



POLL WORKER

INFORMATION SESSION

Special Procedures for Poll Workers

Info Session

Find these tools at **wevote.seventy.org**

In Today's Session We Will:

- Review situations that may occur at check-in
- Dive into detail on special procedures:
 - **Spoiling Mail-in Ballots**
 - **Provisional Voting**
 - **Spoiling Machine Ballots**
- Answer any question you have about Election Day and performing your duties as a poll worker

POLL WORKER
TRAINING & RESOURCES

Anatomy of a
JUDGE'S BOX

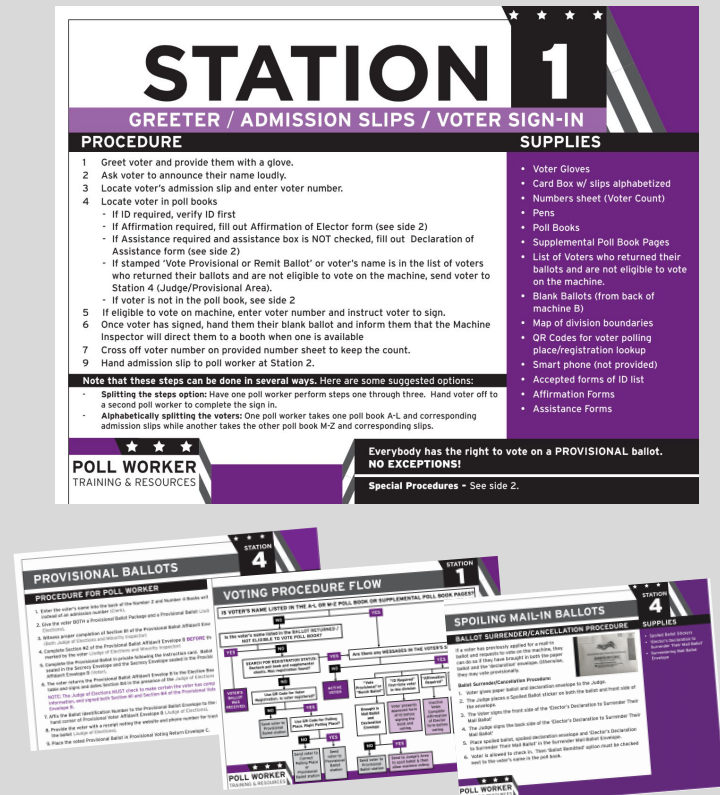
If any of these materials are missing from the Judge's Box, call 215-686-1530

PHILADELPHIA CITY COMMISSIONERS

The seal of the Philadelphia City Commissioners is circular. It features a central shield with various symbols, flanked by two figures. The words "CITY COMMISSIONERS" are written along the left curve, and "COUNTY BOARD OF ELECTIONS" along the right curve.

RETURN THIS BOX AND ALL ELECTION MATERIALS TO THE COUNTY BOARD OF ELECTIONS, RIVERVIEW PLACE, DELAWARE AVENUE & SPRING GARDEN STREET, BY 2pm FOLLOWING THE CLOSING OF POLLS.

IF YOUR POLLING PLACE IS LOCATED AND CANNOT BE OPENED BY 6:45am, PLEASE CALL 215-686-1523





wevote.seventy.org

ELECTION DAY RESOURCES FOR PHILADELPHIA POLL WORKERS

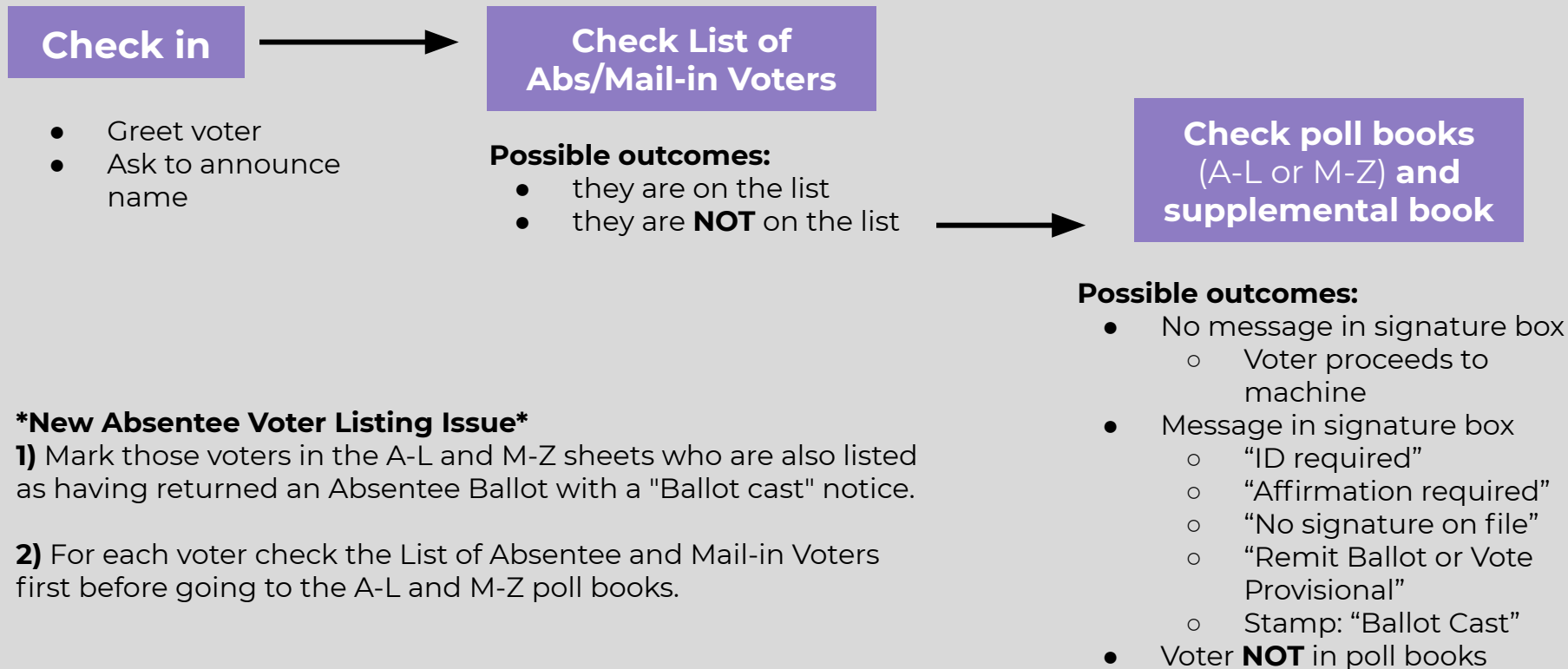
Download these easy to use, helpful
checklists, explainers and resources to
ensure a smooth, successful Election Day
for poll workers across the City of
Philadelphia.

DOWNLOAD THE TOOLKIT

ATTENTION PHILADELPHIA POLL WORKER: ELECTION DAY MATERIALS

Resources
BY Philadelphia Poll Workers
FOR Philadelphia Poll Workers

Check-in: Where it all starts



From “Anatomy of a Judge’s Box”

DESCRIPTION & ACTION

Poll Books Listing Registered Voters

- One book of registered voters A-L
- One book of registered voters M-Z
- One book of registered voters who have returned ballots and are not eligible to vote on machines.

Supplemental Poll Books

In the past, these pages have come in a manila envelope.

List of Voters - Yellow No. 2 & No. 4 Books

For machine cast ballots, record voter's name, party affiliation, and Admission Number (Order of Voting) in BOTH books.
For provisional ballots, write the voter's name and 'PROV' instead of a number in the back of BOTH books.

Add **absentee (AB)** and **mail-in (MI)** voter names to the back of BOTH books.

The information in these books should be identical.

At close, place Yellow No. 2 book in the No. 2 envelope and the Yellow No. 4 book in the No. 4 envelope.

Elector Affirmation Form

Elector Affirmation forms are in the Judge's folder.
Voter completes an 'Affirmation of Electors' form if indicated.

REGISTRATION

Poll Books Listing Registered Voters

- One book of registered voters A-L
- One book of registered voters M-Z
- One book of registered voters who have returned ballots and are not eligible to vote on machines.

PHILADELPHIA CITY COMMISSIONERS
COUNTY BOARD OF ELECTIONS
VOTER REGISTRATION DIVISION
2012 GENERAL ELECTION - NOVEMBER 6, 2012
ELECTION DISTRICT REGISTER - ELIGIBLE VOTERS

WARD 03 DIVISION 16
BOOK 1 OF 2; A - L

ELECTION DAY TELEPHONE: 215-686-1590

From “Anatomy of a Judge’s Box”

DESCRIPTION & ACTION

Poll Books Listing Registered Voters

- One book of registered voters A-L
- One book of registered voters M-Z
- One book of registered voters who have returned ballots and

Supplemental Poll Book Pages

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List of Voters – Yellow No. 4

Books

For machine cast ballots, record voter's name, party affiliation, and Admission Number (Order of Voting) in BOTH books.

For provisional ballots, write the voter's name and 'PROV' instead of a number in the back of BOTH books.

Add absentee (AB) and mail-in (MI) voter names to the back of BOTH books.

The information in these books should be identical.

At close, place Yellow No. 2 book in the No. 2 envelope and Yellow No. 4 book in the No. 4 envelope.

Elector Affirmation Form

Elector Affirmation
Voter completes and
if indicated in the

Select an area to comment on

Supplemental Poll Book Pages

In the past, these pages have come in a manila envelope.

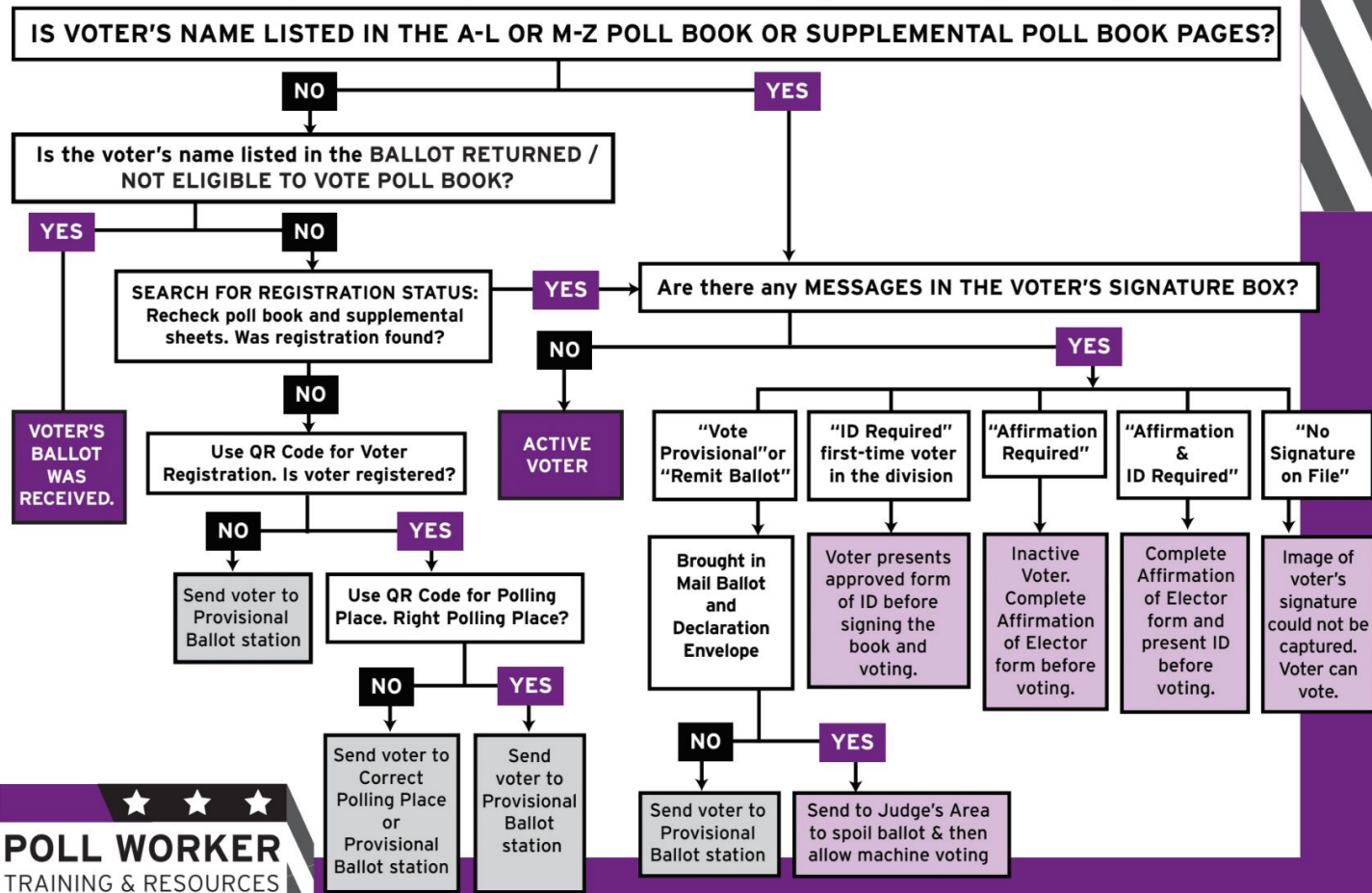
Supplemental Poll Book
PHILADELPHIA County

Printer: PHILA 000 00 000 14 Date: Friday, November 03, 2012

Signature	NAME	ADMISSION NUMBER	STATUS	REMARKS
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 09/12/1975	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 11/03/1993	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 07/03/1993	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 07/03/1993	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 07/03/1993	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 07/03/1993	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 07/03/1993	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 07/03/1993	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 07/03/1993	ADT-1	ADT-1	ADT-1
[Signature]	JOHN CHRISTOPHER DITTO PHILA 000 000 000 14 07/03/1993	ADT-1	ADT-1	ADT-1

11/03/2012 3:22 PM Election: 2012 GENERAL ELECTION Printer: PHILA 000 00 000 14 Page 05 of 128 REV - 1/08

VOTING PROCEDURE FLOW



VOTING PROCEDURE FLOW

STATION
1

IS VOTER'S NAME LISTED IN THE A-L OR M-Z POLL BOOK OR SUPPLEMENTAL POLL BOOK PAGES?

NO

YES

Is the voter's name listed in the BALLOT RETURNED / NOT ELIGIBLE TO VOTE POLL BOOK?

YES

NO

SEARCH FOR REGISTRATION STATUS:
Recheck poll book and supplemental sheets. Was registration found?

YES

NO

Are there any MESSAGES IN THE VOTER'S SIGNATURE BOX?

YES

Situation 1: Extra Step(s) Before Voting

If they are in one of the the poll books and the Voter's Signature Box says one of the following:

- "ID required"
- "Affirmation required"
- "Affirmation + ID required"
- "Assistance permitted"

Follow the instructions on Station 1 card and Station 1 flow chart to determine procedure

Try that now! 30 seconds

STATION 1

GREETER / ADMISSION SLIPS / VOTER SIGN-IN

PROCEDURE	SUPPLIES
<ol style="list-style-type: none">1 Greet voter and provide them with a glove.2 Ask voter to announce their name loudly.3 Locate voter's admission slip and enter voter number.4 Locate voter in poll books<ul style="list-style-type: none">- 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 25 If eligible to vote on machine, enter voter number and instruct voter to sign.6 Once voter has signed, hand them their blank ballot and inform them that the Machine Inspector will direct them to a booth when one is available7 Cross off voter number on provided number sheet to keep the count.9 Hand admission slip to poll worker at Station 2. <p>Note that these steps can be done in several ways. Here are some suggested options:</p> <ul style="list-style-type: none">- Splitting the steps option: Have one poll worker perform steps one through three. Hand voter off to a second poll worker to complete the sign in.- Alphabetically splitting the voters: One poll worker takes one poll book A-L and corresponding admission slips while another takes the other poll book M-Z and corresponding slips.	<ul style="list-style-type: none">• Voter Gloves• Card Box w/ slips alphabetized• Numbers sheet (Voter Count)• Pens• Poll Books• Supplemental Poll Book Pages• List of Voters who returned their ballots and are not eligible to vote on the machine.• Blank Ballots (from back of machine B)• 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

★ ★ ★

POLL WORKER

TRAINING & RESOURCES

Everybody has the right to vote on a **PROVISIONAL** ballot.
NO EXCEPTIONS!

Special Procedures - See side 2.

PROCEDURE

- 1 Greet voter and provide them with a glove.
- 2 Ask voter to announce their name loudly.
- 3 Locate voter's admission slip and enter voter number.
- 4 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)

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Add **absentee (AB)** and **mail-in (MI)** voter names to the back of BOTH books.

The information in these books should be identical.

At close, place Yellow No. 2 book in the No. 2 envelope and the Yellow No. 4 book in the No. 4 envelope.

Elector Affirmation Form

Elector Affirmation forms are in the Judge's folder. Voter completes an 'Affirmation of Electors' form if indicated in the poll book.

DESCRIPTION & ACTION

Record of Assisted Voters (two-sided)

Document is stapled to the front of the No. 2 envelope. Any voter who fills out a Declaration of Assistance form must then be listed on the Record of Assisted Voters.

Assistance Declaration Form

Assistance declaration forms are in the Judge's folder.

Forms need to be completed prior to voting by the voter requesting assistance, the individual providing assistance, and the Judge of Elections.

Place in **Envelope No. 2** at closing.

Elector's Declaration to Surrender Mail-In Ballot Form

If a voter who has applied for a mail-in ballot but prefers to vote in person, they can **surrender their ballot** and outer declaration envelope to the Judge of Elections and fill out this declaration form BEFORE being checked in to the poll book.

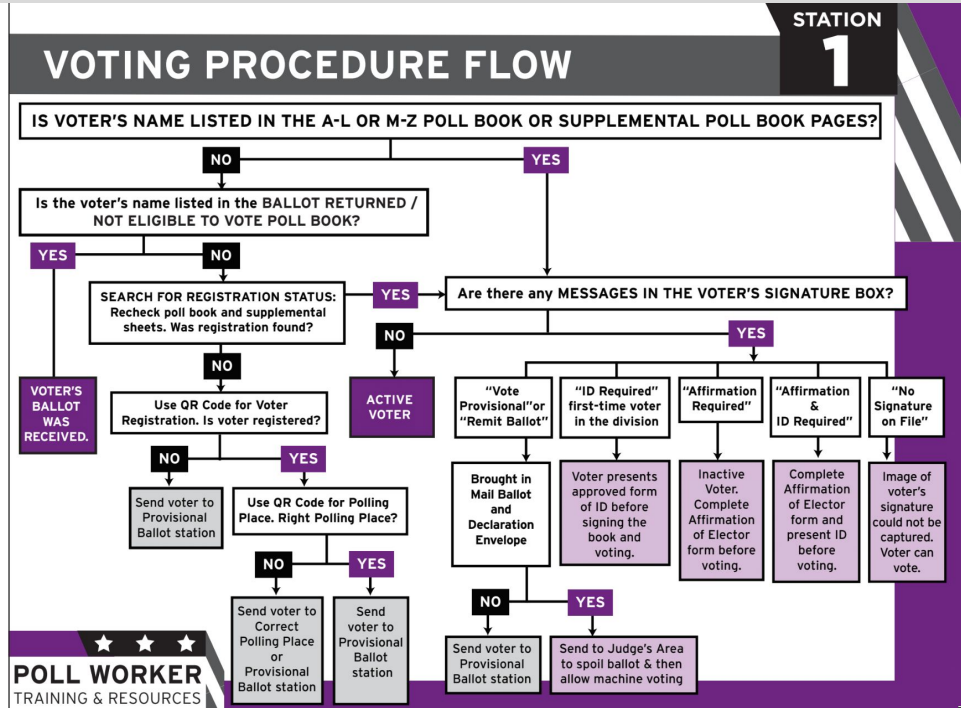
Judge must fill out the back of the form before sending the voter back to check in.

Situation 2: Voter NOT in any Poll Books

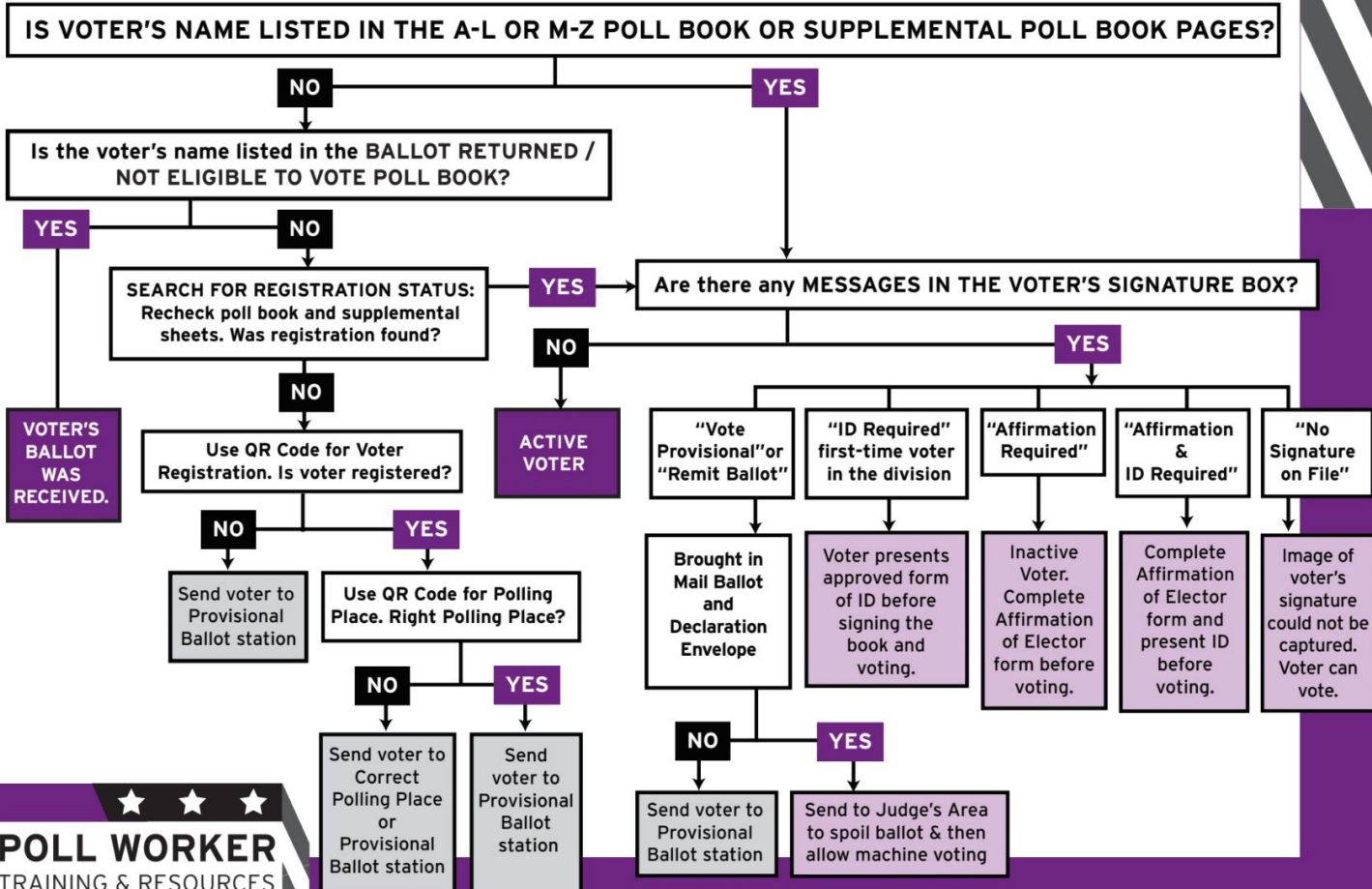
If you can't find the voter in the Poll Book or in the "Ballot Returned/Not Eligible to Vote" Poll Book...

Follow the instructions on Station 1 flow chart to determine procedure

Try that now! 30 seconds



VOTING PROCEDURE FLOW



POLLING PLACE LOOKUP

Use your smartphone to look up your address to see if you're in the right polling place.



REGISTRATION LOOKUP

Use your smartphone to look up your Date of Birth or Driver's License to check your registration status.



pavoterservices.pa.gov

A voter whose registration record cannot be confirmed is allowed to cast a provisional ballot. These ballots are counted following verification by election officials that the voter was properly registered.

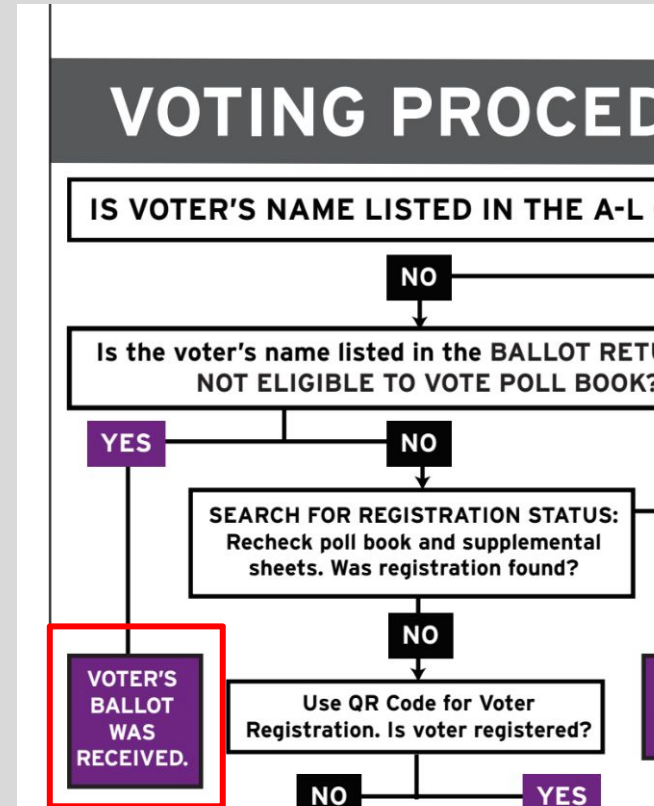
IS VOTER'S NAME LISTED IN THE A-L OR M-Z POLL BOOK OR SUPPLEMENTAL POLL BOOK PAGES?



Situation 3: Voter in Ballot Returned List

This means the voter has submitted their mail-in ballot and it has been received.

You can reassure the voter their ballot was received and they are done!



Situation 4: Mail-in Voter, Remit Ballot Message

This means the voter has requested a mail-in ballot, but it has not been received by the Board of Elections.

If they wish to vote in person instead AND can surrender both their mail-in ballot AND the declaration envelope:

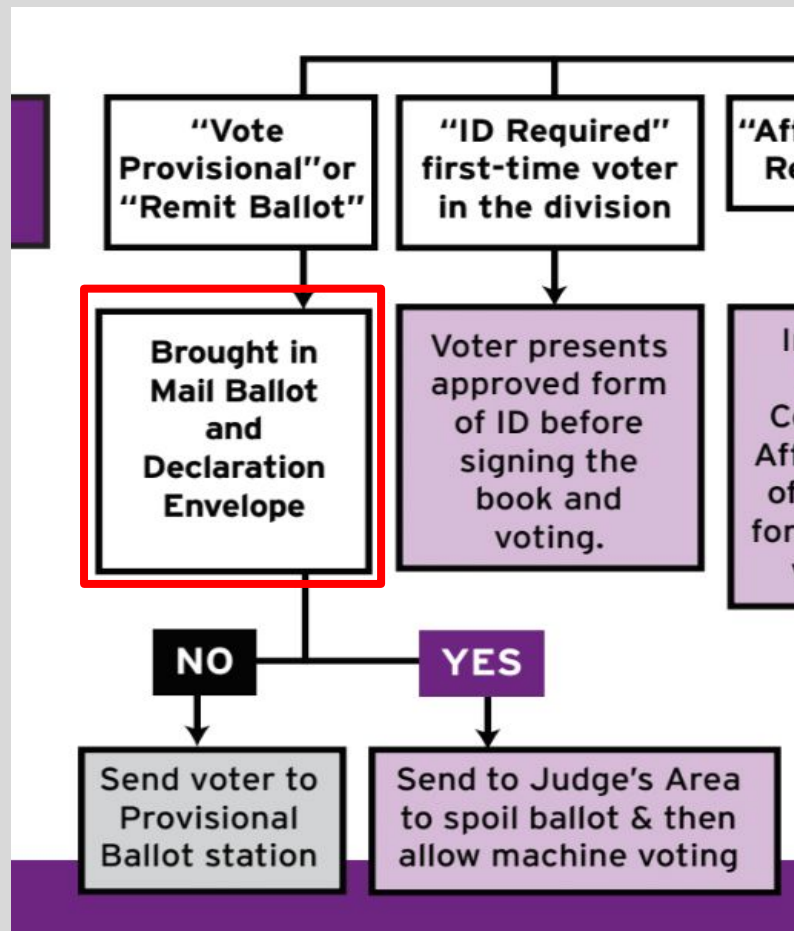
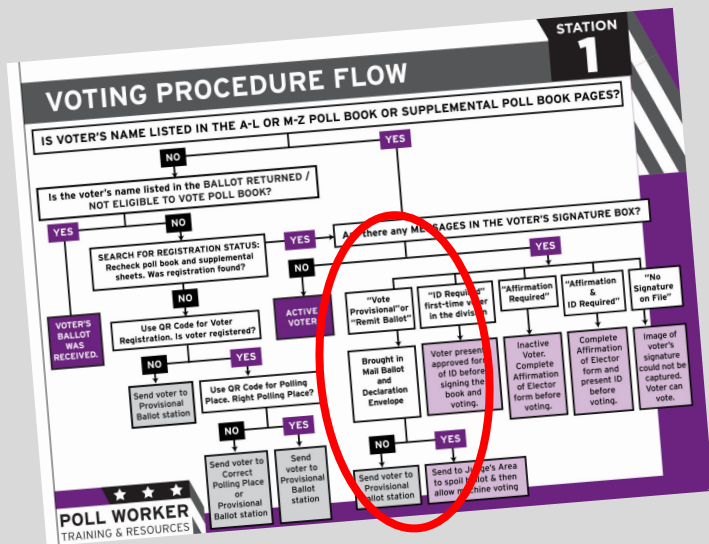
- Their ballot will be spoiled and they can vote on a machine
- Follow Station 4 “Spoiling Mail-in Ballots” Card

If they do not have the mail-in ballot or did not bring the declaration envelope:

- Voter will vote provisionally
- Follow Station 4 “Provisional Ballots” Card

If they have a completed mail-in ballot with them and DO NOT want to vote in person:

- They can go to the nearest drop box or election office drop it off!



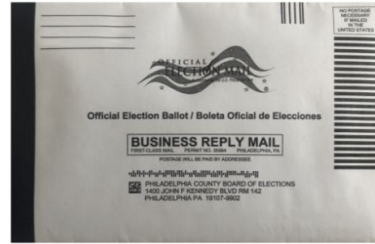
SPOILING MAIL-IN BALLOTS

BALLOT SURRENDER/CANCELLATION PROCEDURE

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.

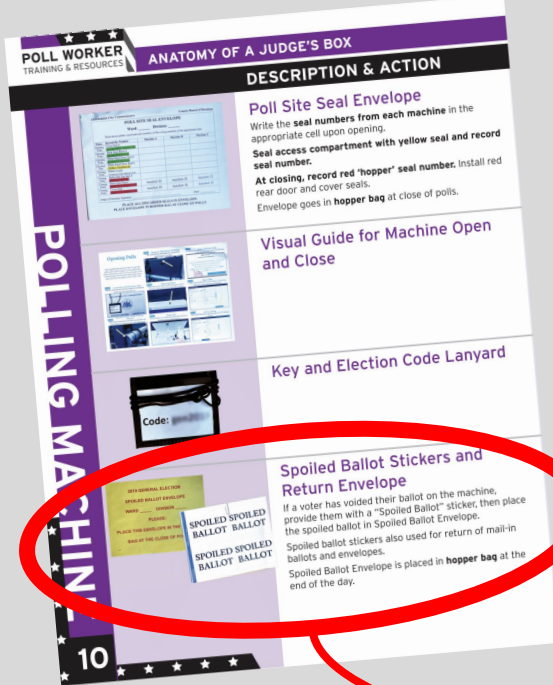
Ballot Surrender/Cancellation Procedure:

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.



SUPPLIES

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



From "Anatomy of a Judge's Box"

ACHINE

2019 GENERAL ELECTION
SPOILED BALLOT ENVELOPE
WARD _____ DIVISION _____
PLEASE:
PLACE THIS ENVELOPE IN THE
BAG AT THE CLOSE OF POLLING

SPOILED SPOILED
BALLOT BALLOT

SPOILED SPOILED
BALLOT BALLOT

Spoiled Ballot Stickers and Return Envelope

If a voter has voided their ballot on the machine, provide them with a "Spoiled Ballot" sticker, then place the spoiled ballot in Spoiled Ballot Envelope.

Spoiled ballot stickers also used for return of mail-in ballots and envelopes.

Spoiled Ballot Envelope is placed in **hopper bag** at the end of the day.

Situation 5: Voting Provisionally

A lot of scenarios lead to voting provisionally

- Voter is registered and in correct polling place but is NOT in poll books
- Voter is registered but NOT in correct polling place
- Cannot confirm voter is registered

- If required, voter does not have required ID
- Voter applied for mail-in ballot, but did NOT bring both the ballot and declaration envelope to surrender
- Voter has spoiled 3 machine ballots
- **Any voter who requests to vote provisionally**

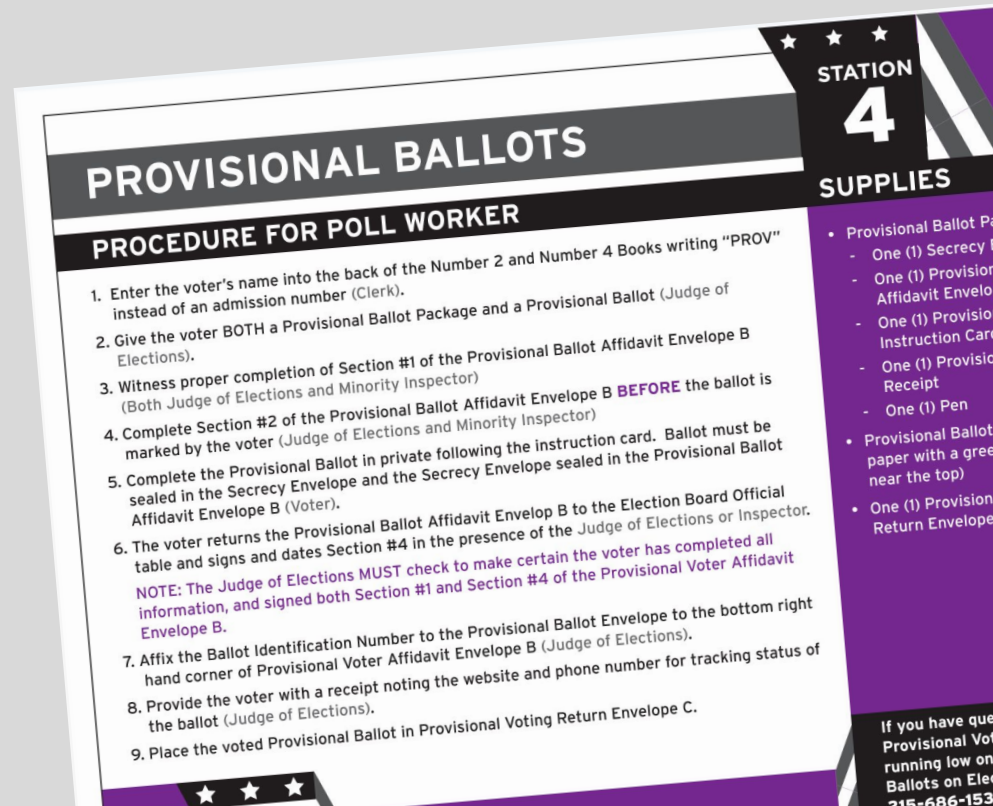
Situation 5: Voting Provisionally

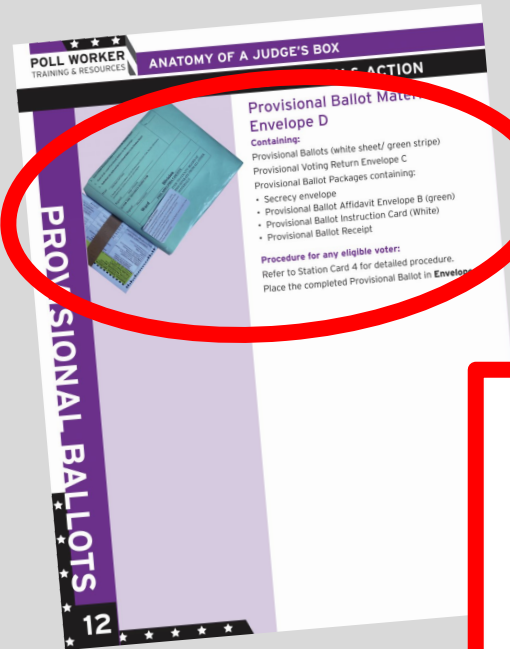
This process involves multiple people

- Voter
- Clerk
- Judge of Elections
- Minority Inspector

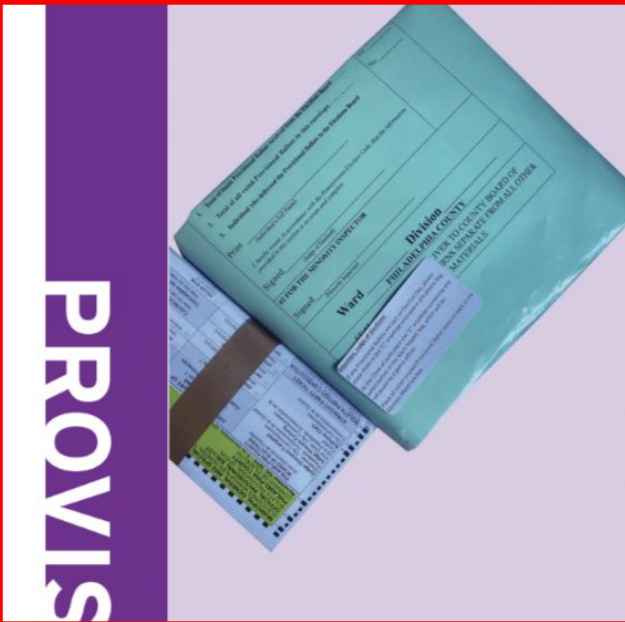
And multiple steps, forms, and envelopes!

Provisional Ballot Materials are in the Judge's Box





From “Anatomy of a Judge’s Box



PROVIS

Provisional Ballot Materials Envelope D

Containing:

- Provisional Ballots (white sheet/ green stripe)
- Provisional Voting Return Envelope C
- Provisional Ballot Packages containing:
 - Secrecy envelope
 - Provisional Ballot Affidavit Envelope B (green)
 - Provisional Ballot Instruction Card (White)
 - Provisional Ballot Receipt

Procedure for any eligible voter:

Refer to Station Card 4 for detailed procedure.

Place the completed Provisional Ballot in **Envelope C.**

PROVISIONAL BALLOTS

PROCEDURE FOR POLL WORKER

1. Enter the voter's name into the back of the Number 2 and Number 4 Books writing "PROV" instead of an admission number (Clerk).
2. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Elections).
3. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Elections and Minority Inspector)
4. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Elections and Minority Inspector)
5. Complete 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).
6. The 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.
7. 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).
8. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Elections).
9. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.

STATION

4

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
 - One (1) Pen
- Provisional Ballots (white paper with a green stripe near the top)
- One (1) Provisional Voting Return Envelope C

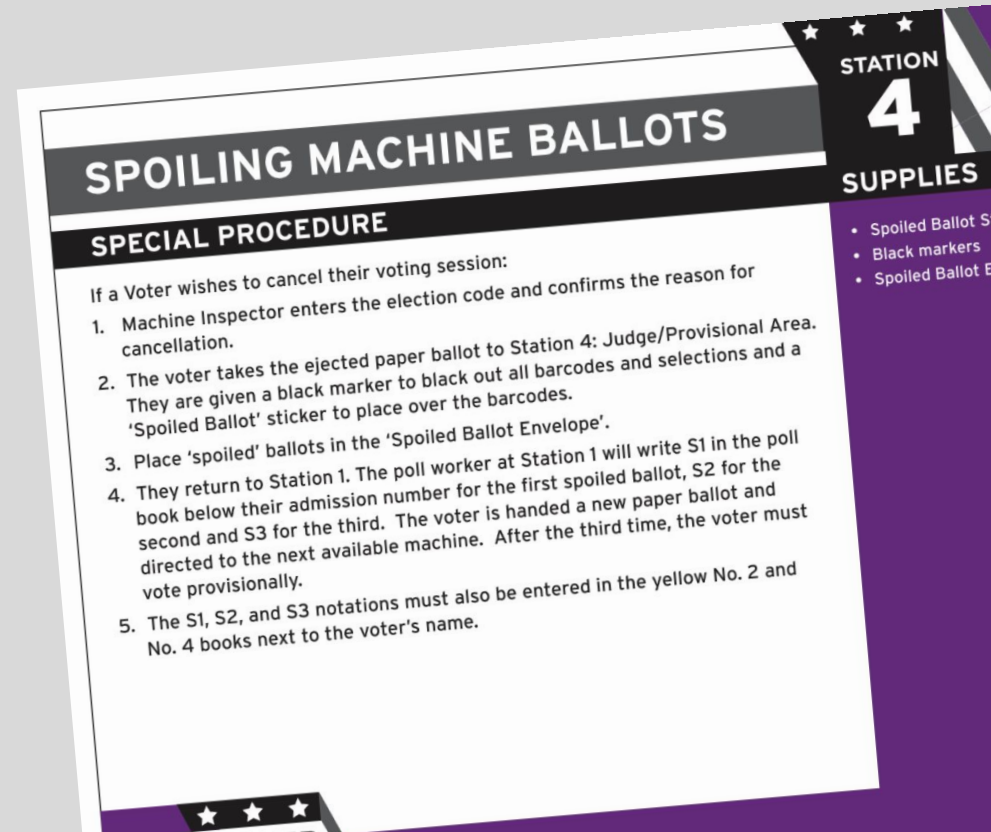
IS VOTER'S NAME LISTED IN THE A-L OR M-Z POLL BOOK OR SUPPLEMENTAL POLL BOOK PAGES?

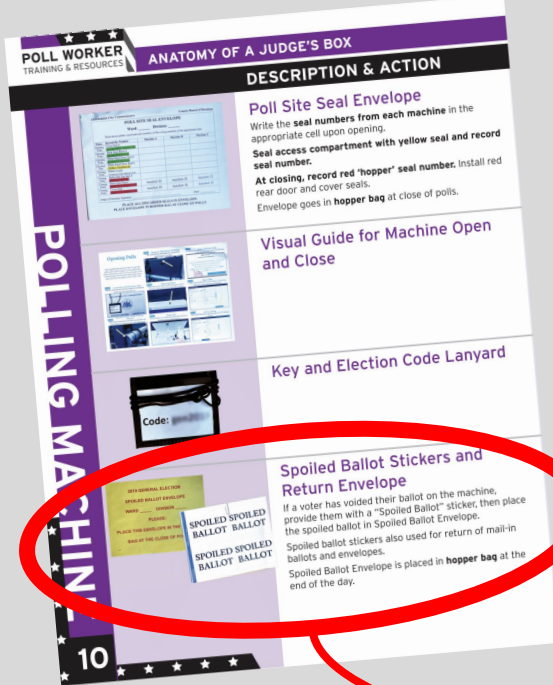


Situation 6: Spoiling Machine Ballots

If a voter wishes to cancel their voting session and vote on a fresh ballot, you must spoil their ballot and issue a new one.

After a voter spoils 3 machine ballots, they must vote provisionally.





From "Anatomy of a Judge's Box"

The image shows a close-up of a machine's interface. On the left, a vertical purple bar has the word "MACHINE" written vertically in white. To the right, a yellow screen displays the text "2019 GENERAL ELECTION", "SPOILED BALLOT ENVELOPE", "WARD ____ DIVISION ____", "PLEASE:", and "PLACE THIS ENVELOPE IN THE BAG AT THE CLOSE OF POLLING". A white sticker with the text "SPOILED SPOILED BALLOT BALLOT" is placed over the screen.

Spoiled Ballot Stickers and Return Envelope

If a voter has voided their ballot on the machine, provide them with a "Spoiled Ballot" sticker, then place the spoiled ballot in Spoiled Ballot Envelope.

Spoiled ballot stickers also used for return of mail-in ballots and envelopes.

Spoiled Ballot Envelope is placed in **hopper bag** at the end of the day.

SPOILING MACHINE BALLOTS

SPECIAL PROCEDURE

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.

★ ★ ★
STATION
4

SUPPLIES

- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope

Q&A

Find these tools at **wevote.seventy.org**