

Celebrating 250 Years of Voting — and You!

For **250 years**, Americans have carried forward the responsibility and privilege of self-government. Elections have changed dramatically over that time, but one thing has remained essential: **people willing to serve their neighbors and make voting possible.**

That's where you come in. As poll workers, you are the face of our elections—welcoming voters, protecting the process, and helping ensure every eligible voter can cast their ballot.

Thank you for carrying this tradition forward!





Train the Poll Worker

Delaware County



**General Election
November 3, 2026**

delcopollworkers@co.delaware.pa.us

Training Class Overview

A series of light blue stars of varying sizes are arranged in a diagonal line from the top right towards the bottom right of the slide.

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
- Special Messages & Forms
- Provisional ballots

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



- 1st big election for our newly elected JOEs and Inspectors
- Green equipment cage covers & padlocks
- Signing the Affidavit of ID during the OPENING
- Lanyards with name tags
- Stand alone precincts with 1000+ voters will receive 2 Poll Pads
- All Poll Pads have white braided cable
- OATH on the Voter's Signature Confirmation page
- Printing the midday Poll Pad Voter Report
- OPEN SPACE referendum is on all ballots
- Envelope checklists have been reordered
- Aqua Machine Warehouse & Spoiled/Remitted Envelopes go in cage door sleeve
- Reminder: Updated Oath on Return Sheets – no betting at all

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 in a campaign-free zone.
- Set up the polling place ensuring its integrity and security.
- Complete all paperwork and tasks to ensure an accurate record of the day is maintained.
- Do NOT leave the precinct during your shift.
- Treat all voters with courtesy.



As a poll worker you must be **NON-PARTISAN**. **Separate your duty from your opinion.** Be ethical and professional in your precinct.

non·par·ti·san

/nän'pärtizən/ 

adjective

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

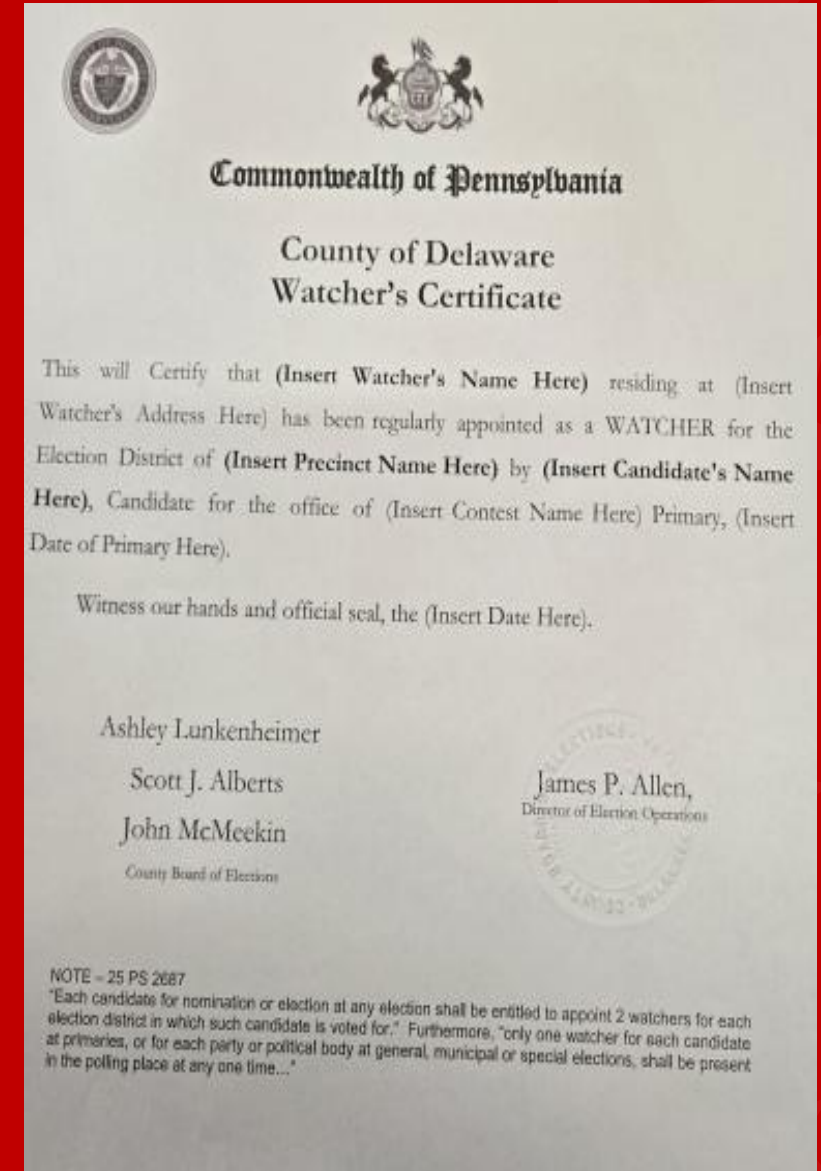
synonyms: unbiased, impartial, neutral, objective

"the moderator must remain nonpartisan throughout the debates"

Poll Watchers p.8

- Poll Watchers must have original raised-seal certificate.
- Poll Watchers must present their certificate to the JOE.
- Poll Watchers may be in precinct all day including set-up & closing.
- Poll Watchers cannot interact with voters or wear party/candidate related clothing.
- No Certificate = NO Entrance

Poll Watcher Certificate



The image shows a sample of a Poll Watcher Certificate from the Commonwealth of Pennsylvania, County of Delaware. The form includes the state seal and the county seal. The text on the form is as follows:

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..."

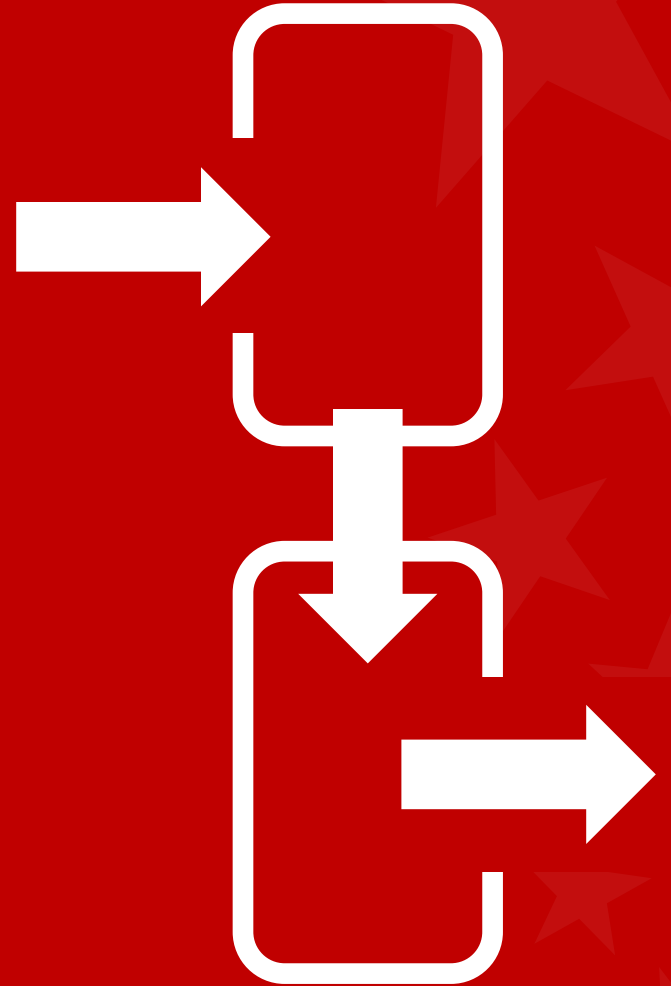
Arrival & Set Up pp. 9 - 13, 99

- ★ All poll workers arrive by 6:00AM to OPEN the precinct.
- ★ Do not unseal the equipment cage or the Poll Pad prior to Election Day at 6:00AM.
- ★ 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.
- ★ Use your tape to mark 10 ft outside the precinct to keep your precinct a campaign-free zone.
- ★ Poll Workers & Greeters & Watchers have the same goal of registered voters voting.



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.
- Clear travel paths – no tripping hazards.
- All precincts will focus on:
 - Voter Privacy when Scanning Ballot
 - Voter Privacy when using Touch Writer
 - Voter Flow of Traffic



Shared Polling Location p.10



- 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 numbered 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 & take & sign the Oaths for both precincts.

Precinct Supplies pp. 14-17

Each Precinct will have their own:

- ★ Equipment Cage – **new** green cover & padlocked
- ★ Green Tote
- ★ Poll Pad

They contain all the supplies needed for Election Day.



Paper Ballots – Box & Packaging

- **Ballots are wrapped in bundles of 50**
- **Count the bundles.**
- **Verify totals agree to the preprinted amounts on Certificate 3 of the Return Sheet and the label.**
- **Ballots are a single-page, 1-sided.**
- **Need to display all sample ballots.**



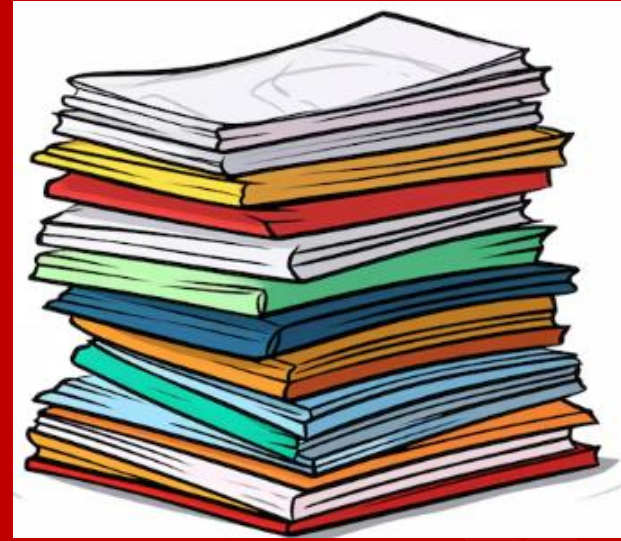
★ **Precinct Forms Checklist Folder:**

- Administer & complete both Election Officer's Oath of Office & **new** Affidavit of Voter ID
- 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**

Pay Sheet Instructions p. 18

This side is **ONLY** for poll workers that have been approved by the Poll Worker Hotline. If you curbside-appoint a poll worker, contact the PW Hotline for approval.

If your precinct is over-staffed, pay will be reduced accordingly.

Official Use Only

Circle Your Assigned Role

CLERK ☒ MACHINE OPERATOR ☐ Full Day ☐ Half Day

CLERK ☒ MACHINE OPERATOR ☐ Full Day ☐ Half Day

CLERK ☒ MACHINE OPERATOR ☐ Full Day ☐ Half Day

CLERK ☒ MACHINE OPERATOR ☐ Full Day ☐ Half Day

LIST ANY NO SHOW

Election Officer Pay Sheet — November 5, 2024 - ALDAN PRECINCT EAST
Print CLEARLY. No signature = delayed pay. Use one block per worker. Use the back side for additional **APPROVED** workers. If the pay sheet is not properly filled out and signed, payment will be delayed.

Confirm all workers have signed & listed address with apt. number & zip code	Confirm workers have selected a shift of full day or half day
Confirm Judge of Election has signed bottom of page	CHECK THIS BOX if additional workers are listed on the back of this sheet

Official Use Only

JUDGE OF ELECTION
Signature ☒ Full Day ☐ Half Day

MAJORITY INSPECTOR
Signature ☒ Full Day ☐ Half Day

MINORITY INSPECTOR
Signature ☒ Full Day ☐ Half Day

CLERK
Signature ☒ Full Day ☐ Half Day

MACHINE OPERATOR
Signature ☒ Full Day ☐ Half Day

CONSTABLE
Signature ☒ Full Day ☐ Half Day

RENTAL FEES
Name and Address _____ Phone _____

Under penalty of perjury, I swear the above information is true and accurate. Judge of Election **MUST SIGN** below:
☒

Note: If your precinct is overstaffed by you not the Poll Worker Hotline, we will reduce payment accordingly.

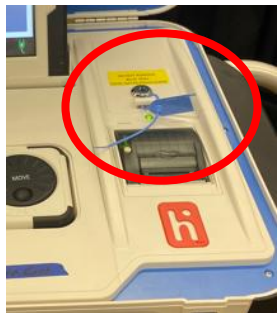
- Do **NOT** add extra poll workers.
- Poll workers legibly complete your information & sign
- JOEs complete your information & sign **AND** sign the bottom of the page.
- Individual poll workers can only sign a precinct's pay sheet once – you cannot be paid for working two positions at the same precinct.
- If your precinct has a Constable, they'll sign the Pay Sheet
- NO SHOW space on the back page.
- There is **NO** such thing as a **VOLUNTEER** poll worker!

Setting up the Touch Writer p. 20-24

- Set up with unobstructed pathways and voter privacy in mind.
- Use **red** 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.



**Follow Steps
in Guide
carefully
& in
EXACT order!**



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

Ballot Bag & 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

Emergency ballot
slot & bag



Setting Up the Scanner p. 29-31

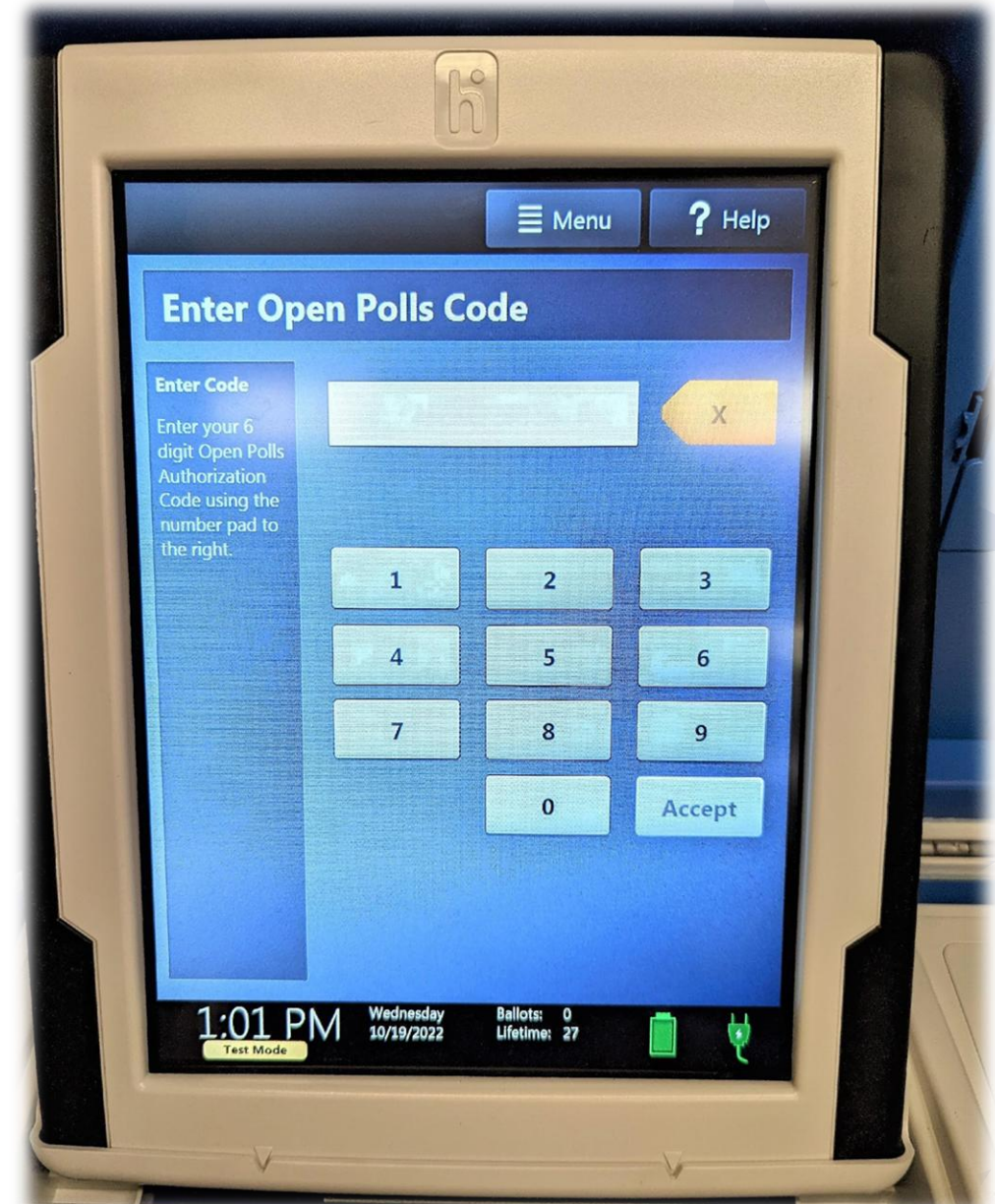
- Set up is like the Touch Writer.
- Lock the ballot box after the Scanner is set up.
- Do NOT remove the blue security seal from the vDrive compartment.
- Do NOT turn off the Scanner once powered up.



Printing Zero & Open Polls Reports

pp. 24-25, 32 - 33

- Check the clocks.
- **Print 3 Zero Reports** from both machines and verify the following:
 - Ballot count total is ZERO
 - Polling place listed is correct
- **Post a Zero Report** at opening from both machines where White Return sheet will be posted at Closing
- 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.**



Set up: Voting Booths

- Privacy is **paramount!**
- White plastic privacy trifolds may be in your cage.
- Ballots must stay **INSIDE** the precinct.
- Need more trifolds? Call the Voting Machine Warehouse & request some?

QUAD
VOTING
BOOTH



SINGLE
VOTING
BOOTH



Integrity of Equipment



- The Scanner & Touch Writer cannot connect to the internet.
- Prior to every election:
 - Hash testing verifies the software running on our election equipment is the exact, unmodified version that was certified by the U.S. Election Assistance Commission (EAC).
 - Logic & Accuracy testing verifies that our election equipment correctly reads, records, and tabulates votes.
- Poll Pads: First US federally certified electronic poll book. Certified by US EAC.
- Ballot Drop Box & Machine Warehouse cameras.
- Wharf: Always recording; and live-streamed during election season.

Integrity of Equipment



2026 Primary Election Results Certified

- The Secretary of the Commonwealth certified PA's Primary Elections results after reviewing certified results from all 67 counties.
- Two pre-certification audits confirmed the accuracy of the reported results. These audits are done after every election.
- **2% Statistical Recount:** Delaware County has a bipartisan external team of poll workers randomly select 2% of the precincts and hand count the votes, undervotes, over-votes and write-ins on each contest of every ballot to check the results. This is performed after every election.
- **Risk-Limiting Audit (RLA):** Delaware County, and other counties, are routinely assigned to recount a batch of ballots randomly selected by the Department of State to verify the original counts in that batch. This is performed every election.
- Delco's Return Board reviews the counts of ballots provided to, printed by, voted and returned unused from every precinct – EVERY ELECTION.
- Learn more about how Pennsylvania verifies the results of every election at vote.pa.gov/audits

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	190322181	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 and from the Printer Port on Touch Writer
- Serial Numbers and Lifetime Counts from Poll Opening Tapes

Certificate #1

Poll Opening (pp. 38-39)

POLL PADS:

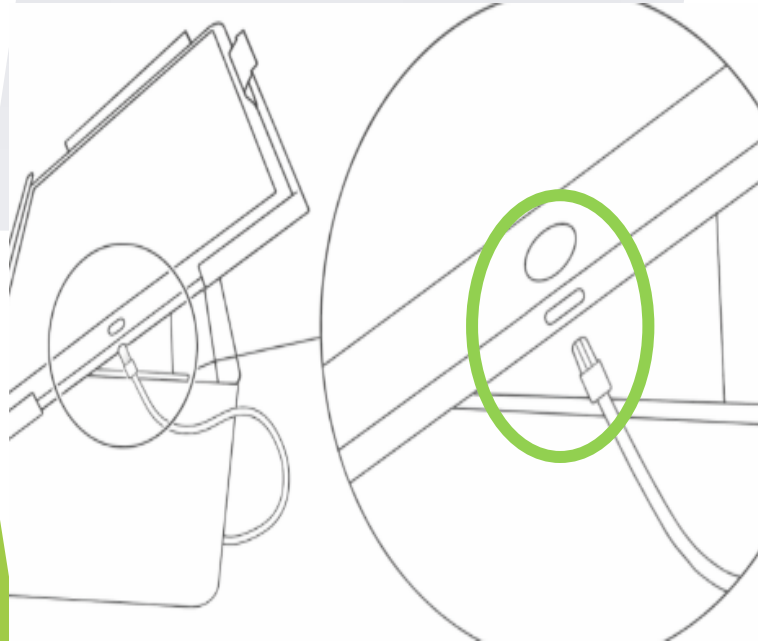
What's in the Case? p. 17



- 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
- Poll Pad Summary Report Directions

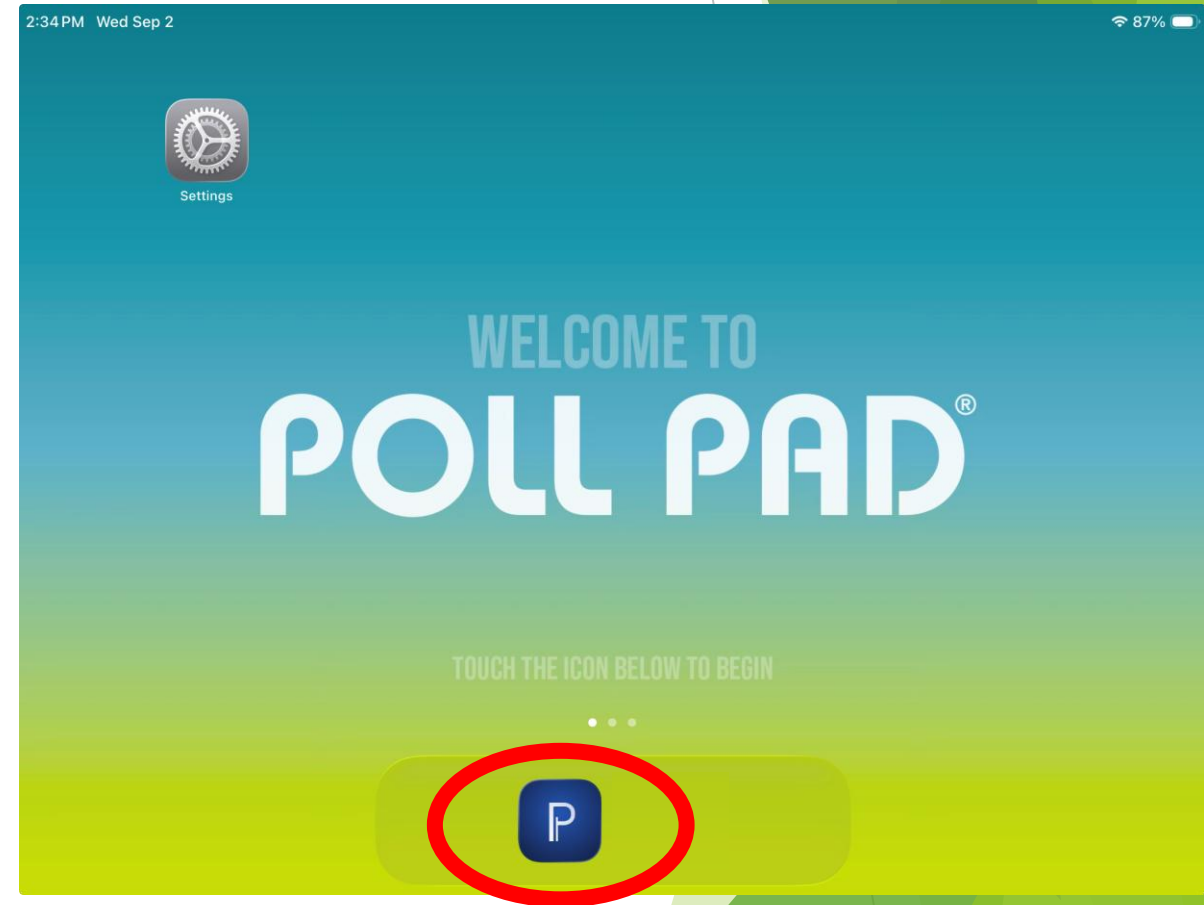
Setup p. 34-35

1. Remove the Poll Pad & its printer kiosk & cords.
2. **NEW:** Confirm the blue luggage tag, printer sticker & the sticker on the back of the tablet all agree.
3. Firmly plug power cord into adapter & then into into wall outlet or supplied power strip.
4. Power on the Printer.
5. Insert the **WHITE** braided cord into the tablet. The Poll Pad will automatically power on.



Opening Procedures

Press the **NEW** “P” icon at the bottom of the screen. When the app launches you will be directed to the county’s homepage.



Morning Checklist p. 36



Home Screen Checklist

Confirm the following information:

- Battery life is 90% or greater
- Checkins = 0
- Name of Jurisdiction
- Election Name
- Election Date
- Polling Place Name



ICONS pp. 36-37

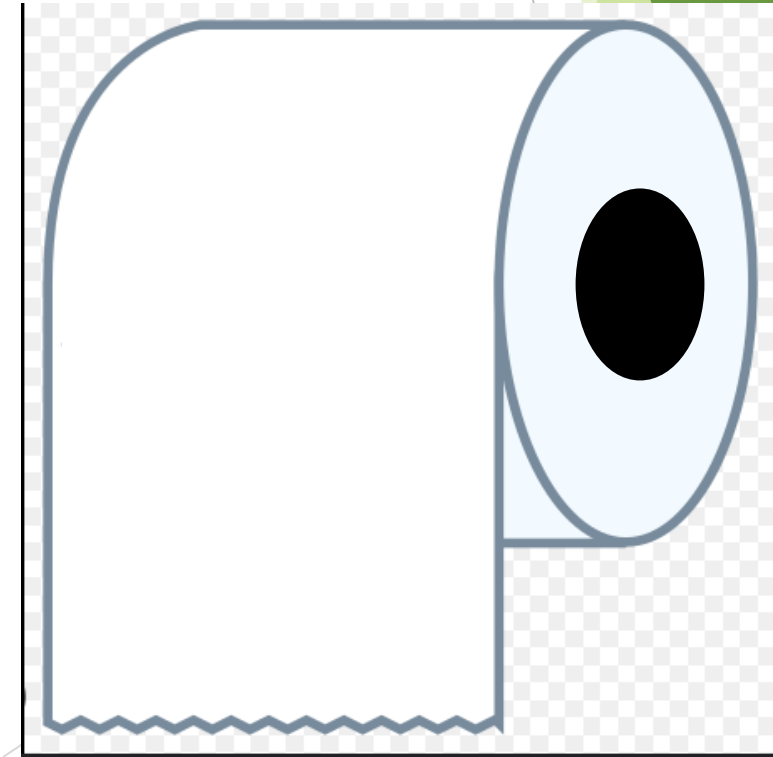
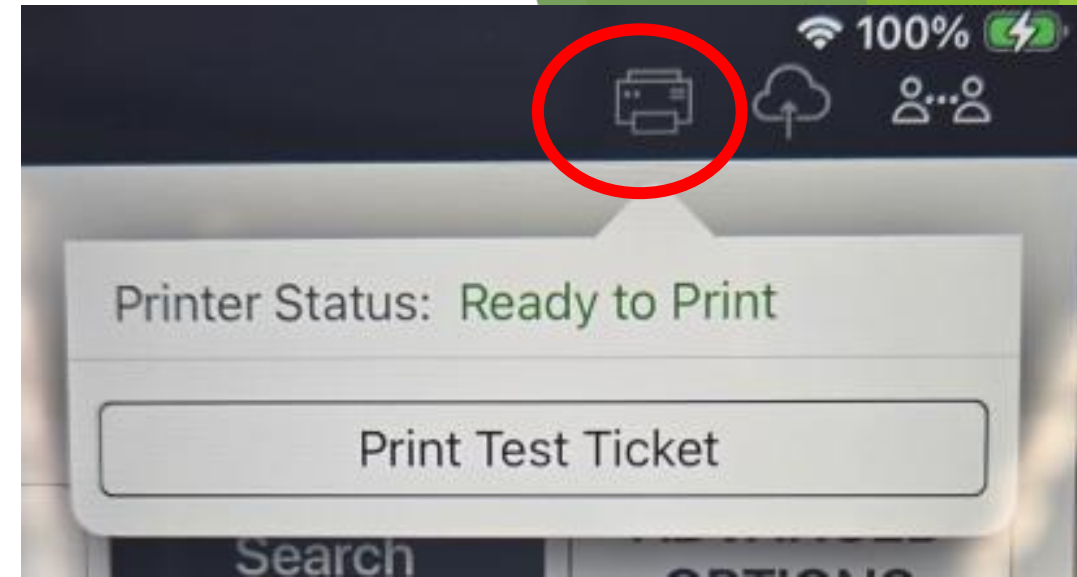
1. Peer to Peer Icons
2. Cloud Sync - Not in PA
3. Printer
4. Messaging - Not in PA
5. Wifi - Not in PA
6. Battery life



Morning Checklist p.37

Test Print

- ▶ A green printer icon means the Poll Pad is connected to the printer.
- ▶ Tap the green printer icon and tap **Print Test Ticket** to print a test ticket.
- ▶ Paper feeds from the top.
- ▶ If you are replacing paper – remember to take out the black core.
- ▶ 2nd Blue Pouch with extra paper in cage



Troubleshooting p.95

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.
5. **Call the Poll Worker Hotline with any Poll Pad issue – we can connect directly with a KNOWiNK employee.**



★Questions?

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



WORKING WITH VOTERS

PRECINCT DOORS OPEN AT 7:00AM!



Voter DO's and DON'Ts

p. 42



Voters MAY:

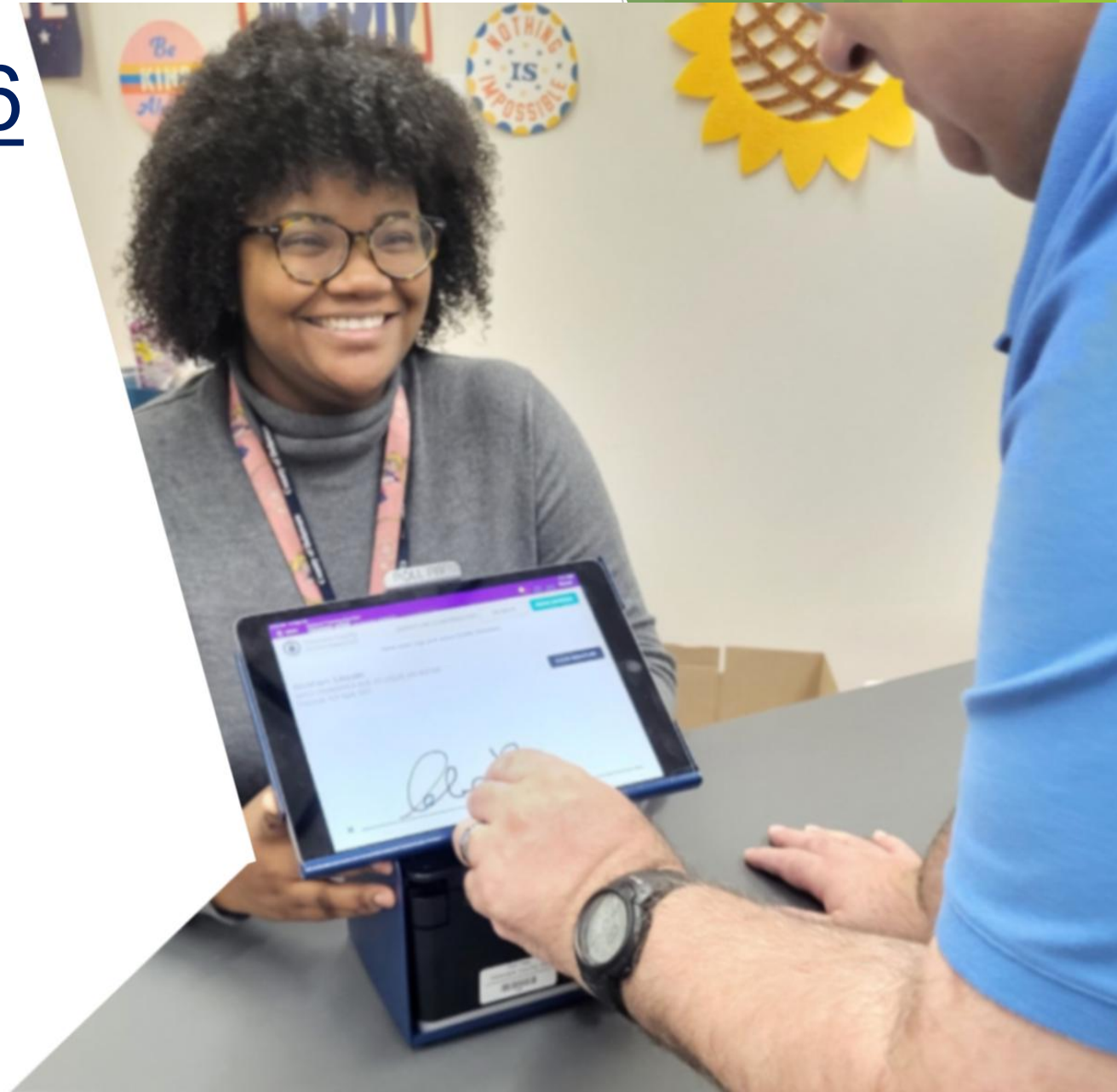
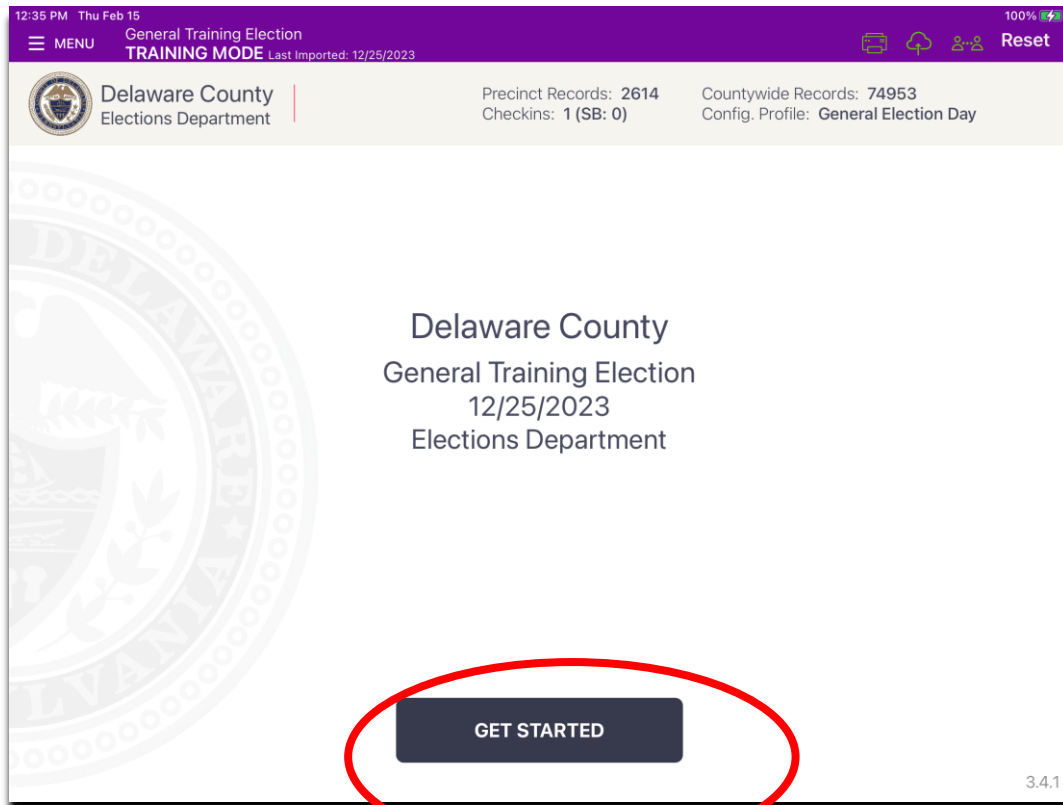
- Talk respectfully among themselves
- Take "I Voted" pictures or "selfies" that do not infringe on the privacy of other voters or poll workers
- Use their phones to research candidates for their own purposes
- Wear clothing or accessories with political messages

Voters may NOT:

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

Processing Voters p.43-46

It's 7:00 am...the polls are now open. Tap **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. Below the header, there is a "START OVER" button and a "PRECINCT RECORDS: 2614" and "CHECKINS: 0 (SB: 0)" display. The main search area features two input fields: "WAS" and "GEO", each with a clear (X) button. A "Search" button is positioned to the right of the input fields, and an "ADVANCED OPTIONS" button is located below it. A virtual keyboard is visible at the bottom of the screen, with a blue "search" button on the right side.

Regular Voter p. 43



First name: George

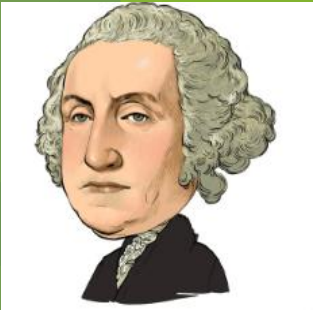
Last name: Washington

DOB: 12/31/1969

Address: 9748 CHELLS DR

ST LOUIS MO 63134

Regular Voter p. 43



3:44 PM Mon Sep 14
4.2 Training Election
TRAINING MODE Last imported: 08/12/2009

Delaware County
Elections Department

SIGNATURE CONFIRMATION

GO BACK

DONE SIGNING

Have voter sign and select DONE SIGNING.

George Washington
9748 CHELLS DR, ST LOUIS, MO 63134
Precinct: 101

LISTEN TO OATH

CLEAR SIGNATURE

x _____
I hereby certify that I am qualified to vote in this election.

NOTE: Parties are only printed on Primary Election tickets.

08/28/2024

General Training Election
06/30/2024
Elections Department

GEORGE WASHINGTON

9748 CHELLS DR, ST LOUIS, MO
63134

76500008
PRECINCT 101
SPLIT 001

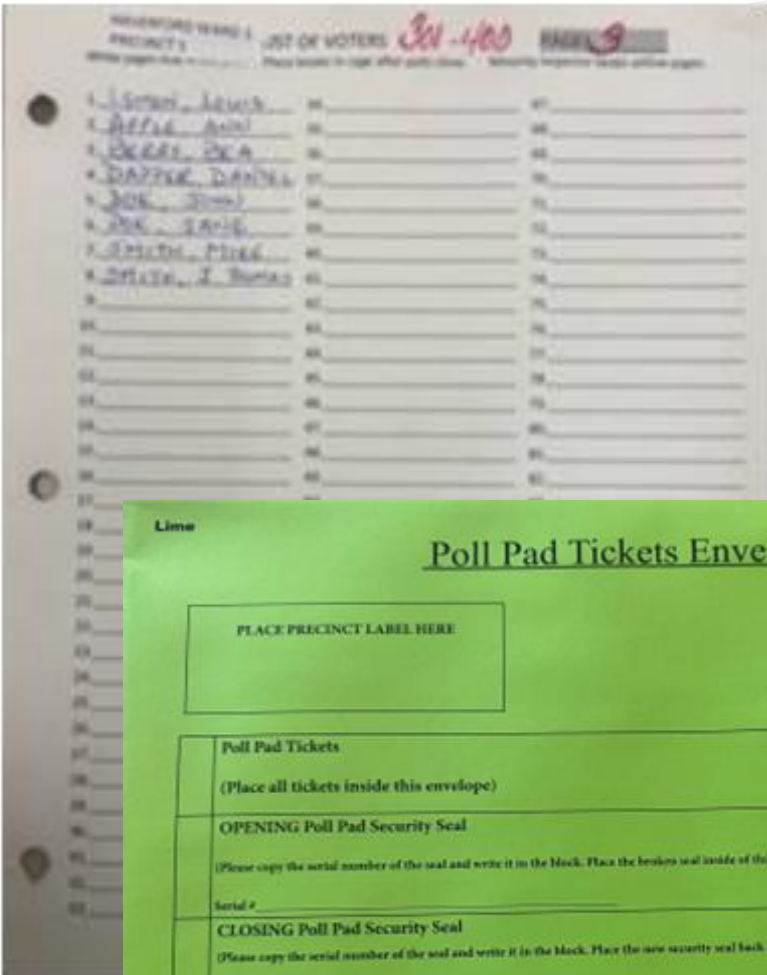
BALLOT STYLE

ALDAN EAST -
BEIGE

Present this ticket to receive your ballot.

Numbered List of Voters p. 46

- ★ 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.
 - Announce voter name to room
 - Use the ticket to accurately and legibly print their name on the list. (NO R or D needed)
 - Cross out any accidental additions.
 - Place the ticket in the Lime Poll Pad Envelope.
 - Do **NOT** add Provisional voters to this list.

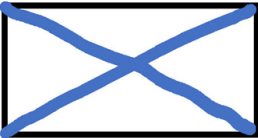
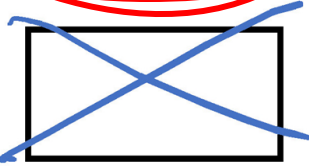
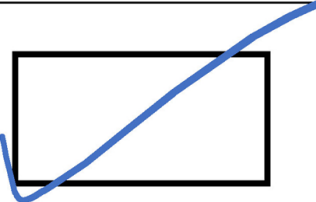


PRECINCT 3 LIST OF VOTERS

NAME	NO.	NO.
1. LORAN, JAMES	46	47
2. JEFF, AMI	48	49
3. DEAN, DEAN	50	51
4. DARRIN, DANIEL	52	53
5. JOE, JOHN	54	55
6. JOE, JOHN	56	57
7. JIMMY, JIMMY	58	59
8. JIMMY, JIMMY	60	61
9. JIMMY, JIMMY	62	63
10. JIMMY, JIMMY	64	65
11. JIMMY, JIMMY	66	67
12. JIMMY, JIMMY	68	69
13. JIMMY, JIMMY	70	71
14. JIMMY, JIMMY	72	73
15. JIMMY, JIMMY	74	75
16. JIMMY, JIMMY	76	77
17. JIMMY, JIMMY	78	79
18. JIMMY, JIMMY	80	81
19. JIMMY, JIMMY	82	83
20. JIMMY, JIMMY	84	85
21. JIMMY, JIMMY	86	87
22. JIMMY, JIMMY	88	89
23. JIMMY, JIMMY	90	91
24. JIMMY, JIMMY	92	93
25. JIMMY, JIMMY	94	95
26. JIMMY, JIMMY	96	97
27. JIMMY, JIMMY	98	99
28. JIMMY, JIMMY	100	101
29. JIMMY, JIMMY	102	103
30. JIMMY, JIMMY	104	105
31. JIMMY, JIMMY	106	107
32. JIMMY, JIMMY	108	109
33. JIMMY, JIMMY	110	111
34. JIMMY, JIMMY	112	113
35. JIMMY, JIMMY	114	115
36. JIMMY, JIMMY	116	117
37. JIMMY, JIMMY	118	119
38. JIMMY, JIMMY	120	121
39. JIMMY, JIMMY	122	123
40. JIMMY, JIMMY	124	125
41. JIMMY, JIMMY	126	127
42. JIMMY, JIMMY	128	129
43. JIMMY, JIMMY	130	131
44. JIMMY, JIMMY	132	133
45. JIMMY, JIMMY	134	135
46. JIMMY, JIMMY	136	137
47. JIMMY, JIMMY	138	139
48. JIMMY, JIMMY	140	141
49. JIMMY, JIMMY	142	143
50. JIMMY, JIMMY	144	145
51. JIMMY, JIMMY	146	147
52. JIMMY, JIMMY	148	149
53. JIMMY, JIMMY	150	151
54. JIMMY, JIMMY	152	153
55. JIMMY, JIMMY	154	155
56. JIMMY, JIMMY	156	157
57. JIMMY, JIMMY	158	159
58. JIMMY, JIMMY	160	161
59. JIMMY, JIMMY	162	163
60. JIMMY, JIMMY	164	165
61. JIMMY, JIMMY	166	167
62. JIMMY, JIMMY	168	169
63. JIMMY, JIMMY	170	171
64. JIMMY, JIMMY	172	173
65. JIMMY, JIMMY	174	175
66. JIMMY, JIMMY	176	177
67. JIMMY, JIMMY	178	179
68. JIMMY, JIMMY	180	181
69. JIMMY, JIMMY	182	183
70. JIMMY, JIMMY	184	185
71. JIMMY, JIMMY	186	187
72. JIMMY, JIMMY	188	189
73. JIMMY, JIMMY	190	191
74. JIMMY, JIMMY	192	193
75. JIMMY, JIMMY	194	195
76. JIMMY, JIMMY	196	197
77. JIMMY, JIMMY	198	199
78. JIMMY, JIMMY	200	201
79. JIMMY, JIMMY	202	203
80. JIMMY, JIMMY	204	205
81. JIMMY, JIMMY	206	207
82. JIMMY, JIMMY	208	209
83. JIMMY, JIMMY	210	211
84. JIMMY, JIMMY	212	213
85. JIMMY, JIMMY	214	215
86. JIMMY, JIMMY	216	217
87. JIMMY, JIMMY	218	219
88. JIMMY, JIMMY	220	221
89. JIMMY, JIMMY	222	223
90. JIMMY, JIMMY	224	225
91. JIMMY, JIMMY	226	227
92. JIMMY, JIMMY	228	229
93. JIMMY, JIMMY	230	231
94. JIMMY, JIMMY	232	233
95. JIMMY, JIMMY	234	235
96. JIMMY, JIMMY	236	237
97. JIMMY, JIMMY	238	239
98. JIMMY, JIMMY	240	241
99. JIMMY, JIMMY	242	243
100. JIMMY, JIMMY	244	245
101. JIMMY, JIMMY	246	247
102. JIMMY, JIMMY	248	249
103. JIMMY, JIMMY	250	251
104. JIMMY, JIMMY	252	253
105. JIMMY, JIMMY	254	255
106. JIMMY, JIMMY	256	257
107. JIMMY, JIMMY	258	259
108. JIMMY, JIMMY	260	261
109. JIMMY, JIMMY	262	263
110. JIMMY, JIMMY	264	265
111. JIMMY, JIMMY	266	267
112. JIMMY, JIMMY	268	269
113. JIMMY, JIMMY	270	271
114. JIMMY, JIMMY	272	273
115. JIMMY, JIMMY	274	275
116. JIMMY, JIMMY	276	277
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173. JIMMY, JIMMY	390	391
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289. JIMMY, JIMMY	622	623
290. JIMMY, JIMMY	624	625
291. JIMMY, JIMMY	626	627
292. JIMMY, JIMMY	628	629
293. JIMMY, JIMMY	630	631
294. JIMMY, JIMMY	632	633
295. JIMMY, JIMMY	634	635
296. JIMMY, JIMMY	636	637
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305. JIMMY, JIMMY	654	655
306. JIMMY, JIMMY	656	657
307. JIMMY, JIMMY	658	659
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317. JIMMY, JIMMY	678	679
318. JIMMY, JIMMY	680	681
319. JIMMY, JIMMY	682	683
320. JIMMY, JIMMY	684	685
321. JIMMY, JIMMY	686	687
322. JIMMY, JIMMY	688	689
323. JIMMY, JIMMY	690	691
324. JIMMY, JIMMY	692	693
325. JIMMY, JIMMY	694	695
326. JIMMY, JIMMY	696	697
327. JIMMY, JIMMY	698	699
328. JIMMY, JIMMY	700	701
329. JIMMY, JIMMY	702	703
330. JIMMY, JIMMY	704	705
331. JIMMY, JIMMY	706	707
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333. JIMMY, JIMMY	710	711
334. JIMMY, JIMMY	712	713
335. JIMMY, JIMMY	714	715
336. JIMMY, JIMMY	716	717
337. JIMMY, JIMMY	718	719
338. JIMMY, JIMMY	720	721
339. JIMMY, JIMMY	722	723
340. J		

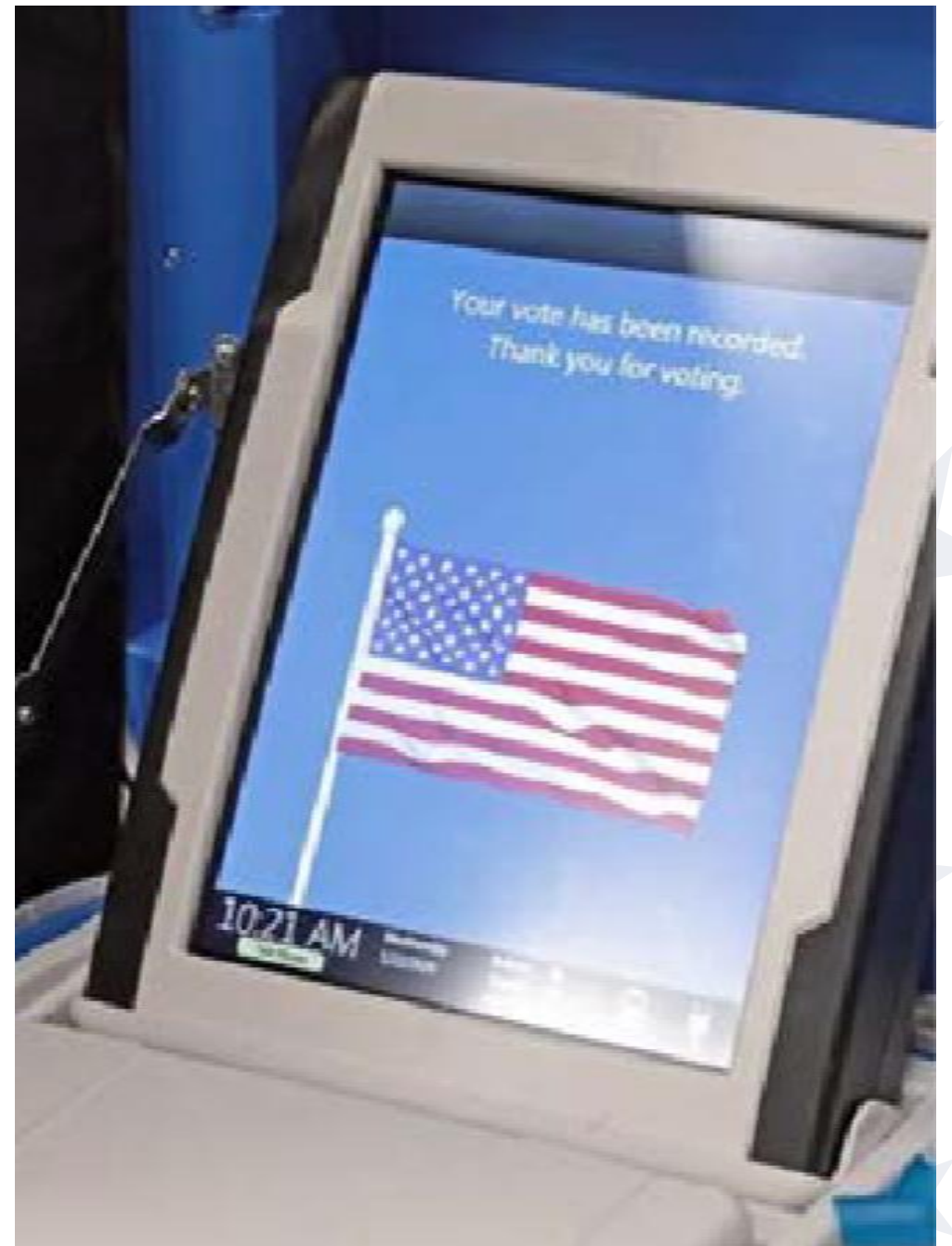
Working with Voters: Marking the Ballot p. 44

- Ballots are one sheet, 1-sided
- Ballot boxes may be filled out with any mark.
- Do not make marks outside the lines.
- Use only blue or black ink.
- All ballots will include the Referendum
- No sharing kiosk/trifold sections; no discussing the ballot

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. 47-48,

- **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**
 - **Provisional Ballot**
 - **Overvote**



Spoiled/Abandoned Ballot Procedures p. 49

- 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.

WPP - FORM 97 SPOILED/REMITTED-0
INDEPENDENT PRINTING COMPANY, PITTSBURGH, PA.

Ward _____ Dist. _____
City _____
Boro. of _____
Twp. _____

**SPOILED / REMITTED
BALLOT ENVELOPE**

Return to the County Board of Elections

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
OVER VOTE RIPPED	JOE JUDGE MAX MAJORITY

- Record reason & your name on the log.
 - **NO Spoiled Provisionals go in this envelope.**
 - Log Abandoned ballots as Abandoned.
- * Periodically sweep to remove political materials & abandoned ballots.**

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.
- Don’t grab the ballot until it has printed on both sides.
- This voter is holding the Verity Access.



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

Voter has Voted p. 45

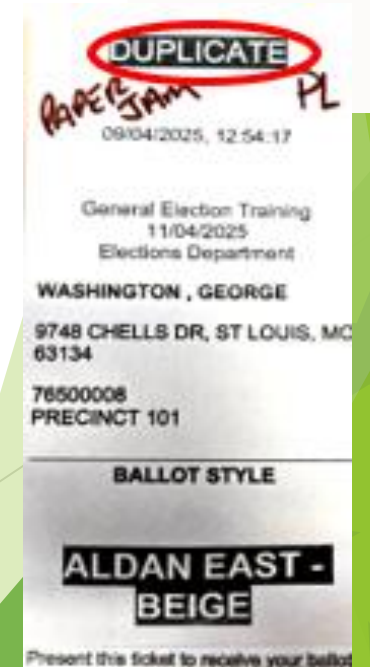
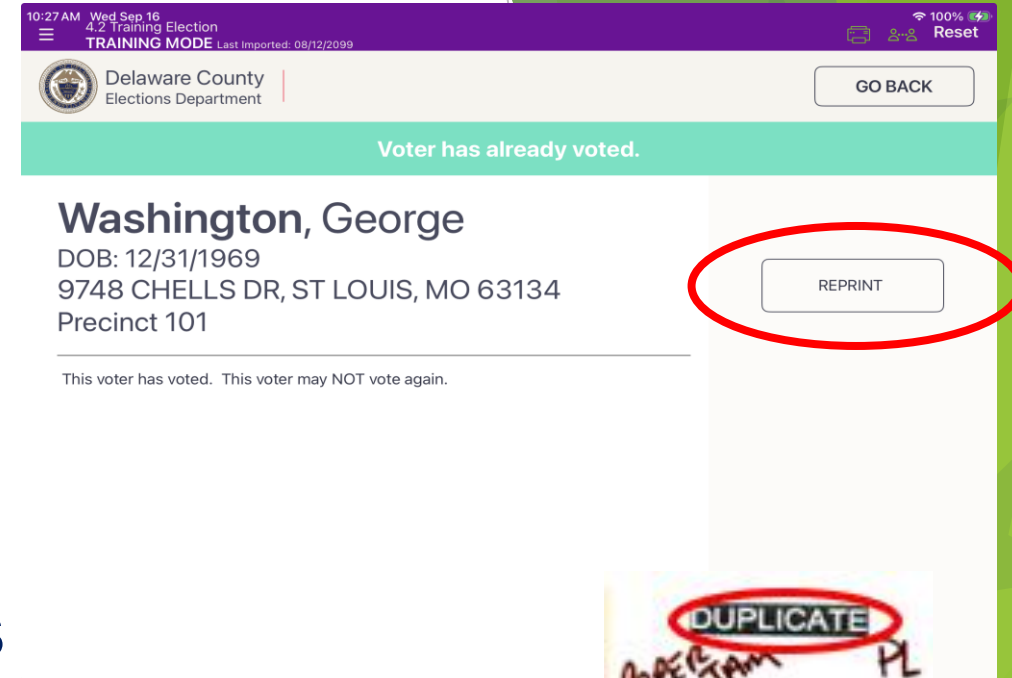
- **All the synced Poll Pads will automatically show that George voted as soon as his record is accepted.**
- **Has he voted? Maybe. The Poll Pad only confirms that he has checked in.**
- **To confirm, if George voted, ie received a ballot – review the numbered list.**

The screenshot displays the Delaware County Elections Department Training Mode interface. At the top, a purple header bar shows the time (10:26 AM), date (Wed Sep 16), version (4.2 Training Election), and status (TRAINING MODE Last Imported: 08/12/2099). Below the header, the Delaware County Elections Department logo and name are visible on the left, and precinct statistics (Precinct Records: 2614, Checkins: 1) are on the right. A search bar contains the text 'WAS' and 'GEO', with a 'Search' button and an 'ADVANCED OPTIONS' link. Below the search bar, the results are titled 'SEARCH RESULTS: 2'. The first result is for 'Washington, George', with details: 12/31/1969, 9748 CHELLS DR, ST LOUIS, MO 63134, VOTER ID: 76500008. To the right of this entry, the word 'Voted' is circled in red. Further right, it says 'Elections Department Precinct: 101' and 'Ballot Style: Aldan East - Beige'. The second result is for 'Wasson, Georgia Q', with details: 01/07/1948, 612 VICTORIA LN, BALLWIN, MO 63021, VOTER ID: 76528940. To the right of this entry, it says 'Saint Louis Science Center Precinct: SLSC' and 'Ballot Style: 510'. At the bottom right of the second entry, the text 'Wrong Location' is displayed in red. A checkmark icon and the text 'CHK: 09/16/2026, 10:26:29' are also visible.

Name	DOB	Address	Voter ID	Status	Location	Ballot Style
Washington, George	12/31/1969	9748 CHELLS DR, ST LOUIS, MO 63134	76500008	Voted	Elections Department Precinct: 101	Aldan East - Beige
Wasson, Georgia Q	01/07/1948	612 VICTORIA LN, BALLWIN, MO 63021	76528940		Saint Louis Science Center Precinct: SLSC	510

Reprinting Tickets p.50

- Why would you need to reprint a voter's ticket?
- Password: Equipment Access Codes Blue Card in the Black Pouch.
- You must reprint the ticket on the **same** Poll Pad the voter initially checked in on.
- Initial and note on ticket why reprinting.



VOTER: Return these instructions to Judge of Election.

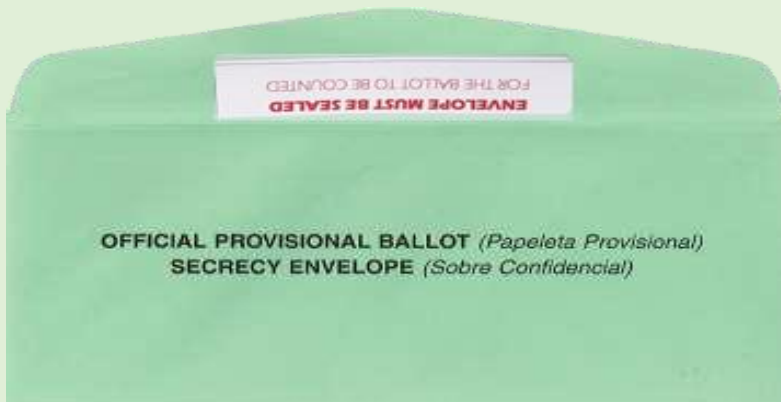


STEPS FOR VOTING A PROVISIONAL BALLOT

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 610-891-4659 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.

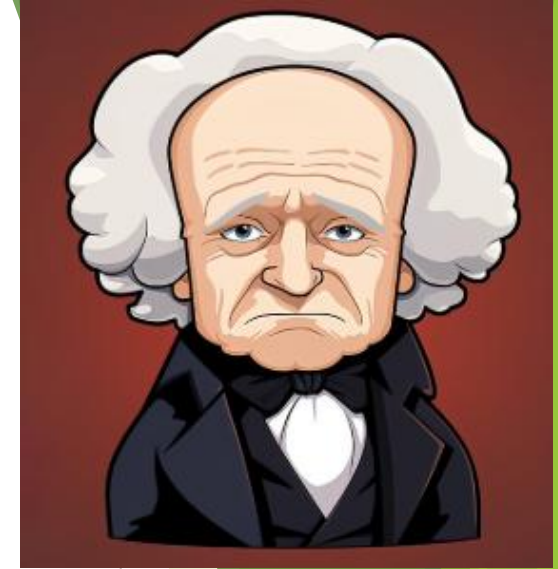
Give the voter the Instruction Sheet with the envelope.

If your Provisional voter is in the Poll Pad – they **MUST** be checked in!!!!!!

Provisional Ballots

pp. 59-61

Messages & Situations p.58



12:46 PM Thu Feb 15
General Training Election
TRAINING MODE Last Imported: 12/25/2023
100%

MENU Reset

Delaware County
Elections Department

GO BACK

Absentee/Mail-In Received

Van Buren, Martin
DOB: 12/05/1902 - Party: Democratic
9704 CHELLS DR, ST LOUIS, MO 63134
Precinct 101, Split 001

PROCESS PROVISIONALLY

This voter's Absentee/Mail-In ballot has been received by Delaware County's Board of Elections. If the voter insists on voting or received a notice-and-cure letter or email from the County, they must be processed provisionally. Select Process Provisionally, initial the record and this voter will work with the Judge of Elections to vote provisionally.

04/08/2026, 17:08:04

PROVISIONAL

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

VAN BUREN, MARTIN
9704 CHELLS DR, ST LOUIS, MO
63134
76500018
PRECINCT 101

BALLOT STYLE

PROVISIONAL
DEMOCRATIC
ALDAN EAST -
BEIGE

Present this ticket to receive your ballot.

Absentee/Mail-In
Received

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

X _____

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

X _____

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):

- | | |
|---|---|
| ☐ Voter was issued mail ballot | ☐ Challenge to Voter's eligibility |
| ☐ Voter's name not on voter list | ☐ Party (primary only) |
| ☐ Voter identification issue | Which party ballot was enclosed? _____ |
| ☐ Court order (voter) | |
| ☐ Court order (voting hours) | ☐ Other _____ |

POLL
WORKERS
SIGN
HERE

Signature of the Judge of Election

Signature of the Minority Inspector

Affix Ballot ID Number here.

Provisional Ballot Envelope pp. 60-61

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

X

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):

☐ Voter was issued mail ballot

☐ Challenge to Voter's eligibility

☐ Voter's name not on voter list

☐ Party (Primary only)

☐ Voter identification issue

Which party ballot was enclosed?

☐ Court order (voter)

☐ Other

☐ Court order (voting hours)

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.

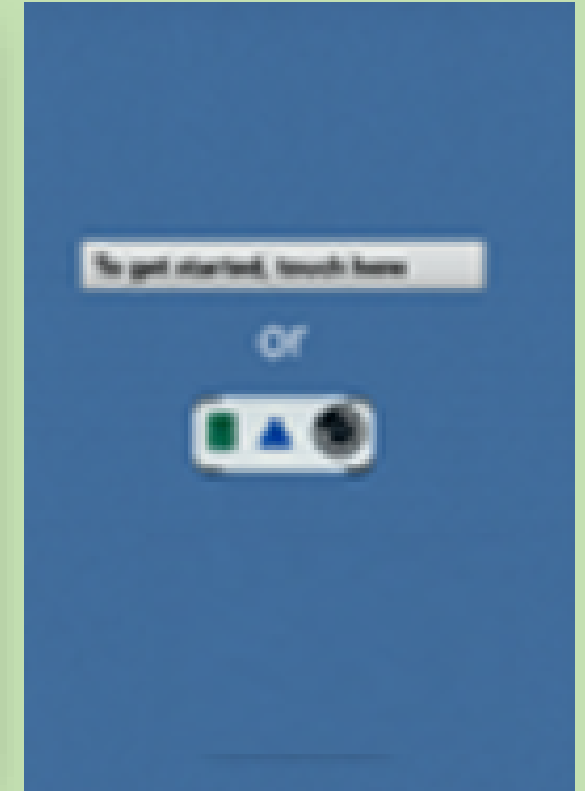
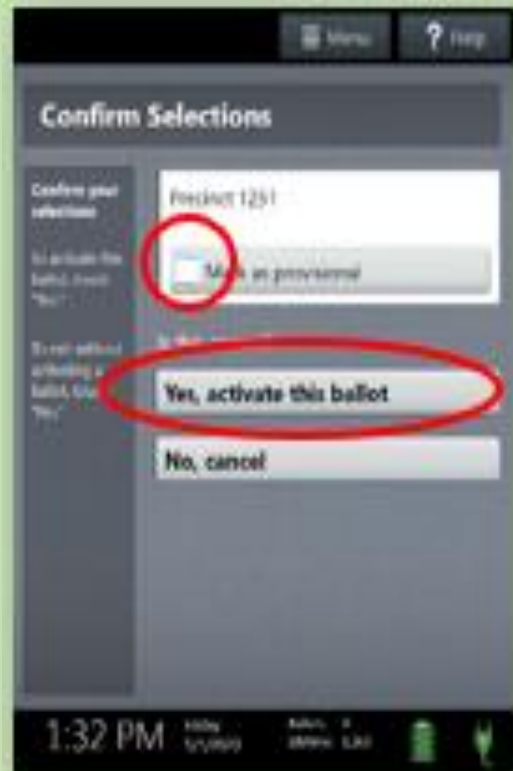
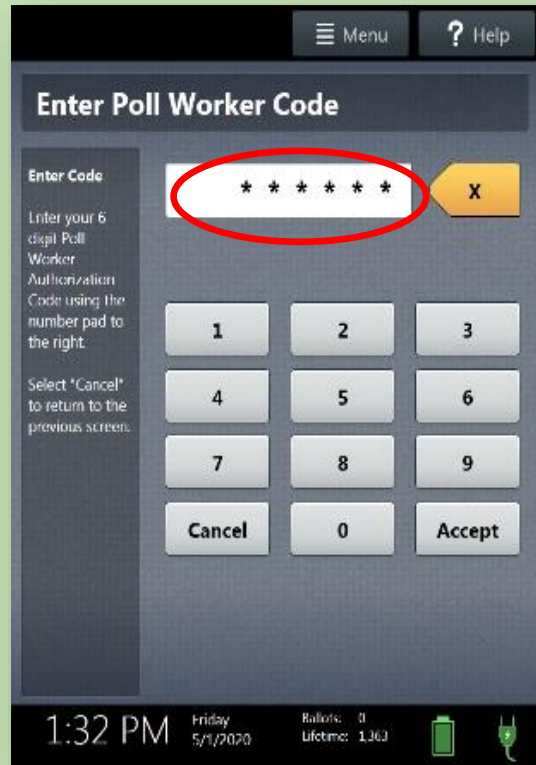
To be filled out **BY ELECTION OFFICIALS ONLY.**

Fill-in Party - **PRIMARY ONLY.**

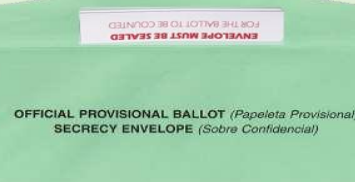
Ballot ID# Sticker

Voter's Receipt

ALL Provisional Ballots are printed from the Touch Writer p. 64 - 69



NO STUB = Regular Ballot **STOP.** Spoil the ballot & start over



ENVELOPE MUST BE SEALED
FOR THE BALLOT TO BE COUNTED

OFFICIAL PROVISIONAL BALLOT (*Papeleta Provisional*)
SECRECY ENVELOPE (*Sobre Confidencial*)



pp. 59-61

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 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 the ballot.

Section C: Voter Signature #2

Voter must complete and sign this section **BOTH** after voting the ballot.

FOR ELECTION OFFICIALS ONLY:

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

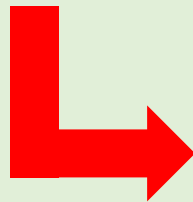
Precinct: _____

Reason for provisional ballot (check all that apply):

☐ Voter was issued mail ballot	☐ Challenge to Voter's eligibility
☐ Voter's name not on voter list	☐ Party (primary only)
☐ Voter identification issue	_____ Which party ballot was received?
☐ Court order (voter)	☐ Other _____
☐ Court order (voting hours)	

Signature of the Judge of Election

Signature of the Minority Inspector

[illegible]

WPP - 151 DELAWARE G.2024.3 ©

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE

Place all voted Provisional Ballot envelopes as well as all Spoiled ballots in this envelope

- * Count of Voted Provisional Ballots in this envelope _____
- * Count of Spoiled Provisional Ballots in this envelope _____
- * Total Provisional Ballots printed (voted + spoiled) _____

Seal this envelope and store in the Green tote for return to the Board of Elections

Seal the Green tote using the security seal

Record the security seal number on all three(3) Return Sheets

#2 FOR THE JUDGE OF ELECTION

1. Enclose all voted and spoiled Provisional Ballots inside this envelope
2. Enclose Touch Writer Ballot Count Report
3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional ballots enclosed in this envelope.

I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Judge of Election Print Name _____

Minority Inspector Print Name _____

Judge of Election Signature _____

Minority Inspector Signature _____

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

1. Individual who returns the Provisional Ballots to the Election Board must print and sign below

Print _____

Sign _____

(Individual's Full Name)

(Individual's Full Name)

ALDAN
BOROUGH
EAST

[illegible]

At Closing: Fill out Provisional Ballot Return Envelope after Polls Close even if you did not have any Provisionals

Fill out all numbers even if 0



JOE & MNI must sign



Person returning Election Supplies must sign



WPP - 151 DELAWARE G.2024.3 ©

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE
Place all voted Provisional Ballot envelopes as well as all Spoiled ballots in this envelope

- * Count of Voted Provisional Ballots in this envelope _____
- * Count of Spoiled Provisional Ballots in this envelope _____
- * Total Provisional Ballots printed (voted + spoiled) _____

Seal this envelope and store in the Green tote for return to the Board of Elections

Seal the Green tote using the security seal

Record the security seal number on all three(3) Return Sheets

#2 FOR THE JUDGE OF ELECTION

1. Enclose all voted and spoiled Provisional Ballots in this envelope
2. Enclose Couch Writer Ballot Count Report
3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional ballots enclosed in this envelope.

I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Judge of Election Print Name _____ Minority Inspector Print Name _____

Judge of Election Signature _____ Minority Inspector Signature _____

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

1. Individual who returns the Provisional Ballots to the Election Board must print and sign below

Print _____ Sign _____

(Individual's Full Name) (Individual's Full Name)

ASTON
TOWNSHIP
1

Provisional Ballot Return Envelope

pp. 76, 85, 86

Put in Green Tote at Closing

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE

Place all voted Provisional Ballot envelopes as well as all Spoiled ballots in this envelope

- * Count of Voted Provisional Ballots in this envelope 4
- * Count of Spoiled Provisional Ballots in this envelope 0
- * Total Provisional Ballots printed (voted + spoiled) 4

Seal this envelope and store in the Green tote for return to the Board of Elections

Seal the Green tote using the security seal

Record the security seal number on all three(3) Return Sheets

#2 FOR THE JUDGE OF ELECTION

1. Enclose all voted and spoiled Provisional Ballots inside this envelope
2. Enclose Touch Writer Ballot Count Report
3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional ballots enclosed in this envelope.

I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Judge of Election Print Name _____ Minority Inspector Print Name _____

Judge of Election Signature _____ Minority Inspector Signature _____

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

1. Individual who returns the Provisional Ballots to the Election Board must print and sign below

Print _____ Sign _____
(Individual's Full Name) (Individual's Full Name)ALDAN
BOROUGH
EAST

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE

Place all voted Provisional Ballot envelopes as well as all Spoiled ballots in this envelope

- * Count of Voted Provisional Ballots in this envelope 2
- * Count of Spoiled Provisional Ballots in this envelope 0
- * Total Provisional Ballots printed (voted + spoiled) 2

Seal this envelope and store in the Green tote for return to the Board of Elections

Seal the Green tote using the security seal

Record the security seal number on all three(3) Return Sheets

#2 FOR THE JUDGE OF ELECTION

1. Enclose all voted and spoiled Provisional Ballots inside this envelope
2. Enclose Touch Writer Ballot Count Report
3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional ballots enclosed in this envelope.

I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Judge of Election Print Name _____ Minority Inspector Print Name Nicole L. MayJudge of Election Signature _____ Minority Inspector Signature Nicole L. May

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

1. Individual who returns the Provisional Ballots to the Election Board must print and sign below

Print _____ Sign _____
(Individual's Full Name) (Individual's Full Name)CHESTER HEIGHTS
BOROUGHWhat's
Missing?Provisional
Ballot
Return
Envelope

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE

Place all voted Provisional Ballot envelopes as well as all Spoiled ballots in this envelope

* Count of Voted Provisional Ballots in this envelope 0
* Count of Spoiled Provisional Ballots in this envelope 0
* Total Provisional Ballots printed (voted + spoiled) 0

Seal this envelope and store in the Green tote for return to the Board of Elections

Seal the Green tote using the security seal

Record the security seal number on all three(3) Return Sheets

#2 FOR THE JUDGE OF ELECTION

1. Enclose all voted and spoiled Provisional Ballots inside this envelope
2. Enclose Touch Writer Ballot Count Report
3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional ballots enclosed in this envelope.

I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Judge of Election Print Name CLIFTON J. SMITHMinority Inspector Print Name LEONARD HENRIKJudge of Election Signature Clifton J. SmithMinority Inspector Signature Leonard Henrik

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

1. Individual who returns the Provisional Ballots to the Election Board must print and sign below

Print CLIFTON J. SMITH
(Individual's Full Name)Sign Clifton J. Smith
(Individual's Full Name)

CHESTER CITY

2-2

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE

Place all voted Provisional Ballot envelopes as well as all Spoiled ballots in this envelope

* Count of Voted Provisional Ballots in this envelope 1
* Count of Spoiled Provisional Ballots in this envelope -0-
* Total Provisional Ballots printed (voted + spoiled) 1

Seal this envelope and store in the Green tote for return to the Board of Elections

Seal the Green tote using the security seal

Record the security seal number on all three(3) Return Sheets

#2 FOR THE JUDGE OF ELECTION

1. Enclose all voted and spoiled Provisional Ballots inside this envelope
2. Enclose Touch Writer Ballot Count Report
3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional ballots enclosed in this envelope.

I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Judge of Election Print Name Kathleen Barton

Minority Inspector Print Name _____

Judge of Election Signature Kathleen Barton

Minority Inspector Signature _____

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

1. Individual who returns the Provisional Ballots to the Election Board must print and sign below

Print Kathleen Barton
(Individual's Full Name)Sign Kathleen Barton
(Individual's Full Name)

ASTON

TOWNSHIP

6

What's Missing?

Provisional
Ballot
Return
Envelope

What's
Missing?

AWARE G.2024.3 0

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE

Place all voted Provisional Ballot envelopes as well as all Spoiled ballots in this envelope

- * Count of Voted Provisional Ballots in this envelope _____
- * Count of Spoiled Provisional Ballots in this envelope _____
- * Total Provisional Ballots printed (voted + spoiled) _____

Seal this envelope and store in the Green tote for return to the Board of Elections

Seal the Green tote using the security seal

Record the security seal number on all three(3) Return Sheets

#2 FOR THE JUDGE OF ELECTION

1. Enclose all voted and spoiled Provisional Ballots inside this envelope
2. Enclose Touch Writer Ballot Count Report
3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional ballots enclosed in this envelope.

I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Judge of Election Print Name THOMAS J. NICOLAIDES Minority Inspector Print Name Doreen Shelow

Judge of Election Signature Thomas J. Nicolaides Minority Inspector Signature Doreen Shelow

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

1. Individual who returns the Provisional Ballots to the Election Board must print and sign below

Print THOMAS J. NICOLAIDES Sign Thomas J. Nicolaides

(Individual's Full Name) (Individual's Full Name)

CHESTER CITY

1-5

Provisional
Ballot
Return
Envelope

Messages & Situations p. 51

First name: Millard

Last name: Fillmore

DOB: 01/07/1910

**Address: 9876 Crabapple Ave
ST LOUIS, MO 63134**



Inactive

Messages & Situations p. 51

10:13 AM Wed Sep 17
General Training Election
TRAINING MODE Last Imported: 11/04/2025
Delaware County
Elections Department
GO BACK
Inactive Voter - Affirmation Required

Fillmore, Millard
DOB: 01/07/1910
9876 CRABAPPLE AVE, ST LOUIS, MO 63134
Precinct 101

AFFIRMATION COMPLETE

A

Voter must complete correct section of the yellow Affirmation of Elector form. Voter does NOT need to show ID.

If the voter's address is incorrect complete section A. If the voter's address is correct, complete section B. ALL voters will complete section C. Once a poll worker has reviewed and signed the completed form, select Affirmation Complete and allow the voter to vote a regular ballot.

Identification is NOT REQUIRED!!!

AFFIRMATION OF ELECTOR

For use in the polling place when an elector has changed addresses and has failed to notify the commission or when registration records incorrectly 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 still reside in the same county and in the area covered by this polling place and wish to vote here.

☐ I still 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 area.

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 hereby 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.52



Primary Test Election - 05/19/2023

Botanical Garden

Precinct Records: 2814
Checkins: 0 (\$0.00)

START OVER

Last Name: **X** First Name: **X** Search **ADVANCED OPTIONS**

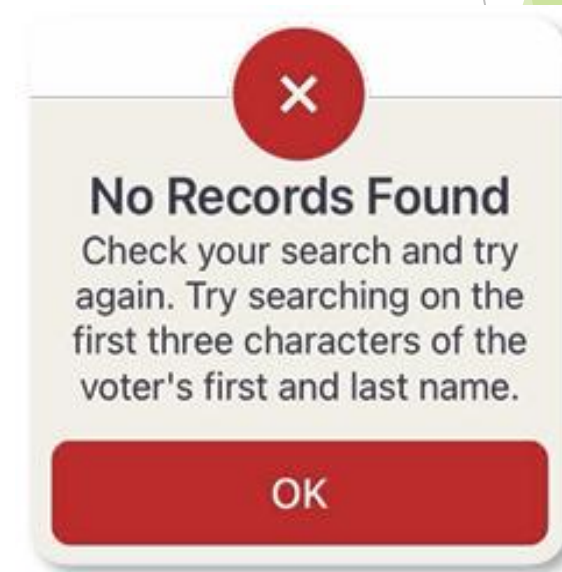
DOB: ADDRESS STATUS RESET

00 / 00 / 0000 CLEAR

MONTH DAY YEAR

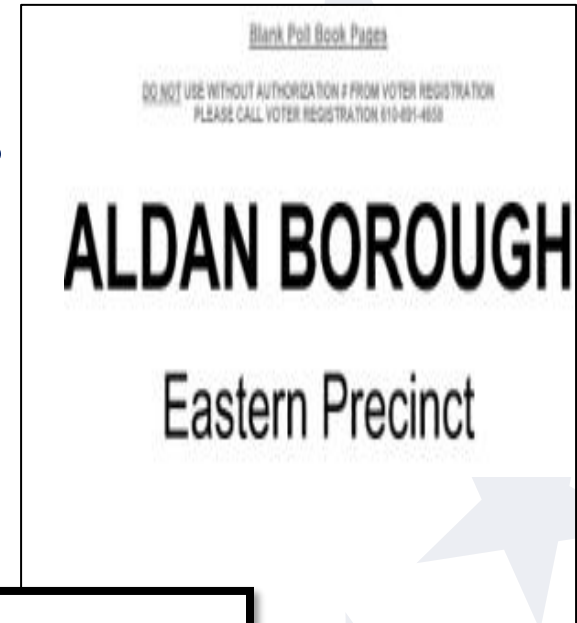
Press the **ADVANCED OPTIONS** button. Select DOB.

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

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

Messages & Situations p.53

8:54 AM Mon Sep 14
4.2 Training Election
TRAINING MODE Last imported: 08/12/2099

Delaware County
Elections Department

GO BACK

Must Confirm ID

Adams, John
DOB: 10/30/1905
9540 MANGANESE DR, ST LOUIS, MO 63134
Precinct 101

ID CONFIRMED

UNABLE TO CONFIRM ID

Voter must show a current and valid state approved form of ID (see list) before voting. Once ID is confirmed, select ID Confirmed.

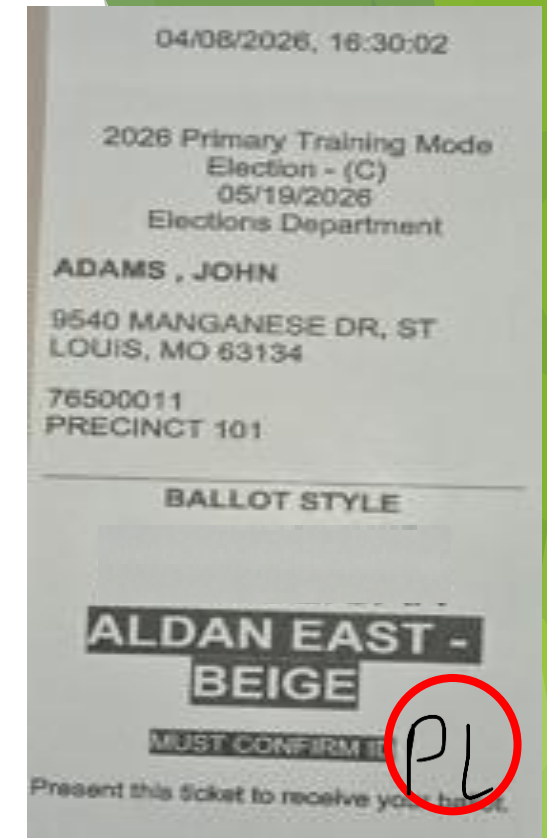
Approved PHOTO IDs - Address does NOT need to match voter's record.

- PA driver's license or PennDOT ID
- Any Commonwealth agency ID
- US Passport or any US government ID
- US Armed Forces ID
- Student ID (including electronic/digital student ID)
- Employee ID

Approved NON-PHOTO IDs - Must include the voter's name. Address MUST match voter's record.

- Delaware County Voter registration card
- Any Commonwealth or US government non-photo ID
- Firearm permit
- Current utility bill or bank statement

Must Confirm ID



**NEW: ELECTRONIC and
DIGITAL Student IDs are
acceptable**

Messages & Situations p.54

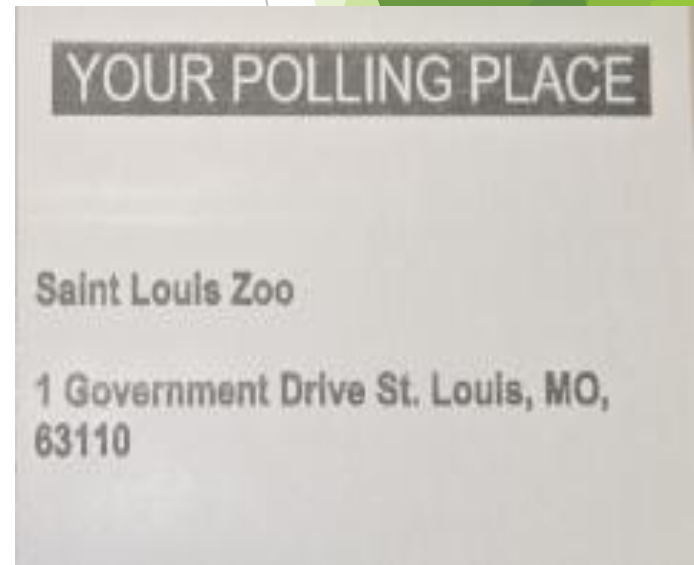
First name: James

Last name: Monroe

DOB: 05/25/1962

Address: 1261

**NOWHERE PKY APT A
ST LOUIS, MO 63146**



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.
- If **Jane A's** 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**.



Assistance to Vote p. 55

3:55 PM Fri Sep 5

General Training Election
TRAINING MODE Last Imported: 11/04/2025

 Reset

 Delaware County
Elections Department

GO BACK

Previous Assistance Requested

Jefferson, Thomas

DOB: 04/13/1903

9460 COURT JESTER DR, ST LOUIS, MO 63134

Precinct 101, Split 001

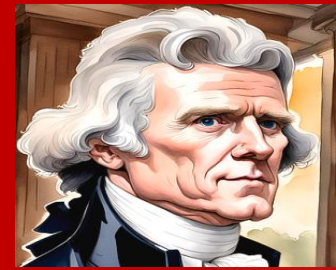
LOG COMPLETED

This voter's name must be added to the RECORD OF ASSISTED VOTERS log ONLY.

If the voter needs assistance, record the initials printed on their ticket as the reason on the log. The person providing assistance may not be the Judge of Election, the voter's employer, a poll watcher or an agent or officer of the voter's union.

If the voter does not need assistance, write "NOT NEEDED" on the ticket and the log. Once the log is completed, the voter will vote normally.

- **ORANGE BAR** shows previously registered for assistance
– NO Pink form needed!
- Voter must be listed on the Record of Assisted Voters log & on Numbered List
- Serial # is the voter's # from the Numbered List of Voters.



THOMAS JEFFERSON

General Training 9.15.25.2
11/04/2025
Elections Department

JEFFERSON , THOMAS

9460 COURT JESTER DR, ST
LOUIS, MO 63134

76500012
PRECINCT 001

BALLOT STYLE

**ALDAN EAST -
BEIGE**

ASSISTANCE REQUESTED (14)

Present this ticket to receive your ballot.

[illegible]

Assistance to Vote p. 55

- If NO orange bar but the voter needs assistance, the voter must fill out the NEON PINK Assistance form.
- Fill in the “Reason for Assistance” based on categories at bottom of form. **1**
 - Having a condition in the category does not mean you’re required to use assistance
 - Asking to use the Touch Writer does not equal requesting assistance
- Mark Permanent or Temporary **2**
- The voter must be listed on the Record of Assisted Voters log & Numbered List.
- Assistance may NOT be provided by the JOE, voter’s employer, an agent/officer of the voter’s union, candidate or poll watcher.
- See Appendix F for tips on how to respectfully work with voters with specific needs.

DO COMPLETE: When voter needs assistance for the first time.
DON'T COMPLETE: When voter assistance already listed in PollPad (or Poll Book)

Declaration of the Need of Assistance to Vote

I _____
(Print name of Voter who needs assistance)

of _____, in _____
(Address of voter who needs assistance) (Voter Boro/Town/City)

1 My reason of _____
(Print reason that Voter needs assistance – see list below)

I am unable to vote without the Assistance of _____
(Name and person giving assistance)

of _____, in _____
(Address of person giving assistance) (Boro/Town/City of person giving assistance)

Signature or mark of voter _____

Voter's Date of Birth ____/____/____ Today's Date: ____/____/____

2 ☐ Check for permanent listing. ☐ Check if temporary condition

WITNESSED BY:

Signature of Witness

Signature of Judge of Elections

Voting Precinct

1 Reasons to receive assistance:

• Hearing Impaired	• Physically disabled
• Literacy (reading/writing issue)	• Visually impaired
• Language	• Wheelchair

Messages & Situations p. 56-57

First name: Franklin

Last name: Roosevelt

DOB: 10/12/1922

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

**Remit Absentee or Vote
Provisional**



Messages & Situations p. 56-57



Delaware County
Elections Department

GO BACK

Absentee/Mail-In Ballot Requested

Roosevelt, Franklin
DOB: 10/12/1922 - Party: Republican
9790 CHELLS DR, ST LOUIS, MO 63134
Precinct 101, Split 001

BALLOT/ENVELOPE
REMITTED

PROCESS
PROVISIONALLY

This voter has been issued an Absentee/Mail-In Ballot. Voters who requested these ballots are NOT eligible to vote a regular ballot UNLESS they remit BOTH the ballot and the Ballot Return Envelope with the purple stripe.

If the voter would like to vote, the Judge of Election must:

- Have the voter sign the Elector's Declaration to Return Mail/Absentee Ballot,
- Review the form and sign off,
- Write VOID on the Absentee/Mail-In Ballot and the Ballot Return Envelope with the purple stripe,
- Place all the above in the Spoiled/Remitted Envelope and
- Select Ballot/Envelope Remitted and allow the voter to vote a regular ballot.

If the voter does NOT have their ballot or their Ballot Return Envelope with the purple stripe, the voter may vote provisionally. Select Process Provisionally, initial the record and this voter will work with the Judge of Elections to vote provisionally.



Voter has been mailed an absentee or mail-in ballot, but it has not been received by the County.

Remit or Vote Provisionally

p. 56-57

- **Voter must return BOTH the ballot and the Official Ballot Return Envelope with the purple stripe with their name on it to vote in the precinct.**
 - If sealed discreetly verify there's ballot in the envelope.
- **Complete the Elector's Declaration form.**
- **Have Voter VOID mail ballot. File with form & envelope in Spoiled/Remitted envelope**
- **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

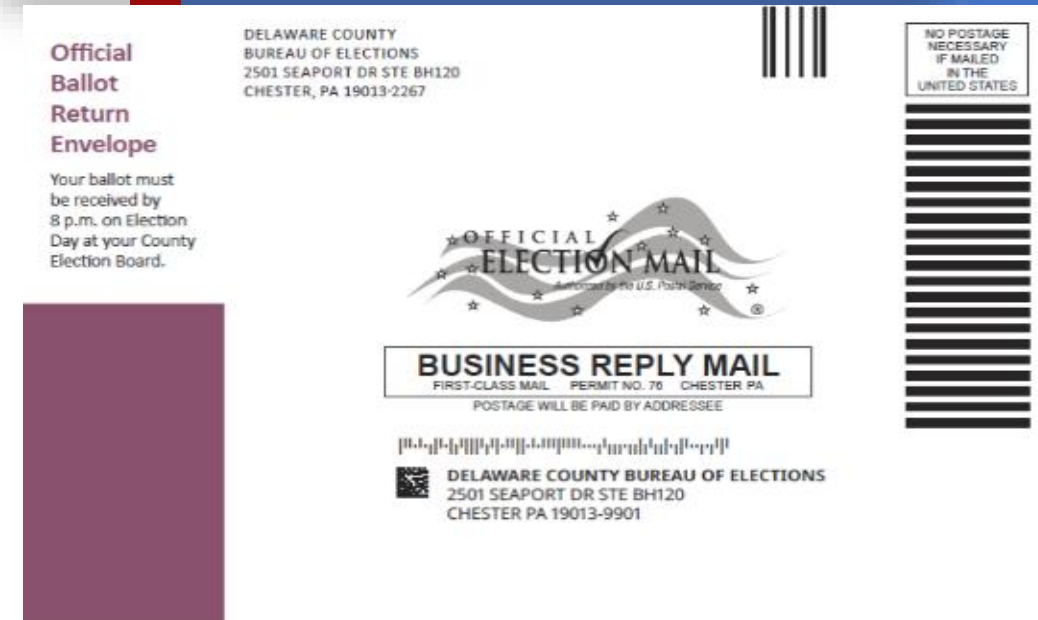
Voter's Printed name

Voter's address

Judge of Election, Sign Here

Judge of Election - Printed name

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



- **A Poll Watcher or Party Rep may request one Summary/Check-In Report between 2 pm and 4 pm.**
- **Only 1 per party may be requested and printed.**
 - **Party reps can take photos of report or the numbered list.**
- **If printing 1, print 2 and continue to check-in voters.**

**Poll Pad
Summary
Report
Instructions
are in the
Poll Pad
case.**

REVIEW GUIDANCE for CHALLENGES p. 62

1. A voter's ID or residency is challenged.
2. Anyone in precinct can challenge.
3. Can't challenge that they are in the Poll Pad.
4. JOE can satisfy the challenge – knows the voter, the voter provided ID, another poll worker knows the voter. This voter can vote regularly.
5. Use a Challenges Elector's Affidavit if JOE is NOT satisfied. Need a another to attest they are that voter. This voter can vote regularly.
6. A Challenged Voter votes provisionally ONLY if the JOE is not satisfied or cannot complete an Affidavit.



★ 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**





THE POLLS ARE NOW CLOSED



**Do not close the voting equipment
until 8:00 PM AND** all voters who
were in line at 8:00 PM have
finished voting.

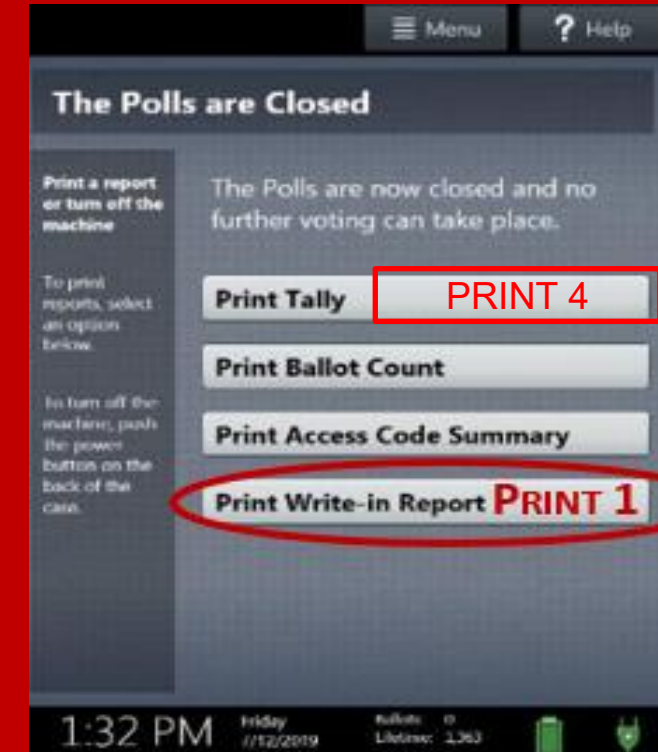
Packing Up & Closing Polls

- 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.
- Print 1 Write-In Report (can take photos).
- 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.

The image shows a scanner report form with a green circle highlighting the 'Election Header', 'Close Polls Report', and 'Tally Report By Precinct' sections. The form contains the following information:

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

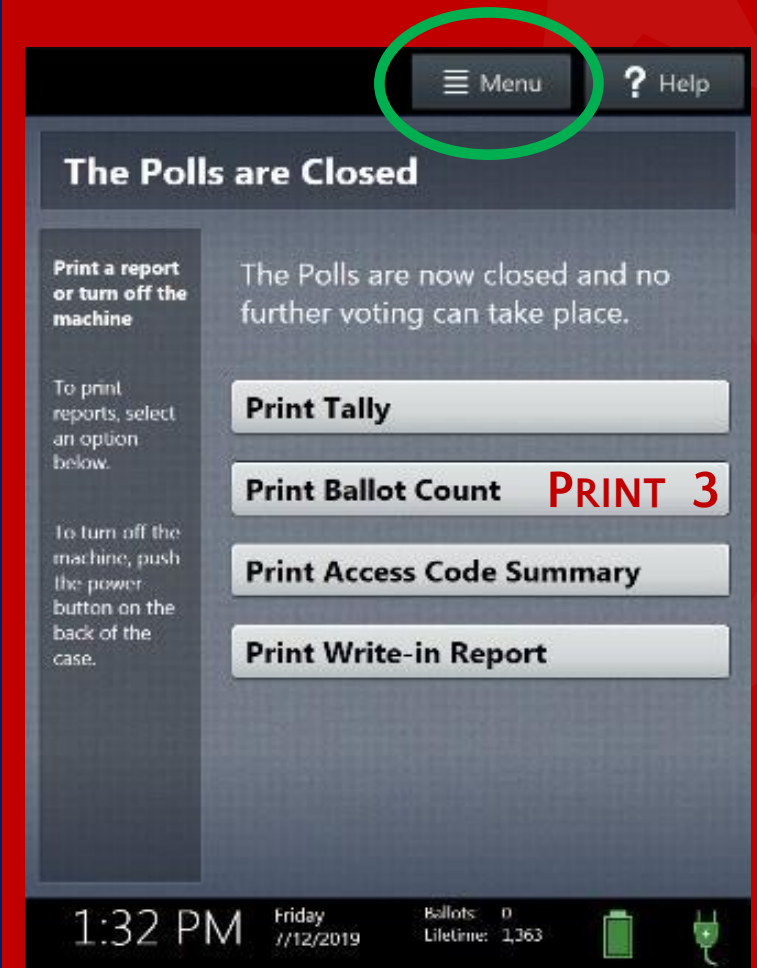
Justice of the Supreme Court

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

Touch Writer Shut Down p. 76

- Tap the Ready for Use screen, enter the Poll Worker code & tap Accept.
- Tap MENU at the top of the screen & tap Close Polls.
- 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



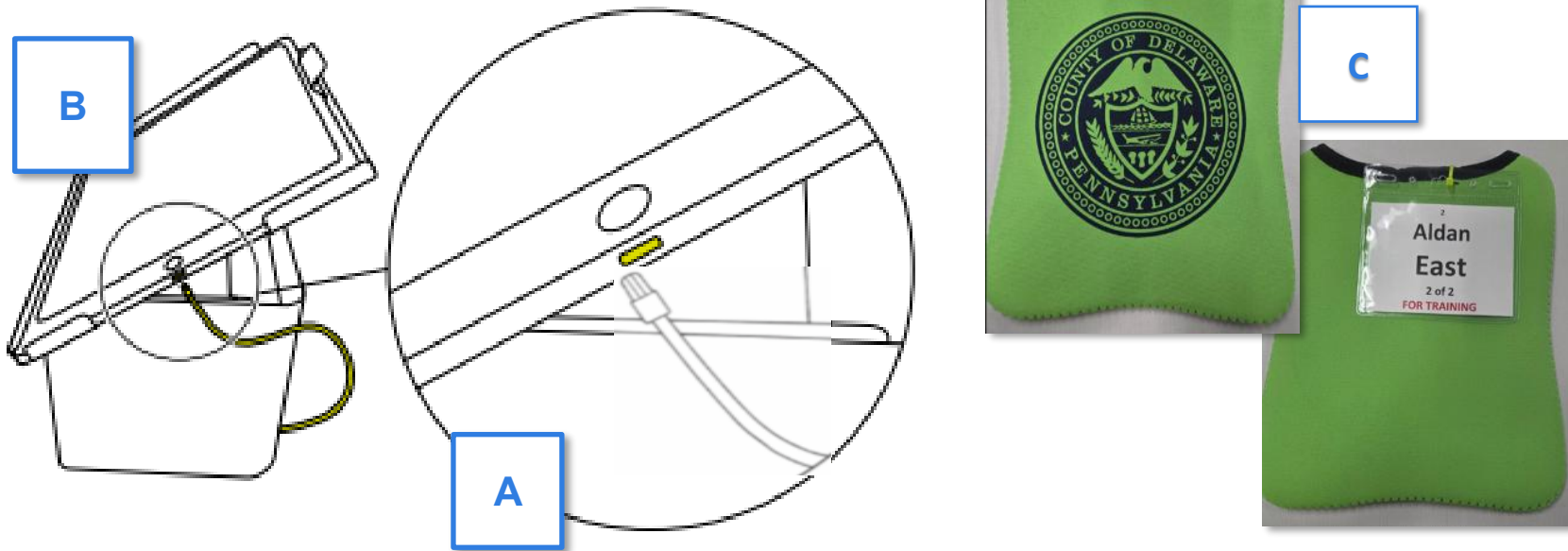
- ★ Put both the Scanner & Touch Writer vDrives in the white security return envelope.
- ★ Seal the envelope.
- ★ Have ALL poll workers sign their names over the sealed envelope flap.
- ★ Place the envelope in the top clear sleeve of the gray ballot bag.
- ★ JOEs will turn this envelope in at Media



Securing the vDrives p. 77 & 84

<i>Jane Judge</i>	(signature of Judge of Election)
<i>John Inspector</i>	(signature of Majority Inspector)
<i>Jessie Inspector</i>	(signature of Minority Inspector)
<i>Carol Clerk</i>	(signature of Clerk)
<i>Michael Machine</i>	(signature of Machine Operator)
County of _____	

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**

- 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.

Delaware County - Return Sheet

General Election

Tuesday, November 3, 2026

Place completed and signed sheet in Aqua Machine Warehouse envelope

ALDAN EAST

Attach Scanner Closed Polls w/Tally Report and TouchWriter Ballot Count Precinct Report

POLL OPENING - CERTIFICATE 1

Before opening the polls, record these numbers from the equipment and the reports.
Verify all "Zero & Open Polls Reports" show zero votes cast. Call warehouse if incorrect.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment Unseal at Poll Closing	Serial Number from Open Polls Report	Lifetime Counter from Open Polls Report
Ballot Scanner			
Touch Writer			
RED Seal # on Cage:		BLUE Seal # 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	BLUE Seal Number vDrive Compartment Seal when Repacking	BALLOT COUNTER from Close Polls Report	Lifetime Counter from Close Polls Report
Ballot Scanner			
Touch Writer			
RED Seal # on Cage:		BLUE Seal # Back of Touch Writer:	
TOTAL # VOTERS: From Numbered List		Record the last number displaying voter from the numbered list, minus any lines that were crossed out and unused.	

PAPER BALLOT AUDIT - CERTIFICATE 3

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

BALLOTS	
Total Ballots received in cage	1600
Total Ballots printed - Touch Writer	
Total of Unused Ballots (Count remaining at poll close)	
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)	
You must record these security seal numbers. Print numbers clearly.	
Scanner Gray Tote Bag Seal # Contains all scanned paper ballots	
Green Tote Bag Seal # Contains all cast provisional votes	

We, the undersigned Election Officials, under penalty of perjury and/or loss of pay, certify that: (1) we followed all procedures under the law; (2) no hand counts of voted/scanned ballots were performed in this precinct, and (3) we have no direct or indirect interests in any bet, wager or prediction market related to this election or primary.

POSITION	PRINTED NAME	SIGNATURE
Judge of Elections		
Majority Inspector		
Minority Inspector		
Machine Operator		
Clerk		

Notes on discrepancy or other important items:

Filling Out the Return Sheets pp.79-83

POLL CLOSING - CERTIFICATE 2			
After closing the polls, record these numbers from the equipment, tapes, and numbered list of voters.			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment Seal when Repacking	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	Record the last number used from the numbered list minus any lines that were crossed out and unused.	

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 = # of Ballots scanned

NUMBERED LIST OF VOTERS 1-100 PAGE 0		
White pages stay in the binder. Place binder in cage after polls close. Minority Inspector keeps yellow pages.		
1. Smith, John	34. Miller, John	67.
2. Doe, Jane	35. Miller, Jane	68.
3. Jones, John	36. Miller, John	69.
4. Miller, Jane	37. Miller, Jane	70.
5. Smith, John	38. Miller, John	71.
6. Doe, Jane	39. Miller, Jane	72.
7. Jones, John	40. Miller, John	73.
8. Miller, Jane	41. Miller, Jane	74.
9. Smith, John	42. Miller, John	75.
10. Doe, Jane	43. Miller, Jane	76.
11. Jones, John	44. Miller, John	77.

PAPER BALLOT AUDIT - CERTIFICATE 3	
Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.	
	BALLOTS
Total Ballots received in cage	1 650
Total Ballots printed - Touch Writer	2 6
Total of Unused Ballots (Count remaining at poll close)	2 461
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)	3 2
You must record these security seal numbers. Print numbers clearly.	
Scanner Gray Tote Bag Seal # Contains all scanned paper ballots	4 0003546
Green Tote Bag Seal # Contains all cast provisional voters	5 001171

Delaware County November 4, 2025 Municipal	
PRECINCT: ALDAN Eastern	
BOX #1 Precinct Box: 1 of 1	
TOTAL BALLOTS: 650	

DELAWARE COUNTY BUREAU OF ELECTIONS SPOILED / REMITTED BALLOT ENVELOPE	
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
OVER VOTE RIPPED	JOE JUDGE MAX MAJORITY



Certificate #3

Poll Closing pp.82 - 83

Items needed:

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

TW Close Polls

Ballot Count Precinct Report

Qty Pcts/Splits Included:	1
Pcts/Splits Voted Total:	1
Total Ballots Printed:	2

SEALED Green Tote & Gray Ballot Bag



- Completed Provisional Ballot Return Envelope & Provisional 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

A sample of a "PROVISIONAL VOTING RETURN ENVELOPE" form. The form includes sections for "VOTER INFORMATION", "VOTER SIGNATURE", and "VOTER ID". It also has a section for "VOTER ID" with a "VOTER ID" field. The form is signed by "JASON" and "JASON". A yellow plus sign icon is overlaid on the right side of the form.

ADD TO TOTE

LEMON BOE & Pink MNI Envelope

**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

**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.

Scanner "Zero report" - opening	Return sheet with scanner "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.

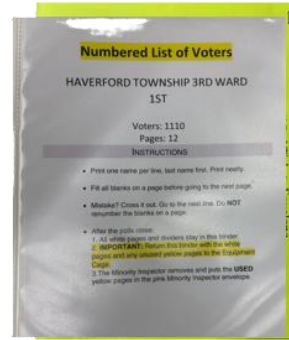
Pink Minority Envelope

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

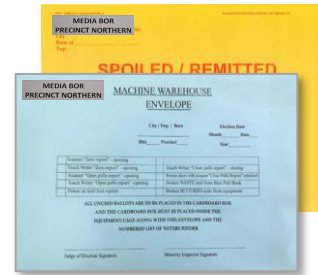
RETURN TO COUNTY

**Return to
County
Inventory
p. 86 - 87**

White Binder w/#'d
List & Lime Poll Pad
Env – top shelf



NEW:
Spoiled/Remitted
Ballot Env & Machine
Warehouse Env –
sleeve of cage door



Poll Pad(s) Case
Metal Sign & Laminated Signs



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

Equipment
Cage

p. 87

DROP OFF RULES AND INFORMATION p. 88

RETURN: Sealed Green Tote & Sealed Gray Ballot Bag w/vDrive Envelope

- 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 to carry the materials and carts will be available in the Third Street garage.
- Parking is also available on nearby streets and enter through the courtyard.



- **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 END OF POLITICAL ADS...

PAID FOR BY...

THIS HAS BEEN A POLITICAL AD.

Finally...
it's over.

AND HERE COMES CHRISTMAS MUSIC!

*It's the Most
Wonderful Time
of the Year!*

Let the
season
begin!



Equipment Open House

Saturday, Oct 17

10 AM – 2 PM

Thursday, Oct 22

3 PM – 7 PM

Wednesday, Oct 28

5 PM – 8 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

Same location
& room as training



SO, YOU'RE THE JOE – NOW WHAT?

Wednesday, Oct 7

5:00 PM – 7:30 PM

Monday, Oct 19

5:30 PM – 8:00 PM

Same location
& room as training

VOTER SERVICE CENTER

Starting Sept. 29th

***APPLY EARLY &
USE BALLOT DROP BOX***



Same building
as training -
Ground Floor

Mon., Tues., Fri. 8:30am – 4:30pm

Wed., Thurs. 8:30am – 7:00pm

Saturday 9:00am – 12:00pm



Teleconference Call

SUNDAY

NOVEMBER 1, 2026

6:00 PM – 7:30 PM

888-999-3162

Call in
timely. If no
questions,
we do end
the call.



The TEST is not available.

You'll be sent an email with a link & the test link will be available 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, October 31
8:30AM to 1:30PM

*** MUST BRING ID ***

- 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.



Voter Intimidation & Electioneering - pp. 8 & 89



- **JOE is in charge and must ensure voters can vote safely and without intimidation.**
- **Use your tape to mark 10 ft out.**
- **No one may attempt to influence voters in the precinct or within 10 feet of entrance to the voting room.**
- **JOEs instruct greeters to allow voters to enter polling location freely and without obstruction.**
- **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 fairly and calmly.**
- ★ **Gently move the upset voter to a more private area.**
- ★ **Don't use "You can't" statements, use "State law doesn't allow..."**
- ★ **Separate your duty from your opinion. Be the bigger person.**
- ★ **Stay calm: But don't tell them to calm down or raise your voice.**
- ★ **Watch your body language: no crossed arms, no hands on hips, no eye rolling...**
- ★ **Listen & Affirm: Ask - How can I help? Repeat their issues.**
- ★ **Respond: Review the Notices. Call Voter Reg, Hotline, etc. with them.**
- ★ **Offer Statement of Complaint Form or direct to PA DOS – Report Election Complaints**
- ★ **Determine who is going to be the responder. Pick the calmest & empathetic poll worker.**

Federal Troops at Polling Places? Highly Unlikely.

Federal law places strong limits on bringing troops or armed federal personnel to polling places.



18 U.S.C. § 592

Generally prohibits federal officials from ordering or keeping troops or armed personnel at a general or special election, with a narrow statutory exception.



52 U.S.C. § 10102

Bars Army, Navy and Air Force officers from interfering with the freedom of an election or a voter's free exercise of the right to vote.



Bottom line: Poll workers should not expect federal troops to appear at their polling place.

If an Issue Arises at Your Polling Place

STAY CALM | FOLLOW PROCEDURES | KEEP VOTERS FIRST



Inform any persons who are disrupting the polling place to leave.

Do NOT debate legal authority – document what happened and report it to the Poll Worker Hotline.



Keep voters first.



Document the incident and report it to the Poll Worker Hotline ASAP:

1



Complete the **Statement of Complaint** in your JOE kit including who, what, where and when – quote exact words, threats and actions and the effect on voting and operation.

2



Text photos of the completed form to the Poll Worker Coordinator at 484-609-9038.

3



Describe the facts of the incident – not conclusions or legal judgments such as, “They violated the law.”

Prepare for the Worst. Hope for the Best.



Best possible outcome:
**We prepared
for everything...
and needed none of it.**

★ ★ Here's to a smooth, uneventful Election Day! ★ ★