

# POLL WORKER INFORMATION SESSION Details & Special Procedures



Committee of Seventy



LEAGUE OF WOMEN VOTERS<sup>®</sup>  
OF PENNSYLVANIA

Intro here

# In Today's Session We Will:

- Review Election Day and **key poll worker tasks**
  - Share **tools** to help you understand your tasks and guide you in your polling place
- Highlight **situations and special procedures** you may encounter

# Who can be in a polling place?

**Only certain people are permitted in polling places:**

- Poll workers
- Poll Watchers
- Voters
- Children of Voters
- Interpreters



# Poll Worker v. Poll Watcher

## **Poll worker**

Someone who is paid to carry out essential tasks at the polls on Election Day.

## **Poll watcher**

Someone, appointed by a candidate or party, who observes the election process.

# What can poll watchers do?

## Poll watchers CAN....

- Make *good-faith* challenges to elector's identity, residence in election district, or voter eligibility
  - Judge of Election determines if the challenge is made in good-faith
  - Discriminatory challenges infringe on Pennsylvanians' right to vote and therefore are unlawful
  - There is a 10 dollar fee for challenges relating to mail-in/absentee ballots
- Enter the voting space, *only when voters are not there*
  - Examine the voting checklist & numbered list of voters
- Keep a list of voters

# What are poll watchers prohibited from doing?

## **Poll watchers CANNOT...**

- Enter the voting area when voters are present
- Engage or attempt to influence voters
- Intimidate voters
  - Examples include: blocking door to polling place, asking voters for documentation, videotaping voters
- Electioneer inside polling place or within 10 feet of polling place

**Judge of Elections is obligated to remove poll watcher if they engage in prohibited activities.**

# Language access at the polls

**Non-English speakers who are eligible voters must be allowed to vote.**

Section 203 of the Voting Rights Act dictates that certain counties must provide voting materials and assistance in multiple languages.

Counties which must provide voting materials and assistance in Spanish:

- Berks County
- Lehigh County
- Philadelphia County

County which must provide voting materials and assistance in Chinese:

- Philadelphia County

# Language access at the polls

**Voters who may need language assistance can bring someone to help.**

Voters can get help as long as the person who helps:

- Is not your employer or union representative
- Is not the judge of elections

Voters may have to sign a declaration stating that they need assistance.

# Accessibility for voters with a disability

## Voters with a disability are still entitled to vote.

Every polling place is required to have at least one accessible voting station.

Voters with a disability may bring someone to help them vote as long as the person who helps is not:

- Their employer or union representative
- Judge of Election

Voters may have to sign a declaration stating that they need assistance.

Find out [more information](#) about accessibility for voters with a disability.

# Outline of Election Day

**6:15am** POLL WORKERS ARRIVE

**6:30am** Doors Unlocked

**6:30am-7:00am** SET UP POLLS

**7:00am** Polls Open

**7:00am-8:00pm** VOTING

**8:00pm** Polls Close

**8:00pm-??** TAKE DOWN POLLS

# First Task: Set Up Polling Place

## Your space will have the following materials...

- The Judge's Box
- Secured voting machines
- Cleaning and disinfecting supplies
- Masks, gloves and other PPE
- Supplies for physical distancing

## For setup, you need to...

- Take the Oath of Office
- Unpack supplies and post signage from Judge's Box
- Distribute responsibilities and assign stations
- Set up voting machines
- Establish physical distancing lines and areas (6 ft apart)
- Sanitize surfaces



# The Judge's Box

## Over 30 things are inside:

- Administrative sheets that require signing by various poll workers
- Signs to be posted
- Supplies for voters and poll workers
- Materials for processing voters

There are a **lot of items** in the Judge's Box and a **limited amount of time** to distribute materials and set up the polling place.

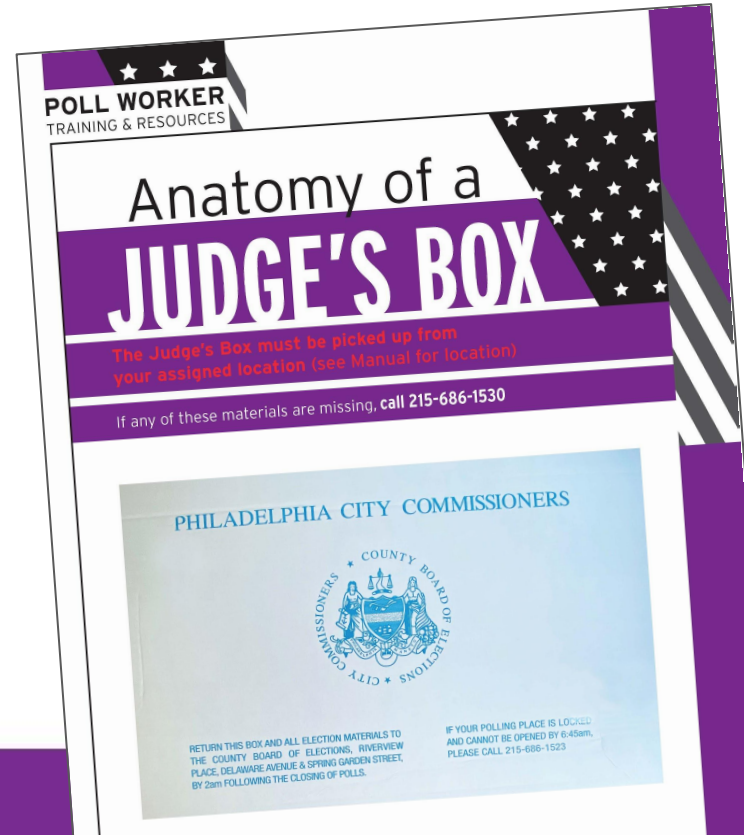
**WHICH BRINGS US  
TO OUR **FIRST TOOL!****

# Tool: Anatomy of a Judge's Box

**A 12-page VISUAL GUIDE to the 30+ materials located in the Judge's Box**

## Uses

- Helps you locate the items you need within the huge collection of items
- Clarifies when you might need each item and what they look like



# Tool: Anatomy of a Judge's Box

**POLL WORKER**  
THINGS TO REMEMBER

**ANATOMY OF A JUDGE'S BOX**

**TITLE & ACTION**

**Dath of Office**  
Each City Office is marked by Dath of Office, are shown in red and sign the with.  
One Dath of Office is placed in the No. 2 Envelope and another in the No. 4 Envelope.

**Election Day Payroll Sheet**  
Each City Office fill in form before as indicated.  
**Signature required.**  
The names are signed by City Commissioner's Office. The only return by judge of Election Day.  
Payroll sheet placed at the end of the day.

**Election Payroll Envelope**  
Place white & yellow copies of Payroll Sheet and Payroll Sheet Card and place in the envelope and return to City Commissioner's Office.

**STAFFING**

**2**

**POLL WORKER**  
THINGS TO REMEMBER

**ANATOMY OF A JUDGE'S BOX**

**SIGN TITLE & WHERE TO POST**

**Signage material envelope**  
Post all items **BEFORE** polls close.  
Envelope includes Cash for Signage.  
Cashier which signs are placed in envelope.

**Sample Ballot**  
Post inside and outside the polling place.  
Both in English and Spanish.

**Notice of Prohibitions and Penalties**  
Post outside the polling place with the City Commissioner's Office.  
Responsible for Election Office.  
Post on inside envelope with **English title being out.**  
Post a second one inside envelope with **Spanish title being out.**

**Language Interpretation Services for Voters**  
Post inside and outside the polling place.  
Both in English and Spanish.

**SIGNAGE**

**4**

**POLL WORKER**  
THINGS TO REMEMBER

**ANATOMY OF A JUDGE'S BOX**

**SIGN TITLE & WHERE TO POST**

**Language ID Poster**  
Post inside in polling place.

**Language Interpretation Service Instruction Sheet**  
Post at the table.

**Accessible Entrance Sign**  
Post inside the polling place along with the sign.  
This will only be in boxes for locations with a separate ADA-accessible entrance.

**Access to the Election Process for People with Disabilities in the City of Philadelphia**  
Post inside in polling place.  
Both in English and Spanish.

**SIGNAGE**

**4**

**POLL WORKER**  
THINGS TO REMEMBER

**ANATOMY OF A JUDGE'S BOX**

**SIGN TITLE & WHERE TO POST**

**Plain English/Plain Spanish statements for ballot questions**  
Post inside and outside the polling place.  
Post inside the polling place.

**Notice of Voters Rights**  
Post inside and outside the polling place.  
Both in English and Spanish.

**Commissioner's Office, please supply photo.**

**Vote Here/Vote Aqui**  
Post outside in polling place.

**SIGNAGE**

**5**

**POLL WORKER**  
THINGS TO REMEMBER

**ANATOMY OF A JUDGE'S BOX**

**DESCRIPTION & ACTION**

**Supplies**

- Place in table
- Envelope in paper slot box
- At least one per each to Civil, Majority, Minority and other
- Use tape to tape edges and put back in Judge's Box when done by end of the night election.
- Black marker for spoiled ballots.

**Judge of Elections Book**

**Description:**

- Important phone numbers
- Plan Registration for the
- Questions
- Assistance Packages
- Information of Electors
- Tablet Stickers
- Challenge Affidavits & forms if included in the process.
- Walk sheets

**Action:**

- Place Plain English/Spanish customers inside the polling place
- Complete assistance forms as needed
- Water contained in the envelope
- Place 1 Voter stickers on table
- At closing, place ballot box in the polling station.

**Voter Slips Box**

- Before voting begins, table should be located to registration.
- Operate voter locally Judge, Minority or Majority
- Place slips, white voter number and given to poll worker marking the poll book.
- If no slips remain, box when in the poll book, also may be placed on an stool.
- Clear table for voter voters into line No. 2 & 3.
- Slips with numbers are set aside. Sorted from together and put into the front of box at the end of the night.

**REGISTRATION**

**6**

**Commissioner's Office, please supply photo.**

**Poll books listing registered voters.**

**Commissioner's Office, please supply photo.**

**Supplemental poll book pages.**

**Commissioner's Office, please supply photo.**

**Absentee Voters List (if any)**  
Will be delivered to polls in the morning. Post at the table.  
Only will not be under from inside the Ball & Envelope at the end of the night. One should be added into poll book as AB for Absentee and in AB for next night.

**List of Voters Yellow Book (No. 2 & No. 4)**  
Per machine cost ballot, voter voters have party affiliation and Assessor Number. Clerk of Voters in Ball & Envelope.  
Per Provisional Ballot, with the ballot table and "PROV" sticker of number 1 in the back of Ball & Envelope.  
All Absentee Ballot (if any) should be added to the back of each book at the end of the day.  
The information in these books should be updated.  
All slips, place #2 book in the #2 envelope and the #4 book in the #4 envelope.

**REGISTRATION**

**7**

**POLL WORKER**  
THINGS TO REMEMBER

**ANATOMY OF A JUDGE'S BOX**

**Record of Assisted Voters (2 Sheet)**  
Any voter who files out a Declaration of Assistance form must then be listed on the Record of Assisted Voters.

**Assistance Declaration form**  
Assistance declaration form and the copy of the Declaration Book. This form goes to all voters who assist with assistance and should not the Assisted's Declaration form under the table.  
Water receipting assistance, individual providing assistance and judge of Elections completes form prior to voting.  
Place in **Envelope No. 2** at closing.

**Commissioner's Office, please supply photo.**

**Elector Affirmation form**  
Elector Affirmation forms are in the Judge of Elections Box.  
Water completes an Affirmation of Elector form if included in the polling place.

**Commissioner's Office, please supply photo.**

**Discrepancy Sheets**  
Description is in this document.

**REGISTRATION**

**8**

**No. 2 Envelope**  
To be returned to the City Commissioner's Office at the end of the night.  
One Certificate and Copy of Office Record of Assisted Voters.  
One printed results report from each machine marked with voter ID.  
Official Challenge Affidavits of Voters.

**No. 4 Envelope**  
To be given to the **Machine Inspector** at the end of the day.  
One Certificate and Copy of Office.  
One of the printed results report from each machine marked with voter ID.  
Machine Inspector retains for one year unless notified otherwise by the City Commissioner's Office.

**REGISTRATION**

**9**

**POLL WORKER**  
THINGS TO REMEMBER

**ANATOMY OF A JUDGE'S BOX**

**Poll site seal envelope**  
This is to seal numbers three each machine in the envelope and open before the polls.  
Provisional Ballot Package containing:  
- Sample envelope  
- Provisional Ballot Assisted Envelope (3 copy)  
- Provisional Ballot Voter Card (3 copy)  
- Provisional Ballot Return  
- Photo.  
Provisional for any eligible voter.  
Place the completed Provisional Ballot in Envelope C.

**Visual Guide for Machine Open and Close**

**Key and Election Code Lanyard**

**Spoiled Ballot Stickers and Return Envelope**  
If a voter has voted but failed to mark 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 machine that has failed to register a vote.  
Spoiled ballot Envelope is placed in **Envelope B** at the end of the night.

**POLLING MACHINE**

**10**

**Provisional Ballot Materials Envelope D**  
Containing:  
Provisional Ballot Sticker (green sticker)  
Provisional Voting Return Certificate C.  
Provisional Ballot Package containing:  
- Sample envelope  
- Provisional Ballot Assisted Envelope (3 copy)  
- Provisional Ballot Voter Card (3 copy)  
- Provisional Ballot Return  
- Photo.  
Provisional for any eligible voter.  
Place the completed Provisional Ballot in Envelope C.

**REGISTRATION**

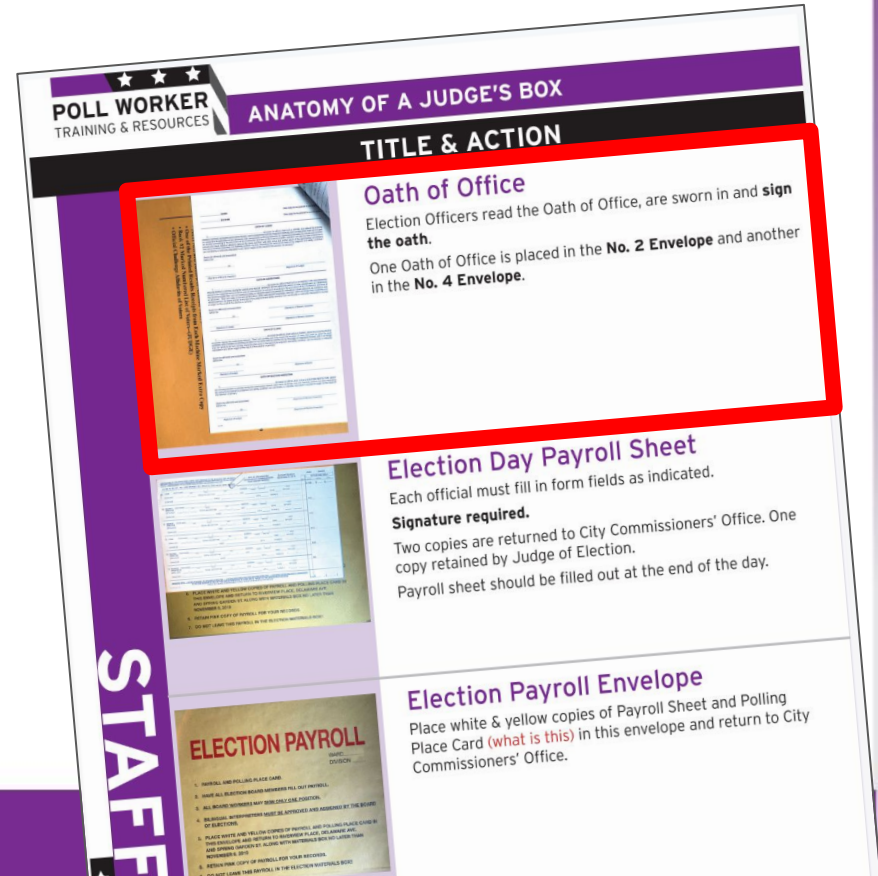
**11**

# Tool: Anatomy of a Judge's Box

## Oath of Office

The first thing everyone must do is take the Oath of Office.

However this piece of paper may not be on top--you may have to look for it. With this guide, you know what you're looking for.



# Tool: Anatomy of a Judge's Box

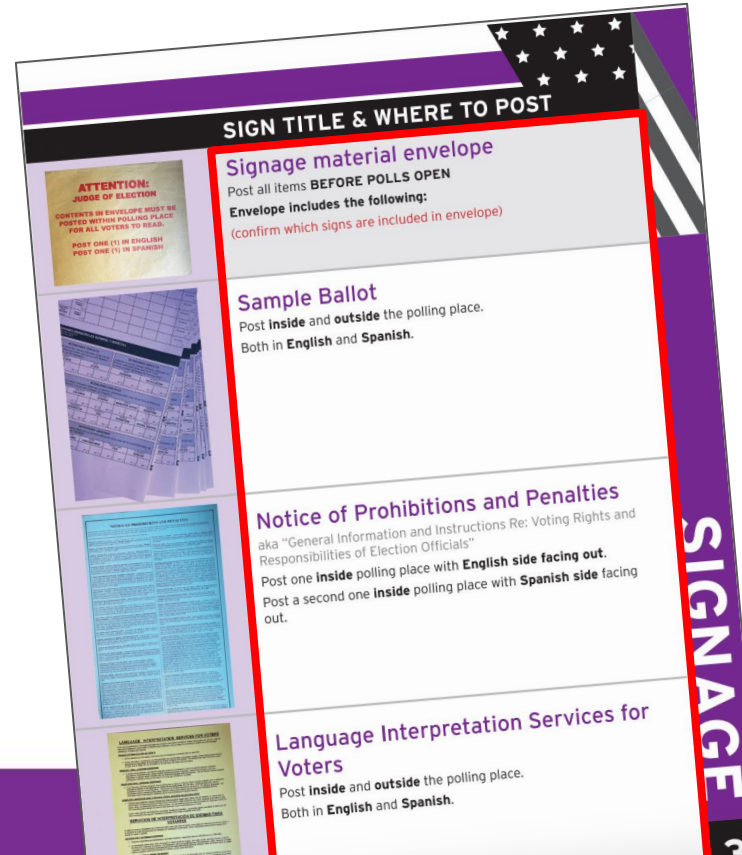
## Supplies and Signage

There are many different signs that need to be posted in various locations. The guide ensures you have an exhaustive list of signs and where to place them.

## Sign Types

- general voting info signs
- voter rights signs
- language and ADA assistance

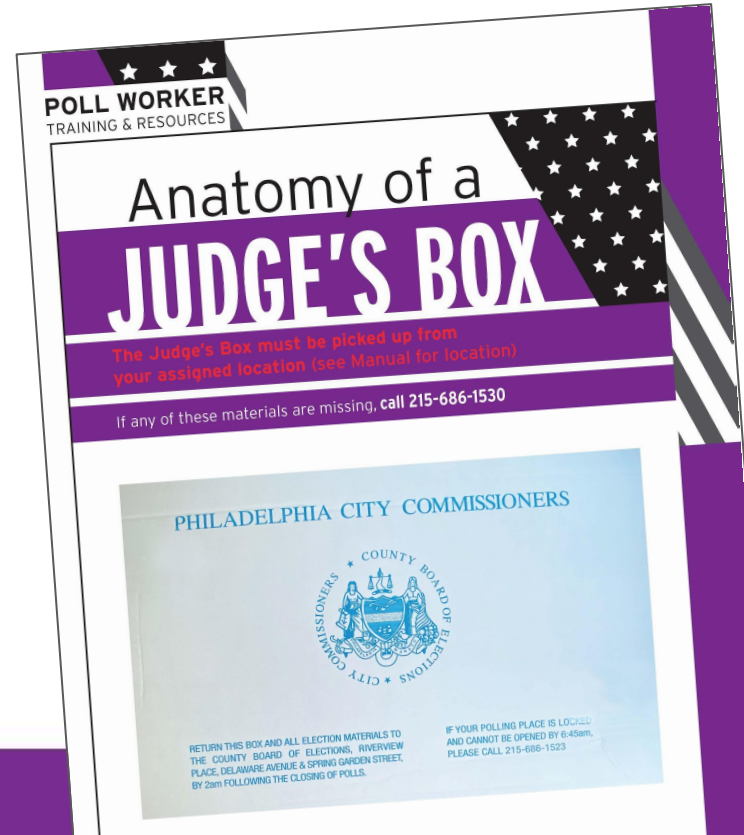
It's helpful to have a few folks work on posting signage immediately.



# Tool: Anatomy of a Judge's Box

## Takeaways

- Know what's in the Judge's Box so you know what you need from the box.
- Ultimately, the Judge is responsible for the box, but it's helpful if all poll workers know what's in it.
- This is a great check on your knowledge. If you don't know what each item is used for and how to use it, that's a sign to review that material.





# Polling Place Stations

**The layout of each polling place will differ** depending upon the size and dimensions of the space and the number of voters it is designed to handle.

There are **common roles and tasks in each polling place** and specific areas where these are completed.

It's helpful for poll workers to be able to **review the supplies, roles, and procedures** at the different stations and to **quickly access relevant information to make decisions** on Election Day.

**WHICH BRINGS US  
TO OUR NEXT TOOLS!**

# Tool: Station Cards and Guides

A series of one-page guides with instructions, key reminders and procedures for each station in a polling place.

## Uses

- Review before Election Day to familiarize yourself with different roles and procedures
- Confirm procedures and get help making decisions in key voting situations



**POLL WORKER**  
INFORMATION SESSION



# Simplified Process Flow

**STATION  
1**

**Check In**

**STATION  
3**

**Machine  
Inspector**

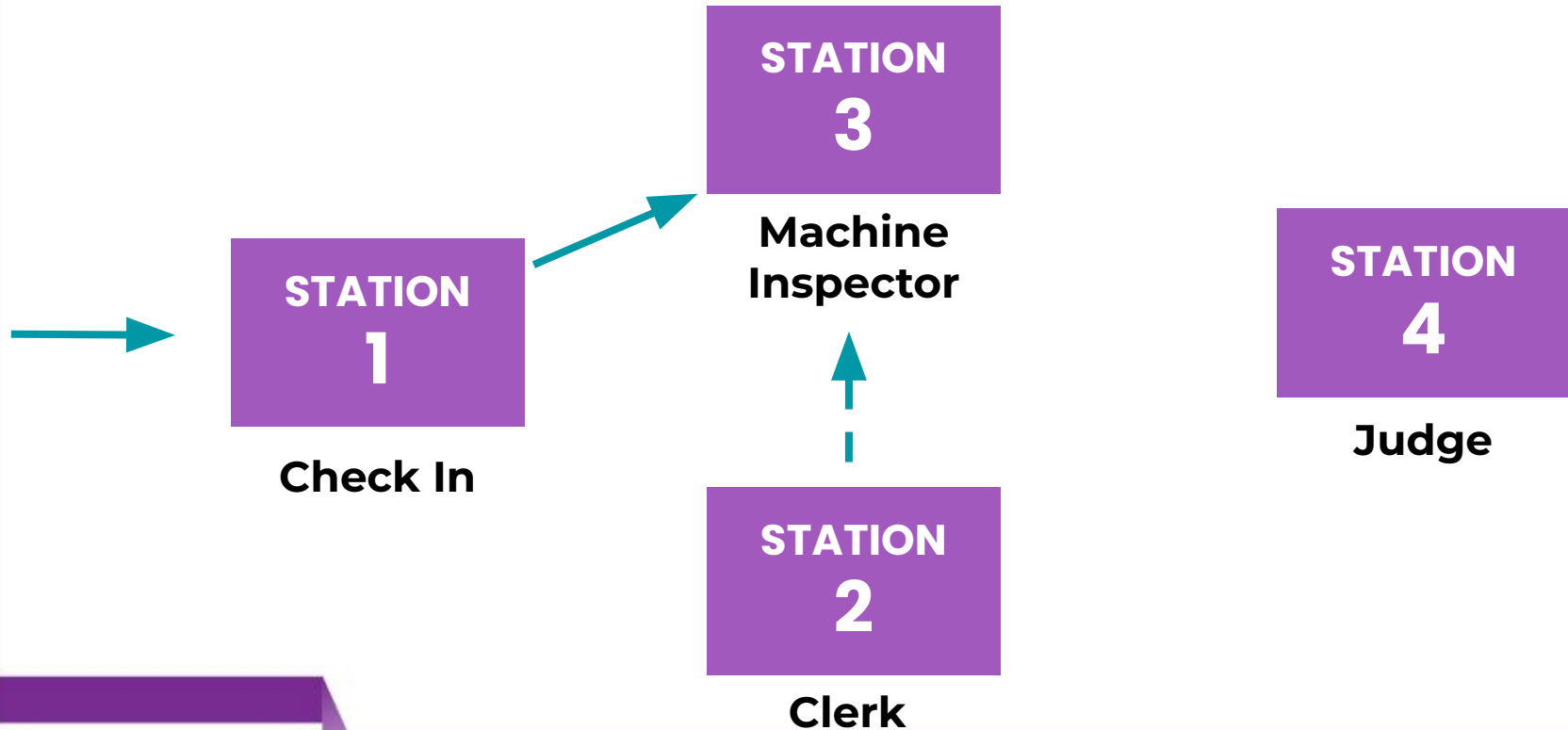
**STATION  
2**

**Clerk**

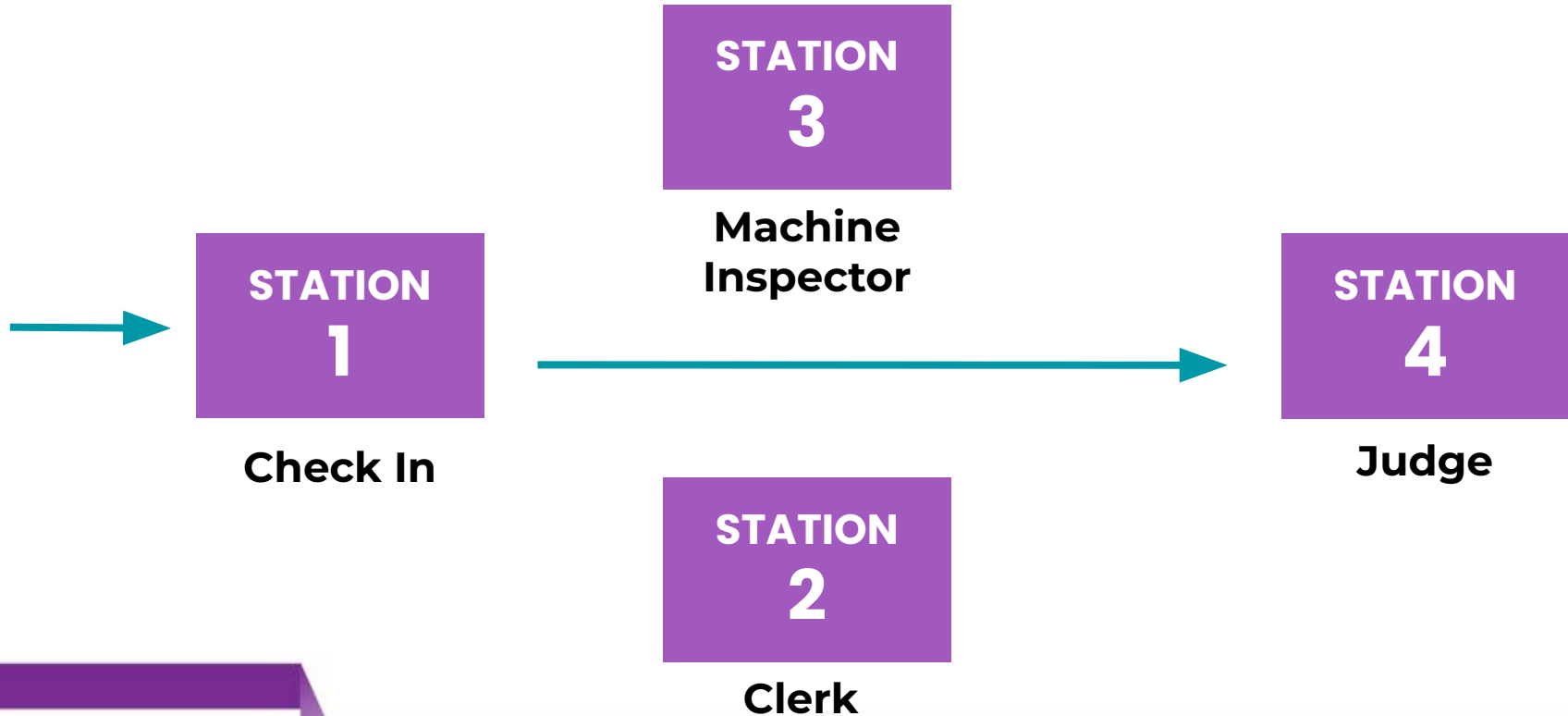
**STATION  
4**

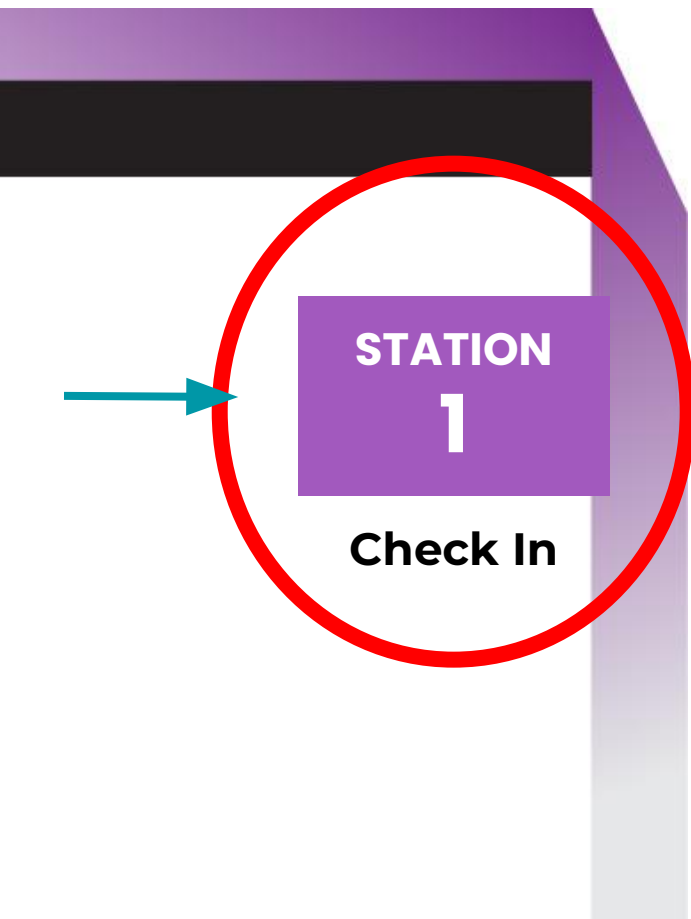
**Judge**

# Active Voters: Check In → Voting Machines



# Other Voters: Check In → Provisional





**STATION  
1**

**Check In**

**STATION  
3**

**Machine  
Inspector**

**STATION  
4**

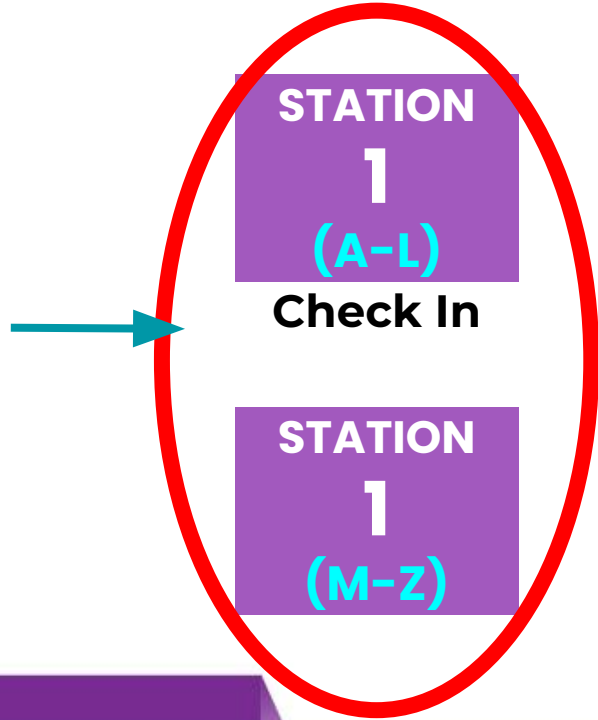
**STATION  
2**

**Clerk**

**Judge**

# Station 1: Check In

Station May Be Divided Alphabetically



**STATION 3**

**Machine Inspector**

**STATION 4**

**Judge**

**STATION 2**

**Clerk**

# Tool: Station Card

A lot happens at Station 1. The following tools help navigate the check in procedures and ensure that all voters can vote either on the machine or provisionally.

## Tasks include:

- Check if voter in poll book
- Decide if a voter can vote on the machine or provisionally
- If required, check ID
- Check registration status
- Check if correct polling place

**STATION 1**  
GREETER / PAPER SLIPS / VOTER SIGN-IN

**PROCEDURE**

- 1 Greet voter
- 2 Ask voter to loudly announce their name
- 3 Locate voter's paper slip and enter voter number
  - If ID required, verify ID first
  - If Affirmation required, fill out Affirmation of Elector form (see side 2)
  - If Assistance is required, fill out Declaration of Assistance form (see side 2)
- 4 Use slip to locate voter in the book
- 5 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 available
- 7 Cross voter number off on a separate piece of paper to keep the count
- 8 Hand paper slip to Clerk

Note that these steps can be done in several ways. Here are some suggested options:

- **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 paper slips while another takes the other poll book M-Z and corresponding slips.

**SUPPLIES**

- Card Box w/ slips alphabetized
- Blank paper for tracking voter number
- Pens
- Poll Books
- Supplemental Poll Book Pages
- Mail-In Ballot List
- Blank Ballots
- Map of division boundaries
- QR Codes for voter polling place/ registration lookup
- Smart phone (not provided)
- Spoiled Ballot Stickers
- Spoiled Ballot Envelope
- 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.

# Station 1: Voter Paper Slips



## Voter Slips Box

- Before voting begins, **tabs should be inserted to alphabetize.**
- One poll worker (usually Judge, Minority or Majority) **finds slip, writes voter number and gives to poll worker manning the poll book.**
- If a slip is missing but voter is in the poll book, a slip may be drawn up on paper.
- **Clerk uses slip to enter voter's info into No. 2 & No. 4 books.**
- Slips with numbers are set aside. Band them together and put into the front of box at the end of the night.

# Tool: Voter Count Sheet

This tool helps keep track of voter count.

The front has numbers 1-600

The back has numbers 601-1200

Smaller polling places will just use the front.

POLL WORKER TRAINING & RESOURCES			VOTER COUNT									
1	51	101	151	201	251	301	351	401	451	501	551	
2	52	102	152	202	252	302	352	402	452	502	552	
3	53	103	153	203	253	303	353	403	453	503	553	
4	54	104	154	204	254	304	354	404	454	504	554	
5	55	105	155	205	255	305	355	405	455	505	555	
6	56	106	156	206	256	306	356	406	456	506	556	
7	57	107	157	207	257	307	357	407	457	507	557	
8	58	108	158	208	258	308	358	408	458	508	558	
9	59	109	159	209	259	309	359	409	459	509	559	
10	60	110	160	210	260	310	360	410	460	510	560	
11	61	111	161	211	261	311	361	411	461	511	561	
12	62	112	162	212	262	312	362	412	462	512	562	
13	63	113	163	213	263	313	363	413	463	513	563	
14	64	114	164	214	264	314	364	414	464	514	564	
15	65	115	165	215	265	315	365	415	465	515	565	
16	66	116	166	216	266	316	366	416	466	516	566	
17	67	117	167	217	267	317	367	417	467	517	567	
18	68	118	168	218	268	318	368	418	468	518	568	
19	69	119	169	219	269	319	369	419	469	519	569	
20	70	120	170	220	270	320	370	420	470	520	570	
21	71	121	171	221	271	321	371	421	471	521	571	
22	72	122	172	222	272	322	372	422	472	522	572	
23	73	123	173	223	273	323	373	423	473	523	573	
24	74	124	174	224	274	324	374	424	474	524	574	
25	75	125	175	225	275	325	375	425	475	525	575	
26	76	126	176	226	276	326	376	426	476	526	576	
27	77	127	177	227	277	327	377	427	477	527	577	
28	78	128	178	228	278	328	378	428	478	528	578	
29	79	129	179	229	279	329	379	429	479	529	579	
30	80	130	180	230	280	330	380	430	480	530	580	
31	81	131	181	231	281	331	381	431	481	531	581	
32	82	132	182	232	282	332	382	432	482	532	582	
33	83	133	183	233	283	333	383	433	483	533	583	
34	84	134	184	234	284	334	384	434	484	534	584	
35	85	135	185	235	285	335	385	435	485	535	585	
36	86	136	186	236	286	336	386	436	486	536	586	
37	87	137	187	237	287	337	387	437	487	537	587	
38	88	138	188	238	288	338	388	438	488	538	588	
39	89	139	189	239	289	339	389	439	489	539	589	
40	90	140	190	240	290	340	390	440	490	540	590	



# Tool: Voting Procedure Flow

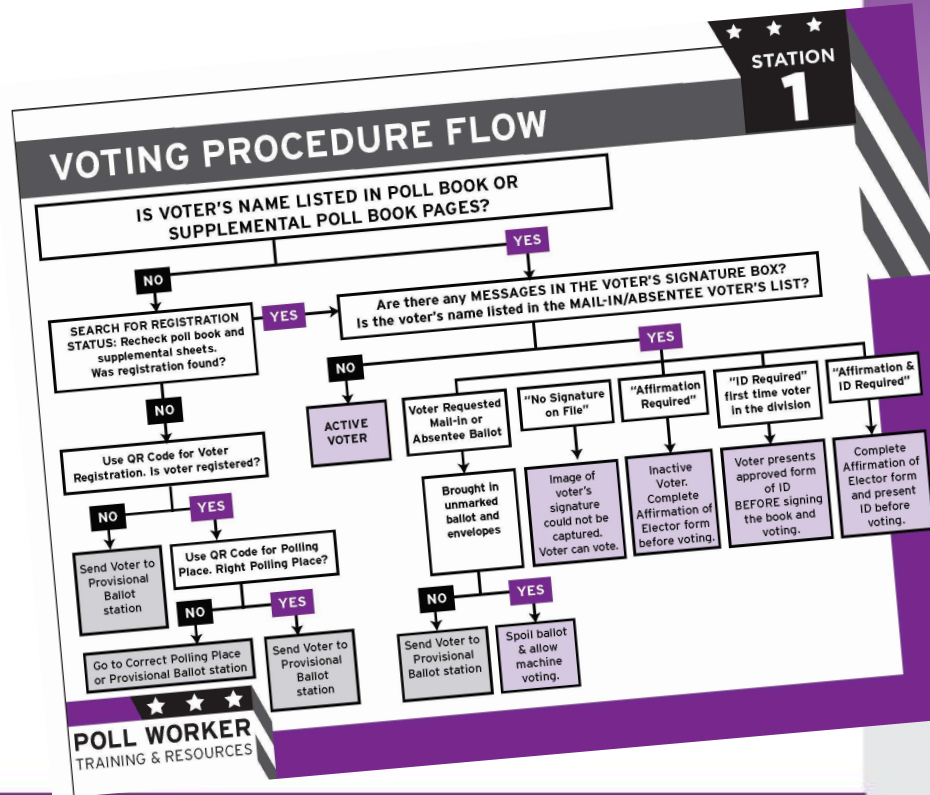
This flowchart is a guide to help you navigate whether or not a voter must complete additional steps before voting

OR

If they must vote provisionally

OR

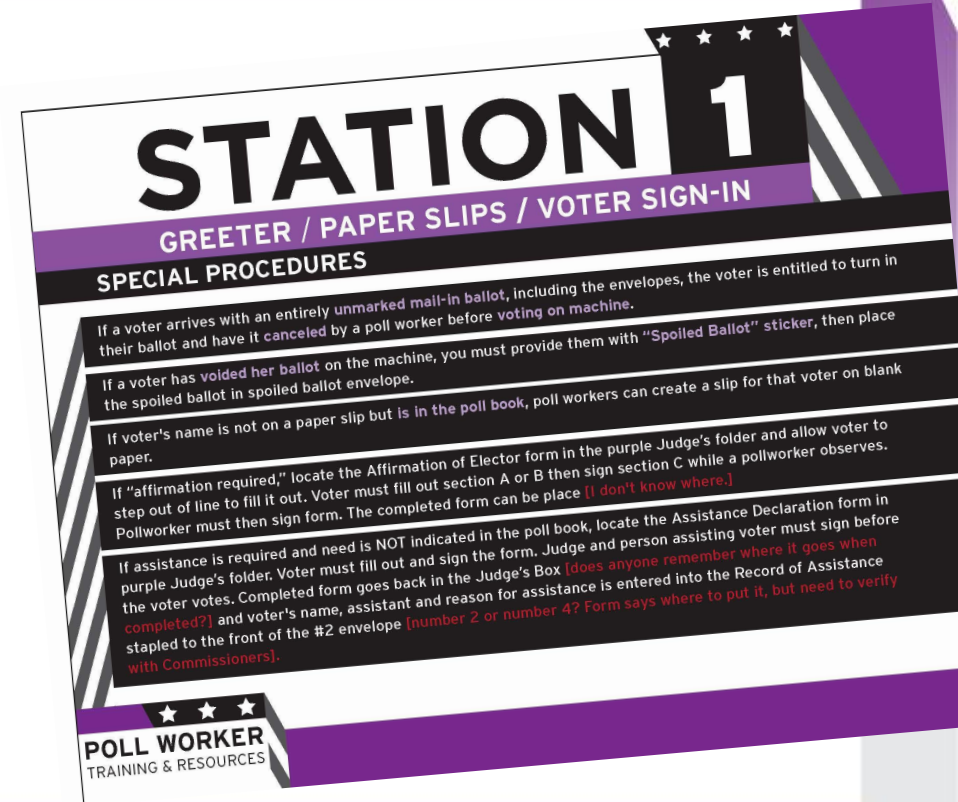
Directed to their correct polling place



# Tool: Station Cards

This guide gives you more details on **special procedures** for situations like:

- Voter arrives with mail-in ballot + outer envelope
- Voter has voided ballot on machine (spoiled ballots)
- Voter in poll book but there is no paper slip
- Affirmation required
- Assistance required



**STATION 1**  
GREETER / PAPER SLIPS / VOTER SIGN-IN  
SPECIAL PROCEDURES

If a voter arrives with an entirely unmarked mail-in ballot, including the envelopes, the voter is entitled to turn in their ballot and have it canceled by a poll worker before voting on machine.

If a voter has voided her ballot on the machine, you must provide them with "Spoiled Ballot" sticker, then place the spoiled ballot in spoiled ballot envelope.

If voter's name is not on a paper slip but is in the poll book, poll workers can create a slip for that voter on blank paper.

If "affirmation required," locate the Affirmation of Elector form in the purple Judge's folder and allow voter to step out of line to fill it out. Voter must fill out section A or B then sign section C while a pollworker observes. Pollworker must then sign form. The completed form can be place [I don't know where.]

If assistance is required and need is NOT indicated in the poll book, locate the Assistance Declaration form in purple 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 [does anyone remember where it goes when completed?] and voter's name, assistant and reason for assistance is entered into the Record of Assistance stapled to the front of the #2 envelope [number 2 or number 4? Form says where to put it, but need to verify with Commissioners].

**POLL WORKER**  
TRAINING & RESOURCES

# Tool: Polling Place and Registration Lookup

**This tool allows voters to quickly look up (with a smartphone camera) their polling place or if they are registered to vote.**

**A copy should be at Station 1 and outside a polling place where voters line up.**

**This will also be available in Spanish & Chinese (in PHL).**



# Tool: Acceptable Forms of ID

**If the voter's signature box says "ID Required":**  
**the person is voting in the Division for the first time and they must provide identification.**

**Use this guide to determine acceptable forms of ID, both photo and non-photo options**

★ ★ ★  
**STATION 1**

## ACCEPTABLE FORMS OF PHOTO 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

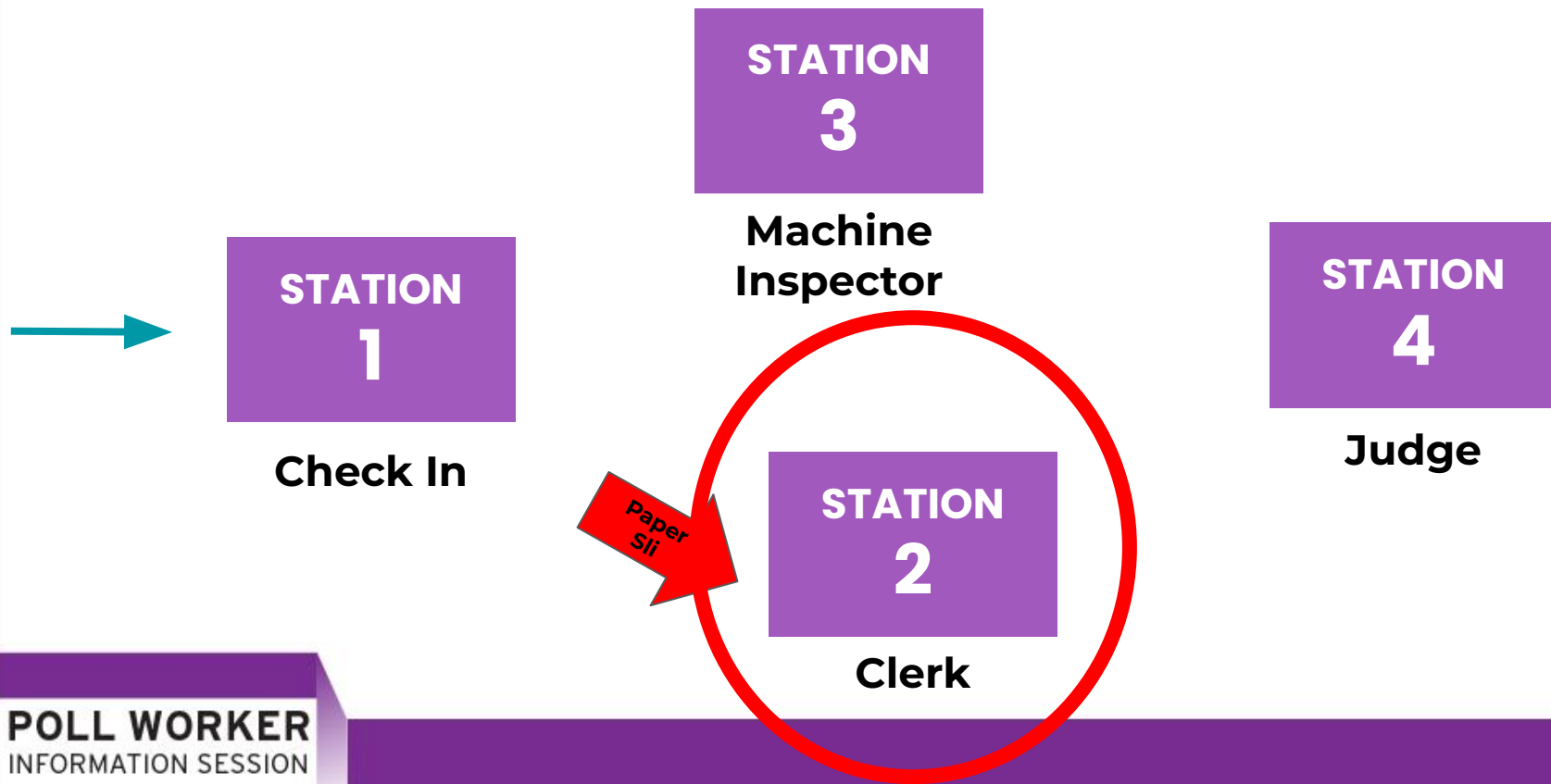
If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

### 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
- Student ID
- Employee ID

★ ★ ★  
**POLL WORKER**  
TRAINING & RESOURCES

# Paper Slips Move to Station 2



# Tool: Station Cards

The Poll Workers from Station 1 (Check In) will hand the voter's Paper Slip to the Clerk at Station 2

The Clerk at Station 2 uses the Paper Slip to record voter name in the Yellow "2 and 4 Books"

Other tasks include documenting Absentee and Mail-in Ballots

**STATION 2**

CLERK / 2 AND 4 BOOKS

**PROCEDURE**

- 1 Use paper slip to record voter name and party in the 2 and 4 books
- 2 Return paper slip to pollworker handling the slip box.
- 3 At the end of the night, record Absentee and Mail-in voters in the back of the book [need to verify according to new laws]
- 4 If a pollwatcher with a valid poll watcher certificate requests, they are permitted to view the 2 and 4 books when **NO VOTERS ARE PRESENT**

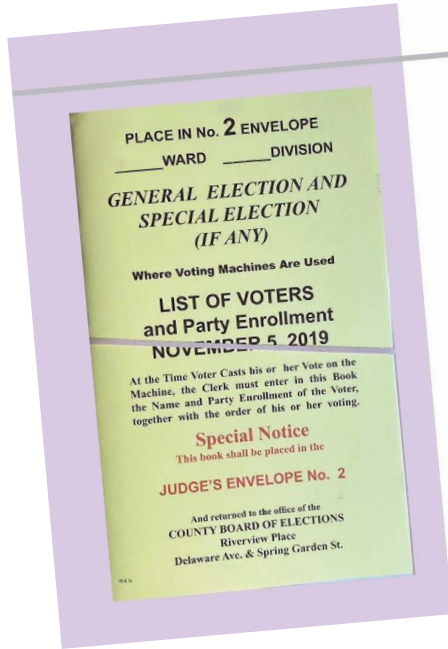
**SUPPLIES**

- Yellow 2 and 4 books
- Pens
- Absentee List
- Mail-in List

**Special Procedure** - document Absentee and Mail-in voters in back of book

**POLL WORKER**  
TRAINING & RESOURCES

# Anatomy of a Judge's Box: Yellow No. 2 & No. 4 Books



## List of Voters Yellow Book (No. 2 & No. 4)

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

**For Provisional ballots**, write the voters 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 at the end of the day.

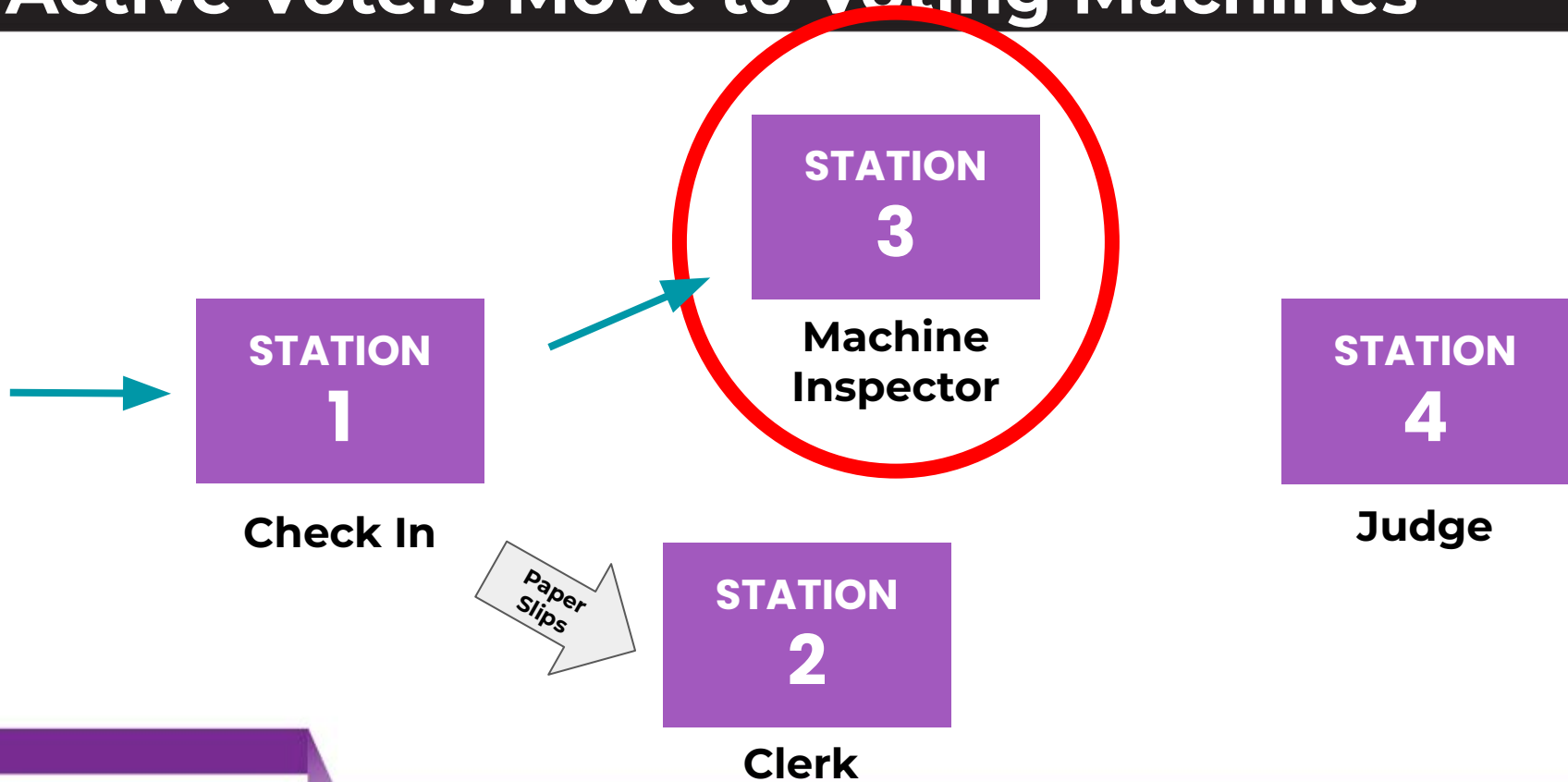
The information in these books should be identical.

**At close**, place #2 book in the #2 envelope and the #4 book in the #4 envelope.

ATTENTION  
7



# Active Voters Move to Voting Machines





# Tool: Station Card

## The Machine Inspector:

- Sets up the voting machines
- Directs voters to machines
- Provides instruction from outside the machine
- Ensures no voter accidentally leaves without having completed their vote
- Gets assistance if needed
- Takes down the machine

**STATION 3**

**MACHINE INSPECTOR/S**

**KEY DUTIES**

- Lead Set-Up of Machine before 7am, according to separate instructions
- Direct signed-in voter to correct machine.
- 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 done voting)
- Alert other board members if a voter in the booth requests assistance
- Lead take-down of machine at the end of the night, according to separate instructions

**SUPPLIES**

- Pens
- Chair

**POLL WORKER**  
TRAINING & RESOURCES

Note: Polls close at 8:00 pm and anyone already in line by 8:00 pm is allowed to vote.

# Tool: Station Card

The judge is involved in many parts of the voting process. It's normal to need to consult the judge many times throughout the day.

## If You Aren't the Judge...

- You may need a judge's signature
- You may need a judge's help
- You may need something from the judge's box

## If You Are the Judge

- Can be hard to remember all your responsibilities and supplies

## STATION 4

### JUDGE / PROVISIONAL AREA

#### KEY DUTIES

- Judge's area can be set up after the polls are open.
- Judge assigns and can fill in for any role throughout the day and should assist at the table when lines are excessive.
- Judge must be available to sign assistance forms, provisional ballots, repair forms and other paperwork as needed
- 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 Judge's Box to Delaware and Spring Garden.

#### SUPPLIES

- Judge's Box
- Judge's binder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Provisional Ballots
- Pens
- City-issued cell phone
- Extra and unused materials
- (not provided) privacy barrier for voters filling out provisionals
- Table
- Chairs

Note: If a voter requests assistance, any member of the Board of Elections can assist the voter in the booth EXCEPT the Judge of Elections.

POLL WORKER  
TRAINING & RESOURCES

# Scenarios and Special Situations

**A few special situations to review before Election Day**

**Provisional Ballots**

**Spoiling Ballots  
(Mail-in, Absentee,  
Machine)**

**Affirmation Required**

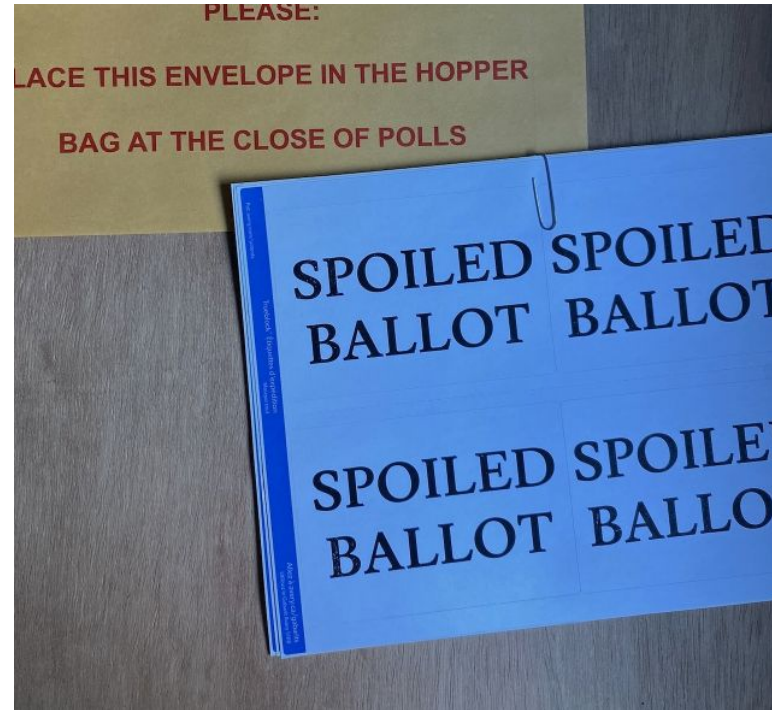
**Assistance Required**

# Spoiling a Mail In/Absentee Ballot

Voters who applied and received mail-in or absentee ballots may vote on the machine if:

- They give their their ballot and return envelope to the judge of elections
- Signs a statement requesting that the ballot be spoiled
- The ballot can be 'clean' or filled in.

If they do not bring in the ballot and/or envelope, they are allowed to vote provisionally.



# Administering a Provisional Ballot

During a normal election, administering a provisional ballot is fairly rare. But given the increased circulation of mail-in ballots, it will be more common this election.

## Steps for Administering a Provisional

- There are many and it requires more than just you

## Situations where a Provisional Ballot is needed include:

- Voter is not in poll book or supplemental poll book
- Voter is not at correct polling place and does not want to go to correct polling place
- Voter requested mail-in or absentee ballot, but has not brought the ballot and declaration envelope to the polling place to void

# Tool: Provisional Ballot Procedure Card

Documents all the **supplies and steps** needed to administer a provisional ballot.

**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

**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.

# **Tool:** Provisional Ballot Procedure Card

**Q&A**

**Tool:** Provisional Ballot Procedure Card

**Thank You!**



# Subhead

Text here

## BULLETED LIST

- List
- List
- List
- List