper-proof envelope for unused ballots
1	EC 0045 Tamper-proof envelope to hold poll book/binder, ballot envelopes and forms.
1	EC 0046 Authorizing Stamp
1	EC 0012 Inked Stamp pad
5	EC 0047 Appointment Forms for Party Agents
5	EC 0048 Appointment Forms for Polling Officials (may be required in advance of kits)
5	EC 0049 Statement of Poll Form
1	EC 0050 Poll Book
5	EC 0051 Record of Issued Tendered Ballot
30	EC 0052 Polling Official Identification Card
5	EC 0053 Party Agent ID Card
5	EC 0054 Ballot Box Movement Form
5	EC 0055 Presiding Officer Daily Reconciliation Form
5	EC 0056 Presiding Officer's Summary
5	EC 0057 Ordinary Ballot Box Record of Seal Numbers Used
5	EC 0058 Record of Ballot Paper Serial Numbers
5	EC 0059 Tendered Ballot Box Record of Seal Numbers Used
5	EC 0060 Polling Team Daily Reconciliation Form
1	EC 0061 Polling Station Banner
2	EC 0062 Voting booths with screens and table-tops
10	EC 0063 Pencils with holes for strings
2	EC 0064 Pencil Sharpeners
2	EC 0065 Strings for Pencils (3 meters long)
5	EC 0026 Ball Point Pens

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Miscellaneous Non-Sensitive Materials		
QTY		DESCRIPTION
1		EC 0024 Pair of Scissors
2		EC 0019 Ring Binder
2		EC 0020 Sets of Dividers for Binder
1		EC 0021 Crowd Control Rope
1		EC 0066 Voter Card Punch
4		EC 0022 Cloths/dusters for cleaning fingers (or tissue to clean 1000 fingers)
2		EC 0067 Boxes of Thumb Tacks
3		EC 0023 Poster Tape
2		EC 0068 Scotch Tape
1		EC 0069 Staple Machine
1		EC 0070 Box of Staples
1		EC 0071 Box of Paper Clips
1		EC 0072 Box of Rubber Bands
2		EC 0025 Glue Tubes (minimum 30 grams per tube)
1		EC 0073 Scratch Pad
1		EC 0074 Adhesive tape
3		EC 0032 Plastic Sheets 1 metre x 1.5 metres
2		EC 0075 Marking Pens
Optional materials		
QTY		DESCRIPTION
2		EC 0076 Hand-held battery operated UV lamp with batteries for verifying invisible ink printed in documents or invisible ink used for marking voters
1		EC 0077 Additional set of batteries for UV lamp
1		EC 0014 Finger print pad (minimum requirement of 1000 impressions)
2		EC 0078 Voter Card Punches
2		EC 0079 Lantern (or 8 candles or 1 flash light with batteries)
4		EC 0080 Boxes of water/moisture-proof matches
1		EC 0081 Clock (with batteries if battery operated)
1		EC 0082 Manila File Folder
1		EC 0083 Small Note Book

**MATERIALS TO CONSIDER WHEN PREPARING
CONTINGENCY ELECTION KITS for 200 voters**

QTY		DESCRIPTION
200		EC 0033 Ballot Papers
2		EC 0013 Container of visible or invisible voter marking Ink (each container should mark 600 voters)
5		EC 0064 Pencil Sharpeners
20		EC 0063 Pencils with holes for strings
10		EC 0026 Ball Point pens

EXAMPLE OF ELECTION KITS PROVIDED BY CODE INC. for AFRICA

The ballot boxes and the polling station forms were not included in these election kits.

1	Election Kit Box
2	Ring Binder size A4
12	Candles
1	Crowd Control Rope
12	Dividers
4	Dusters - Cloths
2	Marking Pens
4	Matches (boxes of 30)
2	Pencil Sharpeners
2	Pencil Strings (3 metre length)
10	Pencils (sharpened and Drilled)
10	Pens
3	Plastic Sheets (1 m x 1.5 m)
3	Poster Tape
1	Registration (voter) Card Punch
2	Rulers
1	Scissors
2	Scotch Tape
18	Security Seals for Ballot Box
20	Security Tape/Seals for Election Kit box
1	Inked Stamp Pad
12	Plastic Tamper-Proof Envelopes
2	Finger Print Pads
1	Thumb Tacks (100 per box)
2	Container of visible voter marking ink
2	Voting Booth with screens and table-tops

EXAMPLE OF ELECTION KITS PROVIDED BY CODE INC. for ASIA

These kits were used for an election that took place over a 5 day period.
Separate kits were provided for the Polling Team and the Presiding
Officer.

POLLING TEAM KIT	
QTY	DESCRIPTION
3	Metal Ballot Boxes
4	Voting booth with screens and table-tops
20	Books of Ballot Paper (total 1000 ballots)
6	Form EC 2004 Daily Reconciliation Form
1	Form EC 2005 Poll Book
3	Form EC 2009 Spoiled Ballot Paper Envelope
300	Form EC 2010 Plain Envelope for Ballots
300	Form EC 3011 Tendered Ballot Paper Record Envelope
300	Form EC 2012 Record of Tendered Ballot Papers Issued
30	Form EC 2014 Polling Official Identification Card
	Form EC 2015 Large Plastic Tamper Evident Bag for Used Ballot Paper
5	Counterfoils
5	Form EC 2016 Large Plastic Tamper Evident Bag for Unused Ballot Papers
5	Form EC 2018 Ballot Box Receipt/Acknowledgement
20	Pencils with holes for string
20	String for Pencils
3	Pencil Sharpener
5	Ball Point Pens
5	Sheets of Paper Seals
5	Hand Held Battery Operated UV Lamps
80	Batteries for UV Lamp (sufficient quantity to last 5 days)
1	Authorizing Stamp
1	Inked Stamp Pad
4	Container of Invisible Voter Marking Ink sufficient to mark 600 voters
50	Uniquely Numbered Plastic Seals
6	Uniquely Numbered Padlock Seals
1	Finger Print Pad
2	Voter Card Punch
1	Pair of Scissors
1	Manila File folder
1	Staple Machine
1	Box of Staples
1	Small Note book
1	Adhesive Tape
1	Tissue for clean 500 fingers
1	Glue Tube
5	Form EC 2024 Polling Team Daily Reconciliation Form

EXAMPLE OF ELECTION KITS PROVIDED BY CODE INC. for ASIA

These kits were used for an election that took place over a 5 day period.
Separate kits were provided for the Polling Team and the Presiding
Officer.

		PRESIDING OFFICER KIT
QTY		DESCRIPTION
10		Form EC 2001 Apointment Forms
5		Form EC 2003 Statement of Poll
200		Form EC 2013 Party Agent Identification Card
2		Form EC 2017 Polling Station Sign
3		Containers of Invisible Voter Marking Ink
5		Pencil Sharpeners
10		Ball Point Pens
20		Pencils with holes for string
5		Form EC 2019 Presiding Officer's Daily Reconciliation Form
5		Form EC 2020 Presiding Officer's Summary
5		Form EC 2021 Ordinary Ballot Box Record of Seal Numbers Used
5		Form EC 2022 Record of Ballot paper Serial Numbers
5		Form EC 2023 Tendered Ballot Box Record of Seal Numbers Used