

Exit Clerk/Ballot Box Clerk

DO NOT leave the Black Ballot Box unattended! Leads will be around to give you a break and answer any questions you may have.

***Ask the voter if they included both ballot cards before depositing into the ballot box.

The following ballots will be deposited by voters into the Black Ballot Box:

- **Live Flat Ballots:** This ballot will be flat with no folds. It will be voted on location and does **NOT** have an envelope. DO NOT touch any ballots. Ask the voter to remove the perforated tab at the top as a receipt and to deposit the unfolded ballot into the box. Have the voter take an “I Voted” sticker.
- **Same Day Voter Registration Ballots:** These will be folded in thirds and should be in a yellow, letter-sized envelope. Make sure the envelope has been filled out on each side. Ask the voter to seal it using the envelope moistener bottle. Have the voter remove the perforated receipt on the envelope and take an “I Voted” sticker.
- **Provisional Ballots:** These will be folded in thirds and should be in a 7x10 inch, pink envelope. Make sure the envelope has been filled out on each side. Ask the voter to seal it using the envelope moistener bottle. Have the voter take a pink Provisional receipt, an “I Voted” sticker.
- **Folded Ballots:** If a voter has a ballot that has been folded and the voter does not have an envelope, be sure to confirm that the voter is voting a live ballot.

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!