

Leave in Supply Tub



ELECTION PROCEDURE MANUAL

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VOTER BILL OF RIGHTS

- **The right to vote if you are a registered voter.** You are eligible to vote if you are:
 - a U.S. citizen living in California
 - at least 18 years old
 - registered where you currently live
 - not currently in state or federal prison or on parole for the conviction of a felony
 - not currently found mentally incompetent to vote by a court
- **The right to vote if you are a registered voter even if your name is not on the Roster of Voters.** You will vote by completing a voter registration form and using a Provisional CVR ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
- **The right to vote if you are still in line when the polls close.**
- **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.
- **The right to get a new ballot if you have made a mistake**, if you have not already cast your ballot. You can:
 - **Ask an elections official at a polling place** for a new ballot,
 - **Exchange your vote-by-mail ballot** for a new one at an elections office or at your polling place; or
 - **Vote using a Provisional CVR ballot.**
- **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.
- **The right to drop off your completed vote-by-mail ballot at any polling place** in California.
- **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.
- **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
- **The right to report any illegal or fraudulent election activity** to an elections official or the Secretary of State's office.

**If you believe you have been denied any of these rights,
or you are aware of any election fraud or misconduct, please call the
Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683)
or your local election official's toll-free number at (800) 834-4636 ext. 5228.**

VOTER SERVICE CENTER (VSC) STAFF RESPONSIBILITIES

Health and Safety

Stay home when you are sick. If you are exhibiting COVID-19 symptoms, do not report to work. Contact your medical provider and notify your supervisor. If you experience symptoms at work, return home. Symptoms from the virus currently identified by the Center for Disease Control are:

- Congestion or runny nose
- Nausea
- Diarrhea
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat.

If you had contact with someone who tested positive for COVID-19 contact your medical provider and notify your supervisor.

Each worker will complete a health screening form prior to beginning their shift. The County has developed a safety protocols handbook, in conjunction with the Secretary of State guidelines and the local Public Health Department. Each worker should be familiar with the safety protocols and the proper handling and disposal of Personal Protective Equipment. Work surfaces and frequently touched areas, i.e. door handles, stair rails, voting booths, will be cleaned thoroughly before opening the center and frequently throughout the day. Multi use items (ICX, clipboards, secrecy sleeves) will be cleaned after each use. Voters will be provided single use pens that they can take with them or dispose of when they are finished voting. Hand sanitizer will be provided at the entrance and exit of the voter service center.

Election workers are ultimately responsible for reminding and encouraging voters and observers to keep health and safety in mind. Use simple phrases to remind voters and observers of precautions:

- Thanks for wearing your mask.
- Remember to use the hand sanitizer.
- Thanks for keeping your distance
- You can put your ballot directly in the ballot box.

Code of Conduct

You represent the San Luis Obispo County Elections Division. You must adhere to the California Elections Code and San Luis Obispo County's policies. Please be professional and courteous while serving the voters of San Luis Obispo County.

- Be punctual when arriving to work and returning from break.
- Perform tasks as assigned by the Voter Service Center Coordinator
- Remain at the Voter Service Center during your shift unless directed elsewhere by San Luis Obispo County Elections Division staff.
- Do not leave until all closing/clean up procedures are completed.
- Complete payroll information as instructed by the County Clerk-Recorder
- Complete the required health screening checklist
- Do not report to your voter service center if you are feeling ill. Contact the VSC Coordinator if you cannot report for your assigned work.

NOTE: Voter Service Center Workers are not allowed to work under the influence of drugs or alcohol. This is grounds for immediate removal.

It is important that voters be treated with respect and for Voter Service Center Staff to not show a preference towards any party, issue or candidate. Make sure you understand the following:

- Phones should be kept silent and should not be used in a way that is distracting or disruptive to voters or Voter Service Center Staff.
- Any conversation that is political in nature: about measures, initiatives, political party activities, political party philosophy, voting activities of individuals or groups, is prohibited.
- Rude behavior towards any person is unacceptable and will result in dismissal.
- Harassment of any type is against the law and against San Luis Obispo County Policy.
- Be considerate of the extra time it takes a voter to cast their ballot, some disabilities cannot be seen.
- Keep the Voter Service Center as quiet as possible while voters are present.

Work Attire

- Voter Service Center Staff are expected to present themselves in a dignified manner demonstrating the importance of their role in the election process. Dress appropriately- clothing should be clean, tasteful, and in good repair.
- Do not wear campaign attire, hats or bring any campaign materials into the Voter Service Center. In addition, clothing should be neutral and not supporting or opposing any political viewpoint even if not on the ballot for this election.
- Staff should exercise good hygiene practices.
- Staff must wear identification badges at all times while in the Voter Assistance Center.

Things to Keep in Mind

- Some people are sensitive or allergic to certain scents. Please refrain from wearing strong fragrances.
- Wear comfortable clothing and shoes.
- Bring a jacket or sweater.
- Bring enough food and water to last the entire day.
- Bring a seat cushion, if you wish.

Do not Bring

- Children to work with you.
- Pets/Animals (service animals are allowed under ADA Title II).
- Alcoholic Beverages.

Serve Voters

- Show respect with actions, words, and tone of voice to voters of every ethnicity, race, color, gender, sexual orientation, age, language, ability, income, religion, creed, and political affiliation.
- When assisting a voter with a disability, put the person first and treat him or her as any other voter.
- Be attentive to voters, don't use personal electronics or other distractions at the Voter Service Center.

Protect Voter Rights

- Uphold the laws and regulations that protect voter rights.
- Display accessibility tools: the Americans with Disabilities Act and the Help America Vote Act ensure voters have the right to access tools to vote privately and independently.
- Display materials in all required languages: the Voting Rights Act guarantees voters the right to receive voting materials and assistance in English and specific materials in Spanish and Tagalog, in some locations.
- Report any electioneering: the California Elections Code and Voter Bill of Rights require that voters have the right to cast a private ballot free from intimidation.

Voter Service Center Hours of Operation and Staffing

- Voter Service Centers are open from 9:00am to 5:00pm Saturday October 31 through Monday, November 2
- Election Day is from 6:00am until approximately 9:00pm and will include additional breaks and a dinner break.
- Staff will work hours with periodic and meal breaks as assigned by the VSC Coordinator.
- Breaks must be staggered so the majority of Voter Service Center staff are present at all times.
- Each station must be staffed with at least one person who knows the position.

OVERVIEW OF VOTER SERVICE CENTER JOB DUTIES

This is just an overview of the duties at the Voter Service Center during the 4 days of voting. More detailed information begins on page 15.

ELECTION COORDINATOR

Responsible for the overall operation of the Voter Services Center (VSC) and ensuring safety protocols are followed by staff and voters. Will be the expert on questions regarding the Vote Center App in EIMS. Ensures that all equipment is delivered the day before the voting location opens, checking that all supplies are included and troubleshooting any equipment issues. Will ensure that every worker completes the Health Screening form and screen the form for workers that should not be working on that day. Will coordinate breaks and meals for workers and ensure all duties are covered during the day. Ensures that ballot stock accounting is completed daily, voted ballots are returned to the collection center nightly and all equipment and unused ballot stock is secured nightly. Responsible for assisting voters who decline to wear masks and/or adhere to social distancing guidelines. At the close of the Voter Service Center, responsible for daily return of the voted ballots and other items to the assigned collection center.

ELECTION OFFICIALS

The election officials will be trained to fill any of the duties as listed below:

CHECK-IN

Responsible for locating the voter in EIMS Vote Center application and verifying the address given by the voter. The Check in official will follow procedures for processing voters depending on voter's record status and either send the voter to Ballot Issue (MBP), Provisional/CVR or ICX.

BALLOT ISSUE

Responsible for printing the correct ballot style (VBM, LIVE or PROV) and ballot type on the Mobile Ballot Printer (MBP) and verifying the number of blank ballot stock and pre-printed ballots before the polls open and accounting for issued, spoiled and remaining ballots at the end of each voting day. Will have Live (for here) voters sign roster pages and will tally all ballots printed and spoiled.

VOTER ASSISTANCE

Direct voters entering the polling place to the proper line during busy times. Using a tablet to look up the voter to determine if the voter should be sent to Check in, Provisional/CVR (with a Provisional/CVR envelope and clipboard) or directly to the ballot box. Responsible for ensuring that voters are following distancing guidelines, cleaning used voting booths, touched surfaces, clipboards and secrecy sleeves as needed. Provide masks for those voters not wearing one.

ELECTION CLERKS

PROVISIONAL/CVR

Responsible for assisting Provisional/CVR voters by ensuring that the envelope and roster are completed correctly before directing voter to the Ballot Issue or ICX.

ICX

Responsible for assisting voters who use the ICX Ballot Marking Device, verifying the number of blank ICX ballots before the polls open, and ensuring the machine is operational throughout the day, properly locked down at the end of voting each day and sanitized after each use. Will have Live (for here) voters sign roster and will tally all ballots printed and spoiled.

BALLOT BOX

Responsible for ensuring that every ballot to be deposited has either a secrecy sleeve, is sealed in a Provisional/CVR envelope or a VBM envelope. Before allowing a ballot envelope to be deposited will ensure that the voter has signed the envelope. Assists voters who need help depositing their ballot into the Ballot Box, keeps a ballot box tally, provides "I Voted" stickers and ensures secrecy sleeves are disinfected prior to return to Ballot Issue or ICX.

OUTSIDE VOTER ASSISTANCE

Responsible for accepting voted VBM ballots from voters after checking to ensure they are properly signed, providing "I Voted" stickers and assisting any voter who wishes to vote curbside.

CHECKLIST: VSC COORDINATOR PRE-ELECTION

WEEK OF OCTOBER 26TH

- Contact all workers assigned to VSC to confirm shifts, ensure they have gone through the orientation, read the Safety training manual and see if they have any questions. Remind workers that they may be working outdoors and that doors to the VSC will be propped open during voting. Suggest that workers bring clothing appropriate for the conditions.

FRIDAY, October 30

- Check that specified equipment has been delivered. The equipment list will be located in the Voter Service Center binder.
- Set up the Voter Service Center as described in the location's binder. Voting booths, tables, plexiglass screens, ICX and ICX printer can all be set up. Post inside signage, mark paths of travel and wait here signs on the floor or using cones or stanchions as specified. County technical staff will be on hand to set up the VSC secure connectivity equipment and test the computers and printers.
- Plan a tentative schedule for all workers. Include periodic rotations, breaks, and mealtimes as specified by the County. *On Tuesday, November 3, make sure all workers are back from dinner before 5pm*
- Plan a cleaning schedule for frequently touched surfaces (voting booths, door handles, stair rails, tables, equipment). Ensure that work surfaces are disinfected when jobs are rotated.

Payroll Information

- Have workers complete payroll information per instructions from the County

Ballot Paper/Ballots

- Blank Ballot Paper**

Count packets of Ballot on Demand paper and compare with the number on MBP Ballot Quantity Worksheet. Paper is shrink-wrapped in bundles of 50. **DO NOT OPEN THE SHRINKWRAP.** If the count does not match contact the Elections Office immediately. Place MBP Ballot Quantity Worksheet and blank MBP ballots back in the MBP Envelope and return to the secure cage.

- Pre-printed Ballots (These ballots are to be used in the case of a power outage or printer problem OR if the line at Ballot Issue is too long as a replacement for ballots printed on the mobile ballot printer)**
Open box with pre-printed ballots and verify that each ballot type on the Ballot Quantity worksheet is included. Ballots are shrink-wrapped **DO NOT OPEN THE SHRINKWRAP.** If any ballot types are missing, contact the Elections Office right

away. Place Ballot Quantity Worksheet, and pre-printed ballots back in the box and return to the secure cage.

- ICX Ballot paper**
Count ICX ballot paper and compare with the number on ICX Ballot Quantity Worksheet. Paper is shrink-wrapped in bundles of 50. **DO NOT OPEN THE SHRINKWRAP.** If the count does not match the ICX Ballot Quantity Worksheet, contact the Elections Office immediately. Place Ballot Quantity Worksheet, and blank ICX ballot paper back in the ICX Ballot Envelope and return to the secure cage.

- Read instructions for specific information on how to set up accessibility equipment** where applicable. Call Elections Office with any questions.

PPE SUPPLY TUB

- Inventory supplies per list on lid. If anything is missing contact Elections Office.**

SUPPLY TUB

- Inventory supplies per list on lid. If anything is missing contact Elections Office.**

CHECKLIST: MORNING SETUP

COORDINATOR TASKS
IMPORTANT: Every worker MUST complete a Health Screening Form upon arrival at the VSC. Review each form and if any of the boxes are checked with a Yes, send the worker home for the day. Notify the Elections Office immediately.
Assign the following set-up tasks to different workers to be completed before the polls open and then review all checklists to make sure all tasks are completed.
Issue ICX ballot stock to ICX station and log # of ballot issued on Ballot Quantity worksheet
Issue MBP ballot stock to MBP station and log # of ballot issued on Ballot Quantity worksheet
Issue Pre-printed ballots to MBP station and log # of ballots issued on Ballot Quantity worksheet

ICX	SIGNS
<input type="checkbox"/> Set up ICX units per instructions in manual. Disinfect unit and surrounding area as instructed. Make sure unit is set to ON.	<input type="checkbox"/> Hang the flag, with the Union Jack (blue field of stars) in the upper left-hand corner, outside the polling place.
<input type="checkbox"/> Layout ICX supplies as indicated on the ICX Envelope	
<input type="checkbox"/> Once issued by the VSC coordinator, load ICX paper into printer per instructions	<input type="checkbox"/> Place the VOTE HERE signs so voters coming from different directions can find the polling place entrance.
<input type="checkbox"/> Make sure privacy shield is set up, ICX devices are facing away from voters passing by to ensure voter privacy and voters sitting at units are at least 6 feet apart.	<input type="checkbox"/> Post "100 feet" sign and "Polling Place" sign 100 feet from the entrance to the building. Post Voter Service Center hours sign, Voter Bill of Rights and all OUTSIDE safety precaution signs. Post all inside signs not already posted.
CHECK IN	PROVISIONAL/CVR
<input type="checkbox"/> Disinfect all works surfaces and equipment as instructed.	<input type="checkbox"/> Disinfect all work surfaces at provisional table
<input type="checkbox"/> Set up supplies as indicated on the supply envelope. Arrange pens on the voter side of plexiglass screen so that voter only needs to touch the pen he/she will be using to sign the roster and vote	<input type="checkbox"/> Set up Provisional/CVR table with supplies as indicated on the supply envelope. Arrange pens on the voter side of plexiglass screen so that voter only needs to touch the pen he/she will be using to sign complete the envelope, sign the roster and vote
<input type="checkbox"/> Set up laptops and label printers per instructions. Confirm that laptops are functional and connected to elections database.	<input type="checkbox"/> Tape "Provisional/CVR" sign to top of plexiglass screen if not already there.
<input type="checkbox"/> Print test label per instructions	
<input type="checkbox"/> Tape "Check In" sign to top of plexiglass screen if not already there.	<input type="checkbox"/> Set out hand sanitizer and cleaning wipes at all stations for use by the workers.

VOTING AREA		ACCESSIBILITY EQUIPMENT	
<input type="checkbox"/>	Ensure booths are at least 6 feet apart. See sample layouts in Voter Service Center binder. Post "Voting Instructions" in each booth, unless already posted.	<input type="checkbox"/>	Set up any accessibility equipment as indicated in Voter Service Center binder.
<input type="checkbox"/>	Set out cleaning supplies and trash bag		
<input type="checkbox"/>	Thoroughly clean the sides and shelves of all voting booths		
BALLOT BOX AREA		BALLOT PRINTING	
<input type="checkbox"/>	Disinfect ballot box area thoroughly	<input type="checkbox"/>	Disinfect all works surfaces and equipment as instructed.
<input type="checkbox"/>	POST Return Ballots Here sign	<input type="checkbox"/>	Set up MBP printer and laptop on cart provided per instructions
<input type="checkbox"/>	Set up Blue Ballot Bag (DO NOT SEAL) and set out Ballot Box Tally Sheet	<input type="checkbox"/>	Retrieve and set out supplies as indicated on supply envelope. VSC Coordinator will issue ballot stock.
<input type="checkbox"/>	Set out I voted stickers and Future Voters stickers so voters can take one without touching others	<input type="checkbox"/>	Tape "Ballot Issue" sign to the top of plexiglass screen.
<input type="checkbox"/>	Set out soiled pens container	<input type="checkbox"/>	Test print a ballot per instructions. Mark ballot spoiled and place in spoiled ballot envelope. Remember to mark the spoiled ballot tally on the Spoiled Ballot log
<input type="checkbox"/>	Place Hand Sanitizer and Thank you for Voting Sign	<input type="checkbox"/>	Set out pre-printed ballots for possible use.
OUTSIDE VOTER ASSISTANCE		INSIDE VOTER ASSISTANCE	
<input type="checkbox"/>	Set up Outside Voter Assistance with pop-up tent (if provided), table, chairs, blue ballot box, and supplies as indicated in the supply envelope. DO NOT SEAL THE BALLOT BOX. See page 12 for instructions on sealing the ballot box.	<input type="checkbox"/>	Disinfect work surfaces, pens, clipboards and tablet per instructions.
<input type="checkbox"/>	Disinfect all work surfaces, pens and clipboards	<input type="checkbox"/>	Set up Inside Voter Assistance table with supplies as indicated on the supply envelope. Arrange pens so that voter only needs to touch the pen he/she will be using
<input type="checkbox"/>	Set up/hang directional signs and cones as specified.	<input type="checkbox"/>	Turn on tablets and make sure Voter Lookup and Street Lookup programs are loaded.
<input type="checkbox"/>	Set up any other accessibility equipment in parking lot as specified.	<input type="checkbox"/>	Set out facsimile ballots, state voter information guide and county voter information guides
		<input type="checkbox"/>	Place hand sanitizer and sign near the entrance to the VSC.

OPENING THE VOTER SERVICE CENTER

Commence the Voting Process

Each day at the appointed time promptly open the polls and proclaim aloud:

The Polls Are Now Open



First Voter Procedure- DO THIS PROCEDURE EVERY DAY OF VOTING AT BOTH OUTSIDE VOTER ASSISTANCE AND BALLOT BOX.

Open the Ballot Box for the first voter who will verify the Ballot Box is **EMPTY**.



Place seal on the Ballot Box **before** voter places ballot in the Ballot Box.



ALWAYS ASK the Voter Service Center Coordinator if there are questions about how to proceed.

CHECK IN OFFICIAL

THANK VOTER FOR WEARING A MASK AND FOLLOWING THE DISTANCING PROTOCOLS. IF VOTER DOES NOT HAVE MASK, OFFER ONE. IF VOTER REFUSES TO WEAR MASK, ASSURE THE VOTER THEY WILL BE ABLE TO VOTE AND REQUEST ASSISTANCE FROM THE VOTER SERVICE CENTER COORDINATOR WHO WILL ASSIST THE VOTER THROUGH THE VOTING PROCESS.

Process a voter per the instructions below

STEP 1

1a	Greet Voter and ask them to state their name and residence address. If the voter has a Voter Notification Card, or other identification they may use that instead of saying their name out loud. <i>Do not ask for ID unless "ID Required" is listed in the voter's record.</i>
1b	Locate Voter in the Vote Center application. Enter Full last name and at least part of the first name.
IF	THEN
VOTER IS NOT IN EIMS.	<ul style="list-style-type: none"> • Check to make sure spelling is correct and use other lookup criteria (Birthdate, CA DL#) • Look up voter's precinct in the street guide application • Write precinct # and ballot type on Provisional/CVR envelope • Check the box for the reason they are voting provisional- Voter is not in the roster. • Instruct voter to take clipboard, pen and provisional envelope and complete envelope. • Direct voter to the Provisional/CVR.
VOTER IS IN EIMS AT THE SAME ADDRESS?	
YES- CONTINUE BELOW	<p>NO</p> <ul style="list-style-type: none"> • Instruct voter to complete change of address form • Enter new address in voter's record • Click on verify to ensure that the address can be precincted. If the error message "Address is not precinctable" verify that you entered the address correctly. If the problem continues contact the VSC coordinator.

	<ul style="list-style-type: none"> • Click on save • Proceed as below
VOTER'S NAME HAS CHANGED	<ul style="list-style-type: none"> • Voter can vote using old name and will sign roster with the name as registered. • Provide a voter registration form to change name after election
WAS A VBM BALLOT ISSUED?	
NO BALLOT ISSUED IS VOTER VOTING HERE OR TAKING HOME?	
VOTE HERE	TAKE HOME
<ul style="list-style-type: none"> • Click on Issue LIVE Ballot (for here). When the printer box appears, click on Print. • Proceed to Step 2 	<ul style="list-style-type: none"> • Click on Issue VBM Ballot (To Go). When the printer box appears, click on Print to print label. • Affix the label with the barcode on VBM envelope. IMPORTANT: Affix label so the bottom edge borders (but does not cover) the BUSINESS REPLY MAIL box. • Proceed to Step 2
BALLOT ISSUED - WAS VBM BALLOT RETURNED?	
NOT RETURNED IS VOTER VOTING HERE OR TAKE HOME?	
VOTE HERE	TAKE HOME
<ul style="list-style-type: none"> • Click on Issue LIVE Ballot (for here). When the printer box appears, click on Print. • Proceed to Step 2 	<ul style="list-style-type: none"> • Click on Issue VBM Ballot (To Go). When the printer box appears, click on Print to print label.

	<ul style="list-style-type: none"> Affix the label with the barcode on VBM envelope. IMPORTANT: Affix label so the bottom edge borders (but does not cover) the BUSINESS REPLY MAIL box). Proceed to Step 2
<p style="text-align: center;">BALLOT RETURNED</p> <ul style="list-style-type: none"> Give voter a Provisional/CVR envelope with the voting precinct # and Ballot type indicated. (these numbers are located on the voter's screen under ballot details. Check the box for the reason voter is voting Provisionally (VBM voter. Ballot has been returned) Instruct voter to take envelope, clipboard and pen to complete the envelope Direct voter to Provisional/CVR 	
<p style="text-align: center;">VOTER HAS BALLOT TO SURRENDER (BALLOT MUST BE ISSUED TO THE VOTER FROM SLO COUNTY)</p>	<ul style="list-style-type: none"> Place Surrendered sticker over the signature space and on the address side of the envelope or on both sides of the ballot if no envelope. With the ballot in the envelope, place in Surrendered ballot envelope Follow procedures above for VOTE HERE or TAKE HOME depending on voter's choice.
<p style="text-align: center;">ID REQUIRED IS INDICATED voter must provide acceptable identification as listed on the pink "Provisional CVR Voter Information" sheet. DOES VOTER HAVE ID?</p>	
<p style="text-align: center;">YES, THEY HAVE ID</p>	<ul style="list-style-type: none"> Process voter as VOTE HERE or TAKE HOME depending on voter's choice
<p style="text-align: center;">NO, THEY DO NOT HAVE ID</p>	<ul style="list-style-type: none"> Give voter a Provisional/CVR envelope with the voting precinct # and ballot type indicated. (this number is located on the voter's screen under ballot details.) Check the box for the reason voter is voting Provisionally (ID Required- Voter has no ID to show) Instruct voter to take envelope, clipboard and pen to complete the envelope. Direct voter to Provisional/CVR
<p style="text-align: center;">VOTER WISHES TO TURN IN BALLOT BUT DOES NOT HAVE ENVELOPE</p>	<ul style="list-style-type: none"> Find Voter in Vote Center application Click on Reprint Label under Ballots Issued Affix label to VBM envelope. IMPORTANT: Affix label so the bottom edge borders

	<p>(but does not cover) the BUSINESS REPLY MAIL box).</p> <ul style="list-style-type: none"> • Instruct voter to insert ballot and sign the envelope • Direct voter to the ballot box.
<p>PERSON WISHES TO PICK UP A VBM BALLOT FOR ANOTHER VOTER</p> <p>Does person have a late VBM application form signed by the voter and authorizing the person to pick up voter's ballot.</p>	
<p>YES</p> <p>Issue a VBM (To Go) ballot as above Note on form that ballot was issued These will be returned daily in Envelope for Documents to be returned</p>	<p>NO</p> <ul style="list-style-type: none"> • Provide a Late VBM application • Voter needs to sign to issue ballot to another person
<p>VOTER HAS A SIGNATURE VERIFICATION STATEMENT OR AN UNSIGNED BALLOT STATEMENT TO SUBMIT</p>	<ul style="list-style-type: none"> • Ensure that the statement is signed • Direct voter to ballot box to deposit the statement which will be returned to the Elections Office.

STEP 2

- | |
|---|
| <ul style="list-style-type: none"> • Hand voter the ballot label or VBM envelope • Instruct voter to take pen for voting and either leave at ballot box or take home • Direct the voter to Ballot Issue or to the ICX, depending on voter's preference |
|---|

PROVISIONAL/CVR CLERK -

THANK VOTER FOR WEARING A MASK AND FOLLOWING THE DISTANCING PROTOCOLS. IF VOTER DOES NOT HAVE MASK, OFFER ONE. IF VOTER REFUSES TO WEAR MASK, ASSURE THE VOTER THEY WILL BE ABLE TO VOTE AND REQUEST ASSISTANCE FROM THE VOTER SERVICE CENTER COORDINATOR WHO WILL ASSIST THE VOTER THROUGH THE VOTING PROCESS.

<ul style="list-style-type: none">• Greet voter and ask for Provisional/CVR Envelope
<ul style="list-style-type: none">• Confirm with the voter the reason the voter is voting a provisional/CVR ballot
<ul style="list-style-type: none">• Check to make sure the voter's precinct # and Ballot type is indicated. If it is not, contact the Voter Assistance Clerk or Check in for this information
<ul style="list-style-type: none">• Have voter complete the front of the Provisional/CVR envelope and sign the envelope
<ul style="list-style-type: none">• Check envelope for legibility
<ul style="list-style-type: none">• Complete the back upper portion of the envelope with your name and the mark the box indicating you check that the envelope was complete and signed.
<ul style="list-style-type: none">• Write Voter's name in the Provisional/CVR Roster and have voter sign
<ul style="list-style-type: none">• Instruct voter to keep the single use pen to mark ballot and either dispose of it at the ballot box or take with them• Remind voter they may call the Elections Office to find out if the ballot was counted 29 days after the election.
<ul style="list-style-type: none">• Send voter to Ballot Issue or ICX depending on voter's preference

BALLOT OFFICIAL

THANK VOTER FOR WEARING A MASK AND FOLLOWING THE DISTANCING PROTOCOLS. IF VOTER DOES NOT HAVE MASK, OFFER ONE. IF VOTER REFUSES TO WEAR MASK, ASSURE THE VOTER THEY WILL BE ABLE TO VOTE AND REQUEST ASSISTANCE FROM THE VOTER SERVICE CENTER COORDINATOR WHO WILL ASSIST THE VOTER THROUGH THE VOTING PROCESS.

Print the correct ballot type and provide a secrecy sleeve for Vote Here voters and a folded ballot for To Go and Provisional/CVR voters. May also demonstrate the proper way to mark the ballot and use the secrecy sleeve, if necessary. Direct the voter to return their ballot in the secrecy sleeve or the Provisional/CVR ballot envelope to the Ballot Box Clerk or provide instructions for returning a To Go VBM ballot.

MORE SPECIFIC INSTRUCTIONS WILL BE AVAILABLE WITH SCREEN SHOTS FOR THE COMPUTER PROGRAM.

Find the correct precinct according to the printed label or the information on the provisional/CVR envelope
LIVE (FOR HERE) BALLOTS- voter will hand ballot official a label
<ul style="list-style-type: none">• Select PCT Ballot and print ballot• Affix label to Live (for Here) Voter roster pages and have voter sign by the X.• Slide ballot into the secrecy sleeve and hand to the voter• Direct voter to the empty voting booth or instruct them to wait until a voting booth is empty• Mark Tally Sheet under LIVE Ballot• Instruct voter to return the voted ballot in the secrecy sleeve to the Ballot Box• Coordinate with ballot box clerk to ensure sufficient supply of cleaned secrecy sleeves

VBM (TO GO) BALLOTS- voter will show ballot official a vote by mail envelope
<ul style="list-style-type: none"> • Select VBM Ballot and print ballot • Fold ballot into fourths (fold in half and then fold in half again). Insert ballot in envelope • Direct voter to complete the outside of the envelope including the signature before returning the ballot. • Instruct voter to return ballot to ballot drop box or a voter services center by 8:00 pm on Election Day, November 3 • Instruct voter that a mailed VBM ballot MUST be postmarked by November 3 and received by November 17 in order to be counted. • Mark Tally Sheet under VBM (to go) Ballot
PROVISIONAL/CVR BALLOTS- voter will show ballot clerk a provisional envelope with precinct number/Ballot Type indicated
<ul style="list-style-type: none"> • Select PROV Ballot and print ballot • Direct voter to the empty voting booth or instruct them to wait until a voting booth is empty • Instruct voter to fold the ballot in half and place the voted ballot in the CVR envelope and return it to the Ballot Box clerk. • Mark tally sheet under Provisional/CVR ballot
SPOILED BALLOTS- If a voter spoils his/her ballot and returns for a replacement Important: If a voter allows their ballot to be deposited in the Ballot Box BEFORE indicating the ballot was spoiled, they MAY NOT be issued another ballot. Once the ballot is deposited it CANNOT be retrieved or another ballot issued for ANY reason.
<ul style="list-style-type: none"> • Repeat procedure above for either VOTE HERE OR PROVISIONAL/CVR • Mark Spoiled ballot tally sheet and log voter's name • Explain to voter that he/she can only be issued 3 ballots. • Place spoiled ballot sticker on the front and back of spoiled ballot and place in Spoiled Ballot envelope
PRE-PRINTED BALLOTS- These ballots are to be used in case of a power outage or printer problem OR if the line at Ballot Issue is too long. They replace ballots printed on the MBP.
<ul style="list-style-type: none"> • Match the Ballot Type on the Voter's label or Provisional/CVR envelope to the ballot type on the ballot-(upper left corner). If you do not find a ballot type that matches the Voter's ballot type see important note below. • If the Ballot Type is missing use the Ballot Type report to determine the correct ballot type for the voter's voting precinct.
IMPORTANT NOTE: You have only been issued ballots for the area surrounding the voter service center so if you do not have a matching ballot type, suggest that the voter vote using the ICX machine. If the voter chooses not to vote using the ICX or is a VBM(To Go) voter, issue BT 10. This is a "generic" ballot type with only contests that all voters in the county are eligible to vote on. Explain to the voter that they may not be voting on some contests for which they are eligible i.e. City or School District.

SEE NOTE BELOW THE ICX SPECIALIST DUTIES ABOUT WHAT TO DO IF A VOTER LEAVES WITHOUT VOTING AFTER A BALLOT IS ISSUED

ICX CLERK

THANK VOTER FOR WEARING A MASK AND FOLLOWING THE DISTANCING PROTOCOLS. IF VOTER DOES NOT HAVE MASK, OFFER ONE. IF VOTER REFUSES TO WEAR MASK, ASSURE THE VOTER THEY WILL BE ABLE TO VOTE AND REQUEST ASSISTANCE FROM THE VOTER SERVICE CENTER COORDINATOR WHO WILL ASSIST THE VOTER THROUGH THE VOTING PROCESS.

The ICX specialist will not have a specific table assigned as your work will be assisting voters at one of the ICX machines. It is acceptable for you to sit at one of the ICX until they are all in use. Please remember to wipe frequently touched surfaces on a regular basis. Also, attach the roster pages and the tally sheets to a clipboard so you can take it to whichever machine the voter will be using.

Assists voters who use the ICX Ballot Marking Device, verifies the number of blank ICX ballots before the polls open, and ensures the machine is operational throughout the day and disinfected after each use. For Live (for Here) ballot voters affix the label to the roster page and have voter sign. *Be ready to assist the voter if requested*

Refer to the ICX Ballot Marking Device Manual for information on the device

<ul style="list-style-type: none">• Live (for Here) ballot voter will provide a label that displays the voting precinct. Affix label to Live (For here) ballot roster and instruct voter to sign by the X.
<ul style="list-style-type: none">• Provisional/CVR Voter will provide an envelope with the voting precinct noted. The provisional/cvr voter signed the roster at the provisional table.
<ul style="list-style-type: none">• Mark the ICX tally for either a Live (For Here) ballot or a Provisional/CVR ballot
<ul style="list-style-type: none">• Accompany the voter to the ICX device and give voter a stylus to use when making selections so that voter does not have to touch the screen.
<ul style="list-style-type: none">• Instruct the voter in the use of the device and to take the voted ballot to the Ballot Box Clerk with secrecy sleeve or place their ballot in the Provisional/CVR envelope.
<ul style="list-style-type: none">• If voter will be using the audio function, place ear coverings on the headphones
<ul style="list-style-type: none">• Insert the activation card to start the voting session.
<ul style="list-style-type: none">• Input the ballot activation code associated to the voter’s voting precinct as indicated on the label.<ul style="list-style-type: none">○ For Precinct Voters the activation code will be a number indicated on the label – some examples are MB10, 101a, 312○ For Provisional/CVR voters enter the voting precinct # followed by PROV - i.e. MB10PROV, 101APROV
<ul style="list-style-type: none">• Remove the card and take it with you before leaving the voter to vote in private.
<ul style="list-style-type: none">• Disinfect or replace touched areas (stylus, ear coverings)
<p>SPOILED BALLOTS -If a voter spoils his/her ballot and returns for a replacement Important: If a voter allows their ballot to be deposited in the Ballot Box BEFORE indicating the ballot was spoiled, they MAY NOT be issued another ballot. Once the ballot is deposited it CANNOT be retrieved or another ballot issued for ANY reason.</p>
<ul style="list-style-type: none">• Repeat procedure above
<ul style="list-style-type: none">• Mark Spoiled ballot tally sheet and log voter’s name
<ul style="list-style-type: none">• Explain to voter that he/she can only be issued 3 ballots unless spoiled ballot was caused by printer malfunction
<ul style="list-style-type: none">• Place spoiled ballot sticker on the front and back of ballot and place in Spoiled Ballot envelope

Voter was issued a Live Ballot, signed the roster but did not vote or Voter leaves with ballot

- List this voter's name on the Closing Certificate.
- Make a note on the Closing Certificate that a voter left with their ballot if the name cannot be remembered.

Check the Closing Certificate when completing the closing procedures Election Night. This situation may cause the Voter Service Center Ballot Statement to be out of balance at the end of each voting day.

BALLOT BOX CLERK

THANK VOTER FOR WEARING A MASK, FOLLOWING THE DISTANCING PROTOCOLS AND VOTING.

Assists voters who need help depositing their ballot into the Ballot Box, provides I voted stickers, cleans and returns secrecy sleeves to the Ballot Official

- Remind voter to remove the voter stub from the ballot before placing the ballot in the Ballot Box (ONLY MBP and Pre-printed BALLOTS HAVE STUBS. ICX BALLOTS DO NOT)
- Explain that the ballot is deposited in the Ballot Box and the secrecy sleeve is not; assist them if they request help. Use gloves if assisting a voter.
- Remind Provisional/CVR voters to ensure that their envelope is completed and signed
- Remind VBM voters to make sure their envelope is signed
- Mark the next number on the Ballot Box Tally. There are 2 separate tallies- one for Provisional/CVR (in envelope) and one for precinct (in secrecy sleeve) Do not tally VBM envelopes
- Thank the voter for voting and remind voter to take an "I Voted" sticker and use the hand sanitizer upon exit.
- Disinfect and return the secrecy sleeves to the Ballot Official

VOTER ASSISTANCE OFFICIAL

THANK VOTER FOR WEARING A MASK AND FOLLOWING THE DISTANCING PROTOCOLS. IF VOTER DOES NOT HAVE MASK, OFFER ONE. IF VOTER REFUSES TO WEAR MASK, ASSURE THE VOTER THEY WILL BE ABLE TO VOTE AND REQUEST ASSISTANCE FROM THE VOTER SERVICE CENTER COORDINATOR WHO WILL ASSIST THE VOTER THROUGH THE VOTING PROCESS.

The Voter Assistance Clerk will have a tablet with the Voter Lookup and Street Lookup applications loaded. This official is positioned near the entry to the Voter Service Center and will pre-screen voters to ensure they are sent to the correct line- Check in or Provisional/CVR.

LOOK UP VOTER IN VOTER DATA LOOKUP APPLICATION

- Greet voter and ask for name
- Enter name- either first or last or both First Last - NOTE try just last name unless it is a common name like Smith or Jones. If it is a common name, enter First & Last. Be aware that voter may be giving you their commonly used name not their registered name (i.e. Rich instead of Richard) also, check on the spelling.
- Press Enter and a list of voter's names that match will appear.
- If voters name does not appear, try looking up by address (enter street name only)

VOTER IS NOT IN DATABASE- VOTER WILL HAVE TO VOTE A PROVISIONAL/CVR BALLOT

- Look up voter's address in Street Lookup by typing in the name of the street and pressing enter
- Identify the correct street segment based on voter's numerical address
- Write the voting precinct number and Ballot type (123/ 5) on a Provisional/CVR envelope
- Provide voter a clipboard and envelope and instruct them to take a single use pen
- Direct them to complete the Provisional/CVR envelope and take to the Provisional/CVR station

VOTER IS IN DATABASE

- Ask voter to confirm address

VOTER IS AT A DIFFERENT ADDRESS THAN STATED

- Provide voter a Change of Address/party form with a clipboard and pen
- Instruct voter to complete form and direct voter to available Check in window

VOTER IS AT THE SAME ADDRESS AS STATED

- Direct voter to available check in window and let them know they will be asked to repeat their name and address as a double check

VOTER DOES NOT HAVE ENVELOPE FOR VOTED VBM BALLOT- Direct voter to check in for envelope.

OUTSIDE VOTER ASSISTANCE CLERK

GREET VOTER AND THANK VOTER FOR VOTING. IF DROPPING OFF A BALLOT THEY DO NOT NEED TO WEAR A MASK.

Accepts voted VBM ballots from voters after checking to ensure they are properly signed, and if the voter is turning in a ballot for another voter, that the envelope is filled out correctly. Can hold up the ballot box so that voter can deposit his/her own ballot. Provides “I Voted” sticker when requested, assists voters that choose to vote at a curbside location. **NOTE: THERE SHOULD BE TWO PEOPLE WITH THE BALLOT BOX AT ALL TIMES**

VOTER REQUESTS TO VOTE CURBSIDE

- If voter is not wearing a mask, provide one.
- Provide voter with a pen, clipboard and Request for Curbside Voting form
- Direct voter to a nearby parking space
- Call the VSC Coordinator to notify them that a voter has requested curbside voting.
- VSC Coordinator will take form and assist curbside voter.

VOTER DOES NOT HAVE A VBM ENVELOPE FOR BALLOT

- Provide voter with a pen, clipboard and blank VBM envelope (green)
- Instruct voter to print name and address on envelope legibly and sign.
- Ensure that voter has completed and signed the ballot and that voters name and address are legible.
- Instruct voter to deposit ballot in ballot box.

VOTER IS TURNING IN BALLOT FOR ANOTHER VOTER

- Ensure that the voter has signed the ballot
- Check that the authorization portion is completed with name, signature and relationship to voter. This authorization is on the side opposite the voter’s signature.

TASKS FOR ANY AVAILABLE WORKER

These tasks are to be completed throughout the day by any available worker:

- Check empty voting booths after each voter for pens and anything other than the required posted information that may have been left behind.

Following established safety protocols:

- Disinfect booths frequently
- Disinfect secrecy sleeves and return them to the Ballot Official
- Clean frequently touched surfaces, door handles, tables, stair rails, etc.
- Disinfect workstations, computers, printers and peripherals when changing positions

CLOSING THE VOTER SERVICE CENTER

At exactly 8PM on Election Day (and at 5PM on Saturday, Sunday, and Monday) announce in a loud clear voice: "The polls are now closed."



Anyone in line by the close of the polls has the opportunity to vote, this includes cars lined up at Outside Voter Assistance. If there is a line of voters or cars, station one person at the end of the line when the polls close. Voters arriving after the polls are announced closed cannot be allowed to vote. ([EC §14402](#))

Begin closing procedures **after** the last voter has voted and deposited a ballot in the Ballot Box.

Any member of the public may view closing procedures as long as they do not touch any voting materials or voted ballots. Only Voter Service Center Workers or Clerk-Recorder staff are allowed to handle any ballot. Those viewing are not allowed to interfere with closing procedures.

VOTER SERVICE CENTER COORDINATOR:

Use the following checklists and instructions to complete closing quickly and efficiently.

CHECKLISTS: CLOSING

AFTER ALL VOTERS HAVE FINISHED VOTING:

ONE WORKER - Lay out the following items:

- Envelope for Voted Ballots with seal
- Envelope for Voted VBM Ballots with seal
- Envelope for Voted Provisional/CVR Ballots with seal
- Envelope for Documents to be Returned
- Voter Service Center Balance Statement/Certificate of Packaging and Sealing Form
- Signed Payroll Sheet(s) (place in
- Declaration of Election Officers
- Filled Vacancy Certificates (if any)

MBP BALLOT QUANTITY WORKSHEET

Complete the MBP Ballot quantity worksheet per instructions

- # printed- total of all 3 types of ballots from tally sheet
- # spoiled- from spoiled ballot tally sheet
- # remaining- count the ballot stock paper left in the printer
- Total of these numbers should = the # checked out at beginning of day

- If numbers do not match, check the spoiled ballots in envelope and recount the paper in printer. If still not balanced, make a note on the back of the worksheet.
- Replace ballot stock in the MBP ballot stock envelope and replace in secure cage

PRE-PRINTED BALLOT QUANTITY WORKSHEET

Complete the Pre-Printed Ballot quantity worksheet per instructions

- # printed- total of all 3 types of ballots from tally sheet
- # spoiled- from spoiled ballot tally sheet
- # remaining- count the ballot stock paper left in the printer
- Total of these numbers should = the # checked out at beginning of day
- If numbers do not match, check the spoiled ballots in envelope and recount the paper in printer. If still not balanced, make a note on the back of the worksheet.

Replace ballot stock in the Pre-printed ballot stock envelope and replace in secure cage

ICX BALLOT QUANTITY WORKSHEET

Complete the ICX Ballot quantity worksheet per instructions

- # printed- total of both types of ballots from tally sheet
- # spoiled- from spoiled ballot tally sheet
- # remaining- count the ballot stock paper left in the printer
- Total of these numbers should = the # checked out at beginning of day
- If numbers do not match, check the spoiled ballots in envelope and recount the paper in printer. If still not balanced, make a note on the back of the worksheet.

Replace ballot stock in the ICX ballot stock envelope and replace in secure cage

BALLOT BOX TEAM – AT LEAST 2 WORKERS

- Retrieve scissors to cut the seal on the Ballot Box
- Separate out **VOTED ICX** ballots, **PRE-PRINTED OR MBP** ballots, **PROVISIONAL/CVR ENVELOPES**, **VBM ENVELOPES** and **Signature Verification Statement or Unsigned Ballot statement (if any)** into separate piles
- Count **VOTED** ballots
 - Bundle ICX and Pre-printed/MBP ballots separately. ICX ballots are 11 inch and Pre-Printed/MBP are 17 inch.
 - Bundle ballots with rubber bands into batches of 50
 - Bundle any remaining ballots with a rubber band and place a note with the number of ballots on it under the band
 - Give count of ballots (total of ICX and Pre-printed/MBP) to the Ballot Official.
- Count **PROVISIONAL/CVR ENVELOPES**
 - Bundle envelopes with rubber bands in groups of 50
 - Bundle any remaining envelopes with a rubber band and place a note with the number of ballots on it under the band
 - Give count and **ENVELOPES** to Provisional/CVR clerk
- Count **VBM** ballots and give ballots and count to the VOTED VBM BALLOT Team so the ballots can be included with the VBM ballots returned to the outside drop off.
- Put Ballot Box Tally into the Envelope for Returned Documents
- Put Signature Verification Statement or Unsigned Ballot Statement in Envelope for Returned Documents
- Place VOTED ICX, Pre-printed and MBP ballots in Envelope for Voted Ballots
- Sign seal for Voted Ballots and complete the total number of ballots contained in the envelope
- Affix seal so envelope cannot be opened without breaking the seal.

- Give Envelope to the VSC Coordinator

VOTED VBM BALLOTS TEAM - AT LEAST 2 WORKERS

- Bring blue ballot box and tally sheet into the VSC from Outside Voter Assistance
- Break seal on blue box
- Remove VBM ballots from the ballot box
- Complete information on the VOTE BY MAIL BALLOTS ENVELOPE- be sure to include the count of VBM ballots returned to the inside ballot box. You will receive this count and the ballots from the Ballot Box Team
- Place ALL VBM ballots **AND** the VBM tally sheet in Envelope for VOTED VBM BALLOTS
- Sign seal and affix it so the envelope cannot be opened without breaking the seal
- Give Envelope to the VSC Coordinator

COMPLETE THE VOTER SERVICE CENTER BALANCING

- To complete the Voter Service Center Balancing Statement gather the following
 - Provisional Voter Roster pages
 - Live (For Here) Voter Roster pages
 - Ballot Issue Tally sheets from MBP and ICX
 - # of Precinct Ballots (from ballot box team)
 - # of Provisional Envelopes (from ballot box team)
- **Complete the VOTER SERVICE CENTER BALANCING STATEMENT. All workers present at closing must sign the Certificate of Packaging and Sealing at the bottom of the statement**

DISTRIBUTE ITEMS USED IN BALANCING AS BELOW and place all envelopes/binders in secure cage:

- Provisional/CVR Roster pages- place in the Envelope for Voted Provisional/CVR ballots
- Live (For Here) Roster pages- place in the Live (For Here) Voter roster binder
- Ballots issued tally sheet from MBP and ICX return to respective envelopes (MBP or ICX)

PROVISIONAL/CVR BALLOT ENVELOPE

- Place Provisional/CVR ballot envelopes in Envelope for Voted Provisional/CVR with roster pages
- Sign seal for Voted Provisional/CVR Ballots and complete the total number of ballots contained in the envelope
- Affix seal so envelope cannot be opened without breaking the seal.
- Give Envelope to the VSC Coordinator

- FOR VSC COORDINATOR:** After completing the Voter Service Center Balance Statement verify all workers present at closing signed the required documents (see required signatures checklist). Refer to the **Envelopes, Collection Center Return Bag, and Precinct Supply Tub** checklists to double-check that everything is located in the correct place and what items to take to the Regional Collection Center.

1. Collection Center Return Bag Contents:

- Envelope for documents to be returned:
Documents to be returned will be listed on the envelope
- Envelope for Voted Ballots containing all voted Live ballots bundled

- Envelope for Provisional Ballots containing provisional/cvr envelopes and provisional voter roster pages
- Envelope for voted VBM ballots containing VBM ballots from ballot boxes and tally sheet

2. Return to the secure cage

- Envelopes for Spoiled Ballots**
 - Spoiled MBP and ICX Ballots
 - Surrendered VBM Ballots
- Envelopes with MBP and ICX ballot stock and Pre-printed ballots**
- All Laptops, tablets and dymo label printers per instructions**

CHECKLIST: SIGNATURES REQUIRED

The following instructions detail all the items that require a signature on Election Day:

What to Sign	Where to Locate	Who Signs	Where it goes now
<input type="checkbox"/> Declaration Page; should be signed when worker starts their shift	<i>Coordinator envelope</i>	ALL WORKERS AT VSC	Envelope for Documents to be Returned
<input type="checkbox"/> Payroll Sheet; should be signed when workers start their shift	<i>Coordinator envelope</i>	ALL WORKERS AT VSC	Envelope for Documents to be Returned
<input type="checkbox"/> Closing Certificate	<i>Envelope Containing all closing materials</i>	ALL WORKERS AT VSC present at closing	Place in Live (For Here) Voter Roster
<input type="checkbox"/> Seals for Envelopes for VOTED ballots Remember to write the <i>total</i> of voted ballots on the seal	<i>Inside envelopes for voted ballots</i>	Four WORKERS AT VSC present at closing	Place on Envelopes for Voted Ballots (Live, VBM, Provisional/CVR) so envelope cannot be opened without tearing the seal
<input type="checkbox"/> Voter Service Center Balance Statement/ Certificate of Packaging & Sealing Form	<i>Envelope Containing all closing materials</i>	ALL WORKERS AT VSC present at closing	Envelope for Documents to be Returned
<input type="checkbox"/> Health Screening Forms	<i>Coordinator Envelope</i>	Each worker prior to starting their shift	Envelope for Documents to be Returned

**CHECKLIST: END OF THE DAY BREAKDOWN
SATURDAY THROUGH MONDAY**

Coordinators: Assign the following set-up tasks to different workers to be completed before the polls open and then review all checklists to make sure all tasks are completed.

ICX		SIGNS	
<input type="checkbox"/>	Complete Ballot Quantity worksheet as instructed above.	<input type="checkbox"/>	Remove the flag and place in supply tub.
<input type="checkbox"/>	Break down and reseal ICX machine as instructed	<input type="checkbox"/>	Remove the VOTE HERE, 100 feet and Polling place signs. Remove all OUTSIDE safety precaution signs.
<input type="checkbox"/>	Turn printer off	<input type="checkbox"/>	LEAVE Voter Service Center hours sign posted.
CHECK IN		PROVISIONAL/CVR	
<input type="checkbox"/>	After balancing process is completed, turn off and secure laptops and printers as instructed.	<input type="checkbox"/>	Leave supplies on table
OUTSIDE VOTER ASSISTANCE		INSIDE VOTER ASSISTANCE	
<input type="checkbox"/>	Breakdown Pop up tent (if provided), table and chairs and bring all supplies and signs into the VSC.	<input type="checkbox"/>	Leave all supplies on table.
<input type="checkbox"/>	Take down directional signs and any cones and return to VSC.	<input type="checkbox"/>	Turn off tablets and return to security cage
<input type="checkbox"/>	Remove any other accessibility equipment in parking lot as specified.	<input type="checkbox"/>	
VOTING AREA		ACCESSIBILITY EQUIPMENT	
<input type="checkbox"/>	Check booths for any extraneous materials- paper, pens etc.	<input type="checkbox"/>	Remove any accessibility equipment and return to VSC
<input type="checkbox"/>	Leave voting area as is		
BALLOT BOX AREA		BALLOT PRINTING	
<input type="checkbox"/>	Leave signs and supplies.	<input type="checkbox"/>	Complete Ballot Quantity worksheets as instructed above.
		<input type="checkbox"/>	After balancing is completed, turn off printer and laptop and secure per instructions
<input type="checkbox"/>	Break down Ballot Box per instructions. Return to supply tub	<input type="checkbox"/>	Leave all supplies

**CHECKLIST: END OF VOTING BREAKDOWN
TUESDAY NOVEMBER 3**

Coordinators: Assign the following set-up tasks to different workers to be completed before the polls open and then review all checklists to make sure all tasks are completed.

ICX		SIGNS	
<input type="checkbox"/>	Complete Ballot Quantity worksheet and secure ballot stock as instructed above. Place ballot quantity worksheet in Envelope for Documents to be Returned	<input type="checkbox"/>	Remove the flag and place in supply tub.
<input type="checkbox"/>	Return all listed supplies to the ICX envelope and all other supplies to supply tub		
<input type="checkbox"/>	Break down and reseal ICX machine as instructed. Turn printer off.	<input type="checkbox"/>	Remove the ALL OUTSIDE SIGNS and place neatly in supply tub
CHECK IN		PROVISIONAL/CVR	
<input type="checkbox"/>	After balancing process is completed, turn off and secure laptops and printers as instructed.	<input type="checkbox"/>	Return listed supplies to Provisional/CVR envelope and place envelope in supply tub.
<input type="checkbox"/>	Return listed supplies to Check -in Envelope		
<input type="checkbox"/>	Return all other supplies neatly to supply tub	<input type="checkbox"/>	Replace all other supplies neatly in supply tub
OUTSIDE VOTER ASSISTANCE		INSIDE VOTER ASSISTANCE	
<input type="checkbox"/>	Breakdown Pop up tent (if provided), table and chairs and bring all supplies and signs into the VSC. Replace listed supplies in the Outside Voter Assistance Envelope. Return all other supplies neatly to the supply tub	<input type="checkbox"/>	Replace all listed supplies in the Voter Assistance envelope and return envelope to supply tub
<input type="checkbox"/>	Take down directional signs and any cones and return to VSC.	<input type="checkbox"/>	Return all other supplies neatly to the supply tub
<input type="checkbox"/>	Remove any other accessibility equipment in parking lot as specified.	<input type="checkbox"/>	Turn off tablets and return to security cage
VOTING AREA		ACCESSIBILITY EQUIPMENT	
<input type="checkbox"/>	Check booths for any extraneous materials- paper, pens etc.	<input type="checkbox"/>	Remove any accessibility equipment and return to VSC for delivery crew to pick up
<input type="checkbox"/>	Leave voting booth set up for the Delivery crew to take down.		
BALLOT BOX AREA		BALLOT PRINTING	
<input type="checkbox"/>	Replace all listed supplies in the Ballot Box envelope and return envelope to supply tub. Return all other supplies neatly to the supply tub.	<input type="checkbox"/>	Complete Ballot Quantity worksheets as instructed above. Place Ballot Quantity worksheets in Documents to be returned

<input type="checkbox"/> Break down Ballot Box per instructions. Return to supply tub.	<input type="checkbox"/> After balancing is completed, turn off printer and laptop and secure per instructions Replace all listed supplies in the MBP envelope and return envelope to supply tub. Return all other supplies neatly to the supply tub.
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LEAVING THE VOTER SERVICE CENTER (SATURDAY – MONDAY)

Bring to the Collection Center		Return to the security cage	
(Two persons are required to accompany the ballots to the collection center. If the two persons cannot maintain proper physical distancing in the same vehicle, they can drive separately to the collection center. <u>EC §15201(3) & 15202</u>)			
<input type="checkbox"/>	Envelope for Voted Ballots	<input type="checkbox"/>	All laptops, tablets and dymo label printers
<input type="checkbox"/>	Envelope for Voted Provisional Ballots	<input type="checkbox"/>	All ballot stock and pre-printed ballots
<input type="checkbox"/>	Envelope for Voted VBM Ballots	<input type="checkbox"/>	Cell phones
<input type="checkbox"/>	Envelope for Documents to be Returned	<input type="checkbox"/>	Live (for Here) Voter Roster
<input type="checkbox"/>	Receipt for Precinct Supplies	<input type="checkbox"/>	

LEAVING THE VOTER SERVICE CENTER TUESDAY NOVEMBER 3

Bring to the Collection Center		Return to the security cage	
Two persons are required to accompany the ballots to the collection center. If the two persons cannot maintain proper physical distancing in the same vehicle, they can drive separately to the collection center. <u>EC §15201(3) & 15202</u>			
<input type="checkbox"/>	Envelope for Voted Ballots	<input type="checkbox"/>	All laptops, tablets and dymo label printers. ICX and printer per instructions
<input type="checkbox"/>	Envelope for Voted Provisional Ballots	<input type="checkbox"/>	All ballot stock and pre-printed ballots
<input type="checkbox"/>	Envelope for Voted VBM Ballots	<input type="checkbox"/>	

<input type="checkbox"/>	Envelope for Documents to be Returned	Leave at Voter Service Center for delivery crew pickup on Wednesday	
<input type="checkbox"/>	Live (for Here) Voter Roster binder	<input type="checkbox"/>	Voting Booths and ICX tables- do not dismantle
<input type="checkbox"/>	Cell phones	<input type="checkbox"/>	Precinct supply tubs with all loose supplies repacked except those listed above
<input type="checkbox"/>	Receipt for Precinct Supplies		

CHALLENGING A VOTER

<p>Any member of the VSC Board may challenge a person’s right to vote for any of the six reasons stated: (NEVER TURN A VOTER AWAY FROM THE VOTER SERVICE CENTER. ALWAYS OFFER A PROVISIONAL/CVR BALLOT AND WRITE THE REASON FOR THE CHALLENGE ON THE PROVISIONAL CVR BALLOT UNDER COMMENTS.)</p>	<p>That the voter:</p> <ul style="list-style-type: none"> is not the person they are stating to be. is not a resident of the county and does not intend to return to the county. is not a citizen of the United States. has previously voted in this election either by Vote-by-Mail ballot or at a polling place. presently on parole for the conviction of a felony. not 18 years of age at the time of this election. <p>Consult the chart in the precinct supplies titled “Challenged Voter Procedure” or your “Election Officers Digest” for details.</p>
<p>Challenge List</p>	<p>Complete the information needed on the Challenge List, in Roster, for every voter challenged.</p>

VOTERS WHO NEED ASSISTANCE

<p>Voter indicates he/she wishes to use the ICX Ballot Marking Device:</p>	<ul style="list-style-type: none"> Check in will direct voter to the ICX area ICX Clerk will issue the voter the blank ICX ballot and insert the Activation Card into the ICX Ballot Marking Device. Make sure the voter is comfortable and he/she understands how to use the device to make their ballot selections, confirm and print the ballot, and the use of the secrecy envelope.
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	<ul style="list-style-type: none"> • Direct the voter to the Ballot Box Clerk to deposit the marked ballot. <p>For further information, see the ICX manual</p>
Voter Unable To Sign Roster:	<ul style="list-style-type: none"> • The voter can make a mark and it must be witnessed by another person. • A precinct worker may serve as a witness. • The witness must sign their name alongside the mark • <i>A signature stamp can be used and does not require a witness to sign</i>
Voter Requests Assistance:	<ul style="list-style-type: none"> • A voter may request assistance in marking the ballot in lieu of using the ICX Ballot Marking Device. • The person(s) assisting cannot be the voter’s employer, or an agent of the voter’s employer, or an officer or agent of the voter’s union. • A VSC worker may assist. • Print the voter’s name on the “Assisted Voters List” in the Roster. • No signatures are required on the “Assisted Voters List”
Voter wishes to Vote a Ballot in Spanish	<ul style="list-style-type: none"> • Check in will direct voter to the ICX area • ICX Clerk will issue the voter the blank ICX ballot and insert the Activation Card into the ICX Ballot Marking Device. • Make sure the voter is comfortable and he/she understands how to use the device to make their ballot selections, confirm and print the ballot, and the use of the secrecy envelope. • Direct the voter to the Ballot Box Clerk to deposit the marked ballot. <p>For further information, see the ICX manual</p>

CURBSIDE VOTER

Voter cannot enter the polling place



- Outside Voter Assistance Clerk will have voter complete a Request for Curbside Voting form and call the Voter Service Center Coordinator to notify him/her that voter is waiting to vote curbside.
- Check in will determine if the voter is eligible to vote by locating their name in the Vote Center Application.
NOTE: If the voter is not in the Vote Center application, they must vote a Provisional/CVR ballot.
- Print a label and affix it to a roster page or if Voter must vote provisionally complete the provisiona/CVR envelope with the Voting Precinct # and Ballot Type.
- Have the Ballot Official issue the proper ballot
- NOTE: BEFORE TAKING VOTING MATERIALS TO VOTER, PUT ON GLOVES AND FACE SHIELD. Take the roster page, secrecy sleeve, (or Provisional/CVR envelope) pen, ballot, clipboard and anything else necessary to the voter. Return the Roster to Ballot issue once the voter has signed it.
- Allow the voter sufficient time to mark the ballot.
- Retrieve the voted ballot, in its secrecy sleeve or Provisional/CVR envelope and deposit it in the Ballot Box
- See Health and Safety Manual for Further information on proper use and disposal of PPE781-1

VOTERS WITH CHILDREN

Voter brings children to vote with them	<ul style="list-style-type: none">• Minor children may accompany a voter into the voting booth• The child or children must be under the voter's control at all times.
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ASSISTING VOTERS WITH SPECIAL NEEDS

What to Do:	What Not to Do:
<ul style="list-style-type: none">• Treat the person as a person rather than a disability.• Always treat the person as an adult.• Speak directly to the person• Show respect for the individual• Feel free to ask the person to repeat their comment if you did not understand them• Ask the person before you assist them• Keep accessible paths of travel clear for easy access• Identify yourself to a person who is blind• Offer your arm to a person who is blind and let them hold it as you guide them to their destination• Let a person who is deaf read your lips as you talk (Put on a face shield and remove mask)• Use a pen and paper for complex communication with a person who is deaf	<ul style="list-style-type: none">• Do not pretend to understand if you do not• Do not push or touch a person or their wheelchair without permission• Do not reach across a person in a wheelchair to shake someone's hand• Do not speak to the interpreter or aid instead of the person with a disability• Do not use baby talk or talk down to the person• Do not make assumptions about the abilities of an individual, ask them.• Do not use outdated terms like handicapped, retarded, or crippled.• Do not move a wheelchair without permission and letting the person know before you begin to move them• Do not ask a person in a wheelchair to hold things for you• Do not shout at the person

DISABILITY SENSITIVITY AT THE POLLS

CALIFORNIA SECRETARY OF STATE

Meeting Someone Who Has a Visual Impairment

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- **Guiding.** If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

Communicating With Someone Who Is Deaf or Uses an Assistive Hearing Device

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

DISABILITY SENSITIVITY AT THE POLLS

CALIFORNIA SECRETARY OF STATE

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting With a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

ELECTION DAY: IMPORTANT INFORMATION

PHONE NUMBERS

Emergency Assistance:	<ul style="list-style-type: none"> DIAL 911 for immediate assistance if in need of ambulance, police, or fire department
Non-Emergency Assistance:	<ul style="list-style-type: none"> (805) 781-1888 for Election Office assistance.
If an accident has occurred:	<ul style="list-style-type: none"> YOU MUST CALL the Elections Office immediately: (805) 781-4106

NEWS MEDIA

Questions or Interviews	<p>If contacted by any representative of the newspaper, radio or TV news media:</p> <ul style="list-style-type: none"> Any information available to the general public may be provided. Call the Elections Office at (805) 781-1888 if you are unsure or uncomfortable with what information to provide.
Pictures or Filming	<p>If members of the media wish to take pictures at the VSC, keep in mind the following:</p> <ul style="list-style-type: none"> Members of the media MUST wear a face covering. Their activities must not interfere with the voting process. They may not be in the area of the voting booths Permission of the voters at the VSC must be obtained before any picture taking or filming is done. State law prohibits ANYONE from filming voters entering or leaving a polling place for the purposes of intimidation.

POLL WATCHERS

<p>Poll Watchers are usually people working for a candidate or a political party and they have the following rights and limitations.</p> <p>NOTE: ALL POLLWATCHERS MUST WEAR FACE COVERINGS AND OBSERVE SOCIAL DISTANCE REQUIREMENTS</p>	
May	May Not
<ul style="list-style-type: none"> Observe the proceedings at the polls including the closing procedures. 	<ul style="list-style-type: none"> Be in the area of the voting booths or at the precinct worker's table. Interfere with the Election process in any way. Wear campaign hats, buttons, etc. in violation of the law governing electioneering.
<p><i>For more detailed information, visit</i> https://elections.cdn.sos.ca.gov/pdfs/observation-rights-responsibilities.pdf <i>to access "Election Observations Rights and Responsibilities – January 2020"</i> <i>from the CA Secretary of State</i></p>	

ELECTIONEERING

<p>It's The Law</p>	<ul style="list-style-type: none"> • Electioneering means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a voter service center, an elections official's office, a ballot drop box or a satellite location under EC §319.5. • Prohibited electioneering includes, but is not limited to, any of the following: <ul style="list-style-type: none"> a) Display of a candidate's name, likeness, or logo. b) A display of a ballot measure's number, title, subject, or logo. c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information. d) Dissemination of audible electioneering information.
<p>Who does it apply to?</p>	<ul style="list-style-type: none"> • The law applies to everyone at the polling place, including workers. Any person who violates any of these provisions is guilty of a misdemeanor.
<p>What can I do?</p>	<ul style="list-style-type: none"> • Courteously remind voters to remove or cover any items they may be wearing and discourage any verbal campaigning. If you need assistance at your polling place, contact your Precinct Assistant or the Elections Office.

EXIT POLLING

<p><i>Exit polling is not electioneering</i></p>	<ul style="list-style-type: none"> • Exit polling is talking to a voter after the voter has voted and left the polling place about topics relating to the election. • All exit polling must be done at least 25 feet from the exit of the poll.
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REFERENCE GUIDE FOR ENVELOPES AND BALLOTS

ID/RETURN VBM ENVELOPE FRONT

 <p>Return Envelope Official Ballot To be opened only by Canvassing Board</p>	 <p>OFFICIAL ELECTION MAIL <small>Authorized by the U.S. Postal Service</small></p>	 <p>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</p> 
<p>Residence Address (If different, please correct below)</p> <p>_____</p>		
<p>VOTING TWICE IN AN ELECTION IS A CRIME. ↓ VOTER SIGN HERE IN INK (Power of attorney is not acceptable) ↓</p> <p>X _____</p>		
<p>BUSINESS REPLY MAIL FIRST-CLASS MAIL PERMIT NO. 768 SAN LUIS OBISPO, CA POSTAGE WILL BE PAID BY ADDRESSEE SAN LUIS OBISPO COUNTY RECORDER REGISTRAR OF VOTERS PO BOX 8102 SAN LUIS OBISPO CA 93403-9904</p>		
<p>DATE _____ If you are unable to sign, make your mark and have a witness sign below: Witness X _____</p>		

ID/RETURN ENVELOPE BACK

<p>I authorize the person below to return my ballot:</p> <p>_____</p> <p>Their name</p> <p>_____</p> <p>Their signature</p> <p>_____</p> <p>Relationship to voter</p>	 <p>WHERE'S MY BALLOT?</p> <p>Haven't signed up for ballot tracking? It's not too late - Sign up at wheresmyballot.sos.ca.gov</p>
<p>Did you...</p> <ul style="list-style-type: none">• Sign the voter's declaration in your own handwriting?• Put your ballot in the envelope and safely seal it?• Make a mistake on your ballot and want a new one? <p>If so, please contact the Elections Office for further instructions at 805-781-5228.</p>	

PROVISIONAL/CVR ENVELOPE: FRONT



County of San Luis Obispo Elections

Provisional and Conditional Voter Registration Envelope

Qualifications	1	I am: <input type="checkbox"/> a US citizen and resident of the State of California <input type="checkbox"/> 18 years or older <input type="checkbox"/> voting my one and only ballot for this election		
Affidavit You must sign in the box for your registration to be complete and your vote to count.	2	<p>I swear or affirm that: I am a U.S. citizen and a resident of the State of California and at least 18 years of age. I am not currently in state or federal prison or on parole for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.</p> <p>X </p> <p style="text-align: center;">Signature of voter Date signed –Month/Day/Year</p>		
Your legal name	3	<p>Optional prefix: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss</p> <p>First Name: _____ Middle: _____</p> <p>Last Name: _____</p>		
Identification	4	<p>Date of birth ____/____/____ U.S. state or foreign country of birth _____ MM DD YYYY</p> <p>CA driver's license or ID card # _____ SSN (last 4 numbers) _____</p>		
The address where you live. Do not use P.O. Box #	5	<p>Home address: _____</p> <p>City _____ State _____ Zip _____ Country _____</p> <p>If you do not have a street address, describe where you live including cross streets, route, N, S, E, W, etc. _____</p>		
The address where you receive mail	6	Mailing address – if different from above or a PO box # (Include City, State, & Zip Code) _____		
Political Party Preference	7	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>I want to choose a political party preference</p> <p><input type="checkbox"/> American Independent Party <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other (specify): _____</p> <p>I do not want to choose a political party preference. <input type="checkbox"/> No Party / None</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Permanent vote by mail:</p> <p>I want to get my ballot by mail before each election*: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>* If yes, you will get your ballot by mail before each election that you qualify to participate in.</small></p> </td> </tr> </table>	<p>I want to choose a political party preference</p> <p><input type="checkbox"/> American Independent Party <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other (specify): _____</p> <p>I do not want to choose a political party preference. <input type="checkbox"/> No Party / None</p>	<p>Permanent vote by mail:</p> <p>I want to get my ballot by mail before each election*: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>* If yes, you will get your ballot by mail before each election that you qualify to participate in.</small></p>
<p>I want to choose a political party preference</p> <p><input type="checkbox"/> American Independent Party <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other (specify): _____</p> <p>I do not want to choose a political party preference. <input type="checkbox"/> No Party / None</p>	<p>Permanent vote by mail:</p> <p>I want to get my ballot by mail before each election*: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>* If yes, you will get your ballot by mail before each election that you qualify to participate in.</small></p>			
Registration History	8	<p>If you were previously registered or pre-registered to vote, include previous residence address here:</p> <p>Residence Address _____ City _____ Zip _____ County/State _____</p>		
Contact Info		<p>Telephone number: _____ Email address: _____</p>		

PROVISIONAL/CVR ENVELOPE: BACK

Voted Ballot Enclosed

To be opened by the Canvassing Board at the Elections Office

The elections official assisting the voter completes this section.

Precinct Worker name: _____ Precinct #: _____

- Voter checked U.S. citizen box, completed, and signed the other side of this envelope

Check appropriate box:

- Voter's name not in the Roster, Supplemental Roster or Inactive Roster.
- Voter moved and did not re-register to vote
- VBM Voter - VBM ballot already returned (verified in Roster or per phone call to Election Call Center)
- Mail Ballot Precinct Voter voting at Polling Place
- ID Required - Voter has no identification to show Roster clerk
- Presidential Primary ONLY – voter requests a party ballot different from the voter's party shown on the Roster. Party Ballot Requested: _____
- Miscellaneous: _____

The Elections Department staff completes the section below during the official canvass.

- Green light** – Count if ALL conditions are met:
- Voter is active
 - No VBM has been returned, no provisional has been issued, and no voter participation history exists
 - Voter does NOT have any unprocessed list maintenance messages in VoteCal
- Yellow light** – Review the voter's record if:
- Voter is not active, or
 - Voter has unprocessed list maintenance messages in VoteCal, or
 - Voter moved to San Luis Obispo County after 15-day close of reg.
- Red light** – Do not count if:
- Voter has voted in this election, or
 - Voter participation history exists for this election.

<input type="checkbox"/> Count	<input type="checkbox"/> Provisional Voter <input type="checkbox"/> CVR Voter
Precinct Voted & BT: _____	Correct Pct & BT: _____
Party Voted: _____	Party (Primary): _____
Voter ID#: _____	<input type="checkbox"/> Duplicate Ballot
<input type="checkbox"/> Don't Count	Initials of reviewer:
<input type="checkbox"/> Already Voted/VBM	1st check: _____
<input type="checkbox"/> Incomplete/Illegible	2nd check: _____
<input type="checkbox"/> Signature Mismatch	Final: _____
<input type="checkbox"/> No Signature	
<input type="checkbox"/> Invalid Address	
<input type="checkbox"/> No Ballot enclosed	
<input type="checkbox"/> Other: _____	

**GREEN ENVELOPE
FOR USE AT OUTSIDE VOTER ASSISTANCE WHEN VOTER HAS A VBM BALLOT BUT
NO ENVELOPE**

NOTICE: The voter must sign the declaration below in his or her own handwriting in order for the ballot to be counted. Your voted absentee ballot must be received by the Elections Department or any polling place in San Luis Obispo County by the close of the polls (8:00 pm) Election day.

IMPORTANT: Complete information below ONLY if this ballot is hand delivered to the Elections Office or to the Precinct Board at any Polling Place within the County on election day by someone other than the voter.

DECLARATION OF VOTER

I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for an absent voter ballot from any other jurisdiction for the same election. I declare under penalty of perjury under the laws of the State of California that the foregoing declarations are to the best of my knowledge and belief true and correct. VOTING TWICE IN THE SAME ELECTION CONSTITUTES A CRIME.

SIGN HERE John Q. Voter
Signature of Voter (Do Not Print/ Ballot will not be counted without signature)

555 Main St.
Residence address in San Luis Obispo County (P O Box not acceptable)

Date: 01/10/08

If you have spoiled your ballot and wish another sent to you, enclose the spoiled ballot and mark a check in this box...

IF the voter is unable to sign his/her name, he/she may mark an "X" and have it witnessed by one (1) person.

Witness X _____

COMPLETE THIS BOX IF BALLOT IS RETURNED BY A DESIGNEE

Due to illness or disability, I designate the following person to return my ballot to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Relationship (circle one): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in voter's household.

_____ X _____
Print name of designee returning ballot Signature of designee returning ballot

**VOTE BY MAIL BALLOT RETURNED TO THE POLLS
WITHOUT THE RETURN ENVELOPE**

Voter **MUST SIGN** on signature space on left side of envelope.

Printed Name JOHN Q. VOTER

Residence Address 555 MAIN ST.

ANDY TOWN

MUST BE COMPLETED LEGIBLY

VOTER MUST SIGN OR THE BALLOT CANNOT BE COUNTED

**EXAMPLES OF BALLOTS
PRE-PRINTED /MBP BALLOT**

<p>CON. 213 BT. 007 007578</p>	<p>VOTER STUB OFFICIAL BALLOT CONSOLIDATED PRESIDENTIAL GENERAL ELECTION - NOVEMBER 3, 2020 SAN LUIS OBISPO COUNTY, CALIFORNIA <small>This Ballot Stub Shall be Removed and Retained by the Voter.</small></p>	
		
<p>VOTE BY MAIL CON 213 BT-7</p>	<p>OFFICIAL BALLOT CONSOLIDATED PRESIDENTIAL GENERAL ELECTION - NOVEMBER 3, 2020 SAN LUIS OBISPO COUNTY, CALIFORNIA</p> <p><small>Instructions to Voters: To vote for all of the electors of a party, fill in the oval next to the names of the presidential and vice presidential candidates of that party. A filled oval next to the name of a party and its presidential and vice presidential candidates, is a vote for all of the electors of that party, but for no other candidates. For all other contests, to vote for a candidate whose name appears on the ballot, fill in the oval next to the candidate's name. To vote for a person whose name is not on the ballot, fill in the oval next to the write-in line and write in the candidate's name. Do not vote for more than the number of candidates allowed. To vote on a measure, fill in the oval next to the word "YES" or the word "NO". Marking the ballot outside of the designated space to vote for a candidate or measure may compromise the secrecy of the ballot. If you tear, deface, or wrongly mark this ballot, return it to get another. <i>TO VOTE, USE BALLPOINT PEN WITH DARK INK, TO FILL IN THE OVAL COMPLETELY LIKE THIS: ●</i></small></p>	
<p>PARTY-NOMINATED OFFICES <small>The party label accompanying the name of a candidate for party-nominated office on the general election ballot means that the candidate is the official nominee of the</small></p>	<p>MEMBER OF THE STATE ASSEMBLY 35TH DISTRICT</p>	<p>16 ALLOWS DIVERSITY AS A FACTOR IN PUBLIC EMPLOYMENT, EDUCATION, AND CONTRACTING DECISIONS.</p>

ICX Ballot

<p>OFFICIAL BALLOT CONSOLIDATED PRESIDENTIAL PRIMARY ELECTION MARCH 3, 2020 SAN LUIS OBISPO COUNTY, CALIFORNIA DEMOCRATIC PARTY</p>	
<p>304</p>	<p align="right">Ballot Type 4 Democratic</p>
	
<p>PRESIDENTIAL PREFERENCE BLANK CONTEST</p> <p>UNITED STATES REPRESENTATIVE 24th District BLANK CONTEST</p> <p>STATE SENATOR 17th District BLANK CONTEST</p> <p>MEMBER of the ASSEMBLY 35th District BLANK CONTEST</p> <p>COUNTY SUPERVISOR 3rd District BLANK CONTEST</p> <p>PROPOSITION 13 BLANK CONTEST</p>	

GLOSSARY

The following terms are used throughout the manual and in class. Knowing these terms makes it easier to understand Election Day procedures and makes interacting with voters more comfortable. Capitalized words are other terms defined in this glossary.

ADOPT-A-POLL	Program where community groups are staffing various VOTER SERVICE CENTERS on Election Day
ASSISTED VOTER LIST	List on the first page of the ROSTER where VSC WORKERS note any VOTERS who received assistance when voting on Election Day.
BALLOT(S)	The actual card on which each VOTER makes their choice on the issues to be decided at the current election. San Luis Obispo County uses THREE (3) forms of ballots, blank ballot stock for the Mobile Ballot printer (MBP) , pre-printed precinct ballots (for emergency backup) and blank ballot stock used by the ICX ballot marking machine to assist voters with or without disabilities to select, mark, and print the results for tabulation.
BALLOT BOX	The sealed box where voted BALLOTS are placed, may also be a hard sided bag with a zippered closure
BALLOT BOX TALLY	The list of numbers BALLOT BOC clerk to keep track of the number of BALLOTS deposited into the BALLOT BOX.
BALLOT SERIAL NUMBER	The identifying number on the stubs of each BALLOT. On the Pre-printed ballots the stubs are at the top of the BALLOT. The ICX BALLOTS and MBP ballots have no stub.
BALLOT STATEMENT	Form completed at the Voter Service Center every night of voting to account for number of BALLOTS and VOTERS.
BALLOT TYPE	The unique combination of contests listed on a BALLOT card make up a ballot type. The ballot type is indicated on the VOTERS label.
COLLECTION CENTER	Designated areas throughout the county where VOTER SERVICE CENTER COORDINATORS are to return COLLECTION CENTER RETURN BAG daily
COLLECTION CENTER RETURN BAG	Bag for PRECINCT WORKERS to return specific election supplies to the COLLECTION CENTER daily.

CERTIFICATE OF PACKAGING AND SEALING:	The bottom part of the VOTER SERVICE CENTER BALLOT STATEMENT. PRECINCT WORKERS present at closing sign this verifying the accuracy of the election.
CHALLENGE LIST	The list located on the front page of the ROSTER for CHALLENGED VOTERS.
CHALLENGED VOTER	A VOTER whose ELIGIBILITY TO VOTE is orally challenged by the VSC BOARD for specific reasons.
CLOSING CERTIFICATE	All VSC WORKERS present at closing must sign the CLOSING CERTIFICATE located at the back of the ROSTER.
CONDITIONAL VOTER REGISTRATION (CVR)	California's Conditional Voter Registration (CVR) program began on January 1, 2017 after the certification of the Statewide Voter Registration Database. CVR allows an individual during the 14 days prior to Election Day through Election Day to register conditionally to vote with their County Elections Official and complete a Provisional/CVR Envelope (registration) and cast a provisional ballot.
CONTAINER FOR VOTED BALLOTS	The box(es) which BALLOTS were delivered becomes the box(es) to return the VOTED BALLOTS to the COLLECTION CENTER on ELECTION night.
COORDINATOR	The person in charge of the Voter Service Center.
CVR	See CONDITIONAL VOTER REGISTRATION (CVR).
DECLARATION OF VSC OFFICERS	The statement located on the inside front cover of the ROSTER. Each VSC WORKER must sign this declaration and have it witnessed before beginning their assigned duties.
ELECTIONEERING	Any activity which tries to influence VOTERS about an issue or candidate being voted on in the current election or the collection of signatures for initiative/recall/referendum petitions. <i>This activity is prohibited within 100 feet of the building in which voting is taking place.</i>
ELIGIBILITY TO VOTE	Anything relating to whether or not a specific VOTER can cast a BALLOT during voting.

ENVELOPE FOR DOCUMENTS TO BE RETURNED	The envelope for returning pertinent documents to the Collection Center for every day of voting. The contents are listed on the front of the Envelope.
ENVELOPE FOR VOTED BALLOTS	The envelope for returning VOTED (LIVE) BALLOTS for every day of voting.
ENVELOPE FOR VOTED PROVISIONAL/CVR BALLOTS	The envelope for returning VOTED PROVISIONAL/CVR BALLOTS and Provisional/CVR roster for every day of voting.
ENVELOPE FOR VOTED VBM BALLOTS	The envelope for returning all VOTED VBM BALLOTS and tally sheet for every day of voting.
EXIT POLLING	Surveys taken by the news media and others as VOTERS leave selected POLLING PLACES to predict the outcome of specific contests. <i>The people taking an exit poll must be at least 25 feet from the polling place and not interfere with voting.</i>
FACSIMILE BALLOT AND INSTRUCTIONS	All precincts will post a Spanish facsimile ballot and instructions and certain precincts will post an additional Tagalog facsimile ballot. Facsimile ballots must be conspicuously posted, and one facsimile ballot must be available for voters to take into booths to be used as reference (EC §14201(a)). In addition, a sign must be posted near the index of registration informing voters of facsimile ballots, in language required and available (EC §14201(c)(3)).
HELP AMERICA VOTE ACT (HAVA):	Federal legislation in which some parts requiring uniform procedures at the polls for federal elections.
ICX CLERK	The VSC WORKER assigned to assist VOTERS using the ICX Ballot Marking Device.
ID ENVELOPE	The IDENTIFICATION (ID) ENVELOPE for a VOTE-BY-MAIL BALLOT. The voter must sign the envelope and the signature must match the signature on the VOTER REGISTRATION CARD for the envelope to be opened and the ballot counted.
OUTSIDE VOTER ASSISTANCE	Drive up VBM ballot drop and off and assistance with curbside voting.
POLL WATCHERS	One or more person who is interested in observing Voter Service Center procedures during in person voting. They may not interfere with voting or VSC work.

PRECINCT	A specific geographical area consisting of one or more unique political district(s). VOTERS within this area vote on a ballot with combination of contests in these districts. (also known as a VOTING PRECINCT)
PRECINCT WORKER(S)	The friendly, underpaid people assigned to a VOTER SERVICE CENTER for the voting days
PROVISIONAL/CVR BALLOT	A BALLOT issued to a VOTER whose ELIGIBILITY TO VOTE cannot be determined. There are various reasons for this. (See also PROVISIONAL/CVR BALLOT ENVELOPE and PROVISIONAL/CVR VOTER). After voting, the BALLOT is sealed in a PROVISIONAL/CVR BALLOT ENVELOPE, then deposited in the BALLOT BOX.
PROVISIONAL/CVR BALLOT ENVELOPE	An envelope with a pink border which encloses a voted PROVISIONAL/CVR BALLOT. It must be completed legibly by both the VSC WORKER and the VOTER. After the PROVISIONAL/CVR BALLOT has been placed inside the envelope, it is sealed and deposited in the BALLOT BOX.
PROVISIONAL/CVR CLERK	VSC WORKER with the responsibility of processing PROVISIONAL/CVR VOTERS
PROVISIONAL/CVR VOTER	A VOTER whose ELIGIBILITY TO VOTE cannot be determined by the VSC BOARD on Election Day. This VOTER must vote a PROVISIONAL/CVR BALLOT.
REDISTRICTING	Following each census, the political district lines are redrawn to equalize the population served by each district. The US Congressional, State Senate, and State Assembly lines were redrawn by the State Commission on Redistricting. The Board of Supervisors' district lines were adopted by the Board of Supervisors. These changes in lines were in effect as of the June 2012 primary election.
REGIONAL COLLECTION CENTER	The County Clerk-Recorder's offices in San Luis Obispo and Atascadero where BALLOTS and other supplies will be returned at the end of each voting day
ROSTER	The page where a voter's label is affixed and the VOTER signs.

<p>SECRECY SLEEVE (PRECINCT BALLOT)</p>	<p>Sleeves or folders used to allow the VOTER to cover their BALLOT when depositing the BALLOT into the BALLOT BOX with complete privacy. All voters, except those receiving PROVISIONAL/CVR BALLOTS must receive a SECRECY SLEEVE with their BALLOT.</p>
<p>SPOILED BALLOT</p>	<p>A BALLOT on which a VOTER makes an error. The voter returns the spoiled ballot to the ballot issue or ICX to obtain a new one. The Ballot/ICX clerk places a "SPOILED PRECINCT BALLOT" sticker across the front/top and the back/bottom of the BALLOT. The ROSTER CLERK marks the SPOILED BALLOT TALLY and logs the Voter's name before issuing a replacement ballot . A VOTER may receive no more than three BALLOTS.</p>
<p>STREET LOOK-UP</p>	<p>The application used to determine a voter's VOTING PRECINCT for any voter completing a CVR or voting provisionally</p>
<p>SUPPLY TUB</p>	<p>The large plastic tub delivered to the VSC containing the supplies needed to facilitate the work of the VOTER SERVICE CENTER on Election Day.</p>
<p>SURRENDERED BALLOT</p>	<p>An unvoted or spoiled VOTE-BY-MAIL BALLOT, enclosed in the ID ENVELOPE, which is given to the CHECK IN OFFICIAL.</p>
<p>VBM</p>	<p>Abbreviation of VOTE-BY-MAIL</p>
<p>VOTED VOTE-BY-MAIL BALLOTS</p>	<p>VOTE-BY-MAIL BALLOTS that are voted and returned to the VOTER SERVICE CENTER during in person voting VOTED VOTE-BY-MAIL BALLOTS must be in an ID ENVELOPE and signed.</p>
<p>VOTE-BY-MAIL BALLOTS</p>	<p>The ballot mailed to all VOTERS. The voter may vote the ballot and return it by mail, to a designated BALLOT DROP BOX or to a VOTER SERVICE CENTER before the close of the polls on Election Day. The voter may also drop it off in person at the Elections office. BALLOTS that are mailed must be postmarked no later than November 3 and received by November 14.</p>
<p>VOTED BALLOTS</p>	<p>ALL BALLOTS cast by voters at the VOTER SERVICE CENTER. They will be placed in the ENVELOPES FOR VOTED BALLOTS, FOR VOTED VBM BALLOTS AND FOR VOTED PROVISIONAL/CVR BALLOTS for return to the Collection Center.</p>

VOTER	A person who is a citizen of the United States, a resident of California, is 18 years old on Election Day, is not in prison or on parole for having committed a felony, and has completed a VOTER REGISTRATION CARD. A voter must have registered in their county of residence at least 15 days before the Election to be eligible to vote, with the exception of CVR voters.
VOTER ASSISTANCE OFFICIAL	Official who can assist voters and direct the voter to the proper line- either check in or Provisional/CVR
VOTER REGISTRATION CARD (VRC)	The form completed under penalty of perjury by a VOTER to certify their eligibility to VOTE.
VOTER SERVICE CENTER	One of the locations open during the 4 days of in person voting for the November 3, 2020 election. Any VOTER can go to any VSC located in the county.
VOTER STUB	The stub retained by the VOTER as proof they voted. The VOTER STUB is at the top of the PRECINCT BALLOT. ICX BALLOTS DO NOT HAVE STUBS.
VOTING BOOTH	The privacy booths where VOTERS mark their BALLOTS.
VOTING PRECINCT	Individual PRECINCTS are combined (or consolidated) for voting purposes. PRECINCT
VSC ASSISTANT	Troubleshooter and resource for a number of VOTER SERVICE CENTERS

CHECKLISTS: VSC COORDINATOR

All tasks include the question: Have you called Precinct Assistant or Election Office with questions or discrepancies?

PRE-ELECTION DAY

	Task
<input type="checkbox"/>	Reviewed Manual? Marked items of special interest?
<input type="checkbox"/>	Called workers? Set time to be there each day? Any special needs?
<input type="checkbox"/>	Building key/entry arrangement as specified by the Elections Office
<input type="checkbox"/>	Know time for delivery of equipment for set up of Voter Service Center?
<input type="checkbox"/>	Schedule of jobs for workers during day prepared?
<input type="checkbox"/>	Schedule of breaks prepared?
<input type="checkbox"/>	If you have any 1 st time workers, practice session scheduled (if necessary)
<input type="checkbox"/>	Cell phone #'s exchanged?
<input type="checkbox"/>	Know how to work County issued cell phone?

PREPARING FOR OPENING

	Task
<input type="checkbox"/>	Set up for Voting: Voter Service Center set-up according to plan.
<input type="checkbox"/>	Inside information posted (if possible ahead of time)?
<input type="checkbox"/>	Once inventoried, return all ballot and ballot stock to the security cage and all supplies to the supply tubs

ELECTION MORNING: SETUP

	Task
<input type="checkbox"/>	All necessary information posted?
<input type="checkbox"/>	All stations set up per checklist.
<input type="checkbox"/>	Is all equipment turned on and functional (ICX, Printers, Laptops, Tablets)
<input type="checkbox"/>	Badges worn, Election pins for all (or check with Precinct Assistant to obtain pins for all?)

<input type="checkbox"/>	Issue ballot stock to MBP and ICX
<input type="checkbox"/>	Ballot Boxes (inside and curbside drop off) ready for first voter to verify it is empty? Locking seal is available to seal box after verification?
<input type="checkbox"/>	VSC workers declaration signed and witnessed?
<input type="checkbox"/>	Payroll Sheet signed by all present at opening?
<input type="checkbox"/>	Workers know job to begin the day?
<input type="checkbox"/>	Everyone knows lunch/dinner/break schedule but understands it may change?
<input type="checkbox"/>	Who to ask if there are special circumstances or where to look to solve extraordinary situations as they occur?

ELECTION DAY: THROUGHOUT

	Task
<input type="checkbox"/>	Check hourly to make sure the Ballot Box Tally Sheets are being used correctly?
<input type="checkbox"/>	Checking in with VSC workers to ensure they are taking breaks and lunches and rotating duties?
<input type="checkbox"/>	Voting booths being checked after each voter and cleaned regularly?
<input type="checkbox"/>	Frequently touched surfaces are being cleaned regularly?

ELECTION DAY: PREPARING FOR CLOSING

	Task
<input type="checkbox"/>	Reviewed Closing Procedure in manual once more? Reviewed Closing Checklist below?
<input type="checkbox"/>	Regional Collection Center location known (on back page of Manual)?
<input type="checkbox"/>	Coordinator knows who goes with them to the Regional Collection Center
<input type="checkbox"/>	Know which forms/seals need to be signed?
<input type="checkbox"/>	Workers know jobs after closing? Know where to look for those supplies?
<input type="checkbox"/>	Closing Ballot Box Procedure known?
<input type="checkbox"/>	Closing ICX procedure known?
<input type="checkbox"/>	Know how to secure building?

ELECTION DAY: CLOSING

Task	
<input type="checkbox"/>	Voted Ballots Team procedure followed?
<input type="checkbox"/>	Other workers continuing with other closing procedures?
<input type="checkbox"/>	Seals for Envelopes for all Voted Ballots signed?
<input type="checkbox"/>	Payroll Sheet signed by all workers?
<input type="checkbox"/>	Closing Certificate signed & number of voters written in and replaced in Live (for here) Voter Roster?
<input type="checkbox"/>	Voter Service Center Ballot Statement completed & signed?
	Ballot
<input type="checkbox"/>	Envelopes for Voted Ballots sealed?
<input type="checkbox"/>	# of ballots written on seal of the Envelopes for Voted Ballots
<input type="checkbox"/>	All Envelopes for Voted Ballots in the Collection Center Return Bag for delivery?
<input type="checkbox"/>	Envelope for Documents to be returned contains all required documents and as in the Collection Center Return Bag?
<input type="checkbox"/>	Break down of supplies and equipment followed for each voting day (November 3 will have additional duties at breakdown)
<input type="checkbox"/>	All equipment is broken down and secured per instructions.
<input type="checkbox"/>	Voting booths left up with Supply Tub for the County Crew to collect?
<input type="checkbox"/>	Two people taking Center Return Bag (includes Envelope for Voted Ballots and Documents to be Returned)? Place materials in trunk of car and it is acceptable for one worker to follow the car with the Collection Center return bag so they arrive together.
<input type="checkbox"/>	Secured the building?

VOTER SERVICE CENTER WORKER REMINDERS & TIPS

The physical “amenities” at each polling place vary widely. For your own comfort, consider the following:

- Wear clothing in layers—temperatures can vary widely during the day. Some places may require their door to be open for accessibility purposes.
- Bring a watch set to the correct time in case there is no clock at the polling place. Many cell phones also give the time.
- Furniture varies—bring a cushion or a chair that is comfortable for you.
- If you need to take medication during the day, be sure to bring it with you.
- Bring food and drinks; be sure to keep it off the tables and the ICX.
- A flashlight can come in handy if there is a power outage, although flashlights and battery operated lanterns are provided.
- NON-POLITICAL reading materials (no newspapers or books that contain political references), knitting or something to work on, in case part of the day is slow. Remember voter assistance is our first priority.
- Locate the restrooms first thing in the morning. Restrooms are not open to the public on Election Day.
- Plan for and take breaks and meals throughout the day. The voters will be better served if you are rested and relaxed.
- Bring patience. Each Election brings its own challenges as well as the rewards of community service.
- Don't forget your sense of humor.
- Use your resources—contact your Precinct Assistant—they're there to help you help voters or call the Elections Office (805) 781-5228. There's no such thing as a stupid question.

SUGGESTIONS/FEEDBACK

We enjoy hearing from you regarding your experiences and any situations encountered on Election Day. Your feedback helps us plan future elections. Many of the ideas contained in this manual came from precinct workers at previous elections.

Please share your thoughts, ideas and suggestions by email <mailto:precinctworker@co.slo.ca.us>.

REGIONAL COLLECTION CENTER

Please stay in your vehicle when returning items to the Regional Collection Center on Election Day.

VOTER SERVICE CENTERS	COLLECTION CENTER
Mid State Fairgrounds Heritage Ranch CSD Paso Robles Senior Center Paso Robles USD Culinary Arts Institute	Mid State Fair Grounds 2198 Riverside Rd Paso Robles
Templeton High School Gym Atascadero Lake Pavilion Atascadero Armory	North County Clerk-Recorder's Office (New Atascadero Library) 6565 Capistrano Atascadero
Cambria Vets Building Morro Bay Community Center Cal Fire Training Center	Morro Bay Community Center 1001 Kennedy Way Morro Bay
Cal Poly Performing Arts Center Ludwick Community Center Old SLO Airport Terminal Octagon Barn Milking Parlor	County Clerk-Recorder's Office 1055 Monterey St #D120 San Luis Obispo
Pismo Beach Vets Hall Grover Beach Community Center Life Point Church South County Regional Center Nipomo HS - Olympic Hall Edwards Barn Oceano CSD Office	South County Regional Center 800 E. Branch St Arroyo Grande