



SVRS Election Checklist I
2012 Presidential Preference and Spring Election
April 3, 2012



Please refer to the training manual found on the Government Accountability Board - website: gab.wi.gov
For the SVRS manual go to gab.wi.gov; publications, manuals, SVRS Training Manual or [click here](#)

**The Government Accountability Board – Elections Division (GAB) has created the
2012 Presidential Preference and Spring Election in SVRS.**

County Level Tasks:

***Steps 1 - 2 are performed by each county by close of business, Tuesday, February 14, 2012.**

- Step 1: Counties inherit the 2012 Presidential Preference and Spring Election. (Election Set Up: Page 10)
- Step 2: Counties check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set Up: Page 14)

***Step 3 must be completed before municipalities generate absentee ballots.**

- Step 3: Continue to Follow the Election Set-up chapter to add contests. (Election Set Up: Pages 15-26, 21-26 are optional) Please use the new 2012 Ballot Position numbers that accompanied this document. Please also note that School District contest and Multi-Jurisdictional Judge Contests must be set up at the state level in April 2012. Please send that information to the G.A.B. as directed in the attached memo.

***Step 4 must be completed (for relier municipalities with Military and Overseas voters) no later than Thursday, February 16, 2012.**

- Step 4: Note that state-write in ballots are no longer required for Military and Overseas voters. However, federal law requires that a Presidential Preference Ballot be sent to Military and Overseas electors by **Wednesday, February 15th**. County level users will use the Absentee Lite functionality in SVRS to record the fact that their relier clerks have sent these ballots. That should be completed within 24 hours of the ballot being sent to the voter. See the Absentee Lite chapter of the SVRS Manual for more detail. Please use the ballot type of "State Write-In Ballot" until it is replaced by ballot type of "Presidential Preference."

Municipal Self-Providers/Provider Tasks:

Steps 5 - 9 can be started as soon as Step 2 is completed by the County. All steps must be performed no later than Monday, March 12, 2012, in order to issue absentee ballots. Note that municipalities with Military or Overseas voters must complete Step 10 by Wednesday, February 15th.

- Step 5: Self-Providers/Providers check the Polling Place Assignment Plans (PPAPs) to determine which plan will be used for this election. If none of the existing PPAPs match the poll book set-up for this election, a new PPAP must be created. Every municipality must create new plans in 2012, plans created before redistricting may not be used. (Polling Place: Pages 1-4 and Election Set up: Pages 4-7)
- Step 6: Self-Providers/Providers check the Reporting Unit Plans (RUPs) to determine which plan will be used for this election. A RUP is a ward or combination of wards by which clerks report their election results to the county. This should match the poll book setup. Please review the plan detail, regardless of the name of the plan. Every municipality must create new plans in 2012, plans created before redistricting may not be used. (Election Set Up: Pages 8-9)
- Step 7: Self-Providers/Providers inherit the 2012 Spring Primary. Be sure to assign the PPAP and RUP (that were determined in steps 5 & 6) in the election set-up wizard. (Election Set Up: Page 10)

This checklist pertains ONLY to the April 3, 2012 Presidential Preference and Spring Election.



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Step 8: Self-Providers/Providers check Milestone #2 for the election. Milestone #1 is automatically checked when the election is inherited. (Election Set-Up: Page 14)

Step 9: Continue to follow the Election Set-up chapter to add municipal level contests, if there are any. (County and State Offices will be entered by County and State users respectively.) (Election Set Up: Pages 15-26, 21-26 are optional)

***Step 10 must be completed no later than Wednesday, February 15, 2012.**

Step 10: Note that state-write in ballots are no longer required for Military and Overseas voters. However, federal law requires that a Presidential Preference Ballot be sent to Military and Overseas electors by **Wednesday, February 15th**. Municipal level users will use either the Absentee Lite functionality or the Full Absentee functionality in SVRS to issue these ballots. See the Absentee Lite or the Absentee Ballots chapter of the SVRS Manual for more detail. Please use the ballot type of "State Write-In Ballot" until it is replaced by the ballot type of "Presidential Preference."