



Train the
Poll Worker

Delaware
County



Primary Election

May 19, 2026

delcopollworkers@co.delaware.pa.us

Training Class Overview



1. Opening the precinct

- Your Role
- Set up & Layout
- Machine & Poll Pad set up
- Paperwork

Section 1 Questions Answered

2. Working with voters

- Checking in on the Poll Pad
- Updated forms
- Provisional ballots
- De-escalation tips

Section 2 Questions Answered

3. Closing the precinct

- Machine shutdown
- Return Sheets
- Packing up Equipment
- Drop off procedures

Section 3 Questions Answered

4. Additional Information

- **IMPORTANT** announcements

WHATS NEW?

- Our Elected JOEs and Majority and Minority Inspectors
- Consolidations!! We were 428 precinct, now we are 383
- Tracking Rover Visits
- New Oath on Return Sheets
- Display Opening Zero Report Tapes in Precincts
- Put Aqua and Spoiled Ballot Envelope in White Binder at End of Night
- 2nd Blue Bag with extra Poll Pad Paper in cage
- Code Card is now Blue
- Poll Pad has new white braided cable
- Democratic State and local Committee Members are on the ballot
- Voter Registration Flyer

Your Role as a Poll Worker p. 7

- You are the public face of Delco's Elections.
- Ensure all eligible voters can cast a ballot.
- Set up the polling place ensuring its integrity and security.
- Ensure the polling place is a campaign-free zone.
- Complete all paperwork and tasks to ensure an accurate record of the day is maintained.
- Treat all voters with courtesy.



As a poll worker you must be NON-PARTISAN.

Separate your duty from your opinion. Be ethical and professional when implementing the procedures outlined today.

non·par·ti·san

/nän 'pärtizən/ 

adjective

not biased or partisan, especially toward any particular political group.

synonyms: unbiased, impartial, neutral, objective

"the moderator must remain nonpartisan throughout the debates"

Arrival & Set Up pp. 8,11- 13

- ★ All poll workers arrive by 6AM to OPEN the precinct.
- ★ Do not unseal the equipment cage, the Poll Pad or set up equipment prior to Election Day.
- ★ Check the supplies in the cage: if anything is missing or any seals are broken, call the Voting Machine Warehouse.
- ★ **Polls must be opened at 7:00AM.** Any voters lined up at that time must be permitted into the precinct.
- ★ Poll Watchers must present their certificate to the JOE.
- ★ Use your tape to mark 10 ft outside the precinct.

Precinct Overview p. 10

- The JOE oversees the precinct layout.
- Every precinct layout is unique. Adapt to your precinct's quirks.
- 2 types of polling locations:
 - Stand alone precincts
 - Multiple precincts
- All voting activity from check-in to scanning the ballot must take place in 1 room and be observed by Poll Watchers.
- Poll Watcher Certificate
- All precincts will focus on:
 - Voter Privacy when Scanning Ballot
 - Voter Privacy when using Touch Writer
 - Voter Flow of Traffic

Poll Watcher Certificate



Commonwealth of Pennsylvania

County of Delaware
Watcher's Certificate

This will Certify that (Insert Watcher's Name Here) residing at (Insert Watcher's Address Here) has been regularly appointed as a WATCHER for the Election District of (Insert Precinct Name Here) by (Insert Candidate's Name Here), Candidate for the office of (Insert Contest Name Here) Primary, (Insert Date of Primary Here).

Witness our hands and official seal, the (Insert Date Here).

Ashley Lunkenheimer

Scott J. Alberts

John McMeekin

County Board of Elections

James P. Allen,
Director of Election Operations

NOTE - 25 PS 2687

"Each candidate for nomination or election at any election shall be entitled to appoint 2 watchers for each election district in which such candidate is voted for." Furthermore, "only one watcher for each candidate at primaries, or for each party or political body at general, municipal or special elections, shall be present in the polling place at any one time..."

Shared Polling Location p.10

S H A R E D

- Determine if precincts are in the same room or different rooms for set up purposes. Same room requires a central check-in table for synced Poll Pads.
- Each precinct will have their own precinct table to give voters their ballots, be entered in the #’d list, etc.
- Check-in through casting ballots must be in 1 room.
- One worker may be paid for service at two precincts. The worker must sign **BOTH** pay sheets.

Precinct Supplies pp. 14-17

Each Precinct will have their own:

- ★ Equipment Cage
- ★ Green Tote
- ★ Poll Pad

They contain all the supplies needed for election day.



Paper Ballots – Box & Packaging

- Each precinct will have 1 box of Democrat and Republican ballots.
- Ballots are wrapped in bundles of 50.
- Count the ballots and verify the totals agree to the preprinted amounts on the Certificate 3 of the Return Sheet and the label.
- All ballots are a single-page. Some are 2 sided.
- Need to display all sample ballots.



- ★ **Precinct Forms Checklist Folder:**
 - **Administer and complete both Election Officer's Oath of Office**
 - **Fill out the pay sheet**
- ★ **Post all signs, notices & sample ballots**
- ★ **Fill out Certificate 1 identically on all 3**
Return sheets – pink, aqua & white
- ★ **3 Colored Envelopes**



**Poll
Opening:**

Paperwork
pp. 11 - 13
pp. 38 - 39

Setting up the Touch Writer p. 20-24

- Set up with unobstructed pathways and voter privacy in mind.
- Use key to unlock/lock tablet in place.
- Do NOT power off for any reason.
- Equipment video is online.
- Do NOT remove the blue security seal from the vDrive compartment.



NOTE: Touch Writer & Ballot Scanner can take up to 10 minutes to power up. Please time accordingly to ensure ready by 7am!

Ballot Box Set Up p. 26 - 28

- Gray ballot bag – captures all scanned ballots
- Emergency ballot bag – used only when the scanner is malfunctioning & cannot scan ballots
- DON'T lock the ballot box until the scanner is set up



Setting Up the Scanner p. 29-31

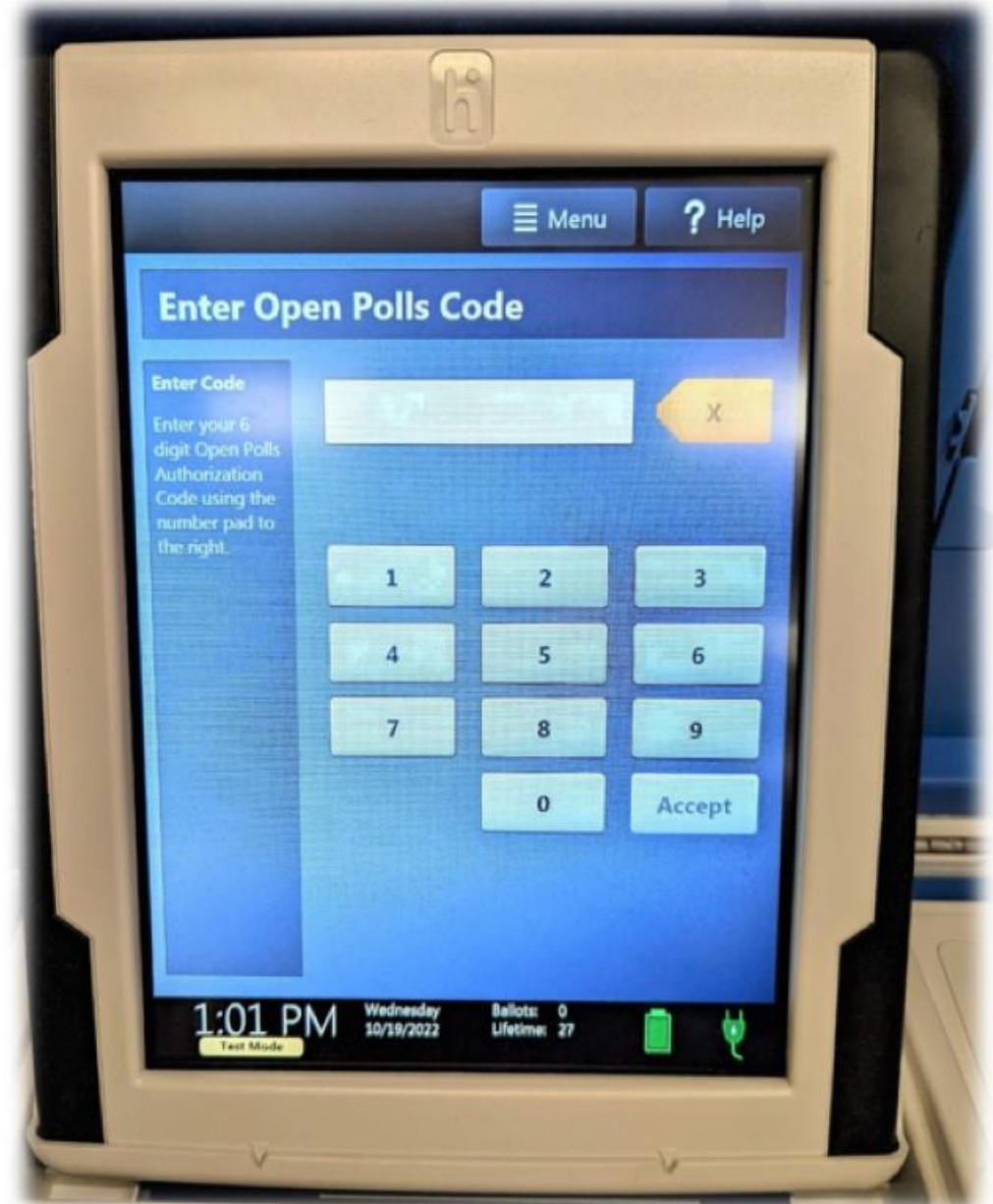
- Set up is similar to the Touch Writer.
- Lock the ballot box after the Scanner is set up.
- Do NOT remove the blue security seal from the vDrive compartment.
- Do NOT turn off the Scanner once powered up.
- **NOTE: Scanners and Touch Writers are NOT connected to the internet at any time. Each machine is tested for functionality and accuracy prior to each election.**



Printing Zero & Open Polls Reports

pp. 24, 32 - 33

- Check the clocks.
- **NEW:** Print **3 Zero Reports** from both machines and verify the following:
 - Ballot count total is ZERO
 - Polling place listed is correct.
- **NEW:** Post Zero Report from each machine where White Return sheet will be posted.
- Open the Polls with the code on the **BLUE** card from the black pouch.
- POLLS are now open, do **NOT** close them for any reason.
 - ★ **Contact the Machine Warehouse if any information is wrong.**



POLL OPENING - CERTIFICATE 1

Before you open the polls, record these numbers from the equipment and the tapes.
Verify all "Zero Report Tapes" show zero votes cast. Call warehouse if incorrect.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Unseal at Poll Closing</i>	Serial Number from Machine Tape	Lifetime Counter from Machine Tape
Verity Ballot Scanner	0005224	1903221810	5689
Verity TouchWriter	0005226	1913547412	77
RED Seal # on Cage:	007896	BLUE Seal # Back of TouchWriter:	000354

Items needed:

- Red Security Seal on Cage
- Blue Security Seals numbers from Scanner & Touch Writer vDrive Compartments
- Blue Security Seal from Printer Port on Touch Writer
- Serial Numbers and Lifetime Counts from Poll Opening Tapes

Certificate #1

Poll Opening (pp. 38-39)

Set up: Voting Booths

- Privacy is **paramount!**
- White plastic privacy trifold may be in your cage.
- Ballots must stay **INSIDE** the precinct.

QUAD
VOTING
BOOTH



SINGLE
VOTING
BOOTH



POLL PADS:

What's in the Case? p. 17

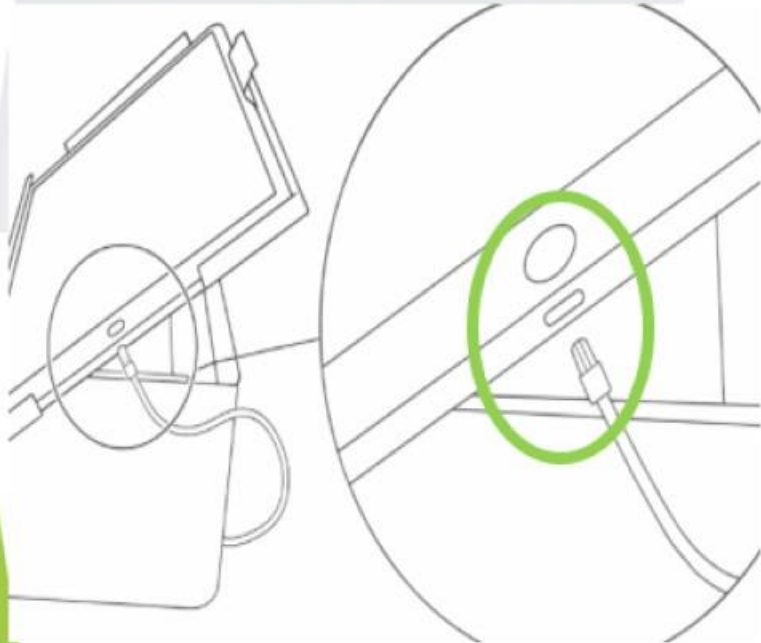


- Green Case with Luggage Tag
- Metal Flip Stand & Case
- Tablet (i.e. iPad)
- 2 lime green Styluses for Poll Workers
- 18" Power Cord & Brick
- Printer w/roll of paper and **NEW White braided cable**
- Screen Cloth
- Extra Roll of paper
- 10 Styluses for voters
- At least 1 precinct in a shared polling location will have a white charger and cord



Setup p. 34

- ▶ 1. Firmly plug power cord into brick
- ▶ 2. Plug power cord into wall outlet or available power strip
- ▶ 3. Power on if power does not light up
- ▶ 4. Plug the WHITE cord into the tablet



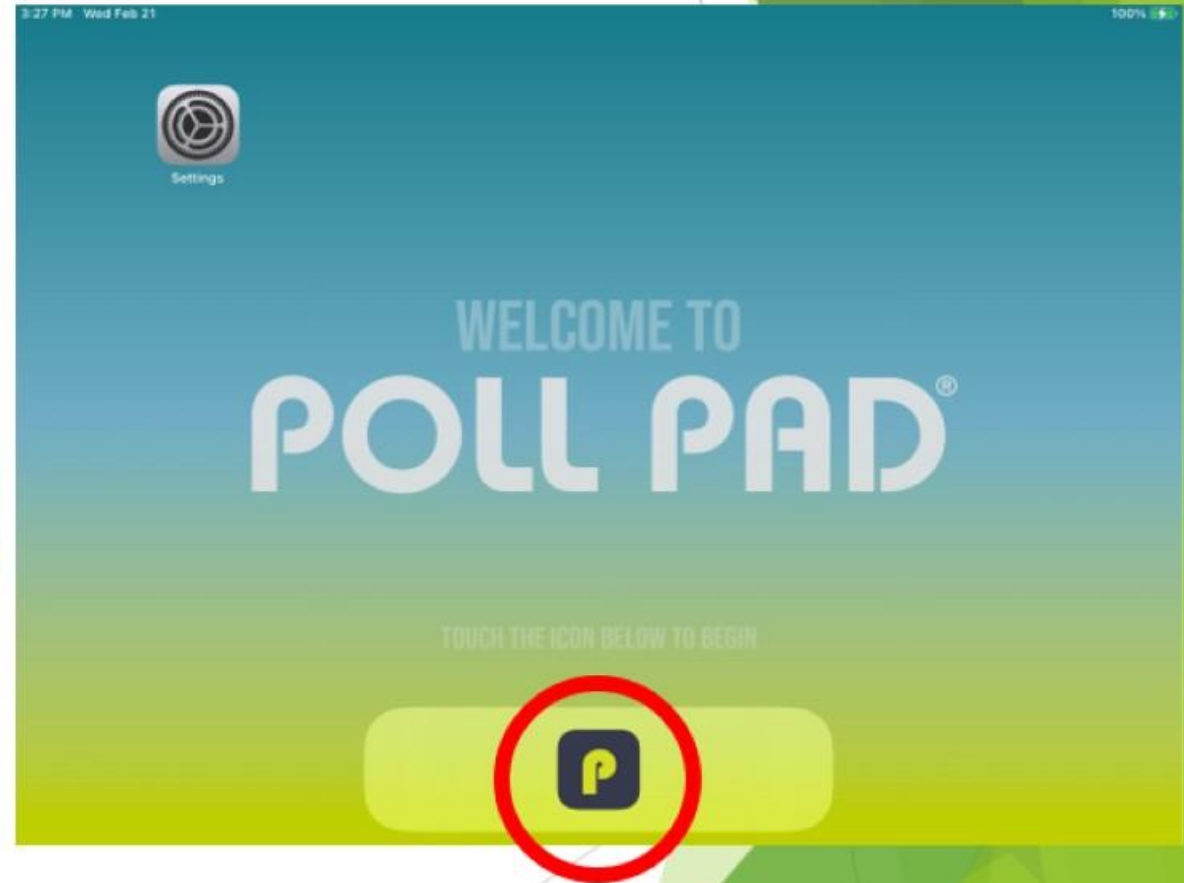
Opening Procedures

Power on the Poll Pad

Press the power button on the top left edge of the unit until you see the Apple logo, then release.

Press the Poll Pad application icon at the bottom of the screen. When the app launches you will be directed to your county's homepage.

Note: Poll Pad will automatically power on if connected to AC power.



Morning Checklist p. 36

Home Screen Checklist

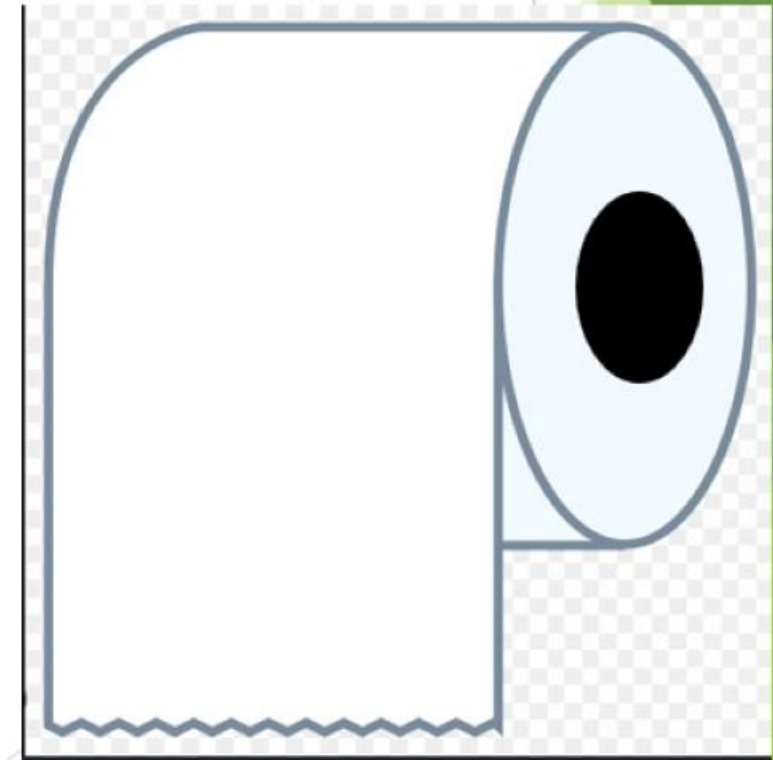
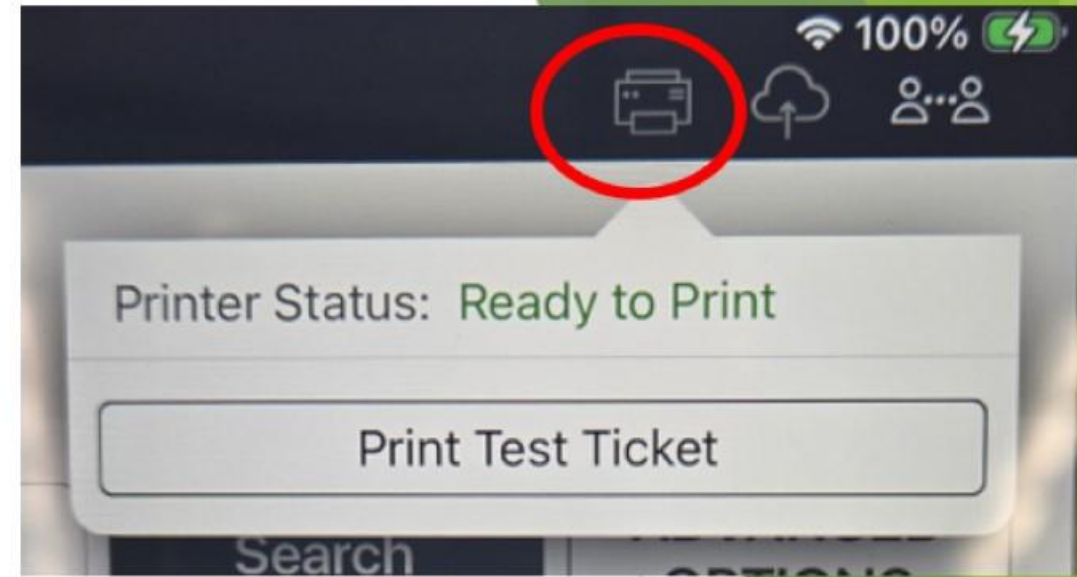
- Name of jurisdiction
- Election name and date
- **IMPORTANT:** Polling place location is correct
- Checkin Count = 0
- Battery life is close to full (90% or greater).



Morning Checklist p.37

Test Print

- ▶ A green printer icon on Poll Pad means you are connected to the printer.
- ▶ Press the green printer icon and select **Print Test Ticket**, a Printer Test Ticket will print.
- ▶ Paper feeds from the top.
- ▶ If you are replacing paper – remember to take out the black core.
- ▶ **NEW:** 2nd Blue Pouch with extra paper in cage



ICONS pp. 36-37

1. Peer to Peer Icons
2. Cloud Sync - Not in PA
3. Printer
4. Messaging - Not in PA
5. Wifi - Not in PA
6. Battery life



Troubleshooting p.95

Poll Pad screen is unresponsive

If the Poll Pad screen is unresponsive, perform the following steps:

1. Unplug white power cable from Poll Pad.
2. Hold down the Sleep/Wake and Home buttons simultaneously.
3. Release both buttons once the Apple logo displays on screen.
4. After application launches, return to previous activity.



★ Questions?

- **Poll Worker Responsibilities**
- **Poll Watchers**
- **Precinct Set up & Layout**
- **Combining Precincts**
- **Pay Sheets**
- **Poll Pad Set Up**
- **Touch Writer & Scanner Set Up**
- **Paperwork/Certificate 1**



PRECINCT DOORS OPEN AT 7:00AM!



Voter DO's and DON'Ts

p. 42



Voters MAY:

- Talk respectfully among themselves
- Take “I Voted” pictures or “selfies” that do not infringe on the privacy of other voters or poll workers
- Use their phones to research candidates for their own purposes
- Wear clothing or accessories with political messages

Voters may NOT:

- Remove ballots from the precinct to fill out elsewhere
- Engage in politicking or campaigning inside the precinct
- Intimidate other voters
- Leave the precinct once they’ve signed the Poll Pad without forfeiting their vote

Processing Voters p.43-46


It's 7:00 am... The Polls are open.

Press **GET STARTED**

12:35 PM Thu Feb 15 100% 🔋

MENU 🗑️ 🔄 👤 Reset

General Training Election
TRAINING MODE Last Imported: 12/25/2023

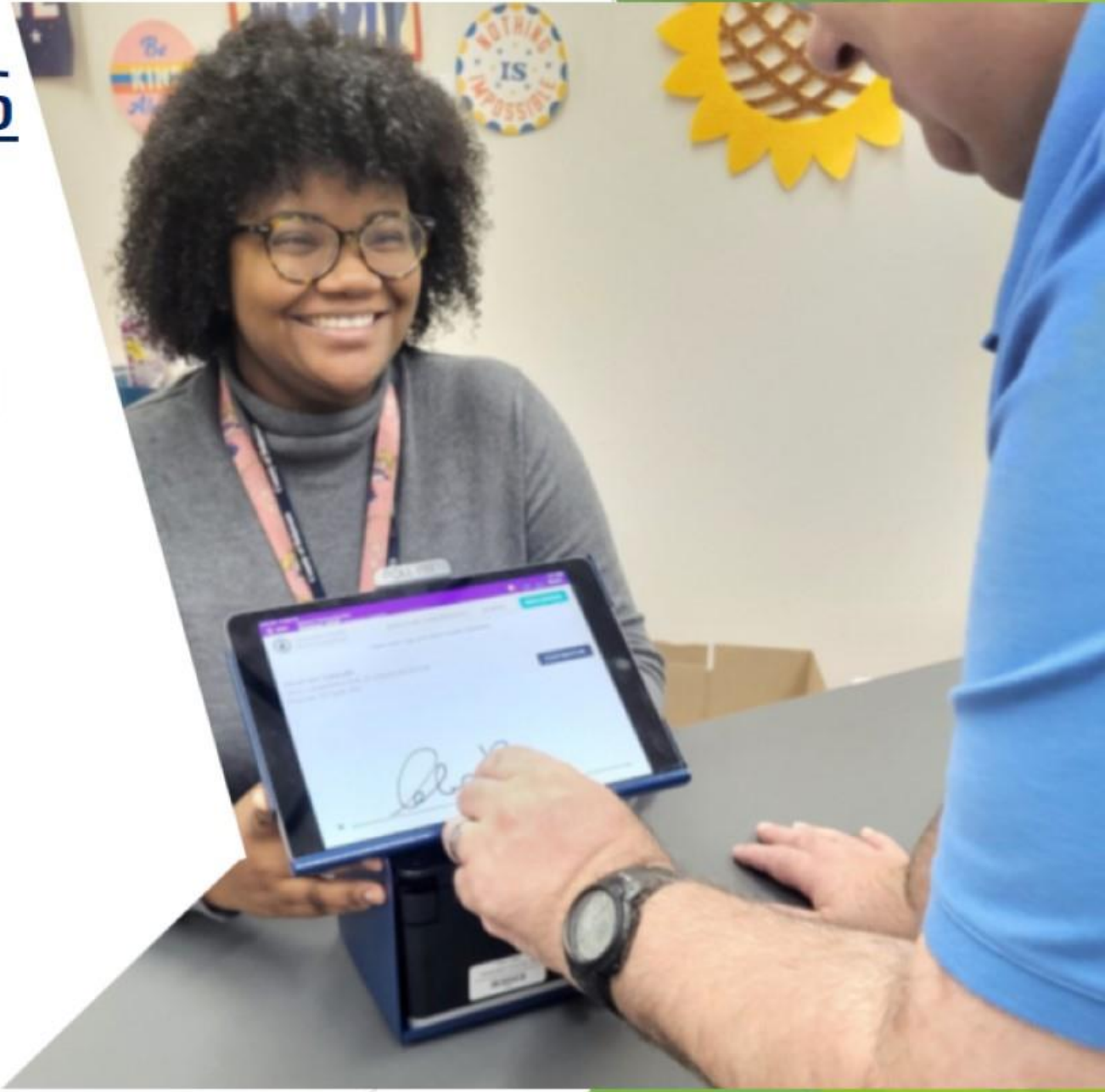
 Delaware County Elections Department

Precinct Records: 2614
Checkins: 1 (SB: 0)

Countywide Records: 74953
Config. Profile: General Election Day

Delaware County
General Training Election
12/25/2023
Elections Department

GET STARTED

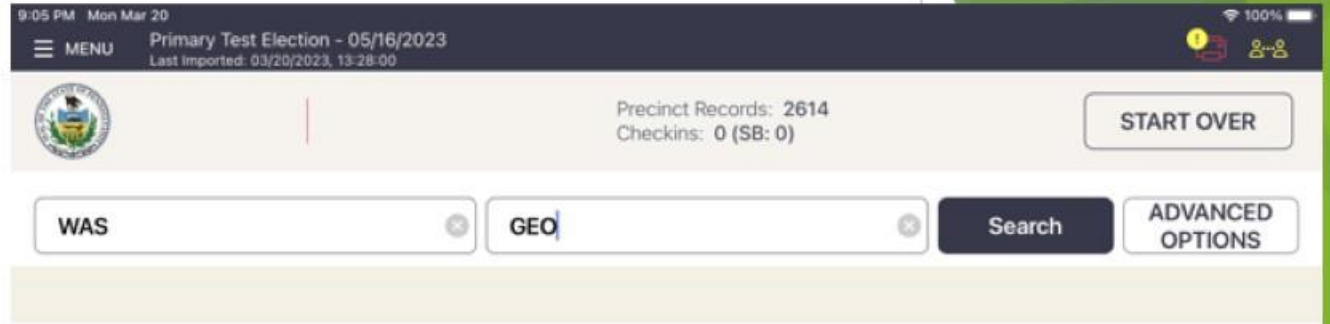


Lookup Method

MANUAL ENTRY for voter lookup.

Recommended search method: **Rule of 3's**

Use the first 3 letters of the voter's first and last name.



The screenshot shows a mobile application interface for a "Primary Test Election - 05/16/2023". The status bar at the top indicates the time is 9:05 PM on Monday, March 20, and the battery is at 100%. The app header includes a "MENU" icon, the election title, and the date "Last Imported: 03/20/2023, 13:28:00". Below the header, there is a logo on the left and a status area on the right showing "Precinct Records: 2614" and "Checkins: 0 (SB: 0)", along with a "START OVER" button. The main search area features two input fields: the first contains "WAS" and the second contains "GEO". To the right of these fields is a "Search" button and an "ADVANCED OPTIONS" button.



Manual Entry p. 44

First name: George

Last name: Washington

DOB: 12/31/1969

**Address: 9748 CHELLS DR
ST LOUIS MO 63134**



04/08/2026, 14:50:48

2026 Primary Training Mode
Election - (C)
05/19/2026
Elections Department

WASHINGTON , GEORGE

9748 CHELLS DR, ST LOUIS, MO
63134

76500008
PRECINCT 101

BALLOT STYLE

REPUBLICAN
ALDAN EAST -
BEIGE

Present this ticket to receive your ballot.

Numbered List of Voters p. 47

★ Direct the voter to take their ticket to their correct PRECINCT TABLE.

- In shared spaces - tell the voter to look for the color/name.
- Examine the ticket to verify the voter is at the correct precinct.
- Use the ticket to accurately and legibly print their name on the list.
- **NOTE:** D or R for their party.
- Cross out any accidental additions.
- Place the ticket in the Lime Poll Pad Envelope.
- **Do NOT** add Provisional voters to this list.

HAVENFORD WARD 1
PRECINCT 1 LIST OF VOTERS 301-400 PAGE 9

While pages are being counted, place folder in top after polls close. Security Inspector counts entire pages.

1	LEMMI, LOUIS D	H	67
2	APPLE, ANN R	R	68
3	BEATTY, BEA R	R	69
4	DAPPER, DANIEL W	H	70
5	JOE, TOM D	H	71
6	JOE, JANE D	H	72
7	SMITH, MIKE R	H	73
8	SMITH, J. RONALD	H	74
9			75
10			76
11			77
12			78
13			79
14			80
15			81
16			82
17			83
18			84
19			85
20			86
21			87
22			88
23			89
24			90
25			91
26			92
27			93
28			94
29			95
30			96
31			97
32			98
33			99
34			100

Lime

Poll Pad Tickets Envelope

PLACE PRECINCT LABEL HERE

Election Date
Month _____ Date _____
Year _____

Poll Pad Tickets
(Place all tickets inside this envelope)

OPENING Poll Pad Security Seal
(Please copy the serial number of the seal and write it in the block. Place the broken seal inside this envelope.)
Serial # _____

CLOSING Poll Pad Security Seal
(Please copy the serial number of the seal and write it in the block. Place the new security seal back on the case going back.)
Serial # _____



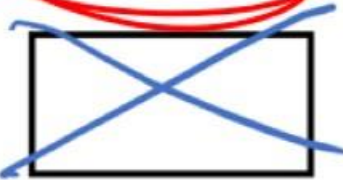
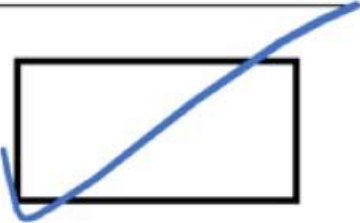
Judge of Election Signature

Minority Inspector Signature

Working with Voters: Marking the Ballot p. 46

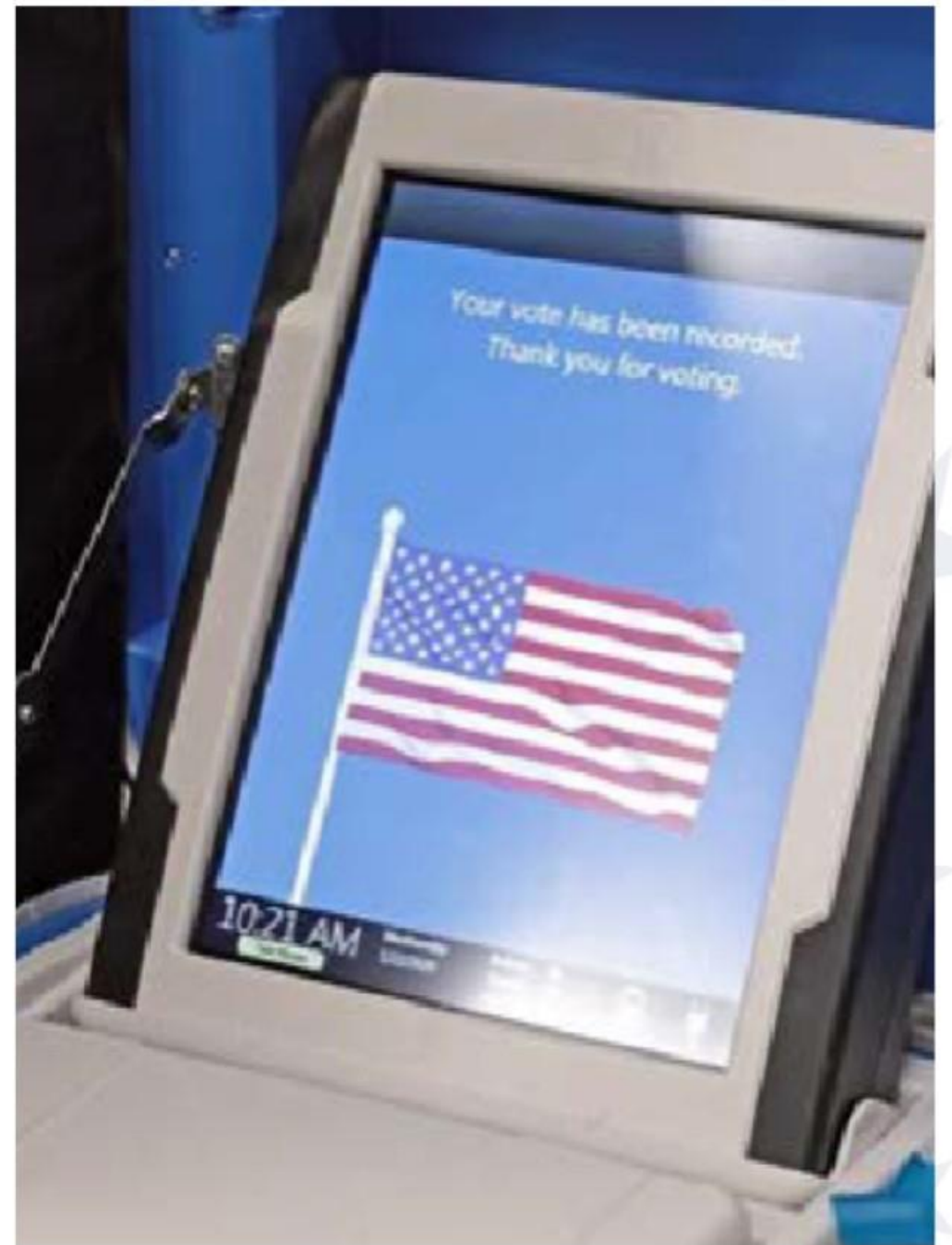
- All ballots are one sheet.
Dems are double sided.
- Ballot boxes may be filled out with any mark.
- Do not make marks outside the lines.
- Use only blue or black ink.

Member of Democratic
State Committee
(Vote for not more than Thirteen)
4 Year Term
Electing 6 females 6 males
and one other member

Acceptable Inside the box	
Acceptable Inside the box	
Acceptable Inside the box	
Not Recommended Outside the box lines	
Not Recommended Outside the box lines	

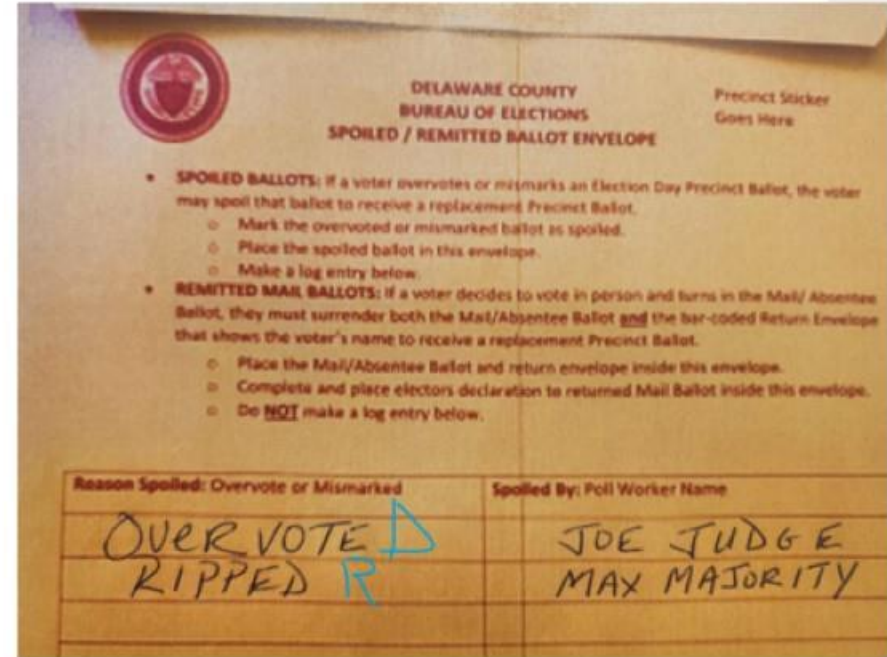
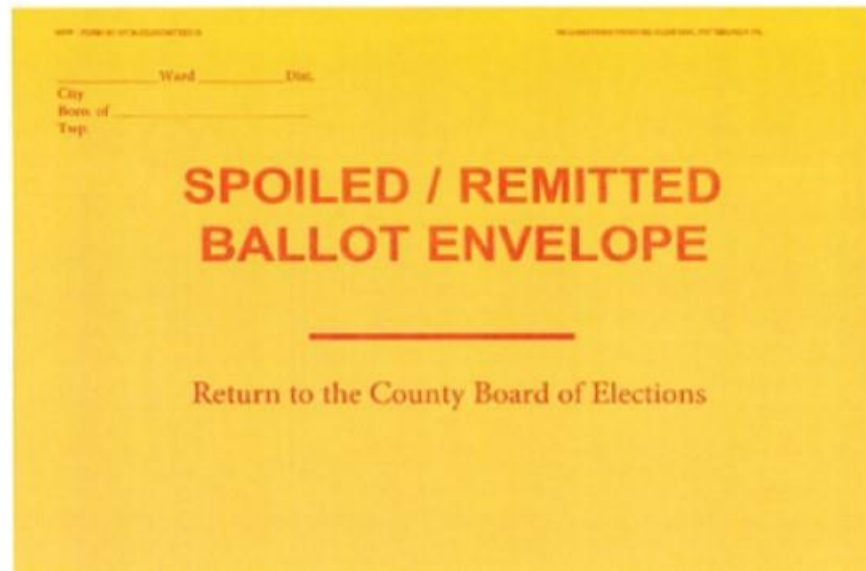
Using the Scanner p. 48-49,

- **DO NOT TOUCH VOTER'S BALLOT!**
- **DO NOT LOOK AT VOTER'S BALLOT!**
- **NO HOVERING!**
- Voters may scan ballot facing up or down, the scanner will read it in either direction and both sides simultaneously.
- The flag & "Thank you for Voting" will display when accepted.
- Ballot rejected?
 - **Wrong Precinct or Provisional Ballot**
 - **Overvote**
 - **Blank Page**



Spoiled/Abandoned Ballot Procedures p. 50

- Ask voter to fold ballot in half & write SPOILED on the ballot.
- File folded ballot in Spoiled Ballot envelope.
- Give the voter a new ballot – from the correct precinct and party



DELAWARE COUNTY
BUREAU OF ELECTIONS
SPOILED / REMITTED BALLOT ENVELOPE

Precinct Sticker Goes Here

- **SPOILED BALLOTS:** If a voter overvotes or mismarks an Election Day Precinct Ballot, the voter may spoil that ballot to receive a replacement Precinct Ballot.
 - Mark the overvoted or mismarked ballot as spoiled.
 - Place the spoiled ballot in this envelope.
 - Make a log entry below.
- **REMITTED MAIL BALLOTS:** If a voter decides to vote in person and turns in the Mail/ Absentee Ballot, they must surrender both the Mail/Absentee Ballot and the bar-coded Return Envelope that shows the voter's name to receive a replacement Precinct Ballot.
 - Place the Mail/Absentee Ballot and return envelope inside this envelope.
 - Complete and place electors declaration to returned Mail Ballot inside this envelope.
 - Do **NOT** make a log entry below.

Reason Spoiled: Overvote or Mismarked	Spoiled By: Poll Worker Name
OVERVOTE D RIPPED R	JOE JUDGE MAX MAJORITY

- Record requested information on the log including party.
- **NO Spoiled Provisionals go in this envelope.**
- Log Abandoned ballots as Abandoned.

Using the Touch Writer p. 63

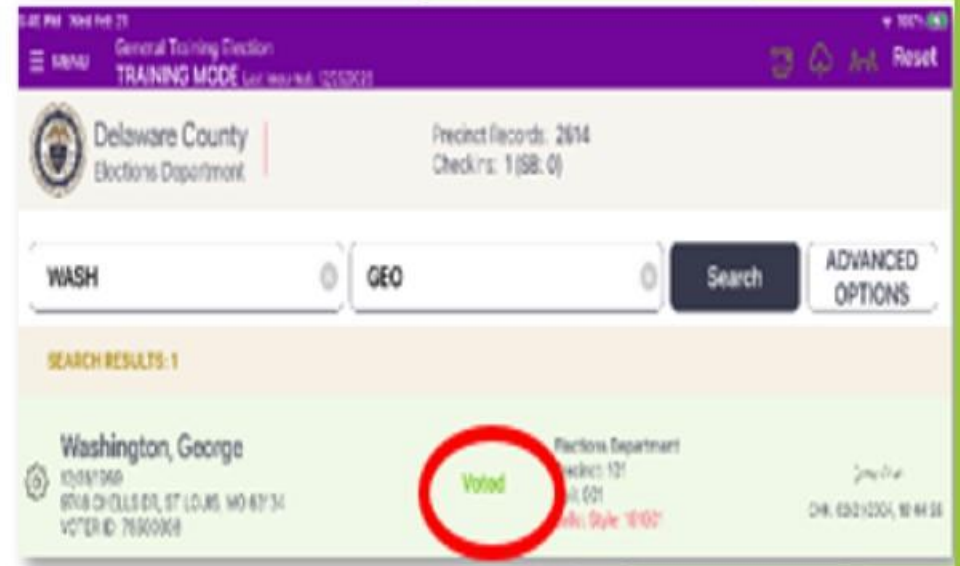
- Press the “Ready for Use” button on the screen.
- Enter the poll worker code & then Accept.
- Use the prompts to make any screen setting changes.
- This voter is holding the Verity Access.
- Don’t grab the ballot until it has printed on both sides.
- Select the voter’s party based on the Poll Pad ticket.



★ **Be sure to give the voter privacy when using the machine.**

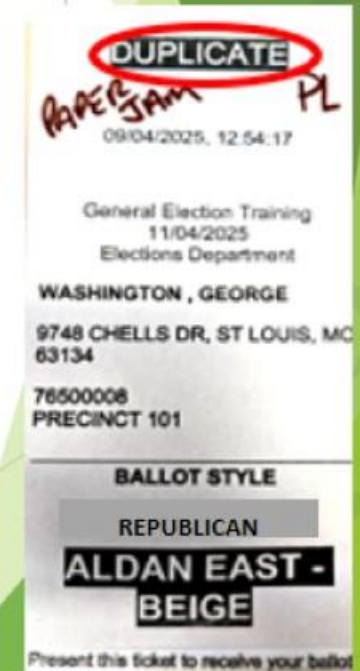
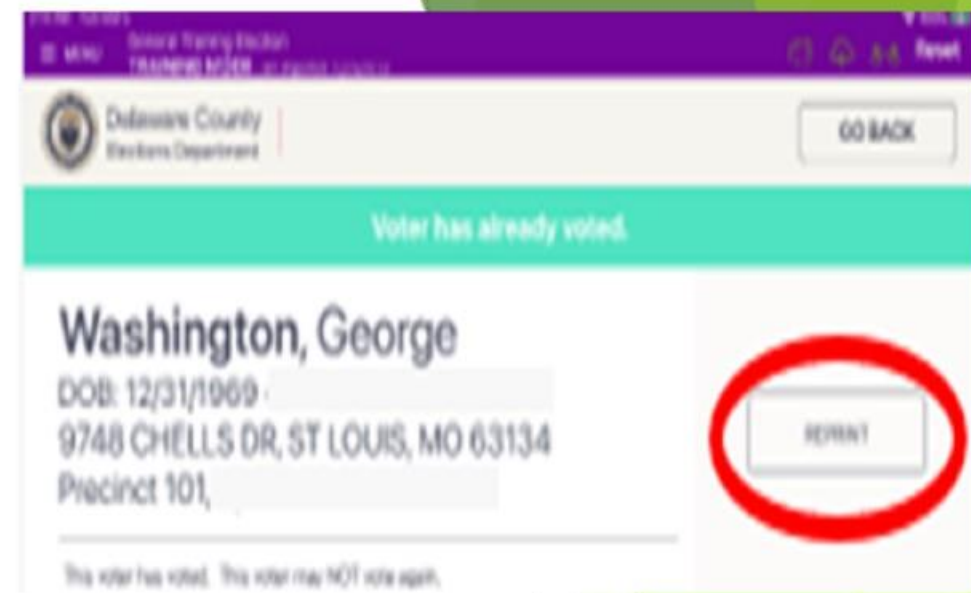
Voter has Voted p. 45

- **Let's enter George Washington again.**
- **In shared polling places all the synced Poll Pads will automatically show that George voted as soon as his record is accepted.**
- **What does that mean?**



Reprinting Tickets p.46

- Why would you need to reprint the ticket?
- Password in the Equipment Access Codes Blue Card in the Black Pouch. **[4673]**
- You must reprint the ticket on the **same** Poll Pad they initially checked in on.
- Initial and note on ticket why reprinting.



Messages & Situations p. 51

First name: Millard

Last name: Fillmore

DOB: 05/30/1933

**Address: 9453 Court Jester Dr
ST LOUIS, MO 63134**



Inactive

AFFIRMATION OF ELECTOR

Use one in the polling place when an elector has changed addresses and has failed to verify the registration or when registration records inaccurately indicate that an elector has changed addresses.

City, Borough or Township _____ Ward _____ Precinct _____

Please complete either Part A or Part B of this form, whichever is applicable, sign and date Part C of this form before the election official.

A. Change of address:

If you have changed addresses, please check one of the following boxes and list your new address:

I will reside in the same county and in the area covered by this polling place and wish to vote here.

I will reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time.

I now reside in a different county and wish to vote here for the last time. Please transfer my registration to _____ County.

I have moved out of the state and am voting here for the last time. I will re-register in my new state.

New address: _____ Previous address: _____

.....

B. If you have not changed your address, please check the following box:

I have not changed my residence and wish to remain registered to vote in this county.

.....

C. Affirmation

I solemnly swear or affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.

Signature of Elector _____ Date _____

Print Your Name _____ Date of Birth _____

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official _____

RETURN IN "USED" ENVELOPE

Messages & Situations

First name: Scott

Last name: Linedecker

DOB: 05/27/1976

Address: 9500 MANGANESE

DR ST LOUIS MO 63134

ID: 76500001

Advanced Search p.43

9:06 PM Mon Mar 20
MENU Primary Test Election - 05/16/2023
Last Imported: 03/20/2023, 13:28:00

Botanical Garden | Precinct Records: 2614
Checkins: 0 (SB: 0) START OVER

Last Name First Name Search **ADVANCED OPTIONS**

DOB ADDRESS STATUS RESET

00 / 00 / 0000 CLEAR
MONTH DAY YEAR

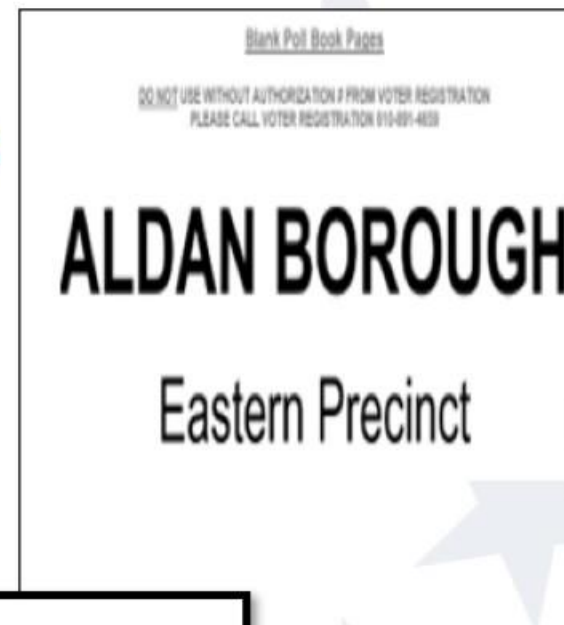
Press the **ADVANCED OPTIONS** button. Additional search options will display.

DOB is the preferred **ADVANCED SEARCH** method.

**Voter's
DOB:
05/27/1976**

Unlisted Voters p.52

- If a voter is not in the Poll Pad, call Voter Registration.
- By law you may NOT give an unlisted voter a ballot unless Voter Reg confirms they are in the correct precinct and gives you an Authorization Number.
- If given an Authorization Number, complete a blank Poll Book entry found in the Unused Forms Envelope.



Delaware County General Election November 4, 2025

ALDAN PRECINCT EAST

<p>Voter # 101 Insp. Int PL</p>	<p>Name <u>Jane Voter</u> Address <u>123 Main St</u> City <u>MEDIA</u> State <u>PA</u> Zip <u>19063</u> Party <u>Other</u> Date of Birth <u>1/1/2006</u></p>	<p>X <u>Jane Voter</u> Authorization # given by Voter Reg. Clerk <u>123 123 123-23</u></p>
<p>Voter # Insp. Int</p>	<p>Name _____ Address _____ City _____ State _____ Zip _____ Party _____ Date of Birth _____</p>	<p>X _____ Authorization # given by Voter Reg. Clerk _____</p>
<p>Voter # Insp. Int</p>	<p>Name _____ Address _____ City _____ State _____ Zip _____ Party _____ Date of Birth _____</p>	<p>X _____ Authorization # given by Voter Reg. Clerk _____</p>

Messages & Situations p.53

First name: John

Last name: Adams

DOB: 10/30/1905

**Address: 9540 Manganese Dr.
ST Louis MO 63134**

Must Confirm ID



04/08/2026, 16:30:02

2026 Primary Training Mode
Election - (C)
05/19/2026
Elections Department

ADAMS, JOHN
9540 MANGANESE DR, ST
LOUIS, MO 63134
76500011
PRECINCT 101

BALLOT STYLE

REPUBLICAN
ALDAN EAST -
BFICE

MUST CONFIRM ID PL

Present this card to receive your ballot.

Messages & Situations p.53

Third Party Voter

- Only Dem & Rep vote in PA's closed Primary Election.
- Except Middletown Precincts 3
- Assure Voter they can vote in November

2:18 PM Tue Mar 5
General Training Election
TRAINING MODE Last Reported: 10/06/2023
MENU
Reset

Delaware County
Elections Department
GO BACK

No Ballot Available

Acuna, Alice M
DOB: 06/29/1982
11170 BARLEY SHEAF AVE, ST ANN, MO 63074
Precinct 101, Split 004

This voter is not registered with the Democratic or Republican party.
By law they are not permitted to vote in PA's closed Primary Election.

Messages & Situations p.54

First name: James

Last name: Monroe

DOB: 05/25/1962

Address: 1261

NOWHERE PKY APT A

ST LOUIS, MO 63146



YOUR POLLING PLACE

Saint Louis Zoo

1 Government Drive St. Louis, MO,
63110

Wrong Location

Wrong Voter Signs In p. 54

- **Jane A** signs **Jane B's** record, you accept it & catch it. Check in **Jane A** on her record.
- What happens to **Jane B** in this scenario? Call PWH and we'll help you cancel **Jane B's** check-in. Then she can check in properly.
- What happens if the **Jane A** mistake was not caught until **Jane B** shows up? Her record reflects that she has voted. **Jane B** must vote provisionally.
- **AVOID** mistakes review the Confirmation page before initialing and tapping **SUBMIT**.



Messages & Situations p. 57

First name: Franklin

Last name: Roosevelt

DOB: 10/12/1922

**Address: 9790 CHELLS
DR ST LOUIS, MO 63134**



**Remit Absentee or Vote
Provisional**

Remit or Vote Provisionally

p. 57

- Voter has been mailed an absentee or mail-in ballot, but it has not been received by the County.
- Voter must return **BOTH** the ballot itself and **the Official Ballot Return Envelope with the purple stripe** with their name on it to vote in the precinct.
- Complete the Elector's Declaration form.
- Voters missing either the ballot or the return envelope must vote provisionally.

Elector's Declaration to Return Mail Ballot DC2023-REMIT

I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot. I further declare that I have not cast my absentee ballot or my mail-in ballot, and that instead I remitted my absentee ballot or mail-in ballot to the Judge of Election at the polling place to be spoiled and therefore request that my absentee ballot or mail-in ballot be voided and I be permitted to vote a regular Election Day ballot. I make this declaration subject to the penalties of 19 PA C.S. 4904 (related to unsworn falsification to authorities).

_____/_____/202____
Today's Date

Voter, Sign Here

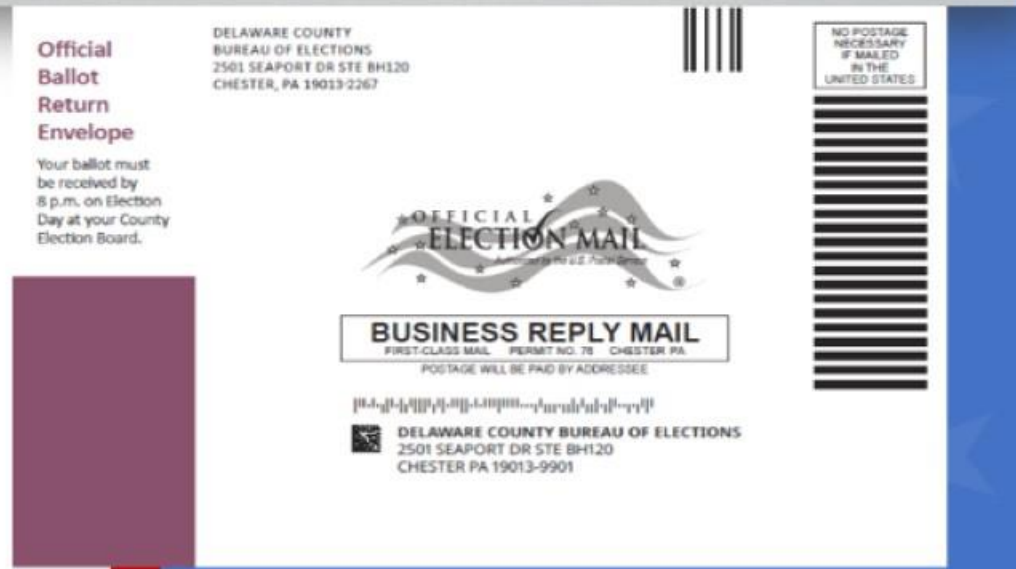
Voter's Printed name

Voter's address

Judge of Election, Sign Here

Judge of Election - Printed name

JUDGE OF ELECTION: Place completed form in Spoiled/Remitted Ballot Envelope.



Messages & Situations p.58

First name: Martin

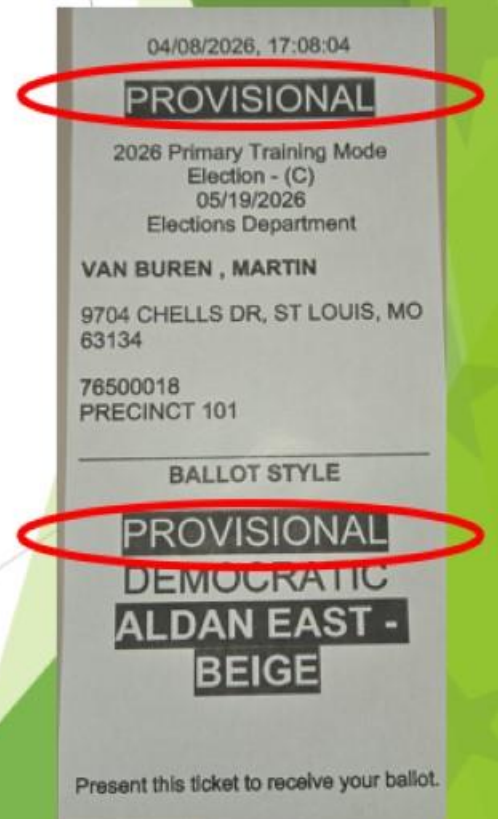
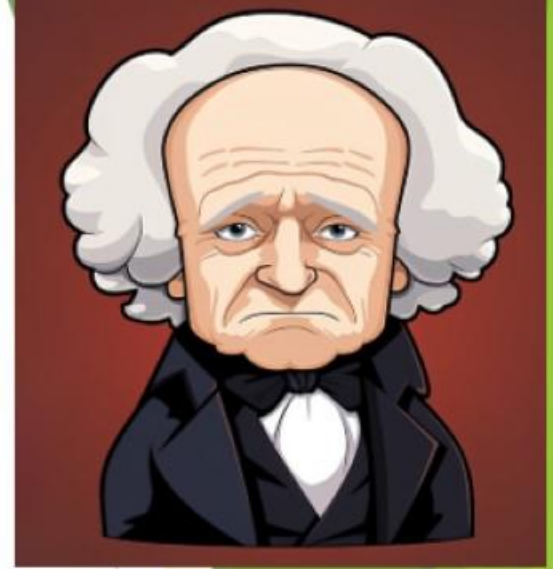
Last name: Van Buren

DOB: 12/05/1902

Address: 9704 Chells Dr.

St. Louis, MO 63134

**Absentee/Mail-In
Received**



VOTER: Return these instructions to Judge of Election.

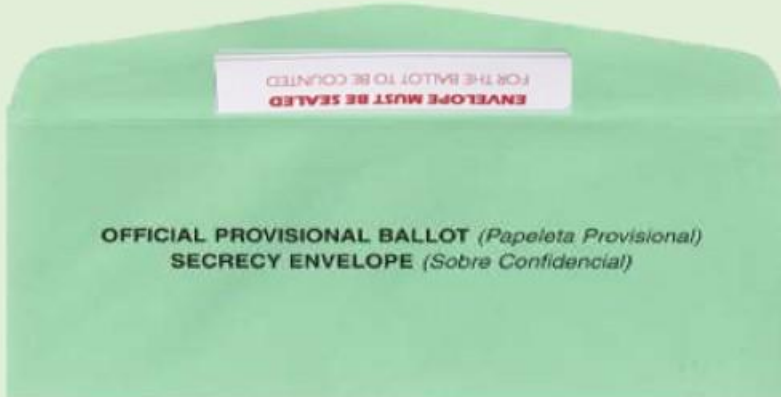


STEPS FOR VOTING A PROVISIONAL BALLOT

1. You should receive from the Judge of Election:
 - Small Green Provisional Ballot Secrecy Envelope
 - Large white and green Provisional Ballot Envelope
 - a. Complete sections 1 and 2
 - b. Sign section 2
 - c. Complete section 3 if you have a new address—different from your registration.
2. A poll worker will set up the Touch Writer for you to mark your provisional ballot – or to print a blank provisional ballot for you to mark by hand.
3. A Provisional Ballot stub automatically prints on the Touch Writer when the Provisional Ballot is generated. Give the stub to the poll worker. You do **NOT** need to sign the stub.
4. Mark your ballot, and seal it in the small all-green Provisional Ballot Secrecy Envelope. Place **only the ballot, and nothing else**, in the Secrecy Envelope.
5. Return to the Judge of Election and place the sealed all-green Provisional Ballot Secrecy Envelope in the larger white and green Provisional Ballot Envelope and seal that envelope, too.
6. Complete, sign and date section 4 in front of the Judge of Election and Minority Inspector.
7. The Judge of Election and Minority Inspector will select the reason you are voting provisionally (and in a Primary, indicate the party ballot you voted) and they will sign and date the bottom portion of the large white and green Envelope and affix the Ballot ID Number sticker in the space provided. You will receive the Provisional Ballot Receipt with the corresponding number to track your ballot. In about 2 weeks, you can learn whether your ballot counted.
8. Watch the Judge place your envelope in the large white Provisional Return Envelope.
9. Return this sheet to the Judge.

Note: If you voted a Provisional Ballot because you needed to provide acceptable ID per your Poll Pad record, you have until 5 pm on the Monday after Election Day to present acceptable ID to the Voter Registration staff in Media. Call 650-892-4659 with questions.

VOTER: Return these instructions to Judge of Election.



A “Provisional Ballot” is a temporary ballot.

The County’s Board of Elections will verify that no voter votes twice.

Give the voter the Instruction Sheet with the envelope.

Provisional Ballots

pp. 59-61

Provisional Ballot Envelope Visual Guide – p. 61

The below diagram shows how to complete each part of the provisional ballot envelope. Each section is color-coded to identify what the voter must fill out before and after voting, and what poll workers / election officials must complete.

Provisional Ballot / Papeleta electoral provisional

COMPLETE BEFORE YOU VOTE YOUR BALLOT:
Voter must complete and sign this side in front of poll workers **BEFORE** voting ballot.

Section A: Voter Affidavit

Print Voter Name _____

Date of Birth _____ Phone Number _____

Email Address _____


Street Address where Registered to Vote _____

City _____ Zip Code _____

Municipality _____ County _____

I do solemnly swear or affirm that my name and date of birth are as I have listed above, that at the time I registered I resided at the address I have listed above in the Commonwealth of Pennsylvania, and that this is the only ballot I have cast in this election.

Voter Signature #1



*A second signature is required **AFTER** voting your ballot. See Section C and follow instructions.*


Section B: Voter's Current Address
Voter completes **ONLY** if address is different from Section A.

Street Address _____

City _____ Zip Code _____

COMPLETE AFTER YOU VOTE YOUR BALLOT:
Voter must complete and sign in front of poll workers **AFTER** voting ballot.

Section C: Voter Signature #2



*Make sure **BOTH** Voter Signature fields are signed.*

FOR ELECTION OFFICIALS ONLY:

Poll workers must complete and sign this section **BEFORE** issuing the voter a ballot.

Precinct: _____

Reason for provisional ballot (check all that apply):

<input type="checkbox"/> Voter was issued mail ballot	<input type="checkbox"/> Challenge to Voter's eligibility
<input type="checkbox"/> Voter's name not on voter list	<input type="checkbox"/> Party (Primary only)
<input type="checkbox"/> Voter identification issue	Which party ballot was enclosed? _____
<input type="checkbox"/> Court order (voter)	
<input type="checkbox"/> Court order (voting hours)	<input type="checkbox"/> Other _____

POLL WORKERS SIGN HERE

Signature of the Judge of Election _____

Signature of the Minority Inspector _____

Affix Ballot ID Number here.

- To be filled out in front of election officials **BEFORE** receiving ballot.
- To be filled out in front of election officials **AFTER** receiving and voting ballot.
- To be filled out **BY ELECTION OFFICIALS ONLY.**
- Fill-in Party - **PRIMARY ONLY.**

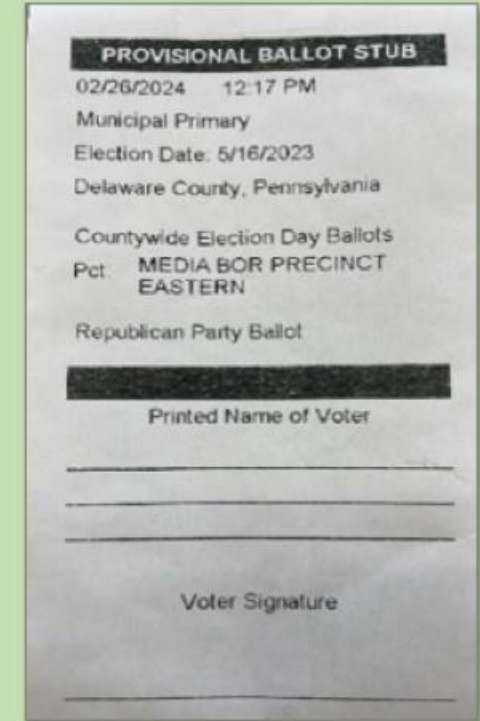
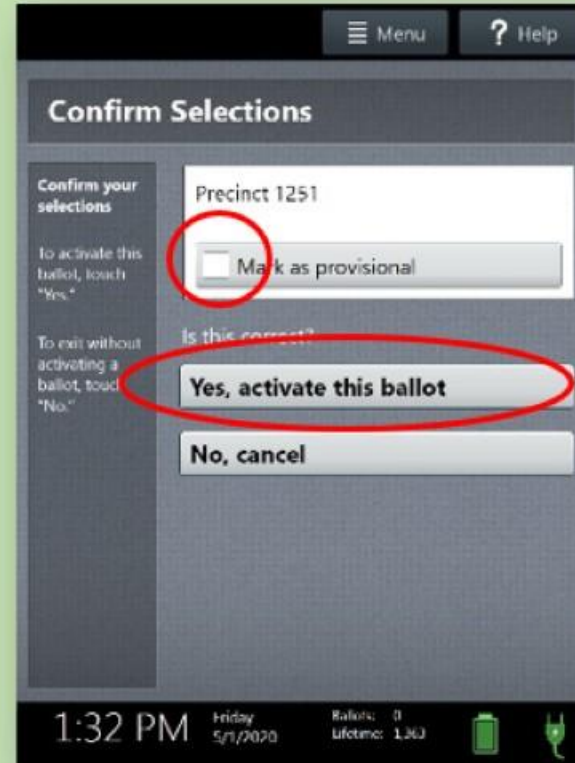
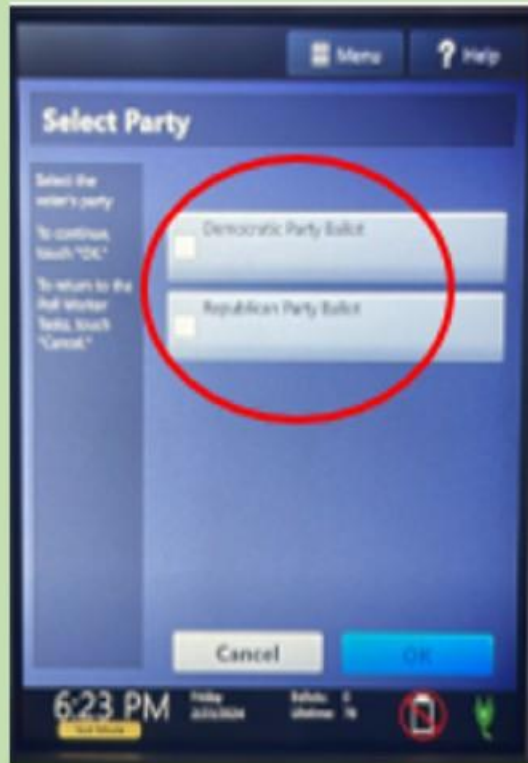
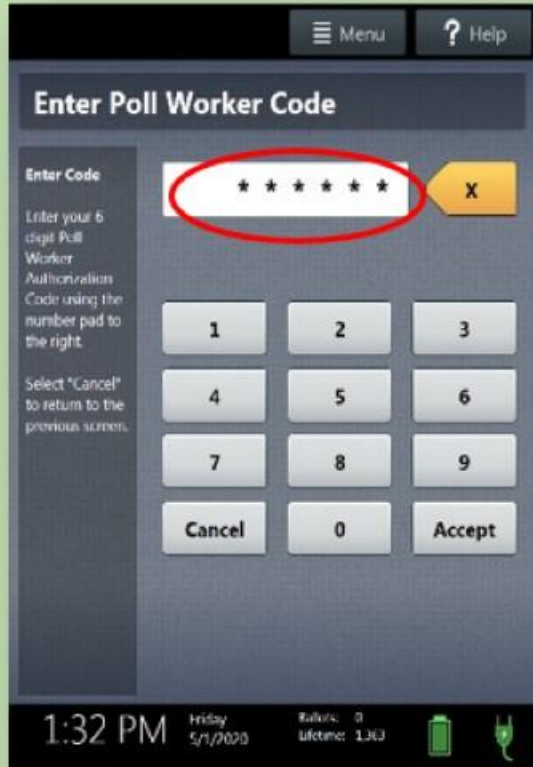
Ballot ID# Sticker



Voter's Receipt



ALL Provisional Ballots are printed from the Touch Writer p. 64 - 68



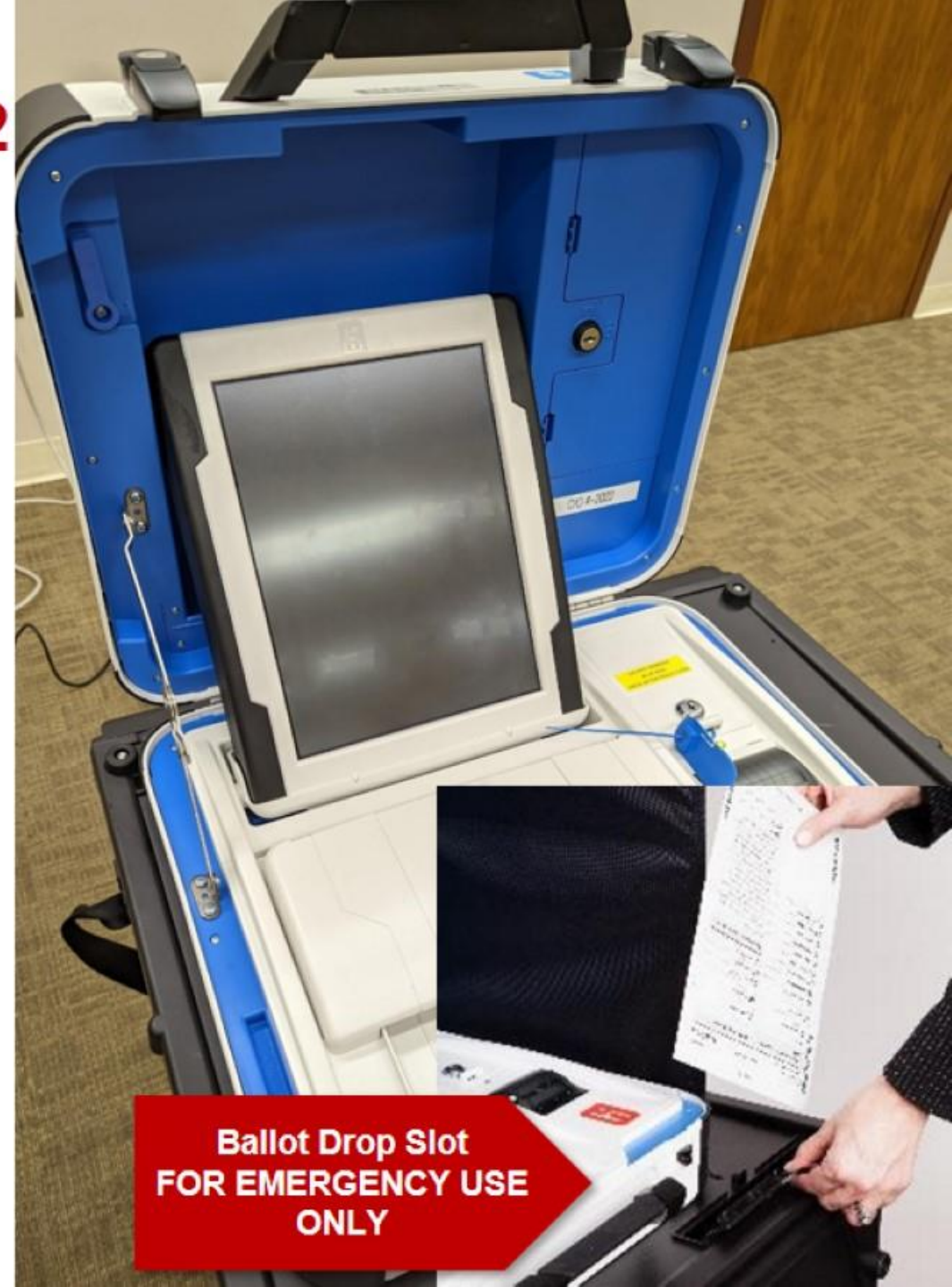
GUIDANCE for CHALLENGES p. 62

1. What is a challenge?
2. Who can challenge a voter?
3. What can be challenged?
4. What can NOT be challenged?
5. Can the JOE satisfy the challenge?
6. When is a Challenges Elector's Affidavit used?
7. Do Challenged Voters vote provisionally?



Emergency Ballot Drop p.92

- Contact the Voting Machine Warehouse ASAP to resolve a Scanner issue.
- Do **NOT** power off the Scanner!
- Voters may continue to cast their ballots by placing their ballots in the emergency slot.
- Once the scanner is operational, remove the ballots from the separate emergency bag and scan them with a bi-partisan team of poll workers prior to closing the polls.



Voter Intimidation & Electioneering

pp. 8 & 89

- **JOE is in charge and must ensure voters can vote safely and without intimidation.**
- **No one may attempt to influence voters in the precinct or within 10 feet of entrance to the voting room.**
- **JOEs instruct violators to allow voters to enter polling location freely and without obstruction. Use your tape to mark 10 ft out.**
- **Address voters' complaints about entering the precinct immediately.**
- **Watchers must present their certificates to stay in the precinct**
- **Call the solicitor and, if necessary, the DA.**



De-Escalation Guidance & Emergency Info pp. 90-91

- ★ **GOAL** – Handle disruptions regardless of political affiliation fairly and calmly.
- ★ **Determine who is going to be the responder. Pick the calmest & empathetic poll worker.**
- ★ **Gently move the upset voter to a more private area.**
- ★ **It's not personal. Don't use "You can't" statements, use "State law doesn't allow that"**
- ★ **Separate your duty from your opinion. Be the bigger person.**
- ★ **Stay calm: But don't tell them to calm down.**
- ★ **Watch your body language: no crossed arms, no hands on hips, no eye rolling, etc.**
- ★ **Don't raise your voice.**
- ★ **Listen & Affirm: Ask open ended questions. What are your concerns? How can I help?**
Repeat their issues back.
- ★ **Respond: Review the Notices. Call Voter Reg, Hotline, etc. with them.**
- ★ **Offer Statement of Complaint Form or direct to PA DOS – Report Election Complaints**

Sorry,
did I *roll*
my eyes
out loud?

★ Questions?

- **Managing & Checking In Voters with the Poll Pad**
- **Marking the Ballot**
- **Using the Scanner**
- **Poll Pad Message Review**
- **Remit Procedure**
- **Provisional Ballots**
- **Challenges**
- **Using the Touch Writer**
- **De-escalation Tips**





Polls
are now
closed.

Packing Up & Closing Polls

- Remove and seal the gray ballot bag.
- Print reports, secure the vDrives & seal the equip.
- Remove Poll Pad tablet, place in lime sleeve & put in Green Tote.
- Complete all 3 Return Sheets & 3 colored env.
- Pack and seal the Green Tote.
- Pack and seal the cage. Turn off the lights.
- Return materials to the County in Media.
- Remember: **If you packed it in, pack it out!**

**Close
Polls
Task List**
pp. 72 – 73
p. 100

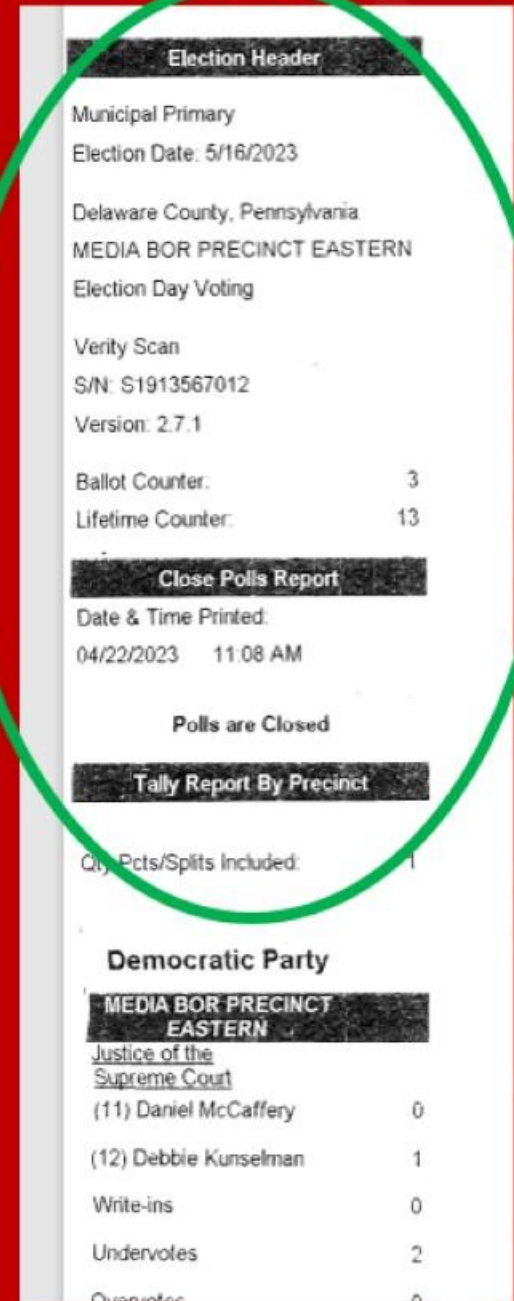
Scanner Shut Down p. 74-75

- Secure the paper ballots in the ballot bag.
- Press the **BLUE** Poll Worker button not the red POWER button.
- Scanner will AUTOMATICALLY print the **CLOSE POLLS REPORT** which includes a **TALLY** report and 4 more Tally Reports,
- After printing all reports, power off the scanner. Remove the vDrive.
- Reseal the vDrive compartment and pack up the scanner.
- There is a detailed video online.



Scanner Report Filing p. 75

- The Close Polls Report includes a Tally Report and **MUST** be attached to the **Aqua** Return Sheet & placed in the **Aqua Machine Warehouse Envelope**.
- 1 Tally & 1 Write-In report will be attached to the White Return Sheet posted at the precinct.
- 1 Tally report will be taped to the **Pink** Return Sheet and placed in the **Pink Minority Inspector Envelope**.
- If the Rep & Dem Tally reports are not picked up, place them in the **Aqua Env**.



Election Header

Municipal Primary
Election Date: 5/16/2023
Delaware County, Pennsylvania
MEDIA BOR PRECINCT EASTERN
Election Day Voting

Verity Scan
S/N: S1913567012
Version: 2.7.1

Ballot Counter: 3
Lifetime Counter: 13

Close Polls Report

Date & Time Printed:
04/22/2023 11:08 AM

Polls are Closed

Tally Report By Precinct

City Pcts/Splits Included: 1

Democratic Party

MEDIA BOR PRECINCT EASTERN

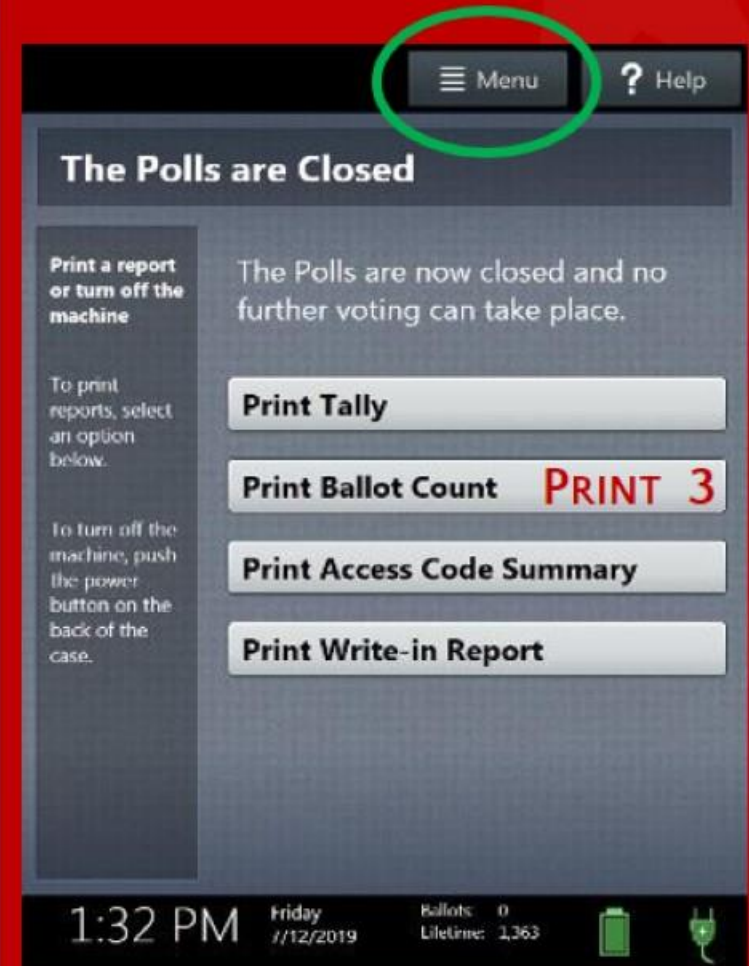
Justice of the Supreme Court

(11) Daniel McCaffery 0
(12) Debbie Kunselman 1
Write-ins 0
Undervotes 2
Overvotes 0

Touch Writer Shut Down p. 76

- **NEW:** Tap the Ready for Use screen, enter the Poll Worker code & tap Accept.
- Tap MENU at the top of the screen & select Close Polls.
- Select Close Polls and enter the Close Polls Code and the report will automatically print.
- Print **3** Ballot Count Reports.
- 1 Close Polls Report goes in the **Aqua Machine Warehouse Envelope**.
- 1 Ballot Count report will be attached to the **Aqua Return Sheet**.
- 1 Ballot Count Report **each** will go in the **Pink MNI & the White Provisional Voting – Return Envelopes**.
- After printing the reports, power off the TW.

PRINT THE FOLLOWING:



COMPLETE THE FOLLOWING STEPS ON THE SCANNER AND
TOUCH WRITER ONCE BOTH DEVICES ARE POWERED
DOWN:



vDrive Removal Procedure

p. 77



- ★ Put both the Scanner & Touch Writer vDrives in the white security return envelope.
- ★ Seal the envelope.
- ★ Have ALL poll workers sign their names over the sealed envelope flap.
- ★ Place the envelope in the top clear sleeve of the gray ballot bag.
- ★ JOEs will turn this envelope in at Media



Securing the vDrives

p. 77 & 84

<i>Jane Judge</i>	(signature of Judge of Election)
<i>Jan Suspecter</i>	(signature of Majority Inspector)
<i>Tracy Ferguson</i>	(signature of Minority Inspector)
<i>Carol Clark</i>	(signature of Clerk)
<i>Michael Mathews</i>	(signature of Machine Operator)
_____ Judge of County	

- Fill out ALL 3 RETURN SHEETS exactly the same.
- Cert 1 was completed at opening.
- Certificates 2 + 3 are filled out at poll closing.
- Reviewed & verified by the Return Board
- The information records the chain of custody and paper ballot audit information.
- **NEW TO OATH:** “we have no direct or indirect interests in any bet, wager or prediction market related to this election or primary.”

Delaware County - Return Sheet
Municipal Election
Tuesday, May 19, 2026

ALDAN EAST

Place completed and signed sheet in Aqua Machine Warehouse envelope

Attach Scanner Closed Polls Report w/ Tally Report and Touch Writer Ballot Count Here

POLL OPENING - CERTIFICATE 1
Before opening the polls, record these numbers from the equipment, reports and numbered list of voters.
Items of "Scan & Open Polls Report" also are used and not numbered.

ELECTION EQUIPMENT	Ballot Feed Number Address: Department Location: Poll Closing	Serial Number Scan Machine Open Polls Report	Machine Counter Scan Open Polls Report
Ball Feed # on Cage		Ball Feed # Back of Touch Writer	

POLL CLOSING - CERTIFICATE 2
After closing the polls, record these numbers from the equipment, reports and numbered list of voters.

ELECTION EQUIPMENT	Ballot Feed Number Address: Department Scan after Reporting	BALLOT COUNTER Scan Close Polls Report	Machine Counter Scan Close Polls Report
Ball Feed # on Cage		Ball Feed # Back of Touch Writer	

TOTAL # VOTES To: (Ball number starting with the number of the election and ending with the number of the precinct)

PAPER BALLOT AUDIT - CERTIFICATE 3
Fill out at poll closing with all paper ballot numbers. Record and number used for the list below.

	DEM BALLOTS		REP BALLOTS	
	PREPONTED	PREPONTED	PREPONTED	PREPONTED
Total ballots received in cage				
Total ballots printed - Touch Writer				
Total of unused ballots (Count unused in cage)				
Total Spoiled Regular Ballots (Refer to instructions on back of this sheet)				
You must record these exactly and numbers. Print numbers clearly.				
Scanner Bag Ballot Bag Seal # Location of scanned paper ballots Date and time of scan				
Green Tote Bag Seal # Location of un-scanned ballots				

We, the undersigned Return Officer, under penalty of perjury and in the face of my oath, certify that we followed all procedures under the law of the State, including but not limited to certifying that we had receipt of un-scanned ballots, were performed in this precinct.

POSITION	PRINTED NAME	SIGNATURE
Judge of Elections		
Reporting Inspector		
Witnessing Inspector		
Machine Operator		
Date		

Filling Out the Return Sheets
pp.79-83

POLL CLOSING - CERTIFICATE 2			
<i>After closing the polls, record these numbers from the equipment, tapes, and numbered list of voters.</i>			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Seal when Repacking</i>	BALLOT COUNTER from Close Polls Report	Lifetime Counter from Close Polls Report
Ballot Scanner	1 0005226	2 43	3 5732
TouchWriter	0005225		4 83
RED Seal # on Cage:	Used to seal cage	BLUE Seal # Back of TouchWriter:	At closing
TOTAL # VOTERS: From numbered list of voters	5 43	<i>Record the last number used from the numbered list minus any lines that were crossed out and unused.</i>	

Certificate #2

Poll Closing pp. 80 - 81

Items needed:

- Red & Blue Security Seals used to seal equipment
- Ballot counter and lifetime counter from machine tapes
- Numbered list of voters from binder

NUMBERED LIST OF VOTERS		1-100	PAGE 0	
<small>White pages stay in the binder. Place binder in cage after polls close. Minority Inspector keeps yellow pages.</small>				
1. Smith, John	D	34. Noble, John	R	67.
2. Doe, Jane	D	35. Miller, Jane	R	68.
3. Jones, John	R	36. Wilson, John	D	69.
4. Brown, Jane	D	37. Purdie, Jane	D	70.
5. Smith, John	R	38. Deere, John	R	71.
6. Bush, Jane	D	39. Maple, Jane	D	72.
7. Apple, John	R	40. Wiley, John	D	73.
8. Carrot, Jane	R	41. Pease, Jane	R	74.
9. Munk, John	D	42. Bill, John	R	75.
10. Venkman, Jane	R	43. Weade, Jane	D	76.
11. Moll, Jane	D	44. Lewis, Jane	D	77.

PAPER BALLOT AUDIT - CERTIFICATE 3

Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.

	DEM BALLOTS	REP BALLOTS
	PREPRINTED	PREPRINTED
Total Ballots received in cage		
Total Ballots printed - Touch Writer	1 2	3
Total of Unused Ballots (Count remaining at poll close)	2 379	252
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)	3 2	0
You must record these security seal numbers. Print numbers clearly.		
Scanner Gray Ballot Bag Seal # Contains all scanned paper ballots	4 0003546	
Green Tote Bag Seal # Contains all cast provisional votes	5 001171	

Delaware County
May 16, 2023 Primary

PRECINCT:
ALDAN Western
Box #2
Precinct Box: 1 of 2

PARTY: Democratic

TOTAL BALLOTS: 379

Precinct Box: 1 of 1

PARTY: Republican

TOTAL BALLOTS: 252

DELAWARE COUNTY
BUREAU OF ELECTIONS
SPOILED / REMITTED BALLOT ENVELOPE

Reason Specified: Overvote or Mismarked

Spilled By: Poll Worker Name

OVER VOTE D JOE JUDGE
Abandoned D MAY MAJORITY



Items needed:

1. Preprinted number of Ballots
2. Touch Writer Close Polls Report
3. Unused Ballots
4. Spoiled Ballots
5. Gray Scanner Ballot Bag Seal #
6. Green Tote Seal #

Certificate #3

Poll Closing pp.82 - 83

TW Close Polls

Democratic Party	
Pct	
MEGA BOR PRECINCT EASTERN	2
Total	2
Republican Party	
Pct	Total
MEGA BOR PRECINCT EASTERN	3
Total	3

SEALED Green Tote & Gray Ballot Bag



- Completed provisional ballots & supplies
- Used & unused voter registration forms
- Lemon BOE Env & Pay Sheet
- Poll Pad tablet in lime green sleeve

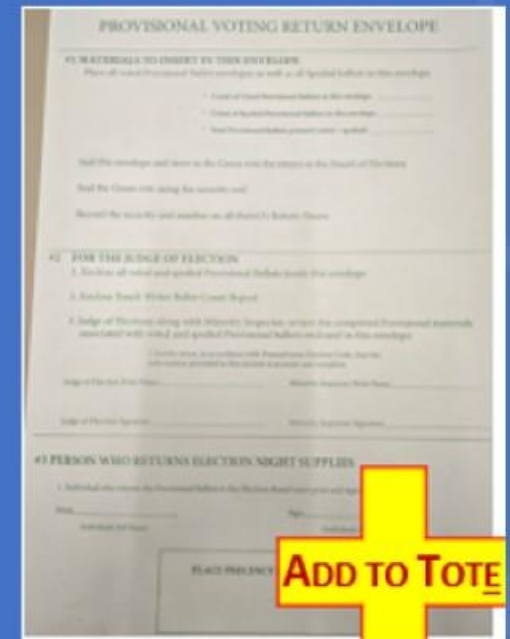


SEALED:

- ONLY scanned paper ballots
- NO notes
- Place signed & sealed white vDrive return envelope in the clear plastic sleeve

RETURN TO COUNTY

Return to
County
Inventory
p. 84 - 85



PROVISIONAL VOTING RETURN ENVELOPE

41 MATERIALS TO INSERT IN THIS ENVELOPE

Place all sealed provisional ballots as well as all signed envelopes in this envelope

- 1. Sealed provisional ballots
- 2. Signed provisional envelopes
- 3. Sealed provisional voter registration forms

Seal the envelope and place in the Green and Gray bags in the back of the truck

Seal the Green and Gray bags securely and

Record the number and location on all items in Section 42

42 FOR THE JUDGE OF ELECTION

- 1. Sealed all sealed and signed provisional ballots in this envelope
- 2. Sealed Voter White Ballot Count Report
- 3. Sealed all Provisional Voting Return Envelopes, signed by the completed provisional ballots associated with sealed and signed provisional ballots in this envelope

Seal the envelope with the Provisional Voting Return Envelope provided by the County Election Office

Sign of Election Officer: _____ Election Officer Name: _____

Sign of Election Officer: _____ Election Officer Name: _____

43 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

- 1. Individual who returns the Provisional Ballots to the Election Administration Office

PLACED IN ENVELOPE

ADD TO TOTE

LEMON BOE & Pink MNI Envelope

Lemon

**BUREAU OF ELECTIONS
ENVELOPE**

**MEDIA BOR
PRECINCT NORTHERN**

City | Twp | Boro _____ Election Date _____
Month _____ Date _____
Dist _____ Precinct _____ Year _____

Signed Officer's Oath of Office - opening	Signed Affidavit of Voter ID - closing
	Used Statements of Complaint - Title III
Check Here If you have enclosed an important message that needs immediate review by The Bureau of Elections	Pay Sheet - Must be signed by all pollworkers and signed off by the Judge of Election at the bottom

Judge of Election Signature _____ Minority Inspector Signature _____

ADD TO TOTE

Lemon BOE Envelope

- Pay Sheet
- Any Notes
- The Oath & Affidavit

748

**MINORITY INSPECTOR
ENVELOPE**

**MEDIA BOR
PRECINCT NORTHERN**

City | Twp | Boro _____ Election Date _____
Month _____ Date _____
Dist _____ Precinct _____ Year _____

The Minority Inspector envelope must include the following documents. Seal the envelope and retain it for two years.

Source "Zero report" - opening	Return sheet with stamps "Tally reports attached"
Touch Writer "Zero report" - opening	Used Yellow numbered list of voters from White binder
Signed Officer's Oath of Office - opening	
Touch Writer "Ballot count report" - closing	

Judge of Election Signature _____ Minority Inspector Signature _____

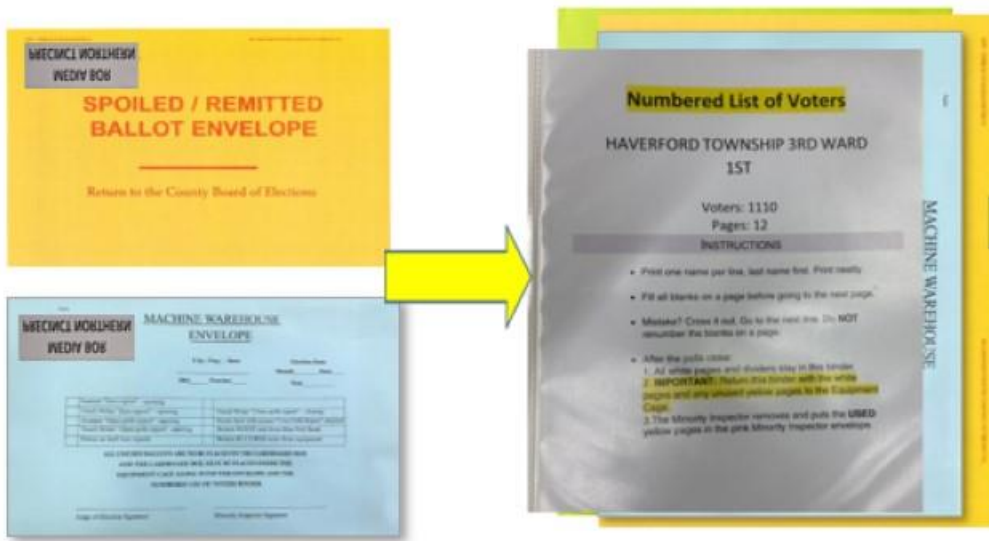
GIVE TO MINORITY INSP.

Pink Minority Envelope

- **KEEP** for 2 years
- Sometimes called to present to the Return Board
- **USED** Yellow numbered list pages from the white binder

RETURN TO COUNTY

Return to
County
Inventory
p. 86 - 87



NEW: White Binder w/#'d list & Lime Poll Pad Env

- The Spoiled/Remitted Ballot Envelope
- Machine Warehouse Envelope
- Poll Pad(s) Case
- Metal Sign & Laminated Signs

- Repack equipment cage
- Include unused ballots & empty boxes!
- Seal cage with **RED** security seal


Equipment Cage

p. 87

DROP OFF RULES AND INFORMATION p. 88



Only **items** to be returned to Media: the sealed Green Tote and the sealed Gray Ballot bag w/vDrive env

- If a non-poll worker is returning the materials, they must have a signed affidavit. Call Hotline
 - All precincts are returning the Poll Pad tablet/s in the lime sleeve in the Green Tote.
 - All precincts will return materials on **ELECTION NIGHT** to Media's Government Center.
 - Only **ONE** person wearing the ID badge on lanyard with the keys per precinct will be admitted in the building to return materials.
 - Assistance carrying the materials and carts will be available in the Third Street garage, if needed.
 - Parking is also available on nearby streets and enter through the courtyard.
- 

So, you're the JOE – Now What?

MONDAY

APRIL 20, 2026

6:00 PM – 7:30 PM

PENNCREST HIGH SCHOOL

We'll review your role, responsibilities and resources.

Stay tuned for more info via emails & texts.



Equipment Open House

Thursday, April 30 4 PM – 7:30 PM

Saturday, May 2 10 AM – 2 PM

Thursday, May 7 3 PM – 7:00 PM

Wednesday, May 13 5 PM – 8:00 PM

These are not structured classes, but opportunities for hands-on experience with the equipment. The Open Houses do **NOT** count as a training class and sign-up is **NOT** required



Teleconference

SUNDAY

MAY 17, 2026

6:00 p.m. – 7:30 p.m.

888-999-3162



The TEST will be available in late April.

You'll be sent an email with a link.

**The test link will also be on Delco Votes
Poll Worker Resources page.**

- You must get 20 out of 25 correct (80%) to pass.
- Call the PW Hotline if you want a paper or emailed copy of the test.
- You will **NOT** be paid for training if you do **NOT** pass the test.
- Do **NOT** wait until Monday, the last day, to take the test. Give yourself some time to pass.
- It's OPEN BOOK!!!!!!

PICKUP DATE

JOE Kit: Election Supplies Pickup
Saturday, May 16
8:30AM to 1:30PM



- Green Tote – Unsealed. Review the contents in advance
- Poll Pad(s) - which remain sealed until Election Day
- If you cannot pick up on Saturday, call Voter Reg directly at 610-891-4659 to make other arrangements.

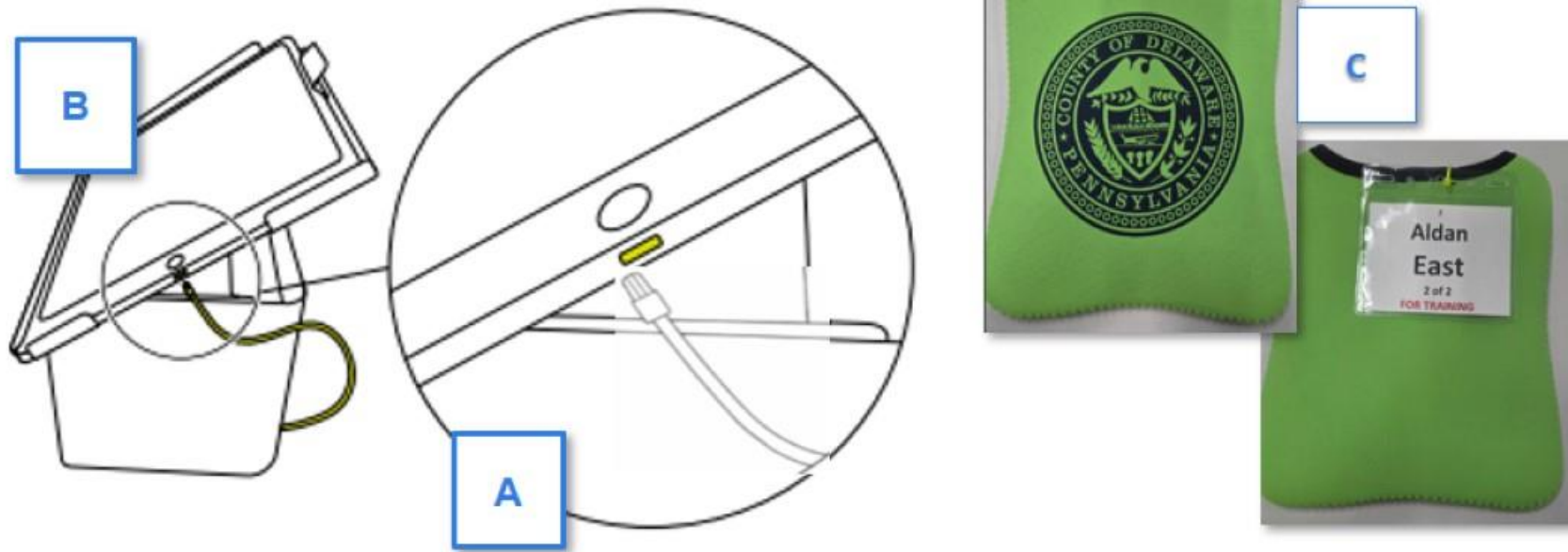




- **Closing the Doors**
- **Scanner & Touch Writer Reports & Shut Down**
- **Removing & Securing vDrives**
- **Removing the Poll Pad tablet**
- **Filling Out Return Sheets**
- **Packing All Supplies & Cage**
- **Returning Items to Media**



The Poll Pad tablet will be removed and returned to the county via the Green Tote.



Refer to instructions & diagram on p. 78 for packing the rest of the poll pad in the case.

Packing
up the
Poll Pad
p. 78



**Thank you for ensuring a safe,
sound, and secure election!**

**Poll Worker Hotline
(484) 460-3750**

Delcopollworkers@co.delaware.pa.us

**Website: Delco Votes – Poll Worker
Resources**