Return to Hand Counting

OPERATION VICTORY GARDENS

Recently, Col. Shawn Smith (USAF Ret.) said that he felt that hand counting is the 'victory gardens of our day.'

During WWII, in the 1940's, America was supporting a war on foreign soil and trying to feed a nation back home. If you know the story of victory gardens from that time, it was the citizens who rose to the task of supporting both the war and the Homefront by planting gardens and harvesting food. Even in cities such as DC and NYC, young and old alike participated.

Fast-forward to 2023 – the world is once again in turmoil, and we face uncertainties. Whether from natural disaster, attack, deceit, or a calamitous event, it is up to the citizens of our country to ensure that we have continuity of government, especially for our elections.

'We the People' must ensure that our elections are held, despite adversity, and that they are free, fair, and secure.
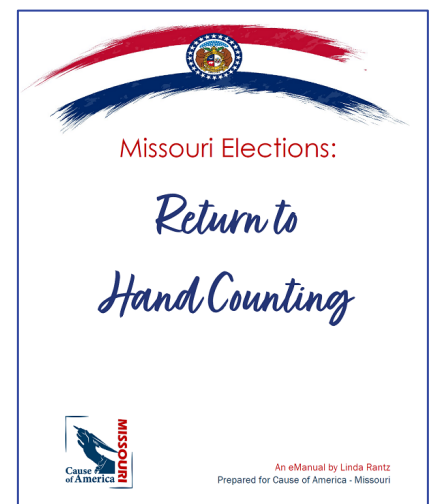
"Hand Counting is the Victory Gardens of our day"

Training the Trainers

Many volunteers are working as rapidly as possible to teach hand counting and train trainers who will then teach others in their communities.

The documents and instructions on the following pages are intended for use by the trainers. Also, download the eManual for hand counting which provides additional details.

For questions, email:

HandCount@CauseofAmerica.org

Missouri Elections:

Return to Hand Counting

Cause of America · MISSOURI

An eManual by Linda Rantz
Prepared for Cause of America - Missouri

Return to Hand Counting

TRAIN THE TRAINERS

The first step for a training event is to schedule and organize the event. That may be something the Trainer manages themselves, or they may recruit an Event Organizer and, possibly, an event team.

While the Train the Trainers classes are four hours, we have found it to be beneficial to begin with a 1-hour overview of hand counting. The Tally Demo and Voter Intent instructions are important elements covered in the Overview.

Copyrighted Materials

The resources and materials associated with the eManual by Linda Rantz are copyrighted materials, including all pictures and images. Permission is granted for trainers to reproduce and use the resources as is.

It is understood that some trainers may want to design their own training programs based on the hand count process in the eManual. To edit the materials, or to copy or extract them for use in other materials requires permission in advance.

Information for Training Organizers

When training is managed through Cause of America – Missouri, or if Linda Rantz is the trainer, a document is sent to training organizers to explain logistics needs and help with planning. This is not required for other trainers to use, but it may be helpful in putting together a similar document.

HandCounting.com/TrainingOrganizers

Video Coming Soon!

Train the Trainers – Video

Coming Soon!

HandCounting.com/TrainTrainersPPT

HandCounting.com/TrainTrainersPDF

Train the Trainers – Slide Deck & Notes

The Slide Deck created by Linda Rantz for teaching the 4-hour class is available in both PowerPoint and PDF formats. The notes for each slide are contained within both formats, and as a separate document.

HandCounting.com/TrainTrainersNotes

Video Coming Soon!

Overview – Video

Coming Soon!

HandCounting.com/TtToverviewPPT

Overview – Slide Deck & Notes

Created by Linda Rantz for a 1-hour overview presentation. Same formats available as the Train the Trainers slide deck.

HandCounting.com/TtToverviewPDF

HandCounting.com/TtToverviewNOTES

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TALLY BOOK

The Missouri Hand Count method requires one Tally Book at each polling place. When training the MO method, we find it best to treat each counting team as if they are a separate polling place and provide a Tally Book for each team.

The instructions below explain how to print 'one-time' documents to initially set up the tally books. The 'One-Time' pages do not need to be re-printed, unless someone mistakenly takes the pages at the end of training.

First time Setup of Tally Books

- Use the "Tally Book Cover Template" document to customize covers for each tally book. Be sure there is one Tally Book named to match a pair of Recording Judge binders. **Print Settings for PDF:** Actual size, LEGAL-size paper, single-sided, portrait, **color or B&W**.

  [Tally Book Cover Template]

- There are 10 sections in the training version of the Tally Book. The 'Tally Book Divider Tab Labels' PDF will work with Staples brand dividers (ST13517).

  [Tally Book Divider Tab Labels]

- Refer to the Tally Book Checklist on the next page for order of documents printed for the Tally Book.

One-Time forms for Tally Books

- Print one set of each of the following documents for each Tally Book:
    - Tally Book One-Time 1-sided B&W **Print Settings for PDF:** Actual size, LEGAL-size paper, single-sided, portrait, B&W.

      [Tally Book: One-Time, 1-sided, B&W]

    - Tally Book One-Time 1-sided color **Print Settings for PDF:** Actual size, LEGAL-size paper, single-sided, portrait, **color copies**. **IMPORTANT:** in print settings, under "Comments & Forms," select **Document and Markups** (see example next page).

      [Tally Book: One-Time, 1-sided, Color]

    - Tally Book One-Time 2-sided **Print Settings for PDF:** Actual size, LEGAL-size paper, single-sided, portrait, B&W.

      [Tally Book: One-Time 2-sided]

Refill forms for Tally Books

- Prior to each event, print one full set of the refill documents for every Recording Judge. Example, if there are 4 teams with 2 Recording Judges each, you need to print 8 sets of both refill documents.
    - Tally Book Refills 1-sided **Print Settings for PDF:** Actual size, LEGAL-size paper, one-sided, portrait, B&W.

      [Tally Book Refills 1-sided]

    - Tally Book Refills 2-sided **Print Settings for PDF:** Actual size, LEGAL-size paper, DOUBLE-sided with flip on short end, landscape, B&W.

      [Tally Book Refills 2-sided]

Return to Hand Counting

TALLY BOOK

Items on the Checklist in black font are 'one-time print' forms.
Items in red font need to be printed and refilled for each event.

TALLY BOOK CHECKLIST				
Section	Document or Page	QTY	1-sided 2-sided	Replace each training?
COVER	Use template to create custom cover for each Tally Book	1	1	
Polling Place OPENING	Section Divider Tab and Title Page	1	1-side	
	Opening Certification & Election Judges Sign-In	1	1-side	
	Additional Election Judges at Opening of Poll	1	1-side	
	Election Judges Arriving After Poll Opened	1	1-side	Y
Polling Place CLOSING	Section Divider Tab and Title Page	1	1-side	
	Certification of Ballot Counts	1	1-side	Y
	Results of Polling Place	1	2-side	Y
	Statement of Returns – Candidates	2	1-side	Y
	Statement of Returns – Questions	2	1-side	Y
	Statement of Returns Certification	2	1-side	Y
Group A	Section Divider Tab and Title Page	1	1-side	
	Batches Summary – A	1	2-side	Y
Group B	Section Divider Tab and Title Page	1	1-side	
	Batches Summary – B	1	2-side	Y
Group Q.A	Section Divider Tab and Title Page	1	1-side	
	Batches Summary Q.A	1	2-side	Y
Valid Write-ins	Section Divider Tab and Title Page	1	1-side	
	List of Valid Write-in Candidates	1	1-side	
Sample Ballots	Section Divider Tab and Title Page	1	1-side	
	Blank Sample Ballot	1	1-side	
Oaths	Section Divider Tab and Title Page	1	1-side	
	Printout of all oaths for election day	1	1-side	
Challengers & Watchers	Section Divider Tab and Title Page	1	1-side	
	Sign in sheet for Challengers & Watchers	1	1-side	
Extra Blank Forms	Section Divider Tab and Title Page	1	1-side	
	Misc. extra sign in forms or other	?	1-side	
Stick to front pocket of binder	About 3 post-it arrows for write-ins	3	N/A	Y

Screen Snip of PDF print settings
for "Document and Markups"
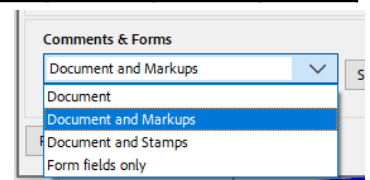
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RECORDING JUDGES

For the Missouri Hand Count method, there are 2 Recording Judges on each counting team. Each Recording Judge has their own binder for tallying votes (legal-size, 3-ring binder).

First time Setup of Recording Judge Binders

- Customize the binder cover template to create unique polling place/precinct names for each team. The 2 recording judges on the team should have covers that match the Tally Book for the team. **Print Settings for PDF:** Actual size, LEGAL-size paper, landscape, B&W.
- Hole-punch two pieces of 8.5x14 inch card stock. Attach removable "post-it" style tabs for ease of 'flipping' while tallying.
- Cut bookmarks from cardstock (neon colors recommended) and place 1 or 2 in each Recording Judge binder.

[Recording Judge Binder Cover Template](#)

Refill Binders for each Training Event

- Prior to each event, print 1 full set of "Recording Judge Binder Refills" for every Recording Judge. Example, if there are 4 teams with 2 Recording Judges each, you need to print 8 sets of the refill document. **Print Settings for PDF:** Actual size, LEGAL-size paper, landscape, 2-sided, flips on short end, B&W.
- 'Batch 1' is placed in the binder between the pieces of cardstock, prior to training. Pages for 'Batch 2' are placed in the inside pocket of the binder.

[Recording Judge Refills](#)

Labels for Ballot Envelopes

- The 'Ballots Envelope Template' document contains 1 label each titled: "Counted," "Write-in," and "Rejected." Before first print, customize with 'fake' county name and election date. **Print Settings for PDF:** Actual size, half-sheet size labels (e.g., Avery 8126). Each counting team needs 2 sets of labels.
- Affix the labels to envelopes larger than the ballots.
- The red boxes on the label are where trainees should enter info **in pencil.** After training, erase their markings so the envelopes can be reused.

[Ballot Envelopes Template](#)

Checklist & Other Supplies

- Print 1 copy of the "eManual Hand Counting Checklist" for every person attending training, even observers.
- See the Recording Judges Checklist on the next page for other supplies needed for training.

[eManual Hand Counting Checklist](#)

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RECORDING JUDGES

Items on the Checklist in black font are 'one-time print' forms.
Items in red font need to be printed and refilled for each event.

Section	Document	QTY	1-sided 2-sided	Replace each training?
COVER	Use template to create custom cover for each set of 2 Recording Judge Binders	1	1	
Place in 3-rings	Batch 1 – Ballots Tally – Group A	1	2-side	Y
	Cardstock divider with post-it tab	N/A	N/A	
	Batch 1 – Ballots Tally – Group B	1	2-side	Y
	Cardstock divider with post-it tab	N/A	N/A	
	Batch 1 – Ballots Tally – Group Q.A	1	2-side	Y
Place in front pocket of binder	Batch 2 – Ballots Tally – Group A	1	2-side	Y
	Batch 2 – Ballots Tally – Group B	1	2-side	Y
	Batch 2 – Ballots Tally – Group Q.A	1	2-side	Y
	Bookmarks	2	N/A	
Place these supplies on the judges' table	Envelope for ballots – COUNTED	2	N/A	
	Envelope for ballots – WRITE-IN	2	N/A	
	Envelope for Ballots – REJECTED	1	N/A	
	Sharpie-style markers – assorted colors	6	N/A	
	Blue ball point pens	6	N/A	
	Mechanical Pencil	2	N/A	
	Paper Clips – large	6	N/A	
	Masking Tape			
	eManual HAND COUNTING CHECKLIST	4		Y

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BALLOT IMAGES

Ballot images are for use in mock elections or training events, such as 'Train the Trainers.' Ballots are saved in files referred to as 'Ballot Boxes' with a box number printed on the back of the ballots to make it easier to sort and reorganize after being used. Each 'box' contains 25 ballots.

On the back of some ballots, in the bottom-left corner, is a 'star' rating system of 1 to 3 stars. This means that the ballot has at least one issue that the judges must consider as to valid votes and/or voter intent. The number of stars is like the spice-rating at a restaurant: 1-star is a simpler issue; 2- or 3-stars are a little more complex. The categories for each star level is below on the right.

Ballot Boxes 10-19 contain fewer issues, one from each of the star categories. Ballot boxes 20-29 contain more issues. It is recommended for training that a box from 10-19 be used for the 1st batch tallied, and the 2nd batch tallied be from 20-29. If boxes are being combined to create batches of 50 ballots, consider combining from the two different box groups (10-19 or 20-29).

Print Settings for PDF: Actual size, Legal-size paper, 2-sided, flips on long end. If budget allows, print in color so ink color used by voter is displayed (note: this may cause some gray areas to appear as light purple – test first!)

Star Ratings

★

Undervote(s)

★ ★

Overvote(s)
Invalid Write-in(s)
Missing Judge Initial(s)

★ ★ ★

Valid Write-in(s)
Voter Intent Issue(s)
Multiple Issues

Ballot Box 10	Ballot Box 20
Ballot Box 11	Ballot Box 21
Ballot Box 12	Ballot Box 22
Ballot Box 13	Ballot Box 23
Ballot Box 14	Ballot Box 24
Ballot Box 15	Ballot Box 25
Ballot Box 16	Ballot Box 26
Ballot Box 17	Ballot Box 27
Ballot Box 18	Ballot Box 28
Ballot Box 19	Ballot Box 29

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QR Codes - Downloads

QR codes are clickable and may also be scanned.

Tally Book Downloads

Tally Book Cover Template	Tally Book Divider Tab Labels	Tally Book 1-Time 1-sided, B&W	Tally Book 1-Time 1-sided, Color
HandCounting.com/ TBCoverTemplate	HandCounting.com/ TBDividerLabels	HandCounting.com/ TB1x1sideBW	HandCounting.com/ TB1x1sideColor

Tally Book 1-Time 2-sided	Tally Book Refills 1-sided	Tally Book Refills 2-sided
HandCounting.com/ TB1x2side	HandCounting.com/ TBrefill1side	HandCounting.com/ TBrefill2side

Recording Judge Downloads

Recording Judge Binder Cover	Recording Judge Refills	Ballot Envelopes Template	eManual Hand Count Checklist
HandCounting.com/ RJcovertemplate	HandCounting.com/ RJrefills	HandCounting.com/ BallotEnvelopes	HandCounting.com/e ManualHCchecklist

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QR Codes - Downloads

Ballots for Training, Practice, Mock Elections

OPERATION VICTORY GARDENS

Ballot Box 10	Ballot Box 11	Ballot Box 12	Ballot Box 13	Ballot Box 14
HandCounting.com/BallotBox10	HandCounting.com/BallotBox11	HandCounting.com/BallotBox12	HandCounting.com/BallotBox13	HandCounting.com/BallotBox14

Ballot Box 15	Ballot Box 16	Ballot Box 17	Ballot Box 18	Ballot Box 19
HandCounting.com/BallotBox15	HandCounting.com/BallotBox16	HandCounting.com/BallotBox17	HandCounting.com/BallotsBox18	HandCounting.com/BallotBox19

Ballot Box 20	Ballot Box 21	Ballot Box 22	Ballot Box 23	Ballot Box 24
HandCounting.com/BallotsBox20	HandCounting.com/BallotBox21	HandCounting.com/BallotBox22	HandCounting.com/BallotBox23	HandCounting.com/BallotBox24

Ballot Box 25	Ballot Box 26	Ballot Box 27	Ballot Box 28	Ballot Box 29
HandCounting.com/BallotBox25	HandCounting.com/BallotBox26	HandCounting.com/BallotBox27	HandCounting.com/BallotBox28	HandCounting.com/BallotBox29