

STATION

1

GREETER / VOTER SIGN-IN

PROCEDURE

- 1 Greet voter.
- 2 Ask voter to announce their name loudly.
- 3 Locate voter in poll books
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
 - If stamped 'Vote Provisional or Remit Ballot' or voter's name is in the list of voters who returned their ballots and are not eligible to vote on the machine, send voter to Station 4 (Judge/Provisional Area).
 - If voter is not in the poll book, see side 2
- 4 If eligible to vote on machine, enter voter number and instruct voter to sign.
- 5 Once voter has signed, loudly announce voters political party so Machine Inspector knows how to set machine.
- 6 Cross off voter number on provided number sheet to keep the count.

SUPPLIES

- Numbers sheet (Voter Count)
- Pens
- 3 Poll Books
- Supplemental Poll Book Pages
- Map of division boundaries
- QR Codes for voter polling place/registration lookup
- Smart phone (not provided)
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms

STATION

1

GREETER / VOTER SIGN-IN

SPECIAL PROCEDURES

If a voter arrives with a **mail-in ballot**, including the declaration envelope, the Judge can spoil the ballot and allow the voter to vote on a machine once the voter has filled out a “declaration to surrender ballot.”

If a voter **does not appear in poll book**, use QR code lookup to find correct registration and/or polling place. If voter is in the correct polling place, check the poll book listing voters that have returned ballots.

If **“affirmation required,”** locate the Affirmation of Elector form in the Judge’s folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge’s folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge’s Box and voter’s name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.

ACCEPTED FORMS OF VOTER ID

If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first-time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

APPROVED FORMS OF PHOTO IDENTIFICATION (must be valid):

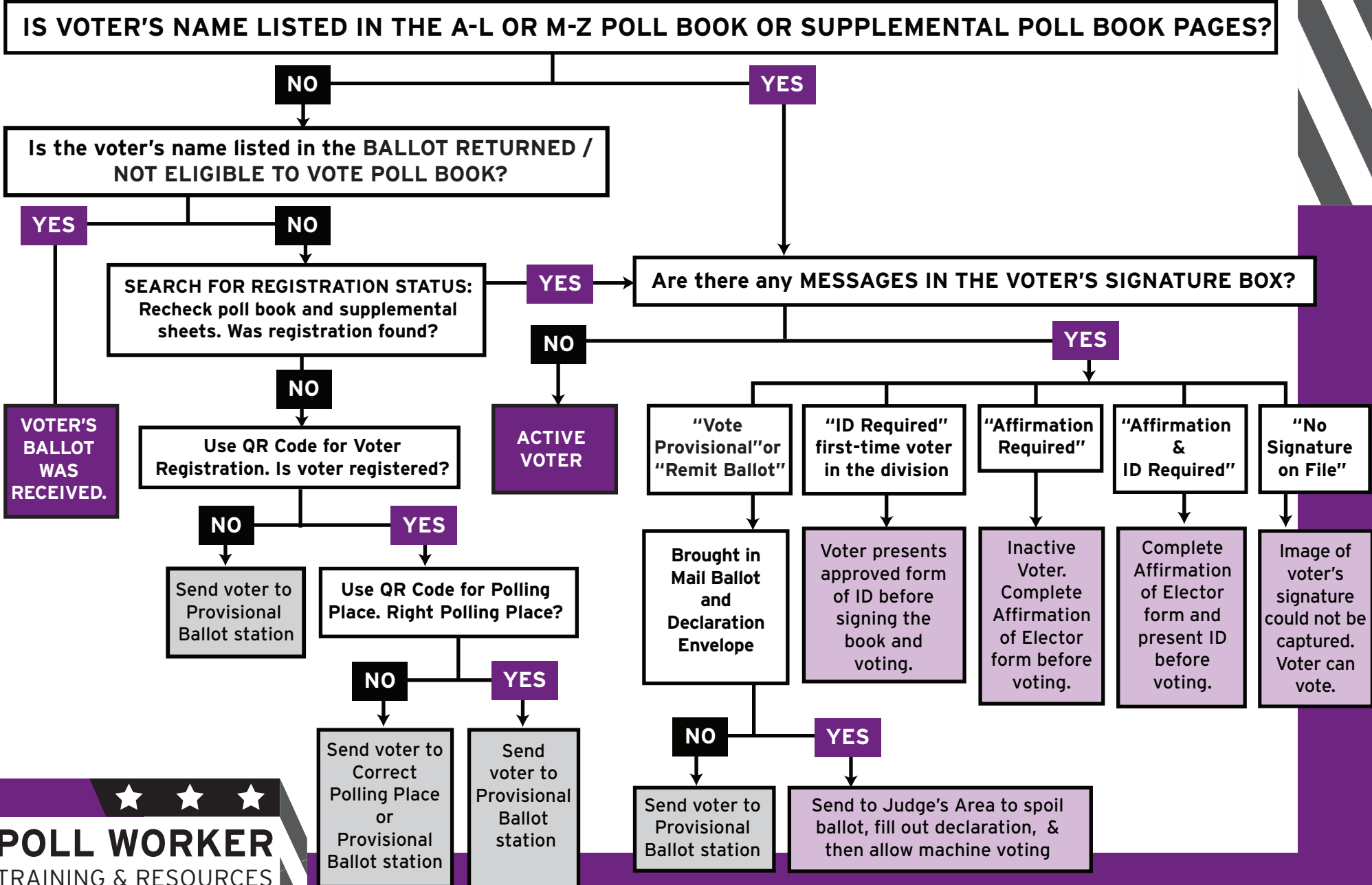
- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- Student ID
- Employee ID

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

APPROVED FORMS OF NON-PHOTO IDENTIFICATION (must include the voter's name and address of registration):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit
- U.S. Armed Forces ID

VOTING PROCEDURE FLOW



STATION

2

YELLOW #2 AND #4 BOOKS

PROCEDURE

- 1 Voter names and numbers should be recorded in the Yellow #2 book and #4 books.
- 2 Throughout the day, the poll worker may enter names of voters who have RETURNED their mail-in or absentee ballots in the back of the Yellow #2 and #4 books, designating them with AB (Absentee) or MI (Mail-in). **MI and AB voters must be recorded.** Those who have not yet returned their ballots may still choose to have their ballot spoiled to vote on the machine, so those names should not be entered until the end of the night.
- 3 If a pollwatcher with a valid pollwatcher certificate requests, they are permitted to inspect and photograph the Yellow #2 and #4 books when **NO VOTERS ARE PRESENT.**

SUPPLIES

- Yellow #2 and #4 books
- Pens
- Ballot Returned/Not Eligible to Vote Poll Book

STATION

3

MACHINE INSPECTOR/S

KEY DUTIES

- Lead set-up of machine(s) according to separate instructions.
- **PRIMARY ONLY:**
Insert blank ballot into machine after confirming political party with poll worker (not with voter). Insert voter's ballot and select political party before voter enters the booth.
- Instruct voter from outside the voting machine on how to use the machine.
- Ensure that no voter leaves the polling place without having completed their vote (use lights to know when someone is finished voting).
- Alert fellow poll workers if a voter in the booth requires assistance (Machine Inspector or any poll worker other than Judge may assist, once the Declaration of Assistance has been filled out).
- Lead take-down of machine when voting has ended, according to separate instructions.

SUPPLIES

- Pens
- Chair
- Blank Ballots

SPOILING MACHINE BALLOTS

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STATION

3

SPECIAL PROCEDURE

SUPPLIES

If a Voter wishes to cancel their voting session:

1. Machine Inspector enters the election code and confirms the reason for cancellation.
2. The voter takes the ejected paper ballot to Station 4: Judge/Provisional Area. They are given a black marker to black out all barcodes and selections and a 'Spoiled Ballot' sticker to place over the barcodes.
3. Place 'spoiled' ballots in the 'Spoiled Ballot Envelope'.
4. They return to Station 1. The poll worker at Station 1 will write S1 in the poll book below their admission number for the first spoiled ballot, S2 for the second and S3 for the third. The voter is handed a new paper ballot and directed to the next available machine. After the third time, the voter must vote provisionally.
5. The S1, S2, and S3 notations must also be entered in the yellow No. 2 and No. 4 books next to the voter's name.

- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope



STATION 4

JUDGE / PROVISIONAL AREA

KEY DUTIES

- Judge assigns, and can fill in for, any role throughout the day. Judge should assist at the table when necessary.
- Judge must be available to sign assistance forms, provisional ballots, repair forms, and other paperwork as needed and must also spoil ballots (machine and mail-in).
- Judge assists with “line management” - checking in with voters as they wait in line and making sure they are registered and are at the right polling place.
- Judge calls emergency numbers when there is an issue.
- Judge is primary person responsible for ensuring there is no electioneering and that everyone in the polling place is allowed in at any given time.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8:00 pm to turn away any voters that arrive AFTER polls close.
- After close, Judge must return the Materials Box to Delaware and Spring Garden before 2 am.

SUPPLIES

- Materials Box
- Judge’s Folder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope
- Provisional Ballots
- Pens
- City-issued cell phone
- Extra and unused materials
- (not provided) Privacy barrier for voters filling out Provisional Ballots
- Table
- Chairs

PROVISIONAL BALLOTS

STATION

4

PROCEDURE FOR POLL WORKER

1. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Elections).
2. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Elections and Minority Inspector).
3. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Elections and Minority Inspector).
4. Voter completes the Provisional Ballot in private following the instruction card. Ballot must be sealed in the Secrecy Envelope and the Secrecy Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).
5. Voter returns the Provisional Ballot Affidavit Envelope B to the Election Board Official table and signs and dates Section #4 in the presence of the Judge of Elections or Inspector.
NOTE: The Judge of Elections MUST check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.
6. Affix the Ballot Identification Number to the Provisional Ballot Envelope to the bottom right hand corner of Provisional Voter Affidavit Envelope B (Judge of Elections).
7. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Elections).
8. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.
9. Enter the voter's name into the back of the Yellow #2 and #4 Books writing "PROV" instead of an admission number (Clerk).

SUPPLIES

- Provisional Ballot Packages
 - One (1) Secrecy Envelope
 - One (1) Provisional Ballot Affidavit Envelope B
 - One (1) Provisional Ballot Instruction Card (white)
 - One (1) Provisional Ballot Receipt
- Provisional Ballots (white paper with a green stripe near the top)
- One (1) Provisional Voting Return Envelope C

POLL WORKER
TRAINING & RESOURCES

If you have questions about Provisional Voting or are running low on Provisional Ballots on Election Day, call **215-686-1530**.

SPOILING MAIL-IN BALLOTS

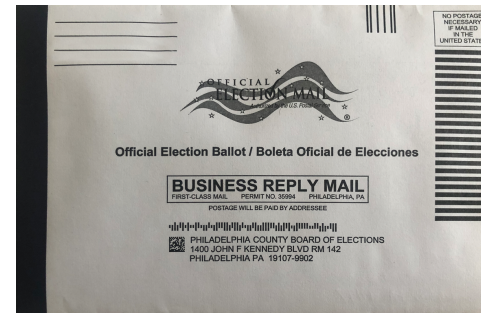
STATION

4

BALLOT SURRENDER/CANCELLATION PROCEDURE

SUPPLIES

If a voter has previously applied for a mail-in ballot and requests to vote on the machine, they can do so if they have brought in both the paper ballot and the 'declaration' envelope. Otherwise, they may vote provisionally.



Ballot Surrender/Cancellation Procedure:

1. Voter gives paper ballot and declaration envelope to the Judge.
2. The Judge places a Spoiled Ballot sticker on both the ballot and front side of the envelope.
3. The Voter signs the front side of the 'Elector's Declaration to Surrender Their Mail Ballot'
4. The Judge signs the back side of the 'Elector's Declaration to Surrender Their Mail Ballot'
5. Place spoiled ballot, spoiled declaration envelope and 'Elector's Declaration to Surrender Their Mail Ballot' in the Surrender Mail Ballot Envelope.
6. Voter is allowed to check in. Then 'Ballot Remitted' option must be checked next to the voter's name in the poll book.

- Spoiled Ballot Stickers
- 'Elector's Declaration to Surrender Their Mail Ballot'
- Surrendering Mail Ballot Envelope

Note: If you run out of declaration forms, Judge may handwrite the exact text for voters to sign, or print at home on break or before election, if possible.

If you run out of spoiled ballot stickers, Judge can thoroughly mark up the outside of the envelope with black sharpie.

POLL WORKER
TRAINING & RESOURCES