

SUPERVISORS

Please silence your cell phone

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

Bring your pollworker manual with you to the polls



Rhode Island Board of Elections

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?

Important Changes

- ▶ New voting machine at all precincts, DS-200.
- ▶ Uses digital scanning technology.
- ▶ Can read many different types of pen marks.
- ▶ Voters will use the touchscreen to override their ballots if they make a mistake.
- ▶ Results wirelessly transmitted (no more designated Supervisor).



Important Changes

State of Rhode Island
Official Ballot

Democrat Primary
September 13, 2015
South Kingstown

Precinct 3208
Cantonville District 2
General District 27
Representative District 25

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 Q. 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

- ▶ New ballot design.
- ▶ Voters will fill-in ovals to the left of the choice.
- ▶ In the primary, ballots no longer printed on Blue or Yellow paper.
- ▶ A colored Blue or Yellow bar across the top will be used to differentiate ballots.

	City/Town	Primary 9/13/16 POLLS OPEN	Election 11/8/16 POLLS OPEN	POLLS CLOSE
0100	BARRINGTON	7:00 AM	7:00 AM	8:00 PM
0200	BRISTOL	7:00 AM	7:00 AM	8:00 PM
0300	BURRILLVILLE	7:00 AM	7:00 AM	8:00 PM
0400	CENTRAL FALLS	7:00 AM	7:00 AM	8:00 PM
0500	CHARLESTOWN	7:00 AM	7:00 AM	8:00 PM
0600	COVENTRY	7:00 AM	7:00 AM	8:00 PM
0700	CRANSTON	7:00 AM	7:00 AM	8:00 PM
0800	CUMBERLAND	7:00 AM	7:00 AM	8:00 PM
0900	EAST GREENWICH	7:00 AM	7:00 AM	8:00 PM
1000	EAST PROVIDENCE	7:00 AM	7:00 AM	8:00 PM
1100	EXETER	7:00 AM	7:00 AM	8:00 PM
1200	FOSTER	7:00 AM	7:00 AM	8:00 PM
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3200	SOUTH KINGSTOWN	7:00 AM	7:00 AM	8:00 PM
3300	TIVERTON	7:00 AM	7:00 AM	8:00 PM
3400	WARREN	7:00 AM	7:00 AM	8:00 PM
3500	WARWICK	7:00 AM	7:00 AM	8:00 PM
3600	WESTERLY	9:00 AM	7:00 AM	8:00 PM
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3800	WEST WARWICK	7:00 AM	7:00 AM	8:00 PM
3900	WOONSOCKET	7:00 AM	7:00 AM	8:00 PM

**All polls close
at 8 p.m.**

Remember to vote

- You can't leave the polling place.
- Vote early at the Board of Canvassers!
- You have until 4 p.m. on the day before the election.
- Caution: The primary you choose to vote in may affect your ability to be assigned on Primary Day.

Supervisors goals for Election Day?

- Get your workstation organized.
- Be attentive, courteous, and non-partisan.
- Process voters quickly but accurately.
- Send any problem voters to the Clerk.
- Lend a hand to voters in need.
- Always refer complex questions to the Moderator.

Your supplies are in the Blue Supply Box



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

- Find your checklist and complete it.
- Sign the last page of each checklist and put them into Board of Canvassers bag.

Board of Elections
POLLING PLACE CHECKLIST

OPENING

Supervisors

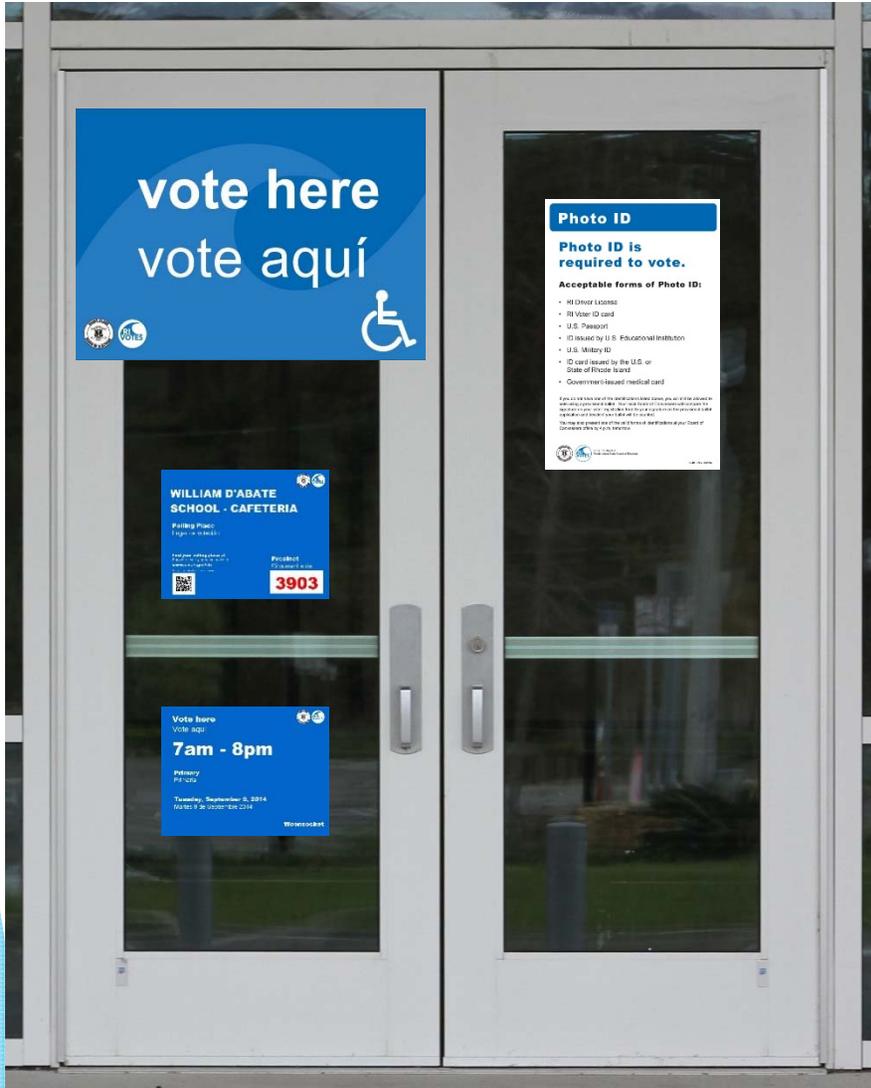
- 1. You have been assigned to a bipartisan pair by the Warden/Moderator.
- 2. You have placed the **correct voting lists** on your table and verified the precinct.
- 3. You have placed packages of each ballots type/page on the Supervisors' table.
- 4. You have placed ballots applications on the Supervisors' 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)

Your responsibilities when opening the polling place

- ▶ Put up all posters found in supply bag.
- ▶ 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.

Put up posters on the building's outside door



- Use the tape supplied by the Board of Canvassers.
- If the tape is not strong enough to prevent the sign from blowing away, try posting the sign inside the glass.
- Call the Board of Canvassers for stronger tape.

Your 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.

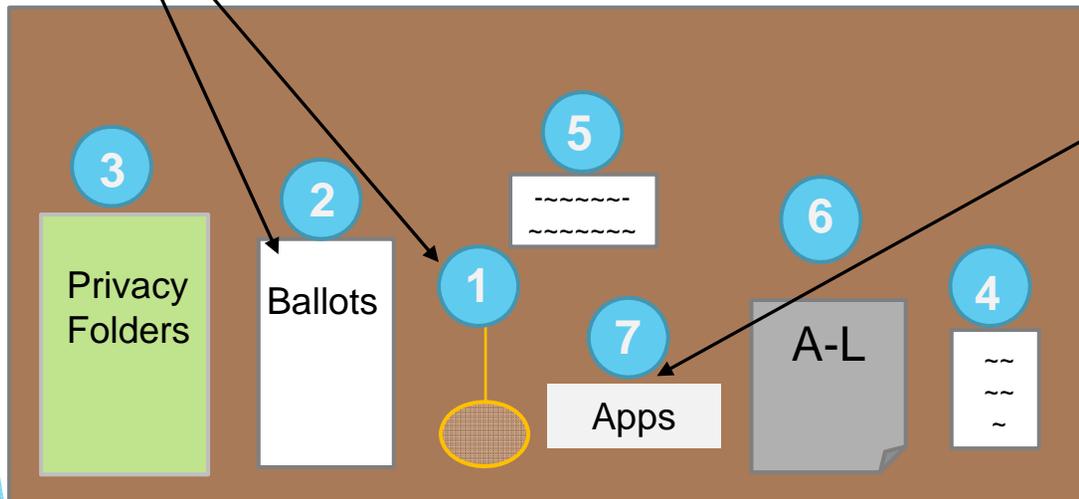
Sample Supervisor Pair Setup

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

In a primary you may have more than one ballot type and more than one spindle.



In a primary you may have more than one type of ballot application



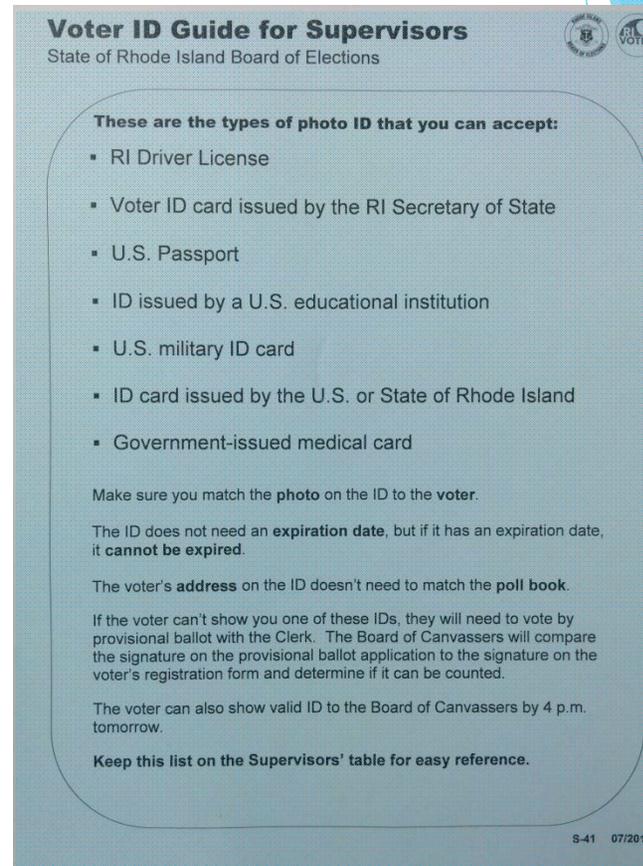
Supervisor



Supervisor

Keep this handy guide at your station

- It's a list of all acceptable Photo ID types.
- Keep this next to you at station.

A document titled "Voter ID Guide for Supervisors" from the State of Rhode Island Board of Elections. It lists acceptable photo ID types and provides instructions for supervisors. The document includes logos for the State of Rhode Island and RI VOTES.

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
- Voter ID card issued by the RI Secretary of State
- U.S. Passport
- ID issued by a U.S. educational institution
- U.S. military ID card
- ID card issued by the U.S. or State of Rhode Island
- Government-issued medical card

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

The ID does not need an **expiration date**, but if it has 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 and determine if it can be counted.

The voter can also show valid ID to the Board of Canvassers by 4 p.m. tomorrow.

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

S-41 07/2014

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) In the Primary, you tell them the party affiliation listed for them.
7. You put their label on the appropriate ballot application.
8. They sign the ballot application and both Supervisors initial it.
9. You put the signed ballot application on the appropriate spindle.
10. The Supervisor gives the voter their ballot in a Privacy Folder and directs the voter to a voting booth.
11. They cast their ballot into the DS-200 and receive an "I Voted sticker" from the Moderator.

How to check in voters

1. Ask the voter for their Photo ID and their complete name and address.
2. Find the voter's name in your Pollbook.
3. Repeat the voter's name and address in a loud and clear voice.
4. Remove their label from the Pollbook, and affix it onto the appropriate ballot application.
5. The voter signs the ballot application.
6. Both Supervisor's will initial the ballot application.
7. Place the ballot application on the appropriate spindle.

Pollbook

Special Message

LOPEZ MARIO JR 50 COMMON ST 09/16/1967

28000781188
Democrat

LUFF SAMUEL 243 SMITH ST Unit 714 08/12/1944

28000781722
Democrat

VOTED BY MAIL CANNOT SIGN

LOPEZ MARIO JR
50 COMMON ST

Democrat
PRIMARY September 9, 2014

28000781188



2801

LUFF SAMUEL
243 SMITH ST Unit 714

Democrat
PRIMARY September 9, 2014

28000781722



2801

19 of 20

LANHAM - LUFF

NAME	ADDRESS	DOB
------	---------	-----

LUGO GILBERTO	12 WINSOR ST Unit APT 2	03/27/1958
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28000781752
Democrat

LUNA RAFAEL YRDEMARO	222 ORMS ST Unit 3	11/29/1952
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28000781862
Democrat

LUNA UCINA	220 ORMS ST Unit 1ST FL	11/19/1962
------------	-------------------------	------------

28001108034
Democrat

AFFIRMATION REQUIRED

LUGO GILBERTO
12 WINSOR ST Unit APT 2

Democrat
PRIMARY September 9, 2014

28000781752



2801

LUNA RAFAEL YRDEMARO
222 ORMS ST Unit 3

Democrat
PRIMARY September 9, 2014

28000781862



2801

LUNA UCINA
220 ORMS ST Unit 1ST FL

Democrat
PRIMARY September 9, 2014

28001108034



2801

Peel off the label

Place the label on a ballot application

Ballot Application

-  Blue applications for Democrats
-  Yellow applications for Republicans
-  White applications for Non-Partisan

001

Nº

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

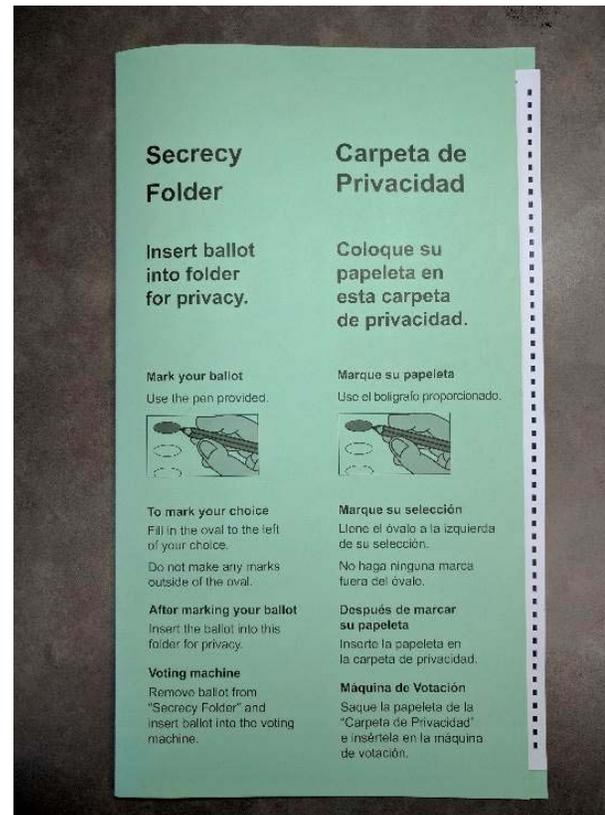
Check this box if the voter completed an Affirmation Form

Voter signs here

Supervisors initial here

Give the voter a ballot

- ▶ Get the correct ballot.
- ▶ In the Primary, you have Democrat, Republican, or Non-Partisan Ballots.
- ▶ Place the ballot in a green Privacy Folder.
- ▶ Direct the voter to an available voting booth.



In the September Primary...

- **Democrats** may vote in the **Democrat primary**.
- ***Republicans** may vote in the **Republican primary** (except non-partisan communities shown on next slide.)
- **Unaffiliated** may chose the primary.

***Only the following communities have a Republican Primary in one or more precincts:**

- Burrillville
- Cranston
- Little Compton
- Middletown
- Newport
- Portsmouth
- Richmond
- Tiverton

For communities with Non-Partisan Primaries in September

- A **Republican** voter may only vote the Non-Partisan Ballot.
- A **Unaffiliated** voter can vote a Democrat or Non-Partisan ballot.
- If voter votes a Non-Partisan ballot they will **not** become affiliated with any party.
- But, Non-Partisan races are also on the party ballots.

Only in these communities:

1. Coventry
2. East Providence
3. Narragansett
4. North Smithfield
5. Warwick
6. Woonsocket

In the September primary

- **After voting**, a voter may change their party affiliation by completing a '**Change Party Designation**' form with the Moderator.
- Takes 90 days to take effect.
- No forms provided in the General Election.

In the November Election...

- All voters will receive the same white ballot.
- Some precincts may have more than one page of the ballot.
- The second page will have a yellow stripe across the top.
- All voters must take the second page.
- They may override it into the DS-200 if they want to cast it as a blank ballot.

Who is a problem voter ☹️

- ▶ You can't find their name in the Pollbook.
- ▶ They say they live at a different address.
- ▶ They have "Affirmation Required" printed under their name.
- ▶ They have "Voted By Mail Cannot Sign" under their name.
- ▶ They do not have the required Photo ID or they just don't want to show it to you.
- ▶ They argue with you about their party affiliation in the Pollbook.
- ▶ 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

- If a voter claims they are **blind, disabled, or unable to read English**, they can get help from a person of their choice.
- 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"/>	<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	<input type="text"/>

Subscribed and sworn to me on	<input type="text"/>	<input type="text"/>	<input type="text"/>
	MM	DD	YYYY
<input type="text"/>	<input type="text"/>		
Voter's Ballot Application No.	Warden/Moderator Signature		

Helped by a pair of Supervisors

- Assigned by the Moderator.
- Voter's choices must remain secret.
- Pair of Supervisors must remain with voter at all times during this process.

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

Voter who cannot sign their ballot application



Attach this Completed Affidavit to Voter's Ballot Application



State of Rhode Island and Providence Plantations
Board of Elections

VOTER AFFIDAVIT for SIGNING WITH A MARK

We, the undersigned bi-partisan pair of supervisors, do hereby state that we questioned _____ of _____
Print Name of Voter Print Address of Voter
City/Town of _____ in the manner authorized in R.I.G.L §17-19-30 and are satisfied that he/she has been duly identified as the above-named person.

<p>Subscribed to and sworn to on this</p> <p>_____ day of _____</p> <p>X _____</p> <p>Warden/Moderator</p>
--

<p>APPROVED:</p> <p>X _____</p> <p>Supervisor</p> <p>X _____</p> <p>Supervisor</p>

Write-In Votes in the November Election...

- In November, 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

- “Selfies” with a ballot are now allowed 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.
- You or party checkers cannot 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

- Making a call on a cell phone in the polling place is not allowed, unless it's a pollworker for an election-related matter.
- Text messaging in the polling place 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 ft from the entrance.

Lines

- You may have lines in November.
- Make sure orderly lines are formed.
- 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.

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

Closing the polling place

- All posters must be taken down and placed in the blue supply box.
- Put all unused forms and other supplies into the blue supply box.
- **Close all voting booths**, and place them next to the DS-200 and AutoMARK in a secure area.

Closing the polling place

- Help your 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.

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- Vote early at the Board of Canvassers!
- You have until 4 p.m. on the day before the election.
- Caution: The primary you choose to vote in may affect your ability to be assigned on Primary Day.

End of the class



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!