

Pollworker Training



Please silence and put away your cell phone during the class.

SUPERVISORS & GREETERS

NOTICE: This class has 3 parts:

- Supervisors & Greeters will be dismissed after 1 hour
- Returning Moderators & Clerks will be dismissed after 1 ½ hours
- New Moderator & Clerks portion will be dismissed after 2-3 hours.

If you unable to stay for your entire portion of the class, please speak to your Board of Canvassers to reschedule to a different class date.

You will be given a short quiz at the end of your class portion.

Your official election pin will be in your supply box on Election Day!

View this presentation and other pollworker-related materials at: <http://www.elections.ri.gov/pollworkers>

Follow us on Twitter @RI_BOE



Election Official Oath



Do you attest to faithfully execute the office of election official and will, to the best of your ability, preserve, protect, and defend the constitution of the United States, the constitution of the State of Rhode Island, and all the election laws and rights of the people thereof?

New Voting Equipment

- New voting machine at all precincts, DS-200.
- No more special marking pens!
- Can read regular ball-point pens.
- Voters will use the touchscreen to override their ballots if they make a mistake.
- Elections results are sent over a cellular connection to the Board of Elections.



Communities with Multiple-Page Ballots

2 Pages

*Request swap at 750 on public counter

- Central Falls
- Coventry
- East Providence
- Exeter
- Foster
- Jamestown
- Providence
- Warren
- Westerly

3 Pages

*Request swap at 500 on public counter

- Pawtucket

*NOTE:

When the Public Counter on the DS200 reaches the indicated amount, the Moderator must call for the **State Technician** to swap the Blue Tote Bin for an empty one.

Do not swap the bin yourself. It is unlawful for you to open the ballot compartment door without the Technician present.

President / Vice-President Voting-Only Polling Place

- A special polling place is setup at City/Town Hall (*see below for exceptions)
- Under RI law, at only that poll any resident can complete a voter registration form and a ballot application, and receive a ballot for President/Vice-President which will go into a DS-200.
- **Note:** Provisional voters may choose this option instead to ensure their vote for president is counted.

***Providence** location will be at the Dunkin Donuts Center.

****Coventry, Johnston, Lincoln, & Little Compton** will not be at Town Hall. Contact the Board of Canvassers for the location.

Positions at the polls

Moderator

- The person in charge of the polling place.
- Assigns the Supervisors into bi-partisan pairs.
- Responsible for operating the voting equipment.
- Determines when breaks should be taken.
- Is the backup to the Clerk.

Clerk

- Completes the Election Certificate at opening & closing.
- Handles provisional voting & voter affirmation processes.
- Files all paperwork properly.
- Is the backup to the Moderator (Warden).

Moderator's Assistant (if assigned)

- Assists voters with casting their ballot into the DS-200.
- Answer any questions the voter may have regarding the DS-200
- Temporarily relieve a Supervisors during breaks etc.

Positions at the polls

Supervisors

- Work in bi-partisan pairs.
- Checks voter IDs and looks them up on the voting list.
- Has each eligible voter complete a ballot application.
- Issues each eligible voter a ballot.
- Assists voters in the booth as a bi-partisan pair if needed.

Greeters

- Positioned near polling place entrance.
- Directs voters to the proper Supervisor line.
- Remind voters in line to have their ID ready (**does not check ID**).
- Uses a master list to direct lost voters to correct polling place.



Polling Place Hours of Operation

7:00 AM – 8:00 PM

- Arrive at your location by 6:00 AM.
- Any voter in line with the Supervisors by **8 p.m.** is allowed to vote.
- You cannot leave until dismissed by the Moderator



Vote

- You can't leave the polling place to vote.
- So vote early at the Board of Canvassers!
- You have until 4 p.m. on the day before the election.



Supervisors goals for Election Day

- Get your workstation organized.
- Be attentive, courteous, and non-partisan.
- Process voters quickly, but accurately.
- Make sure each voter gets only 1 ballot.
- Send any problem voters to the Clerk.

Your supplies are in the Blue Supply Box



All positions have a supply bag with an inventory sheet which lists everything you have inside the bag.



SUPERVISORS SUPPLIES

	Quantity	✓	Item
1	1		Supervisors Supplies list (S-1)
2	1		Polling Place Location (S-61)
3	1		Polling Place Hours (S-60)
4	1		Supervisors Checklist
5	4		Voter ID Guide for Supervisors (S-41)
6	3		Sample Ballots
8	1		Unvoted Ballot Return bag (S-20)
9	1		Magnifier
10	1		Signature Guides (2 guides per sheet)
11	5		Voter Signing with a Mark (R-2)
12	1		Affidavit of the Supervisors (S-11)
13	25		Voter Requiring Assistance form (S-100)
14	2		Photo ID poster (S-40)
15	1		Provisional Voting poster (S-69)
16	1		How to Vote poster (S-70)
17	1		Voter Fraud! poster (S-73)
18	1		Voting Rights poster (S-74)
19	1		Leaving? poster (S-75)
20	1		Power and duties poster (S-101)
21	22		Ballpoint Pens
22	75		Privacy Folders
24	1		"I Voted" Stickers

Please verify that you have the above supplies before polls open.
Contact your Board of Canvasser if any supplies are missing.

Your checklist is important

- Each supply bag has a checklist.
- Sign the last page of each checklist and put them into Board of Canvassers bag.

Board of Elections
POLLING PLACE CHECKLIST

OPENING

Supervisors

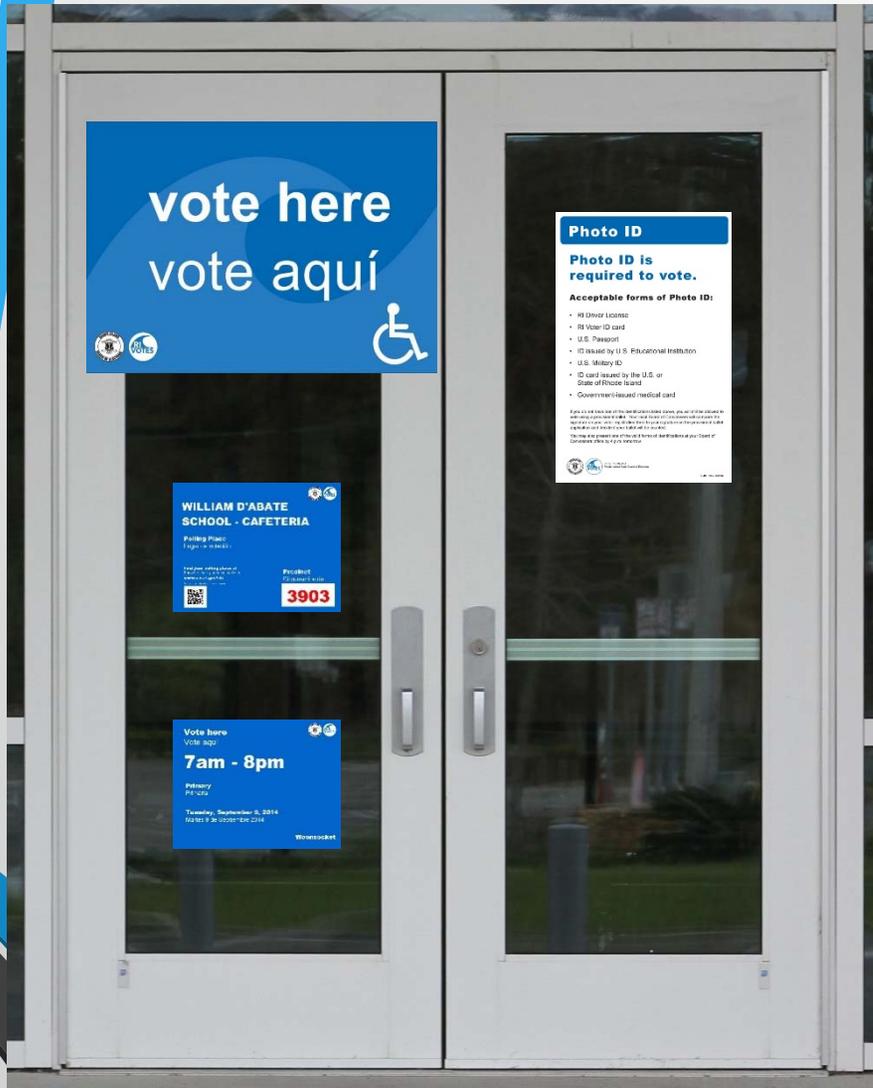
- 1. You have been assigned to a bipartisan pair by the Warden/Moderator.
- 2. You have placed the correct voting lists on your table and verified the precinct.
- 3. You have placed packages of each ballots type/page on the Supervisors' table.
- 4. You have placed ballots applications on the Supervisors' table.
- 5. You have placed the line signs on the table (i.e. A-L, M-Z).
- 6. You have posted all the posters & signs up, including any for the booths (including Spanish posters if applicable).
- 7. You have posted the "Vote Here" signs, "Polling Place Hours", and "Polling Place Location", outside at the handicap accessible entrance.
- 8. All voting booths are assembled, lit, with ballot pen placed inside capped.
- 9. You have correctly setup the handicapped booth and placed it at end of row.
- 10. "Voter requiring assistance" forms are on your table available for use.
- 11. "Voter signing with a mark" forms are on your table available for use.
- 12. The "signature guides" are on your table available for use by voters.
- 13. The "magnifying sheet" is in the handicap voting booth.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Pollworker Manual Sample Checklist)

Supervisor responsibilities when opening the polling place

- Put up all posters found in supply bag (including Spanish in Providence, Pawtucket, and Central Falls).
- Make sure all the voting booths are setup.
- Place a **ballpoint** pen inside each voting booth.
- Sign the Zero Report from the DS-200.
- Team up with another Supervisor who is not of the same party as you.

Supervisors put up posters on the building's outside door



- Use the tape supplied by the Board of Canvassers.
- It may be better to tape signs on the inside of the glass if possible.

Supervisors put up all your posters inside the building

How to vote

Provide photo ID

State your name and residence and provide Photo ID to one of the election officials, who will feed your name and address on the voter list and announce you publicly.

Sign the ballot application in front of the election official.

The election official will provide you with a number next to a name on the ballot. Note: In a primary election you will get an update to the ballot with a party affiliation to your registered political party. If you are not affiliated with a party, you may choose which party you wish to vote for.

Cast your ballot

The election official will direct you to the first available voting booth.

Mark your ballot using the special marking pen provided in the voting booth. Cover the bubble and fill in the answer next to the candidate or question of your choice. Do not use a ballpoint pen because your vote may not be counted.

Put your ballot back into the secrecy sleeve and take it to the voting machine. Take the ballot out of the sleeve and put it into the designated slot on the machine so it can be counted.

Do you need help?

If you need help, let an election official know so they can assist you. You may also request a sign language interpreter. If you need help because of blindness, disability, or an inability to read or write English, you may choose a person to help you in the voting booth, after consulting a sign language interpreter. Your assistant may not be your employer or an agent of your employer or union.

Restrictions

The number of people, except election officials, allowed in the voting booth is limited to a maximum of two people. All other people must wait in the line outside the voting booth. All other people must wait in the line outside the voting booth. All other people must wait in the line outside the voting booth.

You have 10 minutes to complete your ballot after when you are called to the booth. If you are unable to complete your ballot, you may return to the line outside the voting booth. If you are unable to complete your ballot, you may return to the line outside the voting booth.

You are allowed to bring campaign literature to the polling place if you are voting. Otherwise, no campaign literature is allowed in the polling place. No campaign literature is allowed in the polling place.

8-19-18 8:00 AM

Power and duties

Election officials at this polling place

Supervisors

This is the official who is seated at a table when you check in. They will ask you for your name and address and give you a ballot application to complete. They are usually the most visible election officials and are usually the first to greet you at the polling place.

Clerk

This official keeps track of all requests, notices, and ballot applications at the polling place. They also manage personal voting and other areas that need to change their status. They also have a master directory of all registered voters in the polling place and are often asked to help correct errors with an official voter directory. They are also responsible for accounting for all ballots and applications when the voting place closes.

Warden (Moderator)

The official in general supervision of the voting place, who is responsible for the overall operation of the voting place. They are usually the most visible election officials and are usually the first to greet you at the polling place. They are also responsible for accounting for all ballots and applications when the voting place closes.

Greeter

When you enter the polling place you may be approached by an official who will ask you for your name and address and give you a ballot application to complete. They are usually the most visible election officials and are usually the first to greet you at the polling place.

8-19-18 8:00 AM

Photo ID

Photo ID is required to vote.

Acceptable forms of Photo ID:

- RI Driver License
- RI Voter ID card
- U.S. Passport
- ID issued by U.S. Educational Institution
- U.S. Military ID
- ID card issued by the U.S. or State of Rhode Island
- Government-issued medical card

If you do not have one of the identifications listed above, you will still be allowed to vote using a provisional ballot. Your local Board of Canvassers will compare the signature on your voter registration form to your signature on the provisional ballot application and decide if your ballot will be counted.

You may also present one of the valid forms of identifications at your Board of Canvassers office by 4 p.m. tomorrow.

8-19-18 8:00 AM

Provisional voting

A provisional ballot will not be counted today. You will be given the opportunity to vote a provisional ballot if:

- Your name is not on the voting list at the polling place
- Your records say that you already applied for a mail ballot
- An election official or party watcher challenges your identity
- You can't provide the necessary identification to vote

An election official will give you a provisional ballot along with an envelope. After you have marked your ballot, seal it in the envelope to keep your votes private. Your ballot will be delivered to the local Board of Canvassers, who will check your eligibility to vote in this election, and decide within 48 hours if it can be counted or not.

If you want to find out if your provisional ballot was counted, visit <http://www.elections.ri.gov> or scan the QR Code below with your smartphone to check on the status. You can also call your Board of Canvassers. You will need to provide the provisional ballot ID number from your receipt and your last name.

8-19-18 8:00 AM

Voter fraud!

Penalties for voter fraud

You must be registered to vote from your actual place of residence.

Any person who fraudulently votes or attempts to vote in the name of some other person, whether that name is that of a person living or dead, or of a fictitious person, shall be guilty of voter fraud.

Voter fraud is a felony, and punishable by up to 10 years in prison and/or a minimum fine of \$1,000 and a maximum fine of \$5,000 for each offense.

8-19-18 8:00 AM

Voting rights

Eligibility to vote

Rhode Island residents who are at least 18 years old, United States citizens, and who have registered to vote 30 days before an election are eligible to vote. These residents who have been registered to vote may also vote by absentee ballot. They may also vote and cast a ballot in person and vote in person or their own at home vote or other designated location at the polling place.

Voting rights

All United States citizens who are qualified to vote, shall be entitled to vote in Rhode Island without regard to race, creed, color, sex, marital status, or other characteristics. Voting restrictions shall be consistently applied throughout the state. No voter shall be denied the right to vote because of any registration status or because of their race, color, or other characteristics. No voter shall be denied the right to vote because of any registration status or because of their race, color, or other characteristics.

Reporting violations

If you feel that any of your voting rights have been violated, you may report the violation to the Rhode Island Statewide Voting Rights Hotline at 1-800-333-3333. The hotline is available 24 hours a day, 7 days a week. You may also report a violation to the Rhode Island Statewide Voting Rights Hotline at 1-800-333-3333.

Voters who registered to vote by mail

If you registered to vote by mail for the first time, you must provide your application for mail or other means to the Board of Canvassers. Your application must include the information with your application:

- Address** (Name and phone must match voting list and utility bills. Your address must be your current address. If you are a student, you must provide your current address. If you are a student, you must provide your current address. If you are a student, you must provide your current address.)
- Signature** (Your signature must be legible and must match the signature on your voter registration card. If you are a student, you must provide your current address. If you are a student, you must provide your current address. If you are a student, you must provide your current address.)
- Identification** (Your identification must be legible and must match the identification on your voter registration card. If you are a student, you must provide your current address. If you are a student, you must provide your current address. If you are a student, you must provide your current address.)

8-19-18 8:00 AM

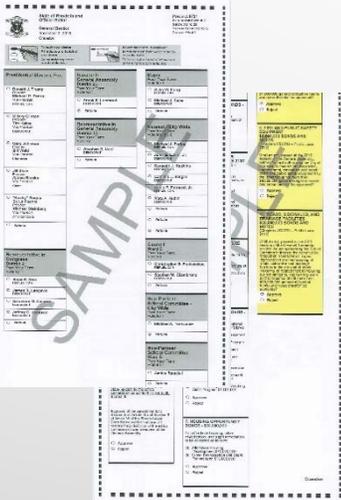
Leaving?

Don't take your ballot!

It is a felony to leave the polling place with an official ballot.

You may either cast your ballot or surrender it to an election official at this polling place who will void it.

8-19-18 8:00 AM



Inside the voting booth

- Post the list of presidential electors on the **left side** of the inside of each voting booth.
- Remember to place a ball-point pen in each booth.



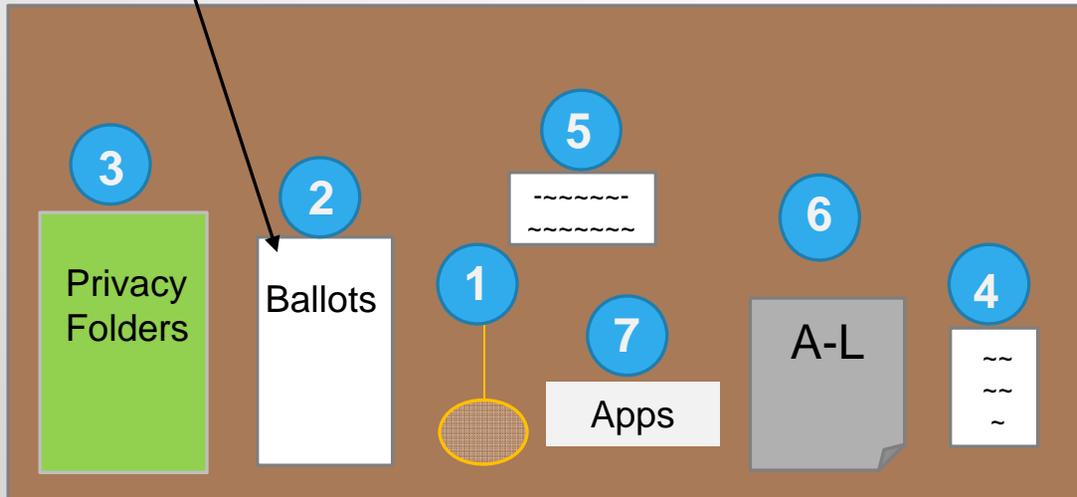
Supervisor responsibilities when opening the polling place

- Place a Pollbook(s) at your workstation.
- Get a package of **Official Ballots** from the Clerk.
- Get a package of **Ballot Applications** from the Clerk.
- Get any voter forms from your supply bag and have them at your workstation.

Sample Supervisor Pair Setup

- 1 Spindle
- 2 Ballots
- 3 Privacy Folders
- 4 Assistance Forms
- 5 Signing With a Mark forms
- 6 Pollbook
- 7 Ballot Applications

You may have more than 1 page of the ballot



Supervisor



Supervisor

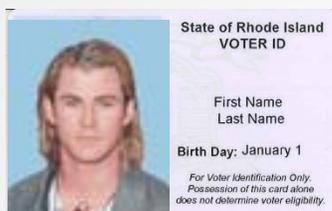
Acceptable Photo ID



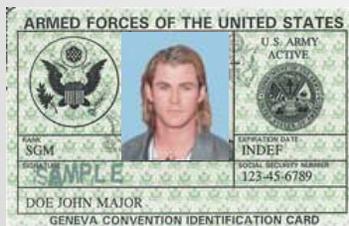
← New design



RI Driver License



State Voter ID Card



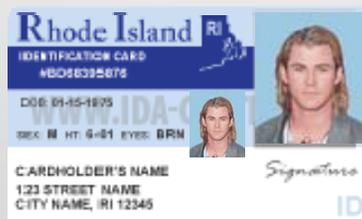
U.S. Military ID



U.S. Educational Institution ID

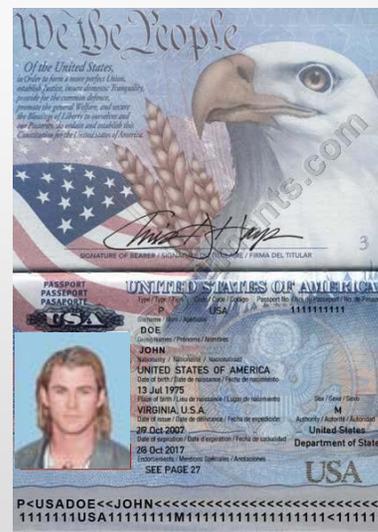


Government Issued Medical Card



Identification issued by RI or U.S. Government

- Address on any ID does not matter.
- Cannot be expired (if it has a date).



U.S. Passport

Keep this useful guide at your station

- It's a list of all acceptable Photo ID types.
- Examples are now provided, but acceptable ID types are **not** limited to the examples.
- Native American Tribal IDs are now acceptable.

Voter ID Guide for Supervisors

State of Rhode Island Board of Elections



These are the types of photo ID that you can accept:

- RI Driver License
(including temporary licenses, driver's permit, CDL – all licenses must be from RI)
- Voter ID card issued by the RI Secretary of State
- U.S. passport
- ID issued by a U.S. educational institution (anywhere in the United States)
(Examples: UMass, URI, Rhode Island College, New York University, etc.)
- U.S. military ID card
(Examples: Army, Marines, Navy, Air Force, U.S. Coast Guard, etc.)
- ID card issued by the U.S. Government or State of Rhode Island
(Example: Native American Tribal Identification, RIPTA bus pass, RI DMV State ID, state or federal government employee ID, etc.)
- Government-issued medical card
(Examples: U.S. Department of Veterans Affairs identification)

Remember:

Make sure you match the **photo** on the ID to the **voter**.

The ID does not need an **expiration date**, but if it does have an expiration date, it **cannot be expired**.

The voter's **address** on the ID doesn't need to match the **poll book**.

If the voter can't show you one of these IDs, they will need to vote by provisional ballot with the Clerk. The Board of Canvassers will compare the signature on the provisional ballot application to the signature on the voter's registration form, or the voter can also show valid ID to the Board of Canvassers by 4 p.m. tomorrow and they will determine if the provisional ballot can be counted.

Keep this list on the Supervisors' table for easy reference.

The perfect voter check-in 😊

- 1) They tell you their full name and address.
- 2) They hand you their Photo ID.
- 3) You verify their name and picture on the ID.
- 4) You find their name and address in the Pollbook.
- 5) You announce their name and address in a loud and clear voice.
6. You put their label on the ballot application.
7. They sign the ballot application and both Supervisors initial it.
8. You put the signed ballot application on the appropriate spindle.
9. The Supervisor gives the voter their ballot in a Privacy Folder and directs the voter to a voting booth.
10. They cast their ballot into the DS-200 and receive an "I Voted sticker" from the Moderator.

Pollbook

Special
Message

LOPEZ MARIO JR	50 COMMON ST	09/16/1967	LOPEZ MARIO JR 50 COMMON ST	28000781188
28000781188			GENERAL ELECTION: November 8, 2016	
LUFF SAMUEL	243 SMITH ST Unit 714	08/12/1944	LUFF SAMUEL 243 SMITH ST Unit 714	28000781722
28000781722	VOTED BY MAIL CANNOT SIGN		GENERAL ELECTION: November 8, 2016	
19 of 20			LANHAM - LUFF	
NAME	ADDRESS	DOB		
LUGO GILBERTO	12 WINSOR ST Unit APT 2	03/27/1958	LUGO GILBERTO 12 WINSOR ST Unit APT 2	28000781752
28000781752			GENERAL ELECTION: November 8, 2016	
LUNA RAFAEL YRDEMARO	222 ORMS ST Unit 3	11/29/1952	LUNA RAFAEL YRDEMARO 222 ORMS ST Unit 3	28000781862
28000781862			GENERAL ELECTION: November 8, 2016	
LUNA UCINA	220 ORMS ST Unit 1ST FL	11/19/1962	LUNA UCINA 220 ORMS ST Unit 1ST FL	28001108034
28001108034	AFFIRMATION REQUIRED		GENERAL ELECTION: November 8, 2016	

Peel off the label
and place it on a
ballot application

Note: Party affiliation is not listed because all voters get the same ballot

Ballot Application

Nº **001**

**STATE OF RHODE ISLAND
BALLOT APPLICATION**

Affix Barcode Label Here
(If no label is available, please write name, address below)

I CERTIFY THAT I AM A REGISTERED AND QUALIFIED VOTER IN THIS PRECINCT AND THIS IS MY APPLICATION FOR A BALLOT TO BE VOTED IN THIS ELECTION.

UNDER PENALTY OF PERJURY, I ATTEST THAT I AM THE NAMED VOTER REGISTERED AT THE ADDRESS LISTED ON THE AFFIXED LABEL.

Check here if this voter has completed an affirmation card

.....
Signature of Voter

Supervisors:
Initials Initials

Stick voter's label here

Check this box if the voter completed an Affirmation Form

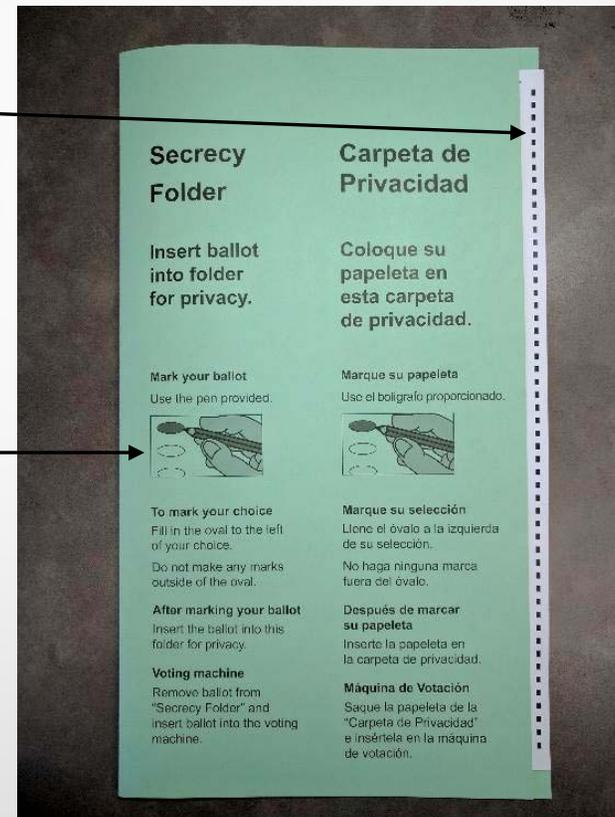
Voter signs here

Supervisors initial here

Give the voter a ballot in a Secrecy Folder

Make sure you only give one ballot page to each voter.

Use the sample on the front to demonstrate how to fill-in the oval.

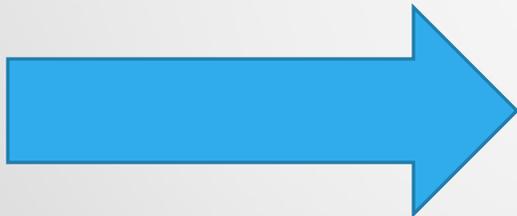


Who is a problem voter ☹️

- You can't find their name in the Pollbook.
- They say they live at a different address.
- They have changed their name.
- They have "Affirmation Required" printed under their record.
- They have "Voted By Mail Cannot Sign" under their record.
- They do not have the required Photo ID or they just don't want to show it to you.
- They are holding up your line with any other issue that you cannot handle.

What do you do with these voters?

Send them
to the Clerk!!!



Problem voters...

No Photo ID?

- Send them to the Clerk to vote a **Provisional Ballot.**
- Or they can go come back later with their ID, but make sure you tell them that polls close at 8 p.m.

Problem voters...

Special Message: **Affirmation Required**

- Send them to the Clerk to fill-out an Affirmation Form.
- Let them go to the front of the line once they have completed the Affirmation form with the Clerk.

Problem voters...

Special Message: **Voted By Mail - Cannot Sign?**

- Send them to the Clerk to vote a **Provisional Ballot.**
- They can't surrender their mail ballot at the polling place.

Voter helped by person of their own choice

- They are blind, have a disability, or cannot speak English.
- This form must be completed and signed.
- A voter's union rep or employer cannot assist them.
- Children under 13 **do not** need this form to accompany a voter.

Affidavit of a Voter Requiring Assistance State of Rhode Island Board of Elections



<input type="text"/>	<input type="text"/>
Name of Voter	Street Address of Voter
<input type="text"/>	<input type="text"/>
City/Town of Voter	Name of Assistant

Under the penalty prescribed by law, I hereby make affidavit that I have chose this individual to provide assistance to me because I am either blind, disabled, or unable to read or write in the English language and do hereby certify that the person chosen to assist me is not my employer, or agent of my employer, or officer or agent of my union.

Voter's Signature

<input type="text"/>	<input type="text"/>
Name of Assistant	Street Address of Assistant
<input type="text"/>	<input type="text"/>
City/Town of Assistant	Name of Voter

Under the penalty prescribed by law, I hereby make affidavit that I have been chosen to provide assistance to the voter by reason of either blindness, disability, or inability to read or write in the English language on the part of the voter, and do hereby certify that I am not the voter's employer, or agent of that employer, or officer or agent of the voter's union.

Assistant's Signature

Subscribed and sworn to me on

MM DD YYYY

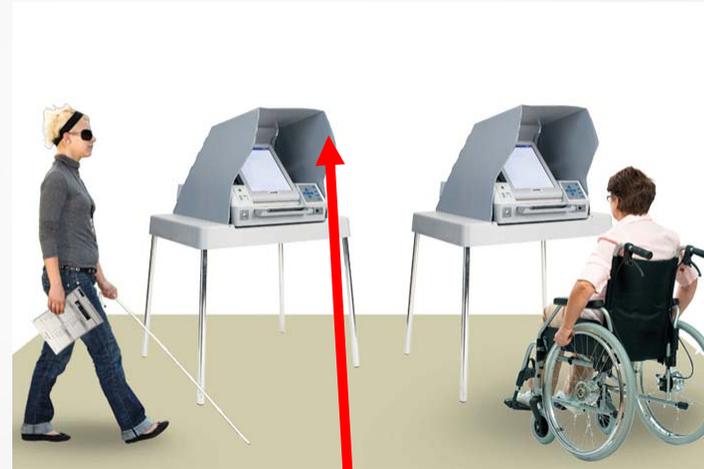
<input type="text"/>	<input type="text"/>
Voter's Ballot Application No.	Warden/Moderator Signature

Helped by a pair of Supervisors

- Person has no one with them who can help them.
- Moderator will assign a bipartisan pair of Supervisors to help the voter in the booth.
- Voter's choices must remain secret.
- The pair(s) remaining at the table must fill-in for the pair giving assistance.

AutoMark

- The AutoMark machine is available to assist voters who may have trouble marking their ballot on their own in a voting booth.
- You may offer it to anyone who you believe may benefit from using it.
- However, **ANY VOTER** who wants to use the AutoMark may use it!



*The supplied hood provided must be used to provide the voter additional privacy



Interacting with Voters with Disabilities

Before Election Day:

Please review Chapter 9: Best Practices Working with Voters with Disabilities on **Pg. 99** in your manuals.

Write-In Votes

- There will be a space for a “write-in” on the ballot.
- A voter can fill-in the oval and write-in a name.
- No pre-printed labels allowed.

BEST ICE-CREAM FLAVOR	
Vote For ONE	
<input type="radio"/>	CHOCOLATE
<input type="radio"/>	STRAWBERRY
<input type="radio"/>	VANILLA
<input type="radio"/>	Write-In

Oval must be filled-in

Name must be written-in

State Election Laws

- A person may photograph their own ballot in the voting area, but photos of other people's ballots are not allowed.
- Observers are allowed in the room, but not in the voting area.
- Neither pollworkers or party checkers can wear any political materials or influence someone's vote in any way.
- Voters are allowed to wear political apparel, as long as they **vote and leave** the polling place.

State Election Laws

- Pollworkers may make election-related calls within the polling place.
- Text messaging in the polling place by anyone is fine as long as it does not interfere with the election or your duties.
- Any surveying of voter opinion or campaigning must be done more than 50 feet from the entrance.
- Photographs and video are allowed from outside the voting area, if there is not attempt to focus on a voter's ballot.

Affidavit of the Supervisors

- All the Supervisors must sign the “Affidavit of the Supervisors”.
- Certifies that you gave only one ballot to each voter.
- Clerk puts this form into Board of Canvassers return bag.


State of Rhode Island and Providence Plantations
Board of Elections
AFFIDAVIT of the BIPARTISAN PAIRS OF SUPERVISORS

Precinct ID _____

We hereby certify that the ballot applications within comprise one for each person who was permitted to pass before the Warden/Moderator and cast a vote a regular ballot, and to the best of our knowledge and belief no individual voted in the election who did not sign a ballot application, and that each individual was duly identified in the manner provided by law before being permitted to vote.

X _____ Supervisor	X _____ Supervisor
X _____ Supervisor	X _____ Supervisor

Subscribed to and sworn to on
This _____ day of _____ A.D. 20____ before me.

X _____
Warden/Moderator

Place in the Board of Canvassers Return Envelope R-11 Rev. 8/2007

Supervisors duties closing the polling place

- Count the signed Ballot Applications for the Clerk.
- Take down all the signs and close voting booths.
- Help the Moderator remove the ballots from the DS-200.
- Help the Moderator put the AutoMARK back into the black case.
- Wait until you are dismissed by the Moderator.



Thank You Supervisors/Greeters!!

You will now be issued a short quiz.

When you are finished with the quiz, **turn it in
at the table where you signed-in** before the
class.

Read your books and take them and these
slides to the polling place with you!

Moderators/Clerks may take a brief break.

Moderators & Clerks

Please silence your cell phone

Coming up next...

1. Review for *returning* Moderator & Clerks (then dismissed)
2. Equipment training for *new* Moderator & Clerks
3. Starting your Election Day
4. Provisional Voting
5. Affirmation
6. Closing Down & Election Returns

View this presentation and other pollworker-related materials at:
<http://www.elections.ri.gov/pollworkers>



Follow us on Twitter @RI_BOE

Lines



- You may have lines.
- The Moderator must ensure lines are orderly.
- If a Greeter is present, they should help keep lines orderly and organized.
- If all booths are full, have a line formed for booths (10 minute limit in booths).
- If there is a problem maintaining order, the Moderator should call the Board of Canvassers.

Your Election Keys

Reminder: You get your equipment keys in the supplies sent to you by the Board of Canvassers.

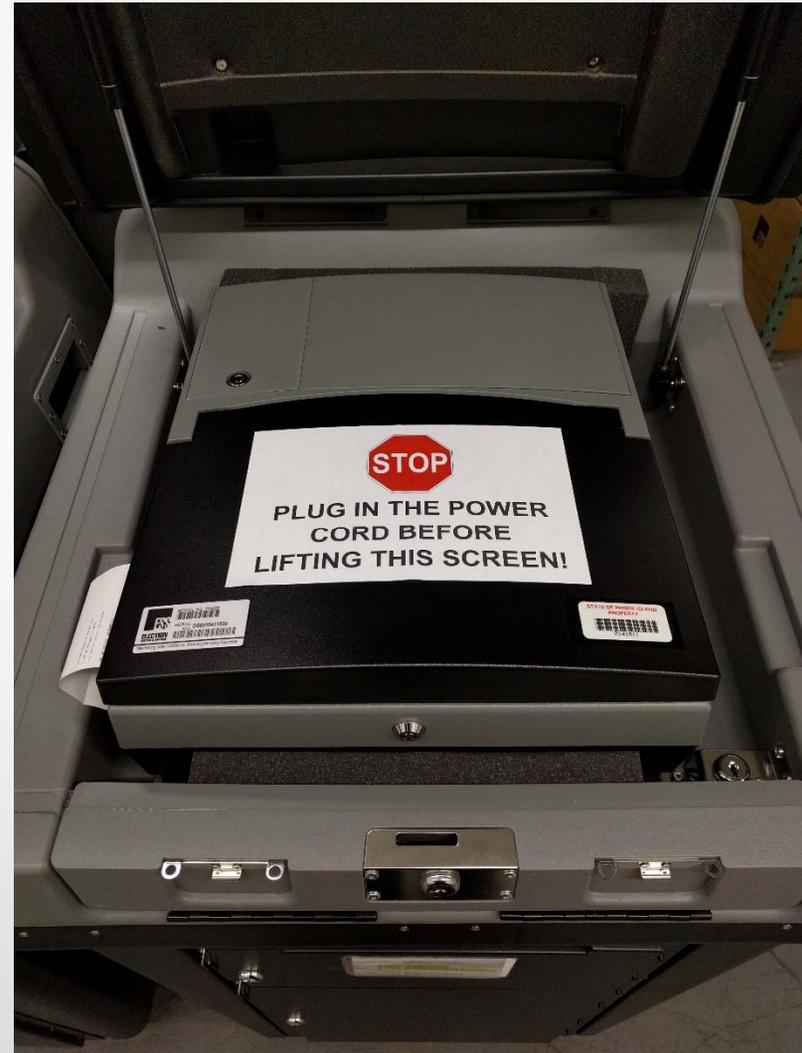
- Black Key – DS-200 tabulator
- Silver Key – Ballot box under the DS-200
- Blue Key – AutoMark
- Gold Key - Red Provisional Ballot Bag

At the end of the night, put them in the Board of Canvassers Return Envelope.

Powering-on the DS-200 in the morning



- Make sure the DS-200 is plugged into a working electrical outlet before unlocking the screen.
- Unlock and lift the screen.
- The DS-200 will boot up automatically.
- If it doesn't boot, put the screen back down, check power, and lift screen again.
- If problem persists, contact the Board of Canvassers.



Follow the step-by-step procedure on [Pg. 62](#) in your manuals.

Place the blue arrow on the DS-200

Attach “Insert Ballot Here” sign to the front of the DS200 as shown below.

Use caution, make sure sign & tape do not interfere with ballots.



Arrow will be in Moderator's bag

AutoMark Verification Ballot

- Make sure your AutoMark is powered-on and ready for voters to use at **7:00 AM**.
- The State Technician will arrive in the morning & afternoon with a Verification Ballot.
- They will assist you in marking the Verification Ballot on the AutoMark.
- Once marked, the Clerk must place the ballot into a marked envelope in your supplies.
- **Never allow the Verification Ballot to go into the DS-200 at any time!**

11

State of Rhode Island
Official Ballot

21

Democrat Primary
September 13, 2016
Warwick

Precinct 3531
Congressional District 2
Senate District 31
Representative District 24
Warwick Ward 8

13

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100

To mark your choice
Fill in the oval to the left of
your choice.
Do not make any marks
outside of the oval.

DA Not Place In DS200

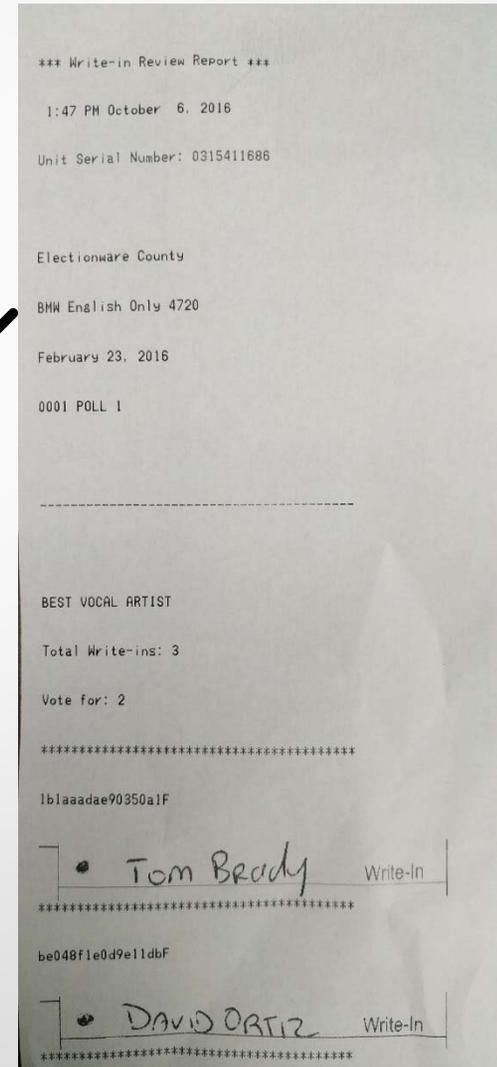
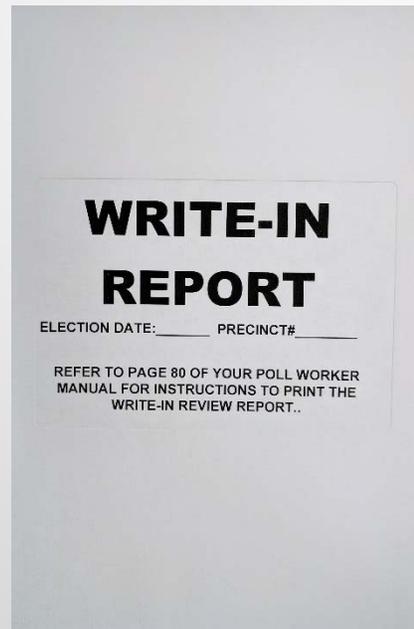
<p>41</p> <p>42</p> <p>Representative in Congress District 2 Two Year Term Vote for 1</p> <p><input type="radio"/> James R. Langevin*</p> <p><input type="radio"/> John D. Hamilton</p> <p><input type="radio"/> Steven Archer</p>	<p>Senator in General Assembly District 31 Two Year Term Vote for 1</p> <p><input type="radio"/> Erin Lynch Prata*</p>	<p>Non-Partisan School Committee At-Large Warwick Four Year Term Vote for any 2</p> <p><input type="radio"/> Nathaniel L. Cornell</p> <p><input type="radio"/> David A. Testa</p> <p><input type="radio"/> Chadd L. Huddon</p> <p><input type="radio"/> Daniel E. Hall</p> <p><input type="radio"/> Dean L. Johnson</p> <p><input type="radio"/> Karen A. Bachus</p>
<p>47</p> <p>48</p> <p>Representative in General Assembly District 24 Two Year Term Vote for 1</p> <p><input type="radio"/> Evan P. Shanley*</p>		

<p>Technician: _____</p> <p>Moderator: _____</p> <p>Time Completed: _____</p>

*Endorsed Candidate

Printing your Write-In Report

- The Write-In Review Report will print automatically after your Voting Results Report.
- Place it into your **Write-In Report envelope**.



If the report doesn't automatically print, follow instructions on [Pg. 81](#) in your manuals

Transmitting Your Results from the DS-200

- You will see this screen after your *Voting Results* and *Write-In Report* automatically print.
- Press “Begin Modem Process” and wait for the results to transmit!
- **DO NOT** power-off the DS-200 or attempt to remove the USB Drive until the it has attempted to transmit at least 10 times.
- After you see “Transmission Successful”, you may power-down the DS-200 and remove the USB Drive.



**PRESS
“BEGIN MODEM
PROCESS”**

**DO NOT PRESS
“CANCEL
MODEM”**

Follow the step-by-step procedure on Pg. 77 in your manuals.

Copies of Voting Results at close of polls

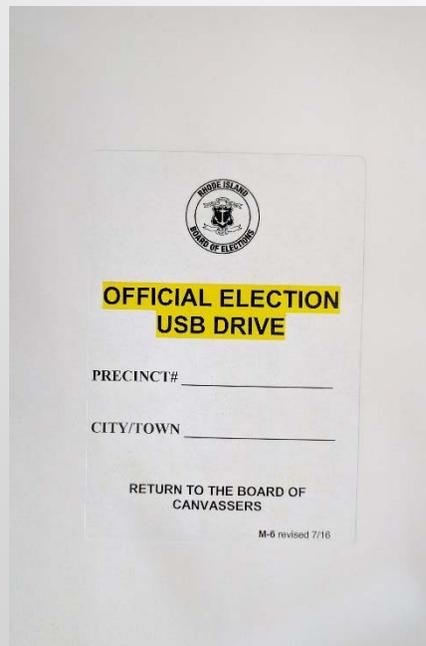
- 1st copy (signed) - Board of Elections bag
- Other copy – Tape on door outside polling place
- Other copy – Board of Canvassers return bag
- Other copy – With the voted ballots in metal security case
- Write-In Review Report – In the Write-In Report envelope



After you have started transmission of the results from the DS-200, use scissors in Moderator Bag to separate each copy, and read results out loud.

USB DRIVE

- **NEVER** remove the USB Drive while the DS-200 is powered on!!
- Place the USB drive into the envelope in the Moderator's Supply Bag.



OFFICIAL ELECTION
USB DRIVE

PRECINCT# _____

CITY/TOWN _____

RETURN TO THE BOARD OF
CANVASSERS

M-6 revised 7/16





**QUESTIONS ABOUT OTHER ISSUES YOU
EXPERIENCED IN THE PRIMARY?**



Thank You Experienced Moderator & Clerks!!

Read your books and take them and these slides to the polling place with you!

**NEW Moderators/Clerks & Assistant Moderators
must remain.**



**DS-200 & AutoMark Training
for
New Moderators & Clerks
& Moderator Assistants**

Setting up the polling place

Voting Area is in blue.

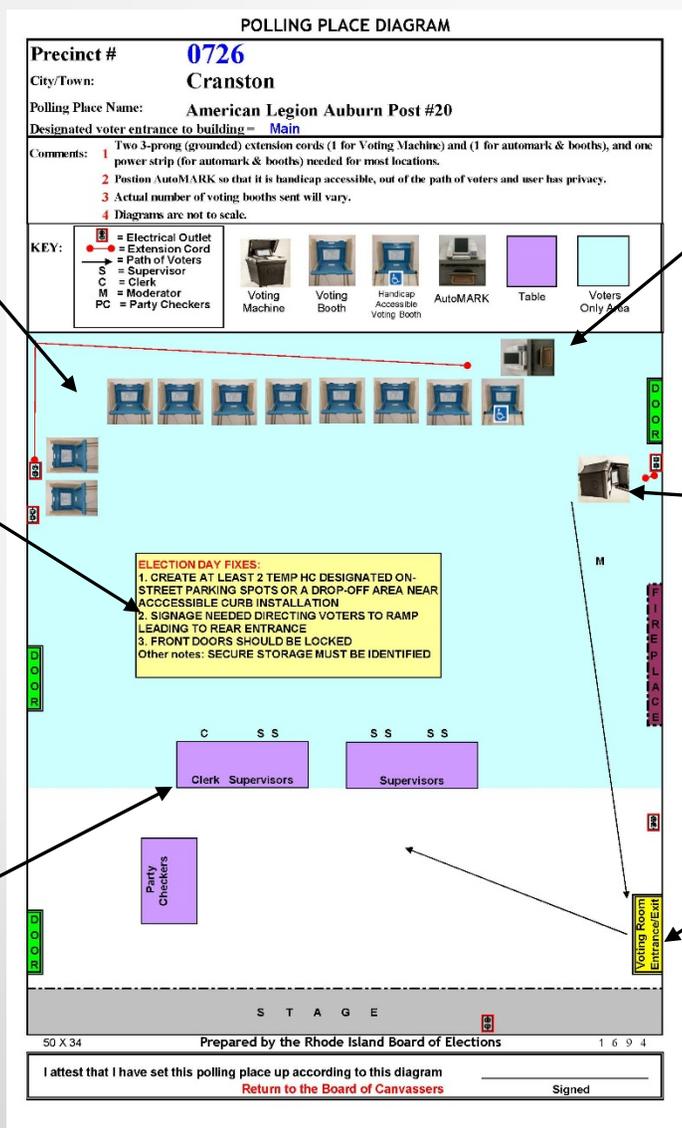
Special instructions for you will be in the yellow box.

You may have additional tables for additional Supervisors.

The AutoMark is ***always*** facing to the side for privacy of the voter.

The DS-200 should always be placed in the Voting Area.

Make sure voters are using only the designated entrance.



The clerk must verify these seals numbers



Blue Supply
Box Seal



USB Drive
Door Seal



DS-200
Serial Number



AutoMARK
Serial Number

Put a checkmark next to each number on your Election Certificate

Clerk's Election Certificate

Precinct Info		Verify Serial Numbers	
Precinct No:	2201	Voting: Machine:	0002685
City/Town:	NEW SHOREHAM	AutoMark:	0009930
Location:	BLOCK ISLAND TOWN HALL, 16 OLD TOWN RD	DS-200 USB Drive:	3163829
Election Date:	Tuesday, November 08, 2016	Supply Box(s):	0218985 0218965 0220839 0220840

These are your seal numbers

BALLETS		Pg. 1	Pg. 2
Number of ballots sent to your polling place.....		1300	1300
1. Election Day Public Counter on the DS-200.....			
2. Number of provisional envelopes in the red bag.....		+	
3. Number of ballots in the manual count bag (usually zero).....		+	
Enter Number of Voided Ballots Below (Do not add to the total) VOIDS		TOTAL Ballots Cast =	
→ <input type="text"/> ←			
		Add ONLY lines 1-3 and enter the total here	

These are the number of ballots you received in your blue supply box

BALLOT APPLICATIONS		DO NOT INCLUDE VOIDED APPLICATIONS	
4. Number of valid ballot applications signed.....			
5. Number of provisional ballot applications (red bag).....		+	
		TOTAL Applications Signed =	

Should equal

Enter Your Seals Numbers Below at Closing

Blue Supply Box(s):	
Metal Ballot Box(s):	Red Bag:

Signatures

We certify that we have reviewed the information entered onto this election certificate and to the best of our knowledge the information is accurate and correct.

Warden/Moderator	Clerk
Supervisor	Supervisor

Feedback

Return this form in the Board of Elections Return bag.

Pollworker Feedback Form

State of Rhode Island Board of Elections



Your feedback will help us improve future elections. Return this form in the Board of Elections return bag. You can include your name and e-mail address if you don't mind us contacting you for more information.

<p>1. Did you have <u>at least</u> 4 Supervisors, 1 Clerk, and 1 Moderator/Warden by opening time? (circle one) Yes No (explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>5. Were your poll books tabbed with letters and divided into enough books? (circle one) Yes No (explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>2. Was your polling place setup for you in advance and according to the diagram? (circle one) Yes No (explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>6. Did the Board of Canvassers provide you with a master list of voters <u>and</u> a street directory? (circle one) Yes No (explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>3. Were you missing any supplies in the blue supply box? (circle one) Yes No (explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>7. Was there a bake sale conducted at your polling place? (circle one) Yes (explain) No</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4. How was your staffing level? (circle one) Too many staff Too few staff Just right</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>8. Was it clear where everything went at the end of the night? (circle one) Yes No (explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>

Continue on the back of this form with any comments/suggestions.

Precinct No.

Election Date

Your name & position (optional)

Your e-mail (optional)

Place this form into the Board of Elections return bag

Wait times

- Completed by the Moderator.
- Return it in the Board of Elections return bag.

Voter Wait Times Survey

State of Rhode Island Board of Elections



You can monitor voter wait times by randomly choosing a voter to observe at different times during the day. Please do not include any provisional voters in this observation. If a voter has any problems checking-in, please choose a different voter for this survey.

- Enter the time at which the voter entered the line for the Supervisors.
- Next, note the time at which the voter enters a voting booth with their ballot.
- Enter the number of minutes that passed between the Steps A & B (for example, 6 minutes).

Precinct #: _____ Election Date: _____

	A. Time voter entered the line?	B. Time voter entered the booth?	C. How many minutes passed between A & B?
1 st Observation	_____ A.M. P.M.	_____ A.M. P.M.	_____ minutes
2 nd Observation	_____ A.M. P.M.	_____ A.M. P.M.	_____ minutes
3 rd Observation	_____ A.M. P.M.	_____ A.M. P.M.	_____ minutes

Useful information for reducing lines:

- If both Supervisors in a pair seem to be very slow at processing voters, see if it's possible to switch Supervisors around so that at least one faster Supervisor is in every pair (if party affiliation allows).
- Make sure the line(s) stays in an orderly formation. Periodically announce to those in line to please have their ID ready to show to the Supervisors. Always be courteous and polite.
- If your lines remain long even after addressing the issues above, call your Board of Canvassers. They may need to send additional help.

Place this form into the Board of Elections return bag

M-33 09/2016



Provisional Voting

Clerk

More info on Provisional Voting on [Pg. 40](#) in your manuals.

Why would the Clerk have a voter vote a Provisional Ballot?

1. Their name is not in the poll book.
2. They applied for a mail ballot.
3. You challenge their identity.
4. They do not show valid Photo ID.

Step 1: Give them the Info Sheet

Provisional Voting Information



You have been given this notice because you will be voting a provisional ballot. You are voting a provisional ballot because of one of these reasons:

- Your name was not on the list of voters for this polling place
- Our records show you applied for a mail ballot
- An election official or watcher at this polling place challenged your identity
- You didn't show the appropriate ID to the election official

Instructions

1. Fill out a provisional application.
2. Take your provisional ballot to an available voting booth and mark it with the ballot pen.
3. **Don't insert your ballot into the voting machine.** Seal your ballot inside the envelope, but leave your application attached to the outside. Your ballot will be kept confidential.
4. Take the sealed envelope to an election official and get your receipt.

What happens to my ballot?

Your ballot will be delivered to your local Board of Canvassers. They will check their records and decide if your ballot should be sent to the Board of Elections to be counted.

If you voted a provisional ballot because you didn't have ID, the local board will try to match your signature today with the one on your voter registration card, or you can present your ID at their office by 4 p.m. tomorrow. The decision on your ballot could mean it will be counted one of a few different ways:

Qualified – Your entire ballot will be counted.

Federal Offices Only – You are registered to vote, but you voted at the wrong location so only votes for federal offices will be counted.

Disqualified – You were not eligible to vote so your ballot will not be counted.

How will I know if my ballot was counted?

To see the status of your ballot, go to the Board of Elections website at <http://www.elections.ri.gov> or use your smartphone to scan the QR code below, or call your local Board of Canvassers. You will need the Ballot ID number from your receipt and your last name.



Who can I call if I have any questions?

Call the State Board of Elections at 401-222-2345 / Monday – Friday / 8 a.m. to 4 p.m.

Step 2: Give them the Application

This is a voter registration form

PROVISIONAL BALLOT APPLICATION
BOARD OF CANVASSERS DISPOSITION OF THIS PROVISIONAL BALLOT
 FULL BALLOT FEDERAL OFFICES ONLY PRESIDENT/SENATE ONLY DISQUALIFIED BALLOT (Providence Use Only)

1 Poll Worker
City/Town _____ Precinct ID Number _____

VOTER MUST COMPLETE SECTION 2

Voter Starts Here →

NOTICE: A portion of this provisional ballot application will serve as your voter registration form if the local Board of Canvassers determines you are not registered to vote or if the information contained on this application differs from the information on your voter registration record. This application will not be accepted or processed if you fail to indicate that you are a U.S. Citizen and/or if you fail to sign this application.

Are you a citizen of the United States? Yes No If you checked "No" in response to the questions at left, you cannot vote in this election.

Are you 18 years old or older? Yes No

RI driver's license or ID Number: _____
If you do not have a RI driver's license or ID enter last 4 digits of your social security number: _____

Last Name (include suffix if any) _____ First Name _____ Middle Name (or initial) _____

Home Address (Do not enter a post office box) _____ City/Town _____ State _____ RI ZIP Code _____

Mailing Address (if different from Home Address) _____ City/Town _____ State _____ ZIP Code _____

Date of Birth (MM/DD/YYYY) _____ Phone Number / E-mail (optional) _____ Party Affiliation (Write party affiliation or write "Unaffiliated") _____

I swear and affirm that: I am not incarcerated in a correctional facility upon a felony conviction. I am not presently judged "mentally incompetent" to vote by a court of law. The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the U.S.

PLEASE SIGN FULL NAME OR PLACE MARK BELOW

X _____ Date: Month Day Year _____

2 WARNING: If you sign this form and know it to be false, you can be convicted and fined up to \$5000 or jailed up to 10 years.

Previous Name Used (if any) _____ Your Previous Address (Street, City/Town, County, and State) _____

Ballot ID XXXXXX

Where did you register to vote? Optional (check one) DMV _____ (Specify) Board of Canvassers Other _____ (Specify)

I hereby affirm that I am a registered voter in this city/town and precinct pursuant to the requirements of the Rhode Island General Laws and that I am eligible to vote in this city/town and precinct and/or party primary (if applicable) in this election. I understand if I insert my provisional ballot into the voting machine, it will be disqualified.

Signature of Voter _____ Election Date _____ Signature of Election Official _____ Election Date _____

X _____ **X** _____

Reason the Voter is Casting this Provisional Ballot (ELECTION OFFICIAL must check one)

1. Voter declares that they are a registered voter but he/she is not listed as a voter in this precinct and the voter does not qualify for "affirmation".

2. The official list of registered voters indicates the voter has applied for a mail/emergency ballot.

3. Election official asserts that the voter is not eligible to vote (including partisan and non-partisan primaries).

4. The voter is unable to provide the required voter identification at the time of voting.

PRIMARY USE ONLY – Clerk must write in the name of the party primary below: _____

3 Provisional Ballot Turn-Off Receipt

SEAL YOUR BALLOT INSIDE THE ATTACHED ENVELOPE!

Ballot ID XXXXXX

Notice to Voter: Retain this receipt for your records. Use the Ballot ID number at left to check the status of your provisional ballot at the Rhode Island Board of Elections website at <http://www.elections.ri.gov>

Contact your Board of Canvassers no later than the close of business the day after the election to provide information to qualify your ballot.

C-51 2/12

Write your precinct number!

Voter must sign in 2 locations.

Clerk must sign

Make sure you check a category

This is the voter's receipt

Step 3: Get a ballot from the Supervisors

State of Rhode Island
Official Ballot

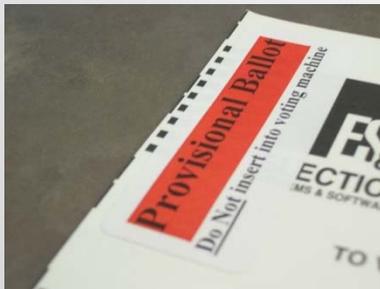
Precinct 3208
Congressional District 2
Senate District 37
Representative District 35

Democrat Primary
September 13, 2016
South Kingstown

To mark your choice
Fill in the oval to the left of
your choice.
Do not make any marks
outside of the oval.

Representative in Congress District 2 Two Year Term Vote for 1	Senator in General Assembly District 37 Two Year Term Vote for 1	Town Council Two Year Term Vote for up to 5
<input type="radio"/> James R. Langevin*	<input type="radio"/> V. Susan Sosnowski*	<input type="radio"/> Bryant C. Da Cruz*
<input type="radio"/> John D. Hamilton	Representative in General Assembly District 35 Two Year Term Vote for 1	<input type="radio"/> Margaret M. Healy*
<input type="radio"/> Steven Archer	<input type="radio"/> Kathleen A. Fogarty*	<input type="radio"/> Abel G. Collins*
	<input type="radio"/> Spencer E. Dickinson	<input type="radio"/> Karina L. Burston
	Representative District Committee District 35 Two Year Term Vote for any 3	<input type="radio"/> Robin L. Downes
	<input type="radio"/> Deborah D. Bergner*	<input type="radio"/> James W. O'Neill
	<input type="radio"/> Nancy A. Santucci*	
	<input type="radio"/> John M. Rossi*	
	<input type="radio"/> Suzanne Enser	

*Endorsed Candidate



Place a provisional ballot sticker here

Step 4: Send the voter to a booth

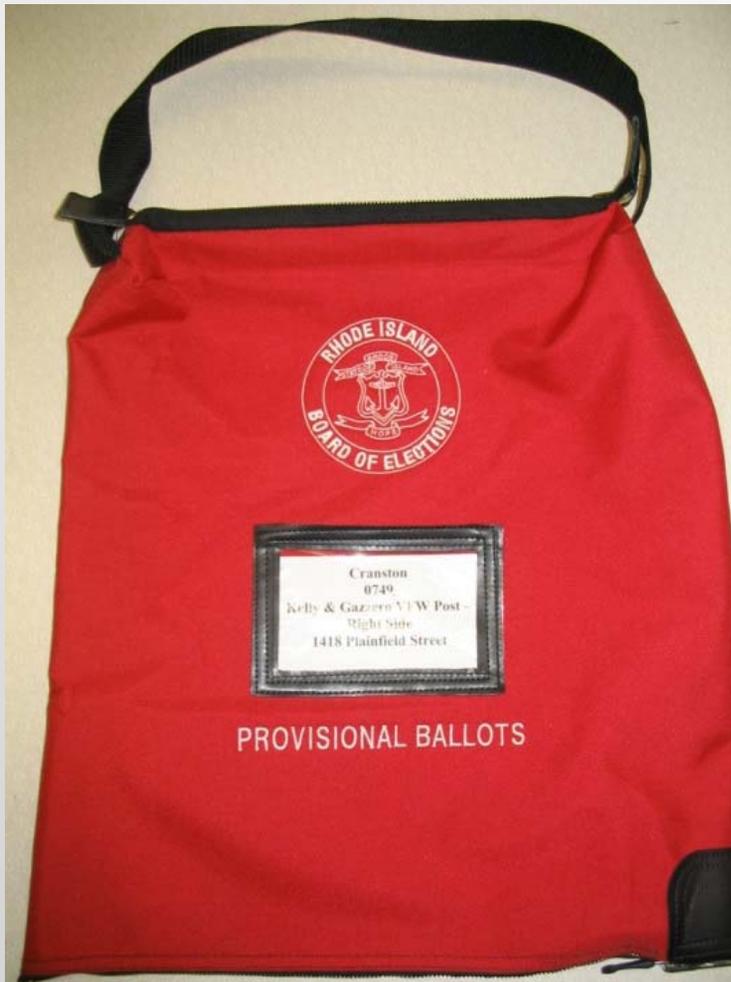
- The voter will take the ballot and envelope to a voting booth.
- Tell the voter that once they have marked the ballot they must fold it and seal it inside the envelope and return to you.
- **Never tear the application from the envelope.** If it gets torn off, a new application and envelope will need to be used (throw the spoiled application in the Blue Supply Box).

Step 5: Give the voter their receipt

3 Provisional Ballot Tear-Off Receipt	SEAL YOUR BALLOT INSIDE THE ATTACHED ENVELOPE!	
	Ballot ID 116051	Notice to Voter: Retain this receipt for your records. Use the Ballot ID number at left to check the status of your provisional ballot at the Rhode Island Board of Elections website at http://www.elections.ri.gov . Contact your Board of Canvassers no later than 4 p.m. the day after the election to provide information to qualify your ballot. C-51 9/14

- Tear the above receipt from the bottom of the application and give it to the voter.
- 48 hours after the election, they can check the status of their Provisional Ballot at <http://www.elections.ri.gov> or by calling their Local Board of Canvassers.

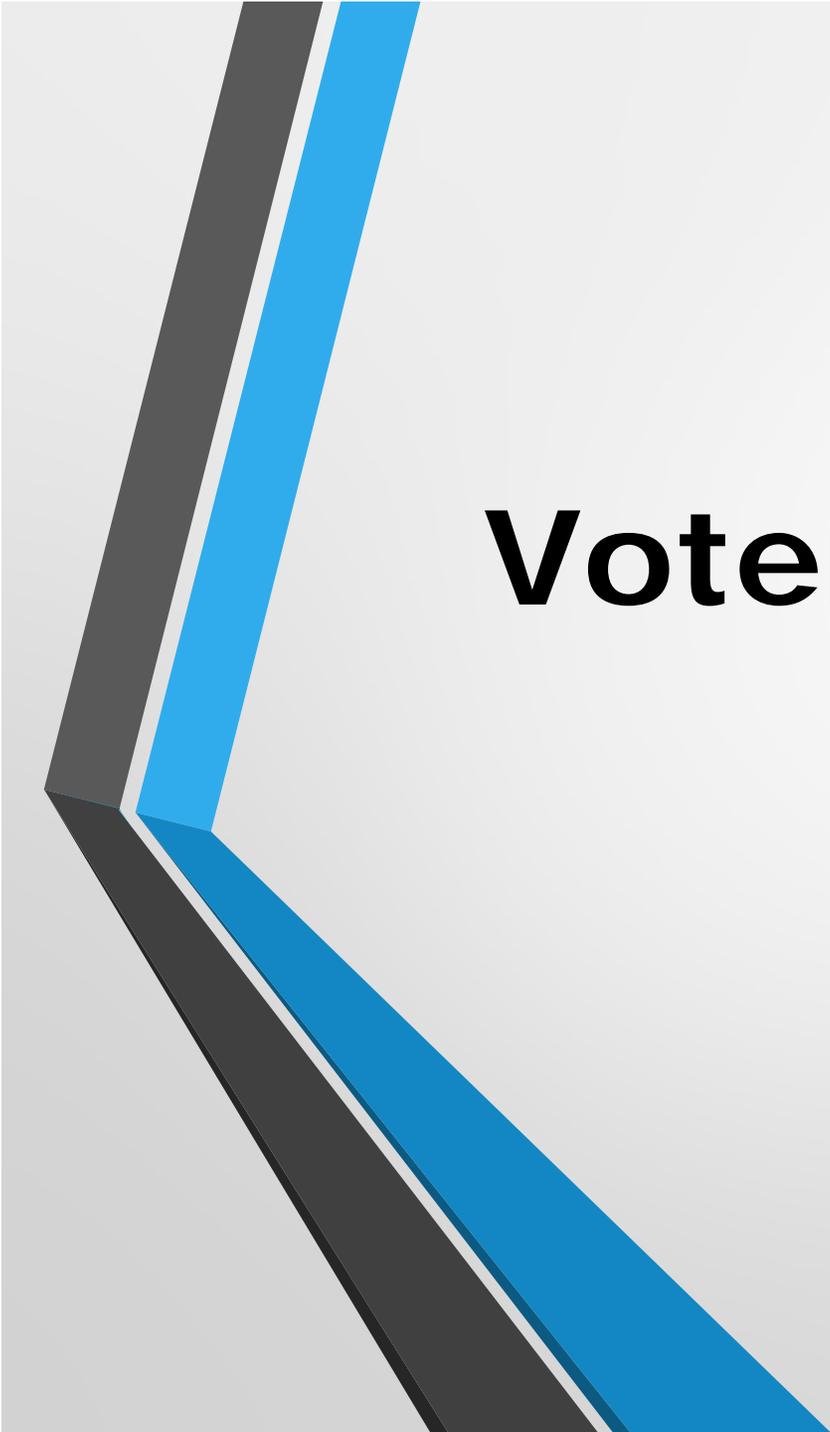
Step 6: Place the envelope in the Red Bag



- This bag is accessed with the Gold Key.
- Keep it secure by your station all day.
- Return it to the Board of Canvassers with your election returns.



- A provisional ballot never gets put into the DS-200.
- Make sure you write your precinct number at the top of every application.
- A provisional voter does not complete a ballot application with the Supervisors.
- The application is never removed from the envelope.



Voter Affirmation Clerk

More info on Affirmation on [Pg. 43](#) in your manuals.

Who needs to complete an affirmation form?

- **Inactive Voter**
The voter has “Affirmation Required” message on the voting list.
- **Name Change**
A voter who has legally changed their name.
- **Change of Address**
A voter who says they have moved.

Inactive Voter

(Affirmation Required message)

- They changed their address with the USPS but not with the Board of Canvassers.
- They must complete the affirmation form with the Clerk before completing a ballot application with the Supervisors.
- They will no longer be considered inactive in future elections.

Name Change

- A voter who changed their name must first complete an affirmation form with the Clerk.
- Supervisors can still use their same label.
- Voter will sign with their new legal name.
- **Do not** request any legal document to prove the name change.

Change of Address (within same city/town)

- Voter must be registered in the city/town. Their name must be on the Master List.
- If they moved less than 30 days before the election, they vote at their old polling place.
- If they moved 30 days or more before the election, they vote at their new polling place.

Street Directory

Street name

Printed On : 08/05/2014

STREET LIST - BARRINGTON TOWN

Page 2
Generated By : BOEGM

Low Range	High Range	Side	Street Name	Zip Code	Precinct	Cong	Sen	Rep	Rep Vote	Ward/Council	Ward	School	Special Dist
1	50	A	1ST ST	02806	0102	1	32	66	002				
1	50	A	2ND ST	02806	0102	1	32	66	002				
1	80	A	3RD ST	02806	0102	1	32	66	002				
1	80	A	4TH ST	02806	0102	1	32	66	002				
3	99	O	6TH ST	02806	0103	1	32	66	003				
4	98	E	6TH ST	02806	0103	1	32	66	003				
1	8	A	ABBY RD	02806	0104	1	32	67	004				
	124	A	ACRE AVE	02806	0104	1	32	67	004				
1	199	A	ADAMS POINT RD	02806	0105	1	32	67	005				
1	65	A	ADAMS AVE	02806	0102	1	32	66	002				
1	51	A	ADELAIDE AVE	02806	0103	1	32	66	003				
1	50	A	AGAWAM RD	02806	0104	1	32	67	004				
1	98	A	ALBERT AVE	02806	0101	1	32	66	001				
1	21	A	ALBYON LN	02806	0101	1	32	66	001				
1	99	A	ALDEN RD	02806	0102	1	32	66	002				
1	103	O	ALFRED DROWN RD	02806	0102	1	32	66	002				
2	100	E	ALFRED DROWN RD	02806	0102	1	32	66	002				
102	154	E	ALFRED DROWN RD	02806	0103	1	32	66	003				
105	147	O	ALFRED DROWN RD	02806	0103	1	32	66	003				
1	11	A	ALFRED DR	02806	0105	1	32	67	005				
1	50	A	ALLEN AVE	02806	0102	1	32	66	002				
1	50	A	ANCHORAGE WAY	02806	0103	1	32	66	003				
2	14	E	ANDERSON DR	02806	0104	1	32	67	004				
1	50	A	ANDREOZZI DR	02806	0104	1	32	67	004				
1	99	O	ANNAWAMSCUTT RD	02806	0102	1	32	66	002				
2	66	E	ANNAWAMSCUTT RD	02806	0103	1	32	66	003				
68	78	E	ANNAWAMSCUTT RD	02806	0102	1	32	66	002				
3	9	O	ANNIE'S WAY	02806	0104	1	32	67	004				
1	199	A	ANOKA AVE	02806	0104	1	32	67	004				
1	49	A	ANTHONY RD	02806	0102	1	32	66	002				

House # range

Assigned precinct

List of Polling Places

08/05/2014 Page 1

Master List of Polling Places

Election Dates: 09/09/2014--STATEWIDE PRIMARY Generated By : BOEGM

Polling Place Name	Address	ZipCode	Assigned Precinct	Status	ADA Compliant	Classification	CON	SEN	REP	REP VOTE	Ward / Council	Ward Dist.	School Committee
BARRINGTON													
BARRINGTON HIGH SCHOOL	220 LINCOLN AVE	02806	0101	Available	Y	School	1	32	66	001			
MIDDLE SCHOOL	281 MIDDLE HWY	02806	0102	Available	Y	School	1	32	66	002			
NAYATT SCHOOL	400 NAYATT RD	02806	0103	Available	Y	School	1	32	66	003			
HAMPDEN MEADOWS SCHOOL	297 NEW MEADOW RD	02806	0104	Available	Y	School	1	32	67	004			
SOWAMS SCHOOL	384 SOWAMS RD	02806	0105	Available	Y	School	1	32	67	005			
TOWN HALL - LIMITED	283 COUNTY RD	02806	0106	Available		Local Agency	9	99	99	00006	99	99	99999

Polling Location
Name

Precinct Number

Change of Address

(between different city/towns)

- If they moved less than 30 days before the Election, they vote at their polling place in their previous city/town.
- If they moved 30 days or more but less than 6 months before the Election, send them to the Board of Canvassers in their previous town for a Limited Ballot.
- If they moved 6 months or more before the Election or **moved into RI from another state** , they can go to their Board of Canvassers and complete a same day Voter Registration , and may vote a President/Vice President Only Ballot.

VOTER AFFIRMATION FORM

- Have the voter complete Boxes 1-7 below. The Warden/Moderator or Notary will witness in Box 8.
- The Clerk will complete Boxes 9-12 and use the information gathered in Box 11 in conjunction with the "Guide to Voter Affirmation" to determine where the voter should cast their ballot.

Make sure the voter is on the Master List

Important for name changes

VOTER COMPLETES BOXES 1-7			
For those persons qualifying pursuant to R.I.G.L. 17-9.1-16 (Procedures on Change of Address), under penalty of the prescribed general laws, I hereby make affidavit regarding the truthfulness and accuracy of the following information:			
Last Name SMITH	First Name JOHN	Middle Name	Check here if you have changed your name <input type="checkbox"/>
2. Home Address (include apt. number) 545 MAIN ST PROVIDENCE		State RI	Zip Code 02903
3. Mailing Address (if different from above)		City	State Zip Code
4. Date of Birth (mm/dd/yyyy) 1/1/1980	5. Phone no. (optional) Email (optional)	6. How long before this election did you move to your current address? (check one): I have not moved A <input type="checkbox"/> Less than 30 days B <input type="checkbox"/> More than 30 days Less than 6 months C <input checked="" type="checkbox"/> More than 6 months D <input type="checkbox"/>	
I swear or affirm that the information I have provided is true to the best of my knowledge under penalty of perjury.			
7. Signature of Voter <i>John Smith</i>		Date 11-4-2014	
8. Witness <i>Aimee Clark</i>		Date 11-4-14	

Look up the address on the Street Directory

Important for Inactive voters & change of address.

If applicable, write new precinct address here

Generate the code and look it up on the Guide.

ELECTION OFFICIAL CLERK COMPLETES BOXES 9-12 (AND 13 IF NECESSARY)			
9. Voter's ID Number as listed in the pollbook or master list		74917823	
10. Compare the voters address as listed in Number 2 above with the voters address in the master list. Check one below. The addresses are the same. The addresses are different but they are in the same city/town. The addresses are not in the same city/town. The address listed in Box 2 is outside of Rhode Island.			
1 <input type="checkbox"/>		2 <input checked="" type="checkbox"/>	
3 <input type="checkbox"/>		4 <input type="checkbox"/>	
11. What box did the voter check off in number 6 above? (A, B, C, or D)		C	
What box did you check off in number 10 above? (1, 2, 3, or 4)		2	
I have completed boxes 9-11 and used the "Guide to Voter Affirmation" to direct the voter to the correct voting location.			
12. Signature of Clerk <i>Aimee Clark</i>		Date 11-4-2014	
13. If the voter has to go to another precinct to vote please provide the necessary information (if available) below. The voter must bring this form with them to the next polling place.			
Precinct # 2804	Precinct Address SALOMON CTR Bldg 1107 75 Waterman St	Board of Canvassers Phone # 421-0495	

GUIDE TO VOTER AFFIRMATION

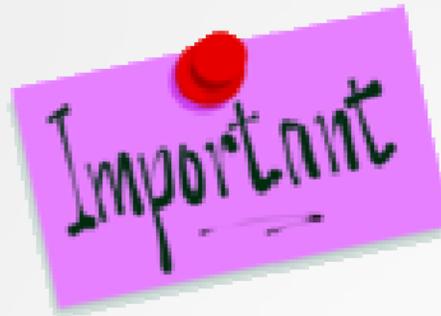
Match the letter/number code in Section 11 of the completed Voter Affirmation Form with the corresponding code below to determine where the voter is eligible to vote.

- Previous Address = The address listed for the voter on the master list.
- New Address = The address the voter listed in Box 2 of the Voter Affirmation Form.

Look for your code & instructions

CODE	THE VOTER WILL...
A1	The voter will continue to vote at the polling place listed for them on the master list/poll book.
B2	The voter will vote at the precinct listed for their previous address. For all future elections the voter will vote at the precinct for their new address.
B3	The voter will vote at the polling place listed for their previous address. Instruct the voter to reregister to vote in their new city/town in order to vote a full ballot in future elections.
B4	The voter is not eligible to vote a Rhode Island ballot if they have moved out of state. The voter has the right to cast a provisional ballot at your polling place.
C2	The voter will vote a full ballot at the precinct assigned to their new address. Look up the voter's new address on your street list to find out which precinct is assigned to it. If the precinct is different than the precinct the voter is currently in direct the voter to their new precinct. The address can be found by using the list of polling places at the beginning of the street list or by contacting the board of canvassers. Write the address in box 13 of the voter affirmation form and have the voter bring it with them to their new precinct.
C3	The voter is eligible to cast a limited ballot at the city/town hall of their previous address. The address of the city/town hall can be found by using the list of polling places at the beginning of the street list or by contacting the board of canvassers. Write the address in box 13 of the voter affirmation form and have the voter bring it with them to city/town hall.
C4	The voter is not eligible to vote a Rhode Island ballot if they have moved out of state. The voter has the right to cast a provisional ballot at your polling place.
D2	The voter will vote a full ballot at the precinct assigned to their new address. Look up the voter's new address on your street list to find out which precinct is assigned to the new address. If the precinct is different than the precinct the voter is currently in, direct the voter to their new precinct. The address can be found by using the list of polling places at the beginning of the street list or by contacting the board of canvassers. Write the address in box 13 of the voter affirmation form and have the voter bring it with them to their new precinct.
D3	The voter is not eligible to vote unless it is a Presidential Election. If it is a Presidential Election the voter can register to vote and cast a ballot for President/Vice President only at a special precinct in the city/town they now live in. The voter does have a right to cast a provisional ballot at your polling place.
D4	The voter is not eligible to vote a Rhode Island ballot if they have moved out of state. The voter does have a right to cast a provisional ballot at your polling place.

A list of phone numbers for all the boards of canvassers in Rhode Island is listed on the back of this form.



- Completed Affirmation Forms go into your Board of Canvassers return bag.
- If applicable, send the voter to their new precinct with the affirmation form.
- A person completing an Affirmation form usually votes a regular ballot that goes into DS-200.
- Do not have the voter do a provisional ballot unless necessary.

There's a difference

Voter Affirmation

- The person is registered to vote.
- They attest on a Voter Affirmation that they have moved, and they are entitled to vote in your precinct based on when they moved.
- They vote a regular ballot that goes into the DS-200.

Provisional Voting

- The person is not registered to vote.
- Or, they are registered but insist on voting in the wrong precinct, haven't shown ID, or applied for a mail ballot
- Their ballot is sealed into a provisional envelope and brought back to the Board of Canvassers after the polls close for determination.

Always use your checklists when closing the polling place.

This will help you avoid mistakes!

Board of Elections
POLLING PLACE CHECKLIST

CLOSING

Warden/Moderator

- 1. Announce the closing of the poll at exactly **8 p.m.** (**No voters allowed to enter line**).
- 2. Print the totals report from machine, read out loud and place in BOE bag.
- 3. The "memory pack" has been removed and placed in the "memory pack envelope".
a copy of totals tape is placed inside memory pack envelope
- 4. The "memory pack" has been sent to the BOC with the designated Supervisor.
Person delivering the Memory Pack: _____
- 5. A copy of the totals tape has been placed on the outside door.
- 6 A copy of the totals tape has been placed in the Board of Canvassers bag.
- 7. All **voted** ballots from compartment **#2** have been placed in the Ballot security/storage box along with a copy of the totals tape.
- 8. All ballots from compartment **#1** have been placed in the "write-in ballots" bag. **Person responsible for removal of ballots:** _____
- 9. The Election Certificates have been signed and Feedback form has been done.
- 10. The AutoMARK has been **properly** secured in its case with **headphones** and **cord**.
- 11. All voting booths have been folded and posters removed by the Supervisors.
- 12. The voting equipment has been locked and keys placed in the BOC bag.
- 13. The election supply box has been sealed with new seals found in supply bag.
- 14. Place this completed and signed checklist in the BOC return bag.

I, the undersigned have completed all items of this checklist.

_____ _____
Warden/Moderator Precinct #

Board of Elections
POLLING PLACE CHECKLIST

CLOSING

Clerk

- 1. Both copies of the Election Certificates have been completed **accurately**.
- 2. The **exact** number of provisional ballots inserted into the red bag is written on the Election Certificates and the red provisional ballot bag has been sent with the **designated Supervisor**.
- 3. You have counted and **sealed** the "voided ballots bag".
- 4. You have counted and **sealed** the "manual count ballots bag" (if used).
- 5. The "write-in" ballots bag has been sealed. (no Write-In ballots in a Primary)
- 6. The "discrepancy report" has been completed and placed in BOE bag.
- 7. The Board of Elections return bag has been filled and **sealed**.
- 8. The Board of Canvassers return bag has been filled.
- 9. All **unused** ballots have been left in the blue supply box.
(Open packages must be placed in the "Unvoted Ballot Return Bag" **first**)
- 10. All **unused** forms and affidavits have been left in the blue supply box.
- 11. Place this completed and signed checklist in the BOC return bag, and **seal it**.

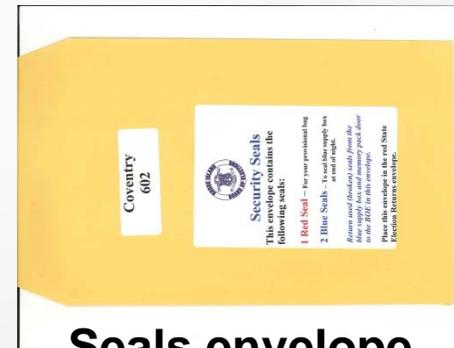
I, the undersigned have completed all items of this checklist.

_____ _____
Clerk Precinct #

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide General Election, November 4, 2014)

Closing the polling place

- Open your red bag with the GOLD KEY.
- Clerk must count the provisional ballots for election certificate.
- Lock the red bag and seal the other end with a red tie seal found in the “seals envelope”
- Write seal number on both copies of the Election Certificate



Seals envelope



Tie Seal

Clerk's Election Certificate

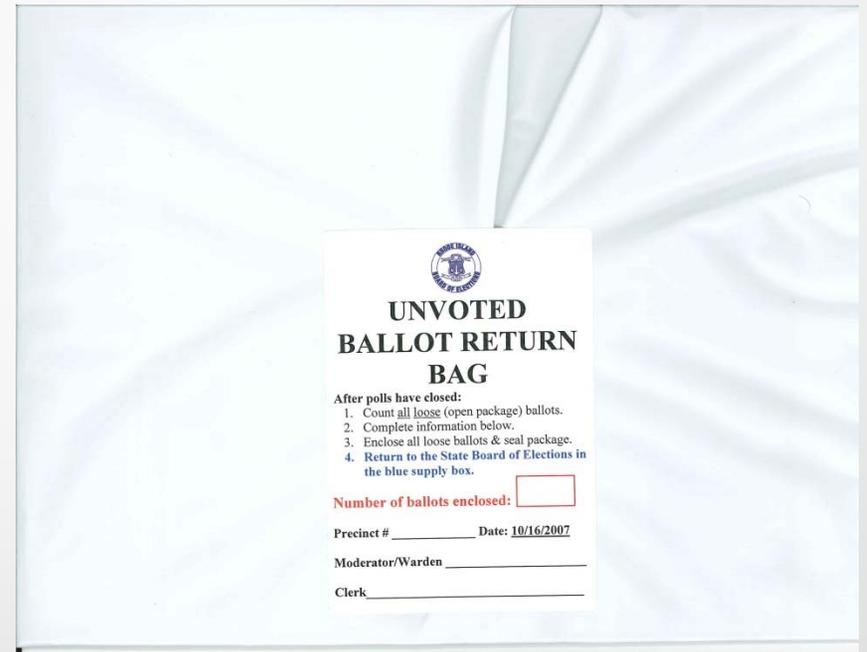
- Account for all of your ballots
- Account for all of your applications
- Document your seal numbers.
- Place 1 copy in BOE return bag and 1 copy in BOC return bag.

ELECTION CERTIFICATE			
Precinct Info		Verify Serial Numbers	
Precinct No:	2201	Voting Machine:	0002685
City/Town:	NEW SHOREHAM	AutoMark:	0009930
Location:	BLOCK ISLAND TOWN HALL, 16 OLD TOWN RD	Memory Pack:	3163829
Election Date:	Tuesday, November 08, 2016	Supply Box(s):	0218985 0218965 0220839 0220840
BALLOTS			
		Pg. 1	Pg. 2
Number of ballots sent to your polling place.....		1300	1300
1. Public count on the DS-200.....		785	
2. Number of provisional envelopes in the red bag.....		+ 5	
3. Number of ballots in the manual count bag (usually zero).....		+ 0	
Enter Number of Voided Ballots Below (Do not add to the total) VOIDS → <input type="text" value="10"/> ←		TOTAL Ballots Cast = 790 <small>Add ONLY lines 1-3 and enter the total here</small>	
BALLOT APPLICATIONS			
		DO NOT INCLUDE VOIDED APPLICATIONS	
4. Number of valid ballot applications signed.....		785	
5. Number of provisional ballot applications (red bag).....		+ 5	
		TOTAL Applications Signed = 790	
Enter Your Seals Numbers Below at Closing			
Blue Supply Box(s):	281523 • 2754912 2153212 2013091		
Metal Ballot Box(s):	284912	Red Bag:	040123
Signatures			
We certify that we have reviewed the information entered onto this election certificate and to the best of our knowledge the information is accurate and correct.			
 Warden/Moderator		 Clerk	
 Supervisor		 Supervisor	

Should equal

Unused Ballots

- Seal only **opened** packages of unused ballots in this bag.
- **Never** place *voted* ballots in this bag or the plastic blue supply box.



Board of Elections Return Bag

- Complete the checklist on the front of the bag and sign it.
- Make sure it's sealed.

State Board of Elections Returns

DATE: _____ PRECINCT ID #: _____ PRECINCT NAME: _____

We hereby certify that enclosed herein contains:

- 1. One Completed Election Certificate
- 2. Signed Totals Tape from Voting Machine
- 3. AutoMARK Verification Ballots (completed)
- 4. Security Seals envelope
- 5. Discrepancy Report (1 copy) (if used)
- 6. Voting Machine Replacement Certificate (if used)
- 7. Pollworker Feedback form (if used)
- 8. Voter Wait Times Survey form

X _____ X _____
WARDEN / MODERATOR CLERK

Hand deliver to your Board of Canvassers

C-38 0714

Board of Canvassers Return bag

- Complete the checklist on the front of the bag and sign it.
- Place the equipment keys inside last.
- Make sure it's sealed.

Board of Canvassers Return Bag

DATE: 09/09/08 PRECINCT ID #: _____ PRECINCT NAME: _____

We hereby certify that enclosed herein contains:

- 1. One Completed Election Certificate
- 2. Third copy of Totals Tape from Voting Machine
- 3. Affidavit of Supervisors
- 4. Precinct Keys
- 5. Completed Ballot Applications
- 6. Board of Elections Return envelope
- 7. Three signed Polling Place Checklists (Warden/Moderator, Clerk & Supervisors)
- 8. Write In Ballot envelope (if used)
- 9. Manual Count Ballot envelope (if used)
- 10. Voided Ballot envelope (if used)
- 11. Voter Affirmation forms (if used)
- 12. Change of Party Affiliation forms (if used)

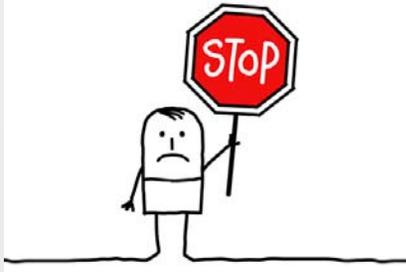
X _____ X _____
WARDEN / MODERATOR CLERK

Hand deliver to your Board of Canvassers C-2 0508

Blue Supply Box

- Un-voted ballots and applications
- Unused forms
- Election supplies





Never put these in the blue supply box

- Ballots from the DS-200
- Forms signed or completed by voters
- Pollbooks and lists
- Any items issued to you by the Board of Canvassers

Deliver your election returns

1

Envelopes and Bags

- Board of Canvassers return bag
- Board of Elections return bag
- Ballot bags - Voids & Manual Count
- All signed ballot applications
- Red Provisional bag (Even if empty)
- USB drive from DS-200

2

Metal Ballot Security Case (or white vinyl bag labeled "Voted Ballots")

- Voted ballots with copy of Elections Results tape.

3

Board of Canvassers Box or Canvass Bag

- All poll books, master lists, and street directories.
- Extra signs, extension cords, power strips etc.

Thank You

You will now be issued a short quiz.

Turn in your quiz at the table where
you signed-in.

Read your books and take them and these
slides to the polling place with you!