

# NEW Chief Training

Welcome: This training will be approximately 2 hours and will include hands-on training

Manual: If you don't have your manual - please borrow one for the training

Housekeeping: There will be one break halfway through

Questions: Please hold questions until the Q&A slides



# PWC Electoral Board



**Marcus Moyer**



**Keith Scarborough**



**Heidi Stirrup**




- 87 Precincts will have a Democrat Ballot ONLY
- Conduct regular “Check-In”
- Make sure that this document is posted by “Greeter” and is taped to the “Check-In” table in-between pollbooks


**Attention**

**Which Primary are you voting in today?**


**June 2025 Primary Races**




**Republican Ballot**  
☒ VA House of Delegates



**Democratic Ballot**  
☒ Lt. Governor  
☒ Attorney General

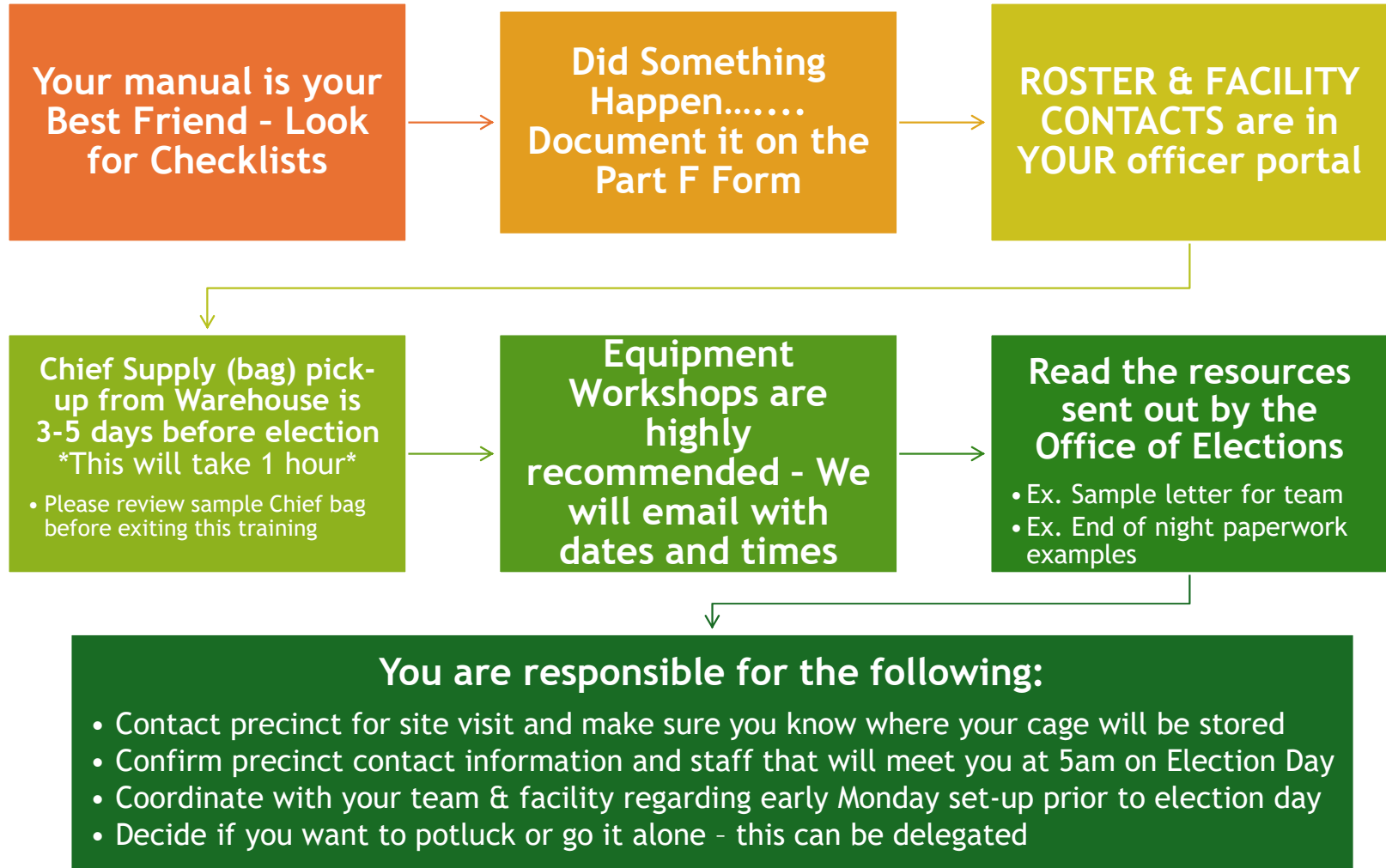


Voters can vote in one primary, not both, but can choose which primary they want to vote in.





# New Chief “Hot Topic” Reminders





# Pre-Election & Monday Early Set-up Checklists

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**Pre-Election Chief Checklist**

**BASICS**

- ☐ **Complete Training**  
Training requirements and instructions for registering for training will be in your assignment letter that you receive via email prior to the election. Call 703-792-6470 or email [electionofficer@pwcgov.org](mailto:electionofficer@pwcgov.org) for support or assistance.
- ☐ **Communicate with your Election Officers**  
Send an introductory email to your officers roughly 5-6 weeks before the election. Confirm they will be working and encourage them to sign up for training.
- ☐ **Contact the Election Officer Team for Assistance**  
Contact the office at 703-792-6470 or by email at [electionofficer@pwcgov.org](mailto:electionofficer@pwcgov.org) if you have any questions.
- ☐ **Visit your Precinct in Advance**  
Review your layout, parking, and entry door, find out if you will have access prior to Election Day, and confirm who will open the building for you. Report any issues to 703-792-8397 or [electionofficer@pwcgov.org](mailto:electionofficer@pwcgov.org).
- ☐ **Communicate with your Election Officers ... Again**  
After the precinct visit, send an email to your officers. Tell them what to expect on Election Day such as parking, entry door, etc. This is also an opportunity to make sure your officers' intent to serve has not changed.
- ☐ **Vote Early**  
Vote at one of the early voting locations or by mail.
- ☐ **Pick up Chief Supplies**  
Dates and hours for pickup will be provided at training and reminders will be sent via email. Make sure to inventory the contents of your Chief bag before Election Day.
- ☐ **Read the Friday Night Letter**  
The Office of Elections will email a letter the Friday before the election. Read it for any key updates or notices.

PRINCE WILLIAM COUNTY, VA

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**Monday Setup**

If available, please go to Monday setup to assist your election officer team with the following activities.

**MONDAY SETUP CHECKLIST**

**SETUP & OPEN**

- ☐ Set up tables and chairs in voting room.
- ☐ Hang all indoor signs in voting room and hallways.
- ☐ Place electrical cables in position and tape down.
- ☐ Set up the voting booths.
- ☐ Set up the ballot box (do not open the ballot scanner).
- ☐ Set up the TW printer (do not open the Touch Writer).
- ☐ **Chief:** Inventory the contents of the Cage and contact Chief HQ at 703-792-8397 if anything is missing.
- ☐ **Chief:** Review evacuation checklist and select a meeting point in case of an emergency.
- ☐ **Chief:** Lock the Cage with election equipment, pollbooks, and ballots inside.
- ☐ Secure the room before leaving on Monday.

PRINCE WILLIAM COUNTY, VA

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## Monday Night Set-up REMINDERS

- ▶ This is voluntary - please invite your entire team
- ▶ NOTE: Schools may not be available for Monday - Inquire EARLY
- ▶ Bring your Chief Bag home with you on Monday night
- ▶ DO NOT remove SCANNER, TW or POLLBOOKS from cage
- ▶ Create a plan for which officer (usually the Asst. Chief) will be driving ballots back to warehouse/main office on election night
- ▶ Assign duties to your team for a successful set-up on Election Day morning



# Precinct Opening and Closing Checklists

## PRECINCT OPENING CHECKLIST

The following tasks need to be completed by the officers. The Chief will assign officers to different tasks. If the Chief and/or facility person admitting the team is not present by 5:15 am (at the latest), please call Chief HQ at 703-792-8397.

Complete **PRIORITY** tasks by 5:30 am so you can get technical support from Chief HQ if you have any issues.

- ☐ Complete unfinished setup from Monday (p. 29).
- ☐ **PRIORITY:** Open the Ballot Scanner.
  - Print **three** ballot scanner Zero Reports.
  - Post one copy on the wall near the scanner and place the other two copies into Envelope #2.
- ☐ **PRIORITY:** Open the pollbooks.
  - Complete the Pollbook Summary Report.
- ☐ **PRIORITY:** Open the Touch Writer.
  - Print **one** Touch Writer Zero Report.
  - Post it on the wall near the Touch Writer.
- ☐ Log in to TallyPoint and click "This Precinct is Ready" when all priority equipment is open and ready.
- ☐ Setup outdoor signs and mark the 40' prohibited area.
- ☐ Make sure the polling place is accessible for voters.
  - Establish the curbside voting space.
  - Assemble the bell, plug in the receiver, and test it.
  - Make sure paths and walkways are clear.
- ☐ Place the Ballot Drop Box in a secure location.
- ☐ Verify the information on the #7 pouch index card.
- ☐ Open the doors at 6:00 am (even if not fully ready).

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## Closing Checklist

COMPLETE ALL THESE TASKS **AFTER** VOTERS LEAVE

- ☐ Close the doors to the polling place
- ☐ Check emergency ballot bag (scan ballots)
- ☐ Complete the Pollbook Summary
- ☐ Close Polls on the ballot scanner (p. 120)
- ☐ **PRIORITY:** Chief: Report results in Tallypoint  
Double check all work for accuracy. Complete by 7:45.
- ☐ Close the pollbooks (p. 124)
- ☐ Remove ballots from ballot scanner and pack Box #3
- ☐ Pack the Scanner (p. 121) and Ballot Box (p. 122)
- ☐ Breakdown and pack the Touch Writer/printer (p. 123)
- ☐ Chief completes the SOR (p. 125)
- ☐ Pack unused ballots in Box #6
- ☐ Empty Ballot Drop Box into (new) Envelope #9 (p. 125)
- ☐ Clean up the polling place (p. 126)
- ☐ Complete polling place closing paperwork (p. 128)
- ☐ Make sure officers sign **ALL** tapes and required forms
- ☐ Pack and seal all the envelopes properly (p. 128)
- ☐ Double-check you have all drop off items (p. 130)
- ☐ Two officers must return ballots and key items (p. 130)

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# CHIEF Election Day Opening Checklist

**NOTE:** There are 5 Checklists  
for Chiefs in Manual  
**PLEASE USE THEM**

... TUESDAY OPENING ...

**CHIEF OPENING CHECKLIST**

The following tasks need to be completed by the Chief (or Assistant Chief if delegated) prior to opening at 6:00 am.

**SETUP & OPEN**

**IMPORTANT  
SET-UP POLLBOOKS & SCANNERS  
FIRST**

... Env. #2.  
... Env. #8.

... Provisional Form.

... verify their information and sign.  
... are concerned you have too few officers  
by 5:30 am, call Chief HQ at 703-792-8397.

- Print "No Show" for missing officers at 6:00 am.
- Place the signed form in Env. #8.


☐ Verify that the Provisional Ballot Bag is empty.  
Close the zipper and seal the bag with the provided seal (*right*).

☐ Assign officers to the tasks listed on the next page.

☐ Verify all tasks on this page and the next page are complete.

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ELECTION OFFICER MANUAL



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# Chief Supply Pick-up at Warehouse (3-5 days before Election Day)

SUPPLY RETURN FORM		Presidential General   November 5, 2024
Bring this completed form with you to Supply Return in the White Bag. Please stay in your vehicle when returning supplies.		
PCT # _____		
<b>Hand to Elections Staff</b>		<b>Trunk or Backseat</b>
<input type="checkbox"/> EO Check	<input type="checkbox"/> Staff Check	<input type="checkbox"/> EO Check
With Ballots Enclosed and this form (filled out) with:		<input type="checkbox"/> Staff Check
<input type="checkbox"/> <b>Cellphone, Tablet, and Chargers</b> powered off		<input type="checkbox"/> <b>Chief Bag with</b>
<input type="checkbox"/> <b>#9 Envelope</b> With Ballots Enclosed Tampers Tape With completed Chain Of Custody Form & Quantity (even if zero)		<input type="checkbox"/> <b>#3</b> Tampers Tape
<input type="checkbox"/> <b>#1A Envelope</b> Tampers Tape Ballot Quantity _____		<input type="checkbox"/> <b>#6</b> Including unused provisional Tampers Tape
<input type="checkbox"/> <b>#1B Envelope</b> Ballot Quantity _____		<input type="checkbox"/> <b>Chief Bag Items</b> Binder, Law Book, etc.
<input type="checkbox"/> <b>#2 Envelope</b> Tampers Tape		
<input type="checkbox"/> <b>#2A Envelope</b> Tampers Tape		
<input type="checkbox"/> <b>#4 Envelope</b> Tampers Tape		
<input type="checkbox"/> <b>#7 Yellow Pouch</b> Containing: vDrive(s) (Verity Drives) EPB Flash Drive(s) Keys Seals		
<input type="checkbox"/> <b>#8 Envelope</b> Do NOT Seal		
<input type="checkbox"/> <b>X Envelope</b> Seal with Tampers Tape only if used		
<b>EOs Returning:</b>		
Print Name: _____		
Phone: _____		
Print Name: _____		
Phone: _____		
<b>Office Use Only</b>		
_____		

PRINCE WILLIAM  
Office of Elections

## Chief Supply Pick-Up “Need to Know”

- Your precinct Provisional Ballots will be in Chief Bag
- Chief Binder has A LOT of information to review
- Supply Return Form is on BACK of Chief Binder
- Plan to spend 1 hour reviewing items in bag
- This is when you would pick-up additional marking stations



**We will email out dates and times for Chief Bag Pick-up**



# How to Access My Roster and Facility Contacts in "Officer Portal" Video

## Testing Training

03/05/2025

Details

Certificate 

[Rewatch](#)

Attended



## What is a Special Assistant and What Do They Do?

Special Assistants (SA) are prior Chiefs that visit precincts on Election Day

They are support staff for the Chiefs and a great resource for precincts

They will review the SA Checklist with you upon their arrival to your precinct

The SA “Checklist” can be found in the Chief Binder-Try to review it early on Election Day

The SAs will have back-up supplies in their vehicle - Some items include:

- Scanner
- Equipment
- Keys
- Batteries
- Red Seals
- Extra Forms & Paperwork
- Stickers & Pens

Please call HQ if you have any questions about their suggestions, etc.



# QUESTIONS





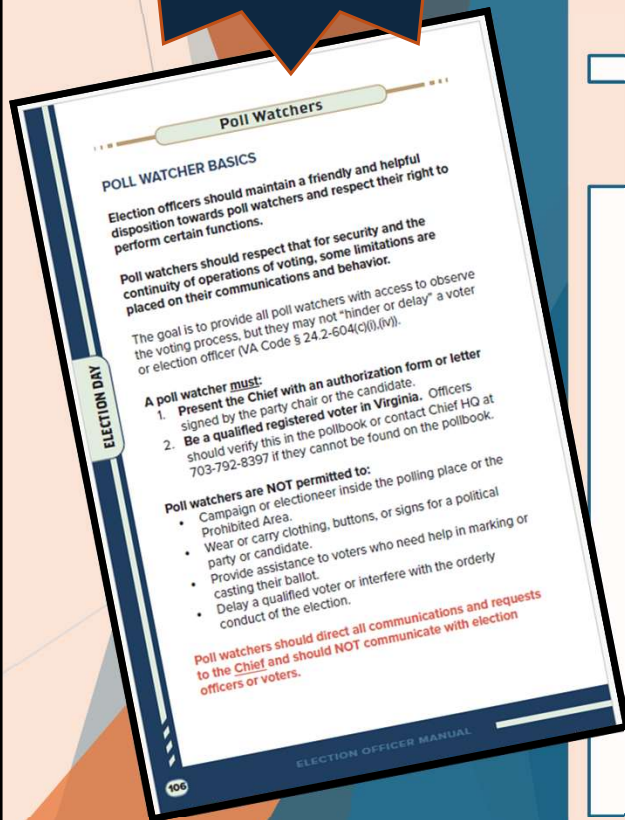
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# Poll Watcher Basics

Pages 106-111 - There are 6 Pages of Information on Poll Watchers

## Important Points:

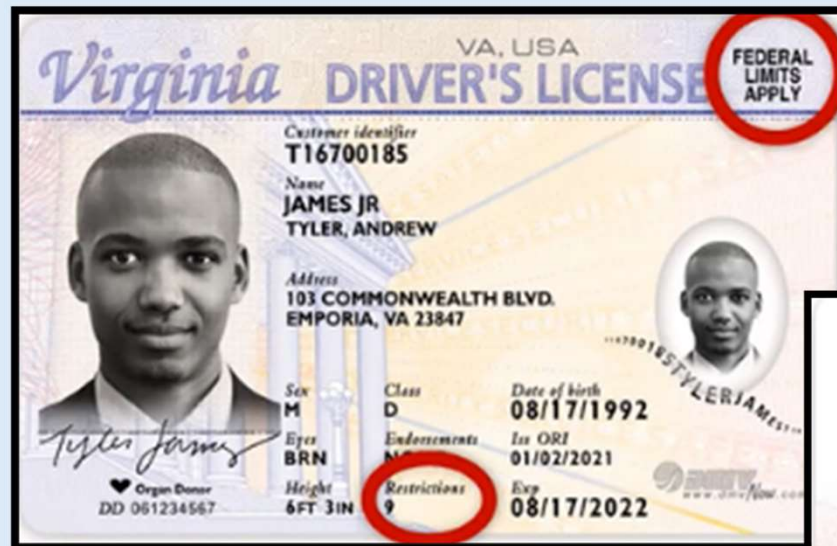
- BEFORE 6am (Set-Up) - One Poll Watcher per party
- AFTER 6am - Up to three Poll Watchers per party
- They MUST present a signed authorization form from PWC or Virginia
- We CANNOT accept an authorization form from another county in VA
- They MUST be a registered voter in Virginia - If you can't find them on the pollbook - CALL HQ
- They CANNOT assist/interfere with voters in any process
- They CANNOT wear political clothing
- They ARE allowed to see and hear activity on the Pollbook at the check-in station
- They CANNOT violate any voter's privacy
- Poll Watcher guidelines available in Blue Accordion (one pager)





# Pollbooks Driver's Privilege Card

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Is this ID acceptable?





★ VIRGINIA ★  
DEPARTMENT of ELECTIONS

**Voter Identification**

All voters casting a ballot in-person will be asked to show one form of identification. Any voter who does not present acceptable identification may instead sign a statement, subject to felony penalties, that they are the named registered voter who they claim to be. Any voter who does **not** present acceptable identification or sign this statement **must** vote a provisional ballot.

Identification	Is Accepted?
Virginia driver's license	Yes, may be current or expired.
Virginia DMV-issued ID card	Yes, may be current or expired.
Valid employee ID card, containing a photograph, issued by voter's employer in ordinary course of business (public or private employer)	Yes
U.S. Military ID	Yes
Valid student ID issued by a public or private high school or institution of higher education located in Virginia	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid student ID, containing a photograph, issued by a public or private institution of higher education located in the U.S.	Yes. Acceptable in electronic form only if it is an officially adopted method of issuing a student ID by the institution.
Valid U.S. passport or passport card	Yes
Government-issued ID card from a federal, Virginia, or local political subdivision	Yes
Voter ID card issued by the Department of Elections	Yes
Voter confirmation documents	Yes
Valid tribal enrollment or other tribal ID	Yes, if issued by one of the 11 tribes recognized by Virginia.**
Nursing home resident ID	Yes, if issued by a government facility.
Current utility bill, bank statement, government check, or paycheck containing the name and address of the voter	Yes. The document cannot be more than 12 months old. Acceptable in physical or electronic form.
Any other current government document containing the name and address of the voter	Yes. Acceptable in physical or electronic form.
Signed ID Confirmation Statement	Yes
Out-of-state driver's license	No
Student ID from a high school located outside of Virginia	No
Membership card from private organization displaying a photograph	No
Credit card displaying a photograph	No
Virginia Driver Privilege card (limited-duration license, permit or special identification card)	No. Nearly identical in appearance to driver's license or DMV-issued ID card. Front of card will display "9" under restrictions; back will state that the restriction is "Limited duration."

\*"Valid" means the document is genuine and is not expired for more than twelve months, except for a Virginia driver's license or DMV-issued ID card, for which the expiration date should not be considered when determining its validity.

\*\*The eleven recognized tribes are: Cherokee (Nottoway), Chickahominy, Chickahominy Eastern Division, Mattaponi, Monacan, Nansemond, Nottoway, Pamunkey, Patowomeck, Rappahannock, and Upper Mattaponi. (<https://www.commonwealth.virginia.gov/virginia-indians/state-recognized-tribes/>)

Virginia Code § 24.2-643(B)

Rev. 8/2023

# Keep Your Resources Out at Pollbook for Your Team

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	<b>ABU</b>	<b>AB Unmarked</b> This voter returned an unmarked absentee ballot.
	<b>ABM</b>	<b>AB Marked</b> - This voter returned a marked AB ballot.
	<b>ABOM</b>	<b>AB On Machine</b> - This voter already voted in person during the early voting period.
	<b>ABPP</b>	<b>AB Pre-processed</b> - This voter's ballot has already been processed by the Central Absentee Precinct.
	<b>SDR</b>	This voter is marked Same-Day Registration.
	<b>ABF</b>	<b>AB FWAB</b> - This voter submitted a federal write-in absentee ballot.
	<b>Wrong Precinct</b>	Voter is at the wrong precinct.
	<b>V</b>	This voter has voted. *This voter was checked in at your precinct.
	<b>ABI</b>	<b>AB Issued</b> - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally.
	<b>?</b>	<b>Inactive Voter or Address Confirmation</b> If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
		<b>Suffix (Jr., Sr.) Tag</b> Verify year of birth if voter has this tag.



# Voter States & Tags Hands-On for Leadership

## Voters to look up and discuss Chief Over-Rides

### Override adm0101a

<u>VID</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>Status</u>	<u>Can Override</u>	<u>Form or Action</u>
017080396	Watson	Jarred	Inactive	Yes	
047052630	Johnnie	Lane	Inactive	Yes	
602006497	Esmeralda	Fox	Inactive	Yes	
917110899	Mcgee	Donte	AB Issued	Yes	
511496320	Julianne	Soto	AB Issued	Yes	



# List of Forms



## Election Day Forms - Overview

### Voter Forms (Returned in Envelope 8)

1. Voter Registration Form
  - Used to register voters (not required if voting SDR)
  - Required to update voter information for future elections (i.e. address or name change)
2. Affirmation of Eligibility
  - Voter has ? "Tag" stating either INACTIVE or on Confirmation Mailing in pollbook
  - If voter has not moved, then they need to fill out the Affirmation of Eligibility and vote of the machine
  - If voter has moved follow the Moving Conditions chart.
  - If voter refuses to fill out the Affirmation of Eligibility – They can do a Provisional
3. Assistance Form (16yr and older are required to complete form)
  - Voter with physical disability or inability to read or write
  - The person assisting, in any case, cannot be a poll watcher, an employer, or union representative
  - EOs can assist
  - Children 15 yr. and under can accompany/assist voter with all voting processes – no form needed
4. ID Confirmation Statement Form
  - Does not present an acceptable ID – But ARE on the pollbook
  - Must complete form before voting on machine
5. Removal from AB List Form
  - Have voter fill out when they object to receiving the Absentee Ballot automatically each election-They will be removed from the permanent list

### Provisional Forms (Returned in Envelope 1A)


6. SDR – Registration Form (green envelope)
  - Registering and Voting – Missed registration deadline
  - Only do an SDR if they are not in the pollbook, and they live within your precinct boundaries
  - If a voter doesn't have ID (and they won't sign the ID confirmation) – They will need to provide an ID by the Provisional Hearing, which can be emailed or brought to Main Office by noon on the Friday after the election
7. Regular Provisional Ballot (green envelope)
  - Vote by mail-no ballot to surrender – But ARE in the poll book
  - Shown on pollbook as already voted
  - Other unique situations – with HQ direction
  - If a voter doesn't have ID and they won't sign the ID confirmation – They will need to provide an ID by the Provisional Hearing, which can be emailed or brought to Main Office by noon on the Friday after the election



### Chief Forms:

8. Election Day Oath Form
  - Oath administered to all EOs by CO on election morning—Should be one of first tasks completed
  - CO needs to sign line #1 on election day morning
  - Return in Envelope 2
9. Pollbook Summary Report
  - Records pollbook counters before polls open and after polls close
  - Return in Envelope 2
10. Pink Compensation Form
  - Documents EO attendance—Required for payroll
  - Return in Envelope 8
11. Ballot Receipt
  - Signed by CO at supply pickup
  - Contains precinct ballot inventory total
  - Return in Envelope 2
12. SOR Part F
  - Used to log inconsistencies, errors, or unusual occurrences that arise
  - Examples: mismatched ballot counts, equipment malfunctions, or any deviations from standard procedures
  - Return in Envelope 2
13. Yellow Return Sheet
  - Yellow summary sheet that records equipment serial numbers and requires signature of all election officers
  - A copy of zero tape and tally tape must be attached
  - Return in Envelope 2A
14. SOR-Statement of Results
  - Summarizes the election results from a polling place
  - Two copies, one copy for the Circuit Court and one copy for the Director of Elections
  - Requires signature from all election officers
  - Zero tape and tally tapes must be attached to each copy
  - Return in Envelope 2
15. Supply Return Sheet
  - Checklist of items that must be turned in on election night
  - Requires names and signatures of two election officers from different parties dropping off items
  - Also required for supply drop-off stipend





Break  
Time!  
See you in  
5 Min!





**Let's Discuss the  
Infamous Move Rules  
and Watch a Video**





# PRINCE WILLIAM

Office of Elections

## Move Rules Scenario

Address provided by voter does not  
match your pollbook.





# PROVISIONAL REMINDERS

## Common Provisional Mistakes:

- ▶ Provisionals
  - ▶ Citizenship question at top MUST be marked
  - ▶ The ID used at check-in is the same for Provisionals
  - ▶ Double check the felony question on the Green Provisional Envelope
  - ▶ Check the “Did you check ID” Box
  - ▶ Don’t forget the EO “Signature” at bottom of envelope

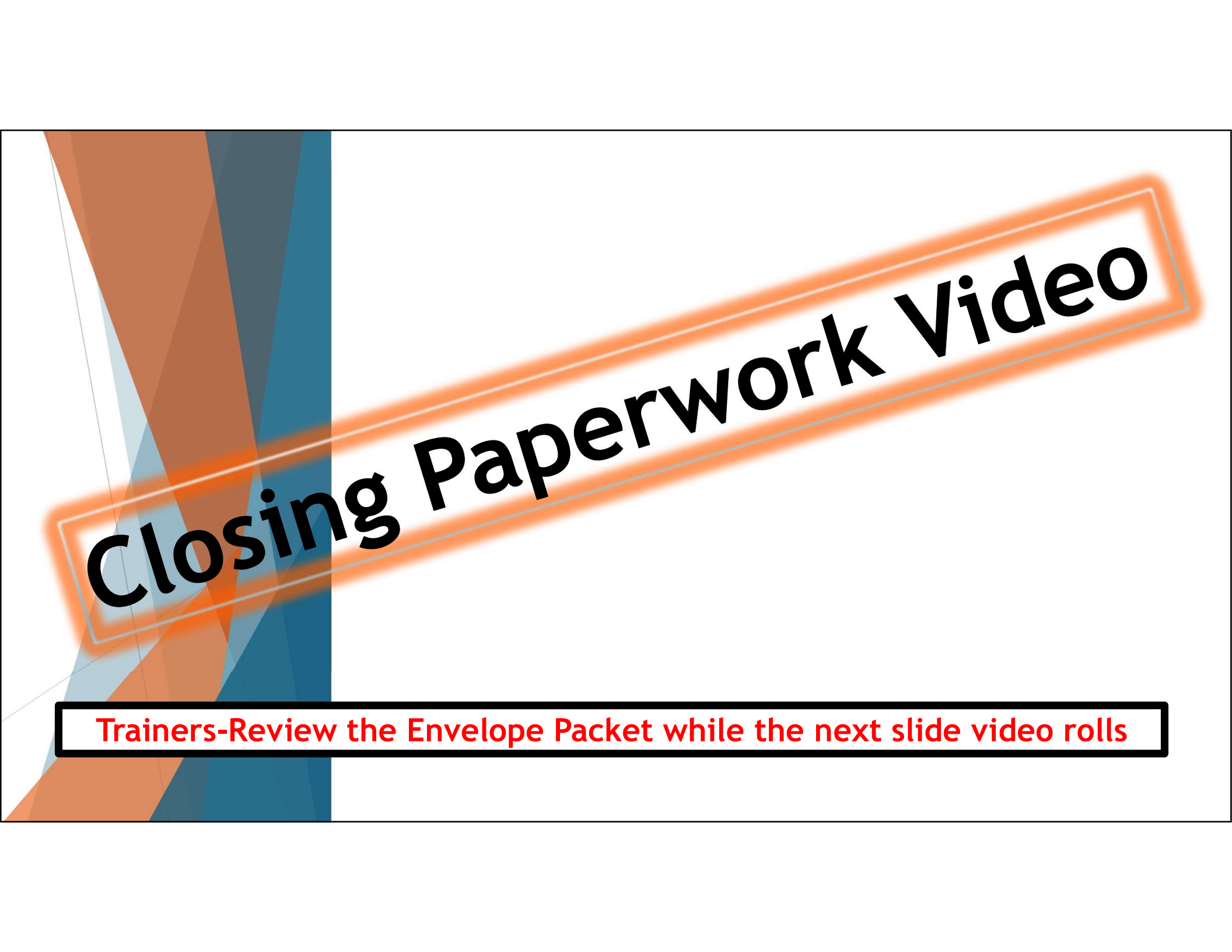


# PROVISIONAL REMINDERS

Reasons why Provisionals were rejected that could have possibly been avoided by completing the paperwork correctly – Out of approx. 8,000 Prov.

VR incomplete (citizenship, felony, signature, address)	218
Wrong PCT	426





# Closing Paperwork Video

**Trainers-Review the Envelope Packet while the next slide video rolls**



# Envelope Guide



## PRINCE WILLIAM Office of Elections

**ELECTION OFFICERS**  
COMPLETE THIS SECTION AFTER POLLS CLOSE

Election Date: November 5, 2024  
County: Prince William  
Precinct: \_\_\_\_\_

Total Provisional Ballots Enclosed: \_\_\_\_\_

**PROVISIONAL ENVELOPES**  
ENCLOSE IN THIS ENVELOPE ALL  
PROVISIONAL BALLOT ENVELOPES CAST  
DURING NORMAL VOTING HOURS

**1A**

**TO: CLERK OF THE  
CIRCUIT COURT**

**ON THE DAY AFTER THE ELECTION:**  
■ GIVE THIS ENVELOPE TO THE ELECTORAL BOARD.  
■ THEY WILL RETURN IT TO YOU, RESEALED

**RETENTION: TWO YEARS - (FEDERAL ELECTIONS)  
ONE YEAR - (ALL OTHER ELECTIONS)**

**DISPOSITION: DESTROY**

**Election Officer Signatures**

1	6
2	9
3	10
4	11
5	12
6	13
7	14

REV 7/24

PLACE ALL CONTENTS IN ENVELOPE, SIGN ENVELOPE, AND SEAL  
WITH TAMPER TAPE

## ENVELOPE 1A

### CONTENTS

**Same Day Registration Provisional Ballot** **SDR** Precinct # \_\_\_\_\_  
Voter resides in this precinct but is not on this precinct's pollbook Primary elections—Party ballot ☐ ☐ ☐

**Starred (\*) items are required.** If you do not complete all of the items that are marked with \*, your application may be denied.

1 \* ☐ Yes ☐ No I am a citizen of the United States of America  
\* Full social security number \_\_\_\_\_ ☐ SSN never issued  
\* Date of Birth (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_  
\* Gender \_\_\_\_\_

2 \* Last Name \_\_\_\_\_ Jr. Sr. III IV (Circle one) Other (write in) \_\_\_\_\_  
\* First Name \_\_\_\_\_ \* Middle Name \_\_\_\_\_ ☐ None  
\* Residence Address (May not be a P.O. Box) \_\_\_\_\_ Apt. \_\_\_\_\_  
\* City/Town \_\_\_\_\_ \* ZIP Code \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

3 \* ☐ Yes ☐ No I have been convicted of a felony or judged mentally incapacitated and disqualified to vote.  
☐ Yes ☐ No if yes, has your right to vote been restored?

4 ☐ I am an active-duty uniformed services member, spouse or dependent, or an overseas citizen.  
☐ I am providing a mailing address (below) because my residence address cannot receive mail ☐ I am homeless.  
☐ I am providing a Virginia P.O. Box (below) to protect my residence address from public disclosure because I or a household member is/have:  
☐ An active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.  
☐ Been granted a court issued protective order.  
☐ In fear for personal safety from being threatened or stalked by another person.  
☐ A participant in the Virginia Attorney General's Address Confidentiality Program.  
☐ Been approved to be a foster parent.  
☐ A current or former state or local election official, their employee, or Commonwealth elector for president or vice president.

**My mailing address**  
(Complete only if you have checked a box in this section) \_\_\_\_\_

5 ☐ I am currently registered to vote in another state. Name of state: \_\_\_\_\_

6 ☐ I am interested in being an officer of election (poll worker) on Election Day. Send me information.

7 \* **AFFIRMATION:** I swear/affirm, under felony penalty for making willfully false material statements or entries, that the information provided on this form is true and that, to the best of my knowledge, I am eligible to vote in this election. I authorize the cancellation of my current registration and I hereby affirm that I have read the Privacy Act Notice and Warning. (See other side of envelope for Privacy Act Notice and Warning.)

► \* Signature ☒ Today's date (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ By checking this box, I affirm both that I am an individual with physical disabilities, and the Affirmation Statement above. Pursuant to Article II, § 2 of the Constitution of Virginia, individuals with physical disabilities are not required to sign the application for voter registrations.

**Election Officer Use**  
☐ #1 Same Day Registration (not on pollbook)  
Time: \_\_\_\_\_ a.m. p.m. (circle one)  
☐ Yes ☐ No Did voter show ID or complete ID Confirmation Statement?  
Comments \_\_\_\_\_  
Election Officer Signature ☒

**Office/Electoral Board Use**  
Voter ID # \_\_\_\_\_  
Adjudication ☐ Count ☐ Do not count  
Voter identification  
1. If the voter returns with the proper identification, check this box and sign ☒ \_\_\_\_\_  
2. Attach a copy of the identification document.

ELECT-653-English-07/2024

Provisional Ballot Envelopes (9.5"x12.5")



# TallyPoint Practice Time

(If this is a Dual Primary - Please discuss)

## Reminders:

- This process is to ensure that HQ can track your numbers and prepare
- Hourly Turnout is ALWAYS the TOTAL - Not the difference from the last number logged
- Delegate the hourly turnout TallyPoint number submission to an EO - they will remind you and you can input the data
- If your election is a Dual Primary - ONLY ONE TOTAL is required
  - Don't break out the numbers

**Trainers-Let the next slide video roll while they practice!**



Practice Entering 100 Voters in “Voter Turnout”  
Practice Entering a “Provisional Voters” with sample provided  
**NO NEED to complete the “Curbside Turnout”-It will be completed at end of night**

TallyPoint  
PWC, March Primary Training

Logout

Gainesville, Evergreen

Precinct Ready ☒  
[Messages](#)

Election closed, accepting results

[Update Turnout](#)

[Provisional Voter](#)

[Curbside Voter](#)

[Enter Results](#)



A close-up, vertical shot of an American flag, showing the stars and stripes. The flag is slightly out of focus, with the stars in the upper left being sharper. The background is a soft, warm light, possibly from a sunset or sunrise.

## Manual Honorable Mentions

Pg. 20 Voters with Disabilities -  
Request for Assistance Form

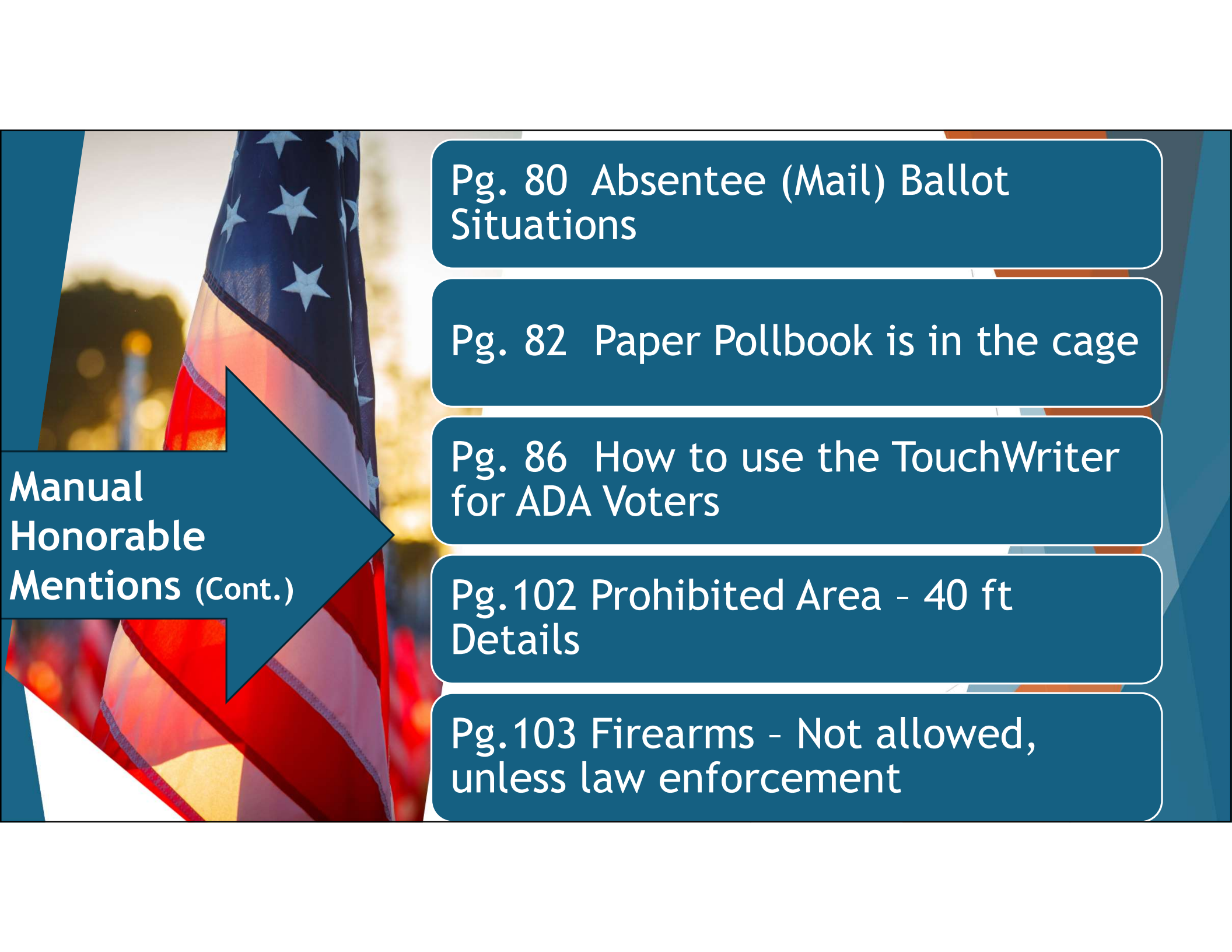
Pg. 23 Service Animals

Pg. 25 Removal of Election Officers

Pg. 71 Ballot Drop Box

Pg. 72 Outside Polls Voter



An American flag is visible in the background, with the stars and stripes clearly shown. A large blue arrow points from the left side of the image towards the right, where the table of contents is located.

## Manual Honorable Mentions (Cont.)

Pg. 80 Absentee (Mail) Ballot  
Situations

Pg. 82 Paper Pollbook is in the cage

Pg. 86 How to use the TouchWriter  
for ADA Voters

Pg.102 Prohibited Area - 40 ft  
Details

Pg.103 Firearms - Not allowed,  
unless law enforcement





Manual  
Honorable  
Mentions (Cont.)

Pg.105 Media Guidelines

Pg.114 Voter Challenges  
and Military Voters

Pg.127 Signature Reminders  
- very important

Pg.128 Closing Paperwork  
Envelope Checklist



Please remember that your paperwork is audited in the CANVASS process conducted immediately after the election, before certification and you may be asked to come into the main office to complete paperwork. Please take your time and double check!





# QUESTIONS





**Thank  
you!  
Have a  
great  
Election  
Day!**

