

Ballot Clerk (s)

At this station, you will be responsible for giving voters the correct ballot for their precinct or a Tablet Activation Card with the correct precinct number on it. You will get their 5-digit precinct number from the Voter Information Sheet that has been printed by the Check-in Clerks to the laser printer.

- Call out the name on the Voter Information Sheet.
- Identify the voter and confirm the precinct number on the ballot matches the number on the Voter Information Sheet. Have them sign the Voter Information Sheet.

Ballots To Go

If the voter has a Green Ballot Return Envelope, they want to take the ballot to go.

1. Find the correct ballot for the precinct printed on the label on the envelope.
2. Confirm the precinct number with the voter
3. Make sure to give them both (2) cards
4. Fold it in half and then in half again
5. Put the folded ballot in the Ballot Return envelope
6. Insert the Return instructions

Ballots Vote Here

If the voter is voting here, ask the voter if they want a paper ballot or if they want to use the Tablet to vote a paper ballot.

1. If they want paper
 - a. Pull the correct ballot based on the precinct printed on the Voter Information Sheet. Be sure to get both (2) ballot cards
 - b. Confirm the precinct number with the voter
 - c. Explain to the voter how to fill in the oval next to their choices, that there are contests on both sides, and that voting is not a test – it is OK to leave things blank.
 - d. If the voter wants a secrecy sleeve, give them one. It can be left with the ballot box clerk when they are done.
 - e. Direct the voter to a Voting Booth.
2. If they want to use the Tablet, write the 5-digit precinct number on a Tablet Activation Card (there is no party code for this election), check the box for regular, provisional, or same day, and give it to the voter. Direct the voter to the Tablet Clerk.

Same Day Voter Registration and Provisional Ballots

If a voter is not on our voter file, they will need to vote using either a Same Day Voter Registration or Provisional Voting procedures.

These voters will approach your station after they have completed either a Same Day Voter Registration Envelope (yellow) or a Provisional Envelope (pink) envelope.

These voters **must Vote HERE!**

There will be a label on the envelope that tells you their precinct number.

Ask the voter if they want a paper ballot or if they want to use the Tablet to vote a paper ballot.

1. If they want paper
 - a. Pull the correct ballot based on the precinct printed on the envelope label. Be sure to get both (2) ballot cards.
 - b. Confirm the precinct number with the voter.
 - c. Explain to the voter how to fill in the oval next to their choices, that there are contests on both sides, and that voting is not a test – it is OK to leave things blank.
 - d. Fold the ballot in thirds.
 - e. Give the voter the folded ballot and the envelope and direct them to a voting booth.
2. If they want to use the Tablet
 - a. Write the 5-digit precinct number on a Tablet Activation Card, check the box for regular, provisional, or same day, and give it to the voter. There is no party code for this election.
 - b. There is a box to check on the Pink envelope to indicate the voter is voting on the tablet. On the yellow envelope, write “Tablet” under the label.
 - c. Give the voter their envelope, and Tablet Activation Card, and direct them to the Tablet Clerk.

Ballots

There will be pre-printed ballots for the precincts upon arrival. Throughout the day they need replacing as they are used. Written on a Bright Colored Paper will be the precinct number and the circled number of ballots that need printing. When supply is low, give the Bright Colored Paper for the low precinct to the Ballot Printing Clerk to print additional ballots.

Thank you for taking the time to support our community in exercising their right to vote. Elections would not be possible without election workers like you!