



Train the Poll Worker

Delaware County



**Municipal Election
November 4, 2025**

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



- Precincts are NOT being consolidated for this election.
- Poll Pad Tickets in last name/first name order and time stamped!
- PA DOS redesigned Provisional Ballet Envelop for greater accuracy.
- All Poll Pad tablets will be returned in Green Tote.
- No paper poll books – they'll be with the rovers.
- New color (orange) in Poll Pad screen for previous assisted voters.
- Metal rings & new strings on the ballot boxes.
- Tweaked Return Sheets & Reports Run

Your Role as a Poll Worker p. 7

- 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

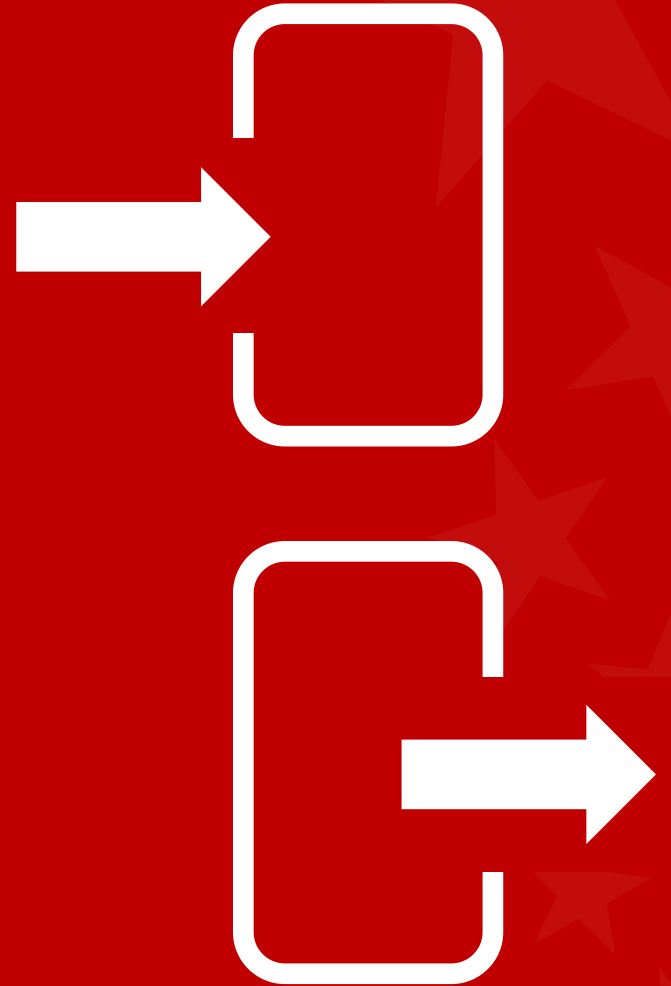
not biased or partisan, especially toward any particular political group.

synonyms: unbiased, impartial, neutral, objective

"the moderator must remain nonpartisan throughout the debates"

Precinct Overview p. 10

- Every precinct layout is unique. Adapt to your precinct's quirks.
- Single precincts will set up as in the past. The Poll Pad will be at your check-in table.
- The Judge of Election is in charge of the precinct layout.
- 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

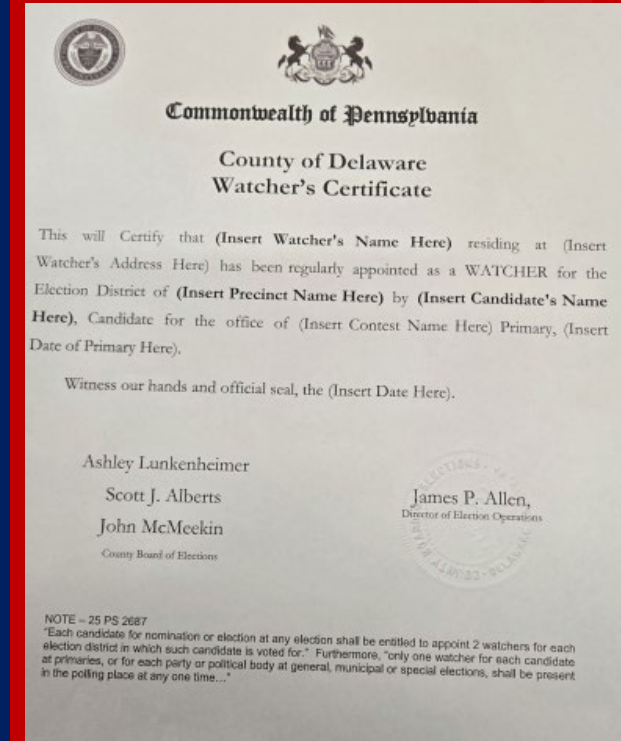
SHARED



- 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.

Arrival & Set Up

pp. 8,11- 13

- ★ All poll workers arrive by 6AM to OPEN the precinct.
- ★ Do not unseal the equipment cage 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 and candidates may be present during set up but must not interfere.
- ★ Poll Watchers must present their certificate to the JOE.

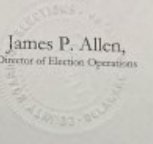


 
Commonwealth of Pennsylvania
County of Delaware
Watcher's Certificate

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..."

Precinct Supplies p. 14-17

Each Precinct will have their own:

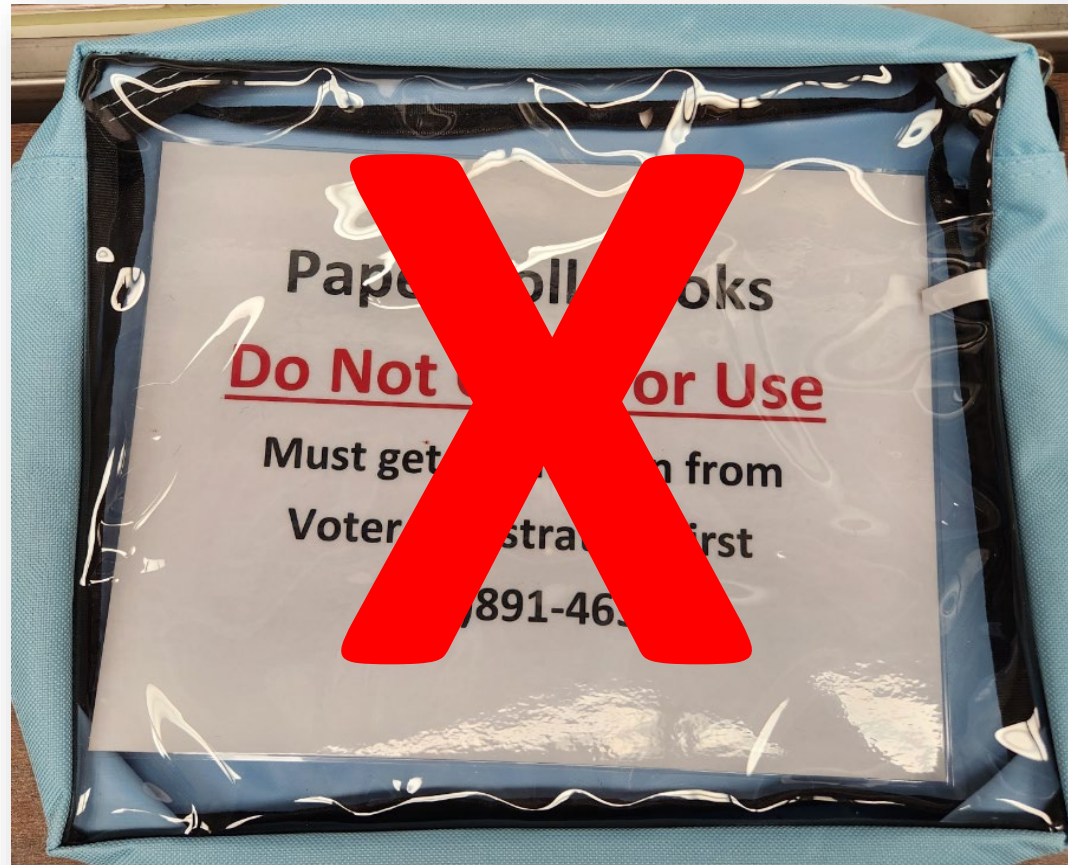
- ★ Equipment Cage
- ★ Green Tote
- ★ Poll Pad

They contain all the supplies needed for election day.



NO BABY BLUE BAG w/POLL BOOKS

(Rovers will bring paper poll books if needed)



Paper Ballots – Box & Packaging

- Each precinct's ballots are unique.
- 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 2-sided single-page.
- 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

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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Confirm Judge of Election has signed bottom of page	CHECK THIS BOX if additional workers are listed on the back of this sheet
<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 just because there's space!
- Each poll worker must legibly complete their entire information section.
- Judges must fill out their section and sign it **AND** sign at the bottom of the page.
- Individual poll workers can only sign a precinct's pay sheet once – you cannot be paid twice for working two positions at the same precinct.
- We added a NO SHOW 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 key to unlock/lock tablet in place.
- Do NOT remove the blue security seal from the vDrive compartment.
- Do NOT power off for any reason.
- Equipment video is online.



**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
- **NEW metal ring & nylon string** – no more breaks/jams!



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.

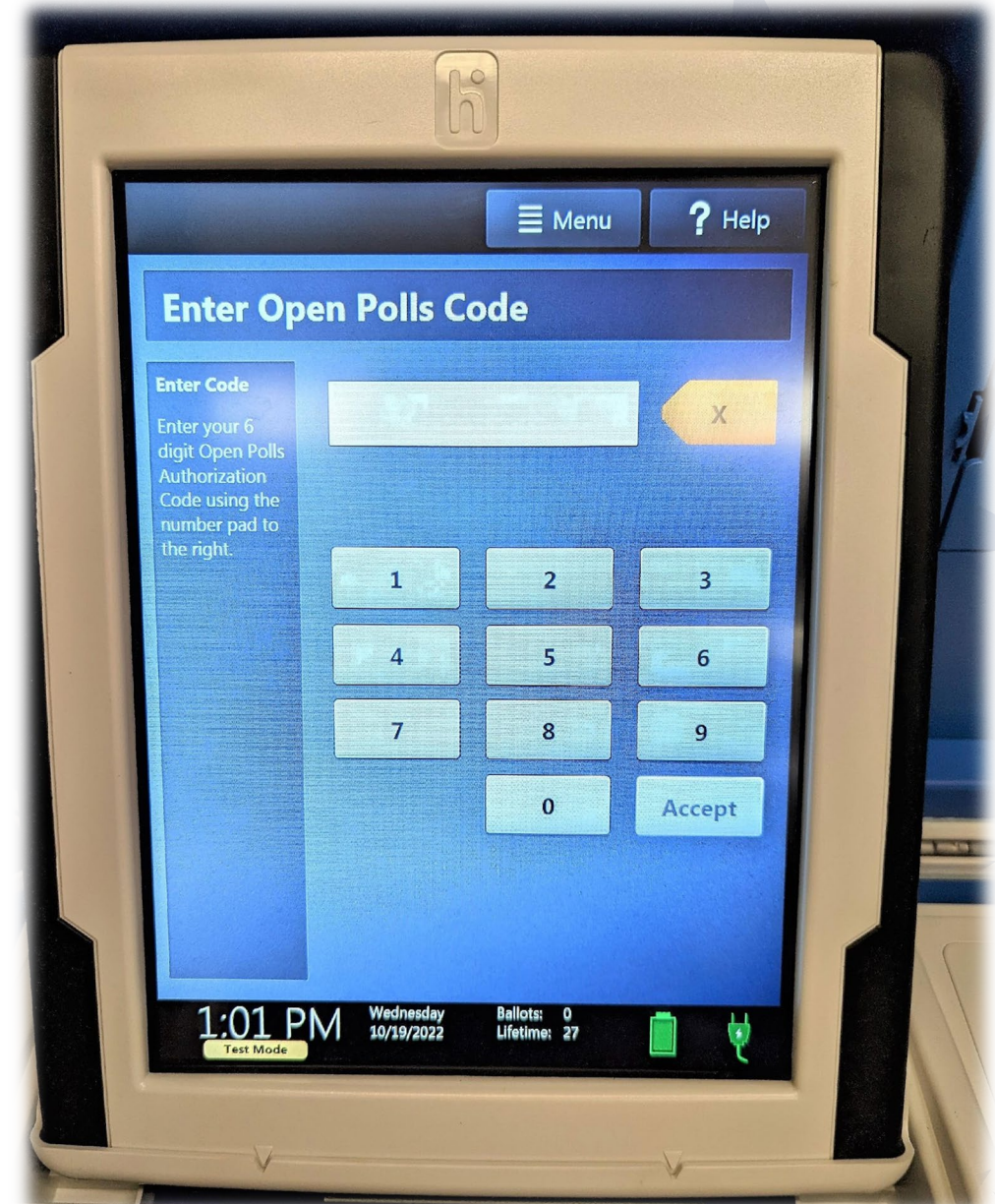


Printing Zero & Open Polls Reports

p. 24, 32 - 33

- Check the clocks.
- Print 2 Zero Reports from both machines and verify the following:
 - Ballot count total is ZERO
 - Polling place listed is correct.
- Open the Polls with the code 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 trifolds may be in your cage.
- Ballots must stay **INSIDE** the precinct.

QUAD
VOTING
BOOTH



SINGLE
VOTING
BOOTH



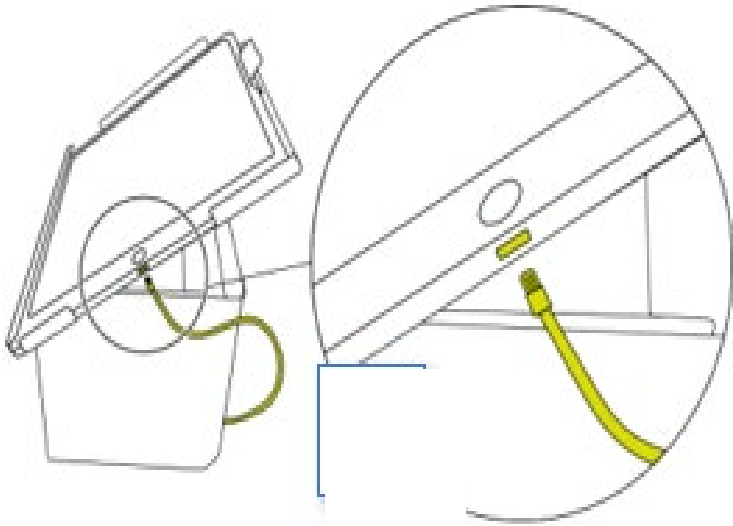
What's in the Case? p. 17



- Green Case with Luggage Tag
- Metal Flip Stand & Case
- iPad
- 2 lime green Styluses for Poll Workers
- 18" Power Cord & Brick
- Printer w/roll of paper and green 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 green cord into the tablet.



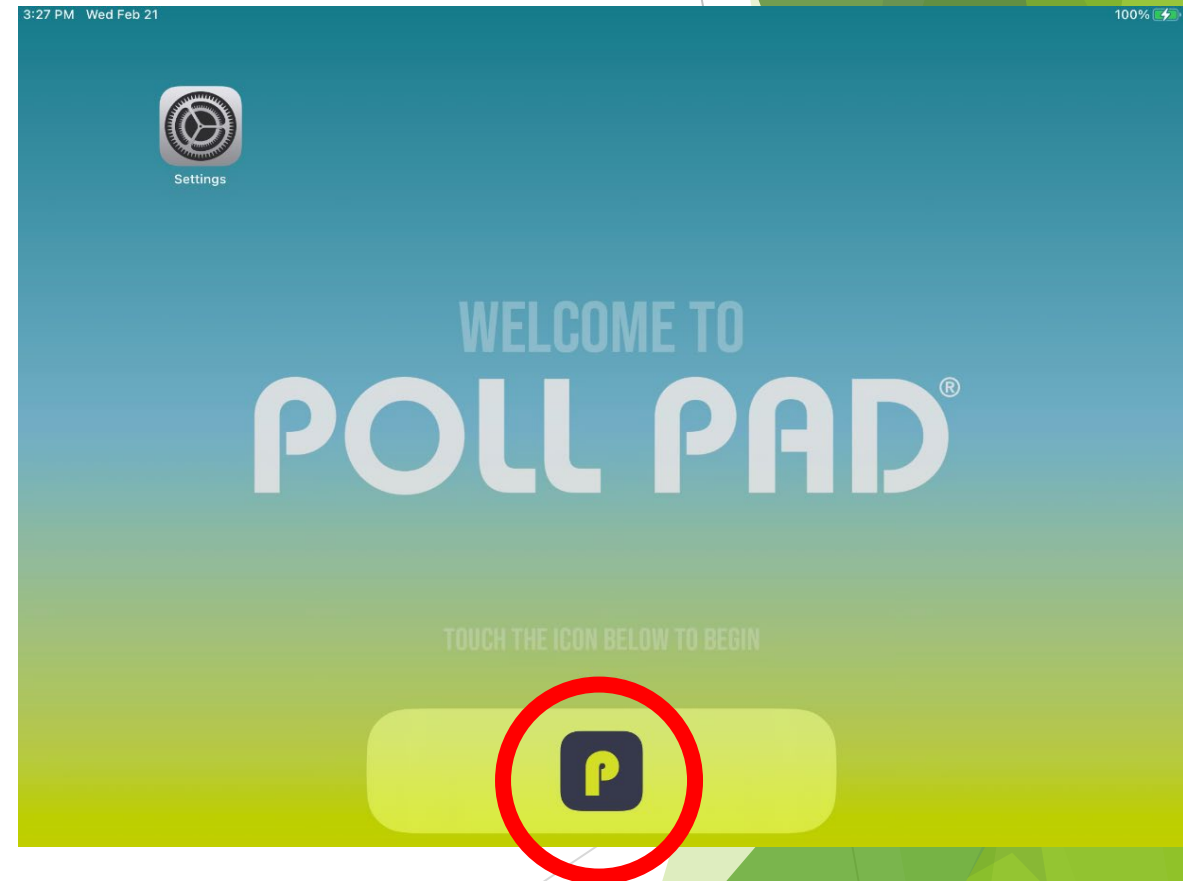
Opening Procedures

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

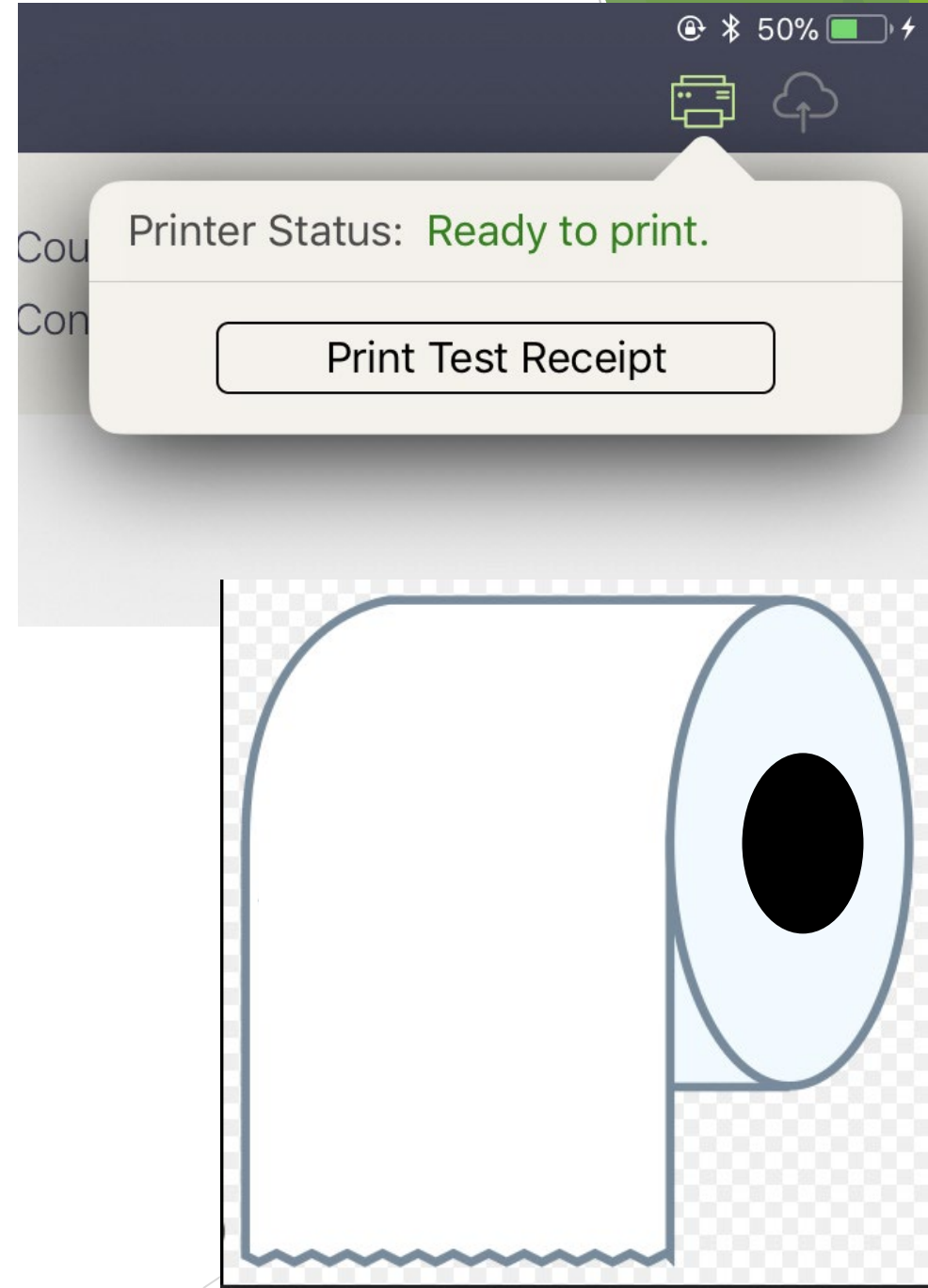
- Name of jurisdiction
- Election name and date
- **IMPORTANT:** Polling place location is correct
- Checkin Count = 0
- Battery life is close to full (90% or greater).



Morning Checklist p.37

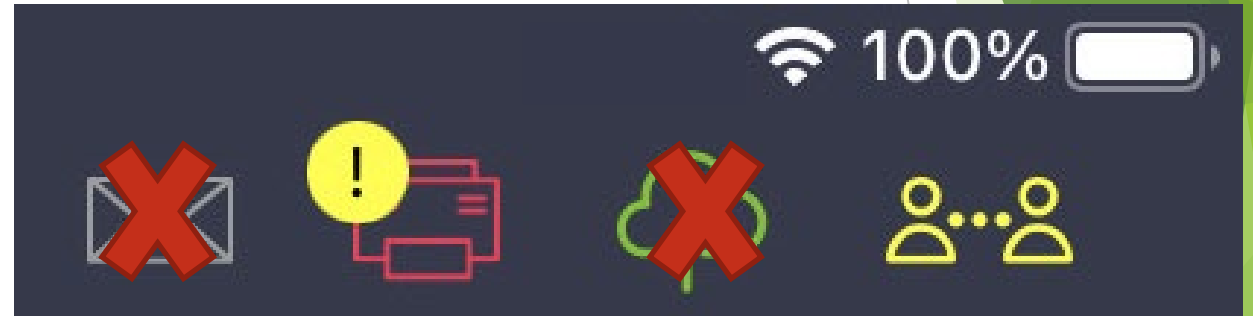
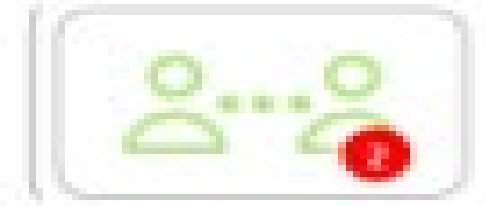
Test Print

- ▶ A green printer icon on Poll Pad means you are connected to the printer.
- ▶ Press the green printer icon and select **Print Test Receipt** , a sample receipt will print.
- ▶ Paper feeds from the top.



ICONS pp. 367

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 green 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

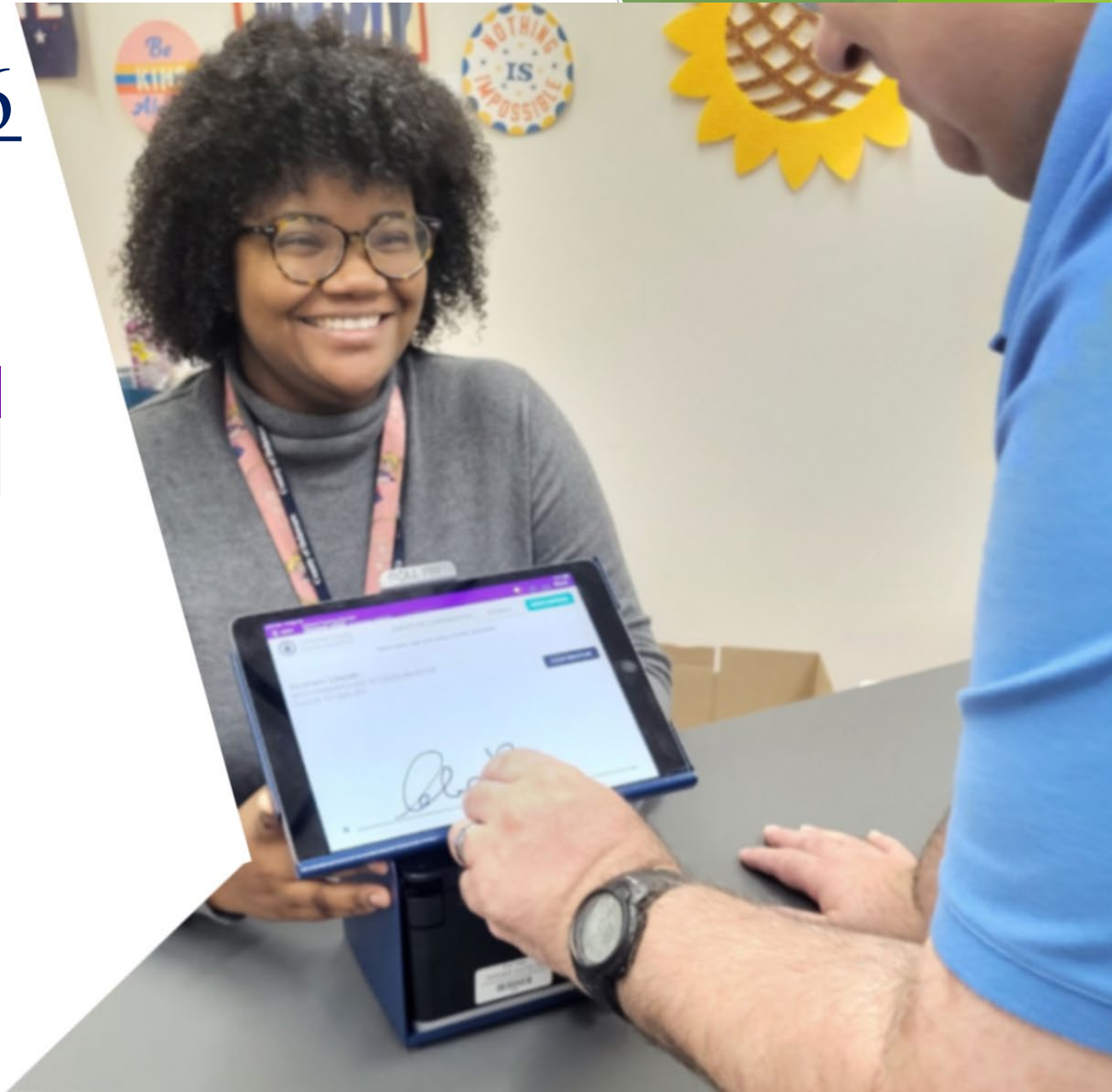
It's 7:00 am...The Polls are open.

Press **GET STARTED**

12:35 PM Thu Feb 15
General Training Election
TRAINING MODE Last Imported: 12/25/2023
100%
MENU
Delaware County
Elections Department
Precinct Records: 2614
Checkins: 1 (SB: 0)
Countywide Records: 74953
Config. Profile: General Election Day
Reset

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.

9:05 PM Mon Mar 20

MENU Primary Test Election - 05/16/2023
Last Imported: 03/20/2023, 13:28:00

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

START OVER

WAS GEO Search ADVANCED OPTIONS

search

Manual Entry p. 44

First name: George

Last name: Washington

DOB: 12/31/1969

Address : 9748 CHELLS

DR ST LOUIS MO 63134

ID: 76500008



Numbered List of Voters p. 47

★ Direct the voter to take their ticket to their correct **PRECINCT TABLE** with the poll worker who has the #’d list of voters.

- 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.
- Cross out any accidental additions.
- Place the ticket in the Lime Poll Pad Envelope.
- Do **NOT** add Provisional voters to this list.

Haverford Ward 1
PRECINCT 2
LIST OF VOTERS 301-400 PAGE 9

Number	Name	Number
1	LEMAN, LOUIS	34
2	APPLE, ANN	35
3	BERRY, BEA	36
4	DAPPER, DANIEL	37
5	DOE, JOHN	38
6	DOE, JANE	39
7	SMITH, MIKE	40
8	SMITH, J. THOMAS	41
9		42
10		43
11		44
12		45
13		46
14		47
15		48
16		49
17		50
18		51
19		52
20		53
21		54
22		55
23		56
24		57
25		58
26		59
27		60
28		61
29		62
30		63
31		64
32		65

Lime
Poll Pad Tickets Envelope

PLACE PRECINCT LABEL HERE

Election Date
Month _____ Date _____
Year _____

Poll Pad Tickets
(Place all tickets inside this envelope)


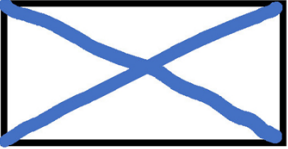

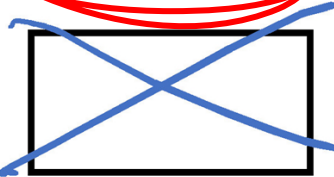
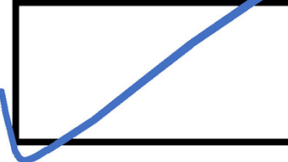
OPENING Poll Pad Security Seal
(Please copy the serial number of the seal and write it in the block. Place the broken seal inside of this envelope)
Serial # _____

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

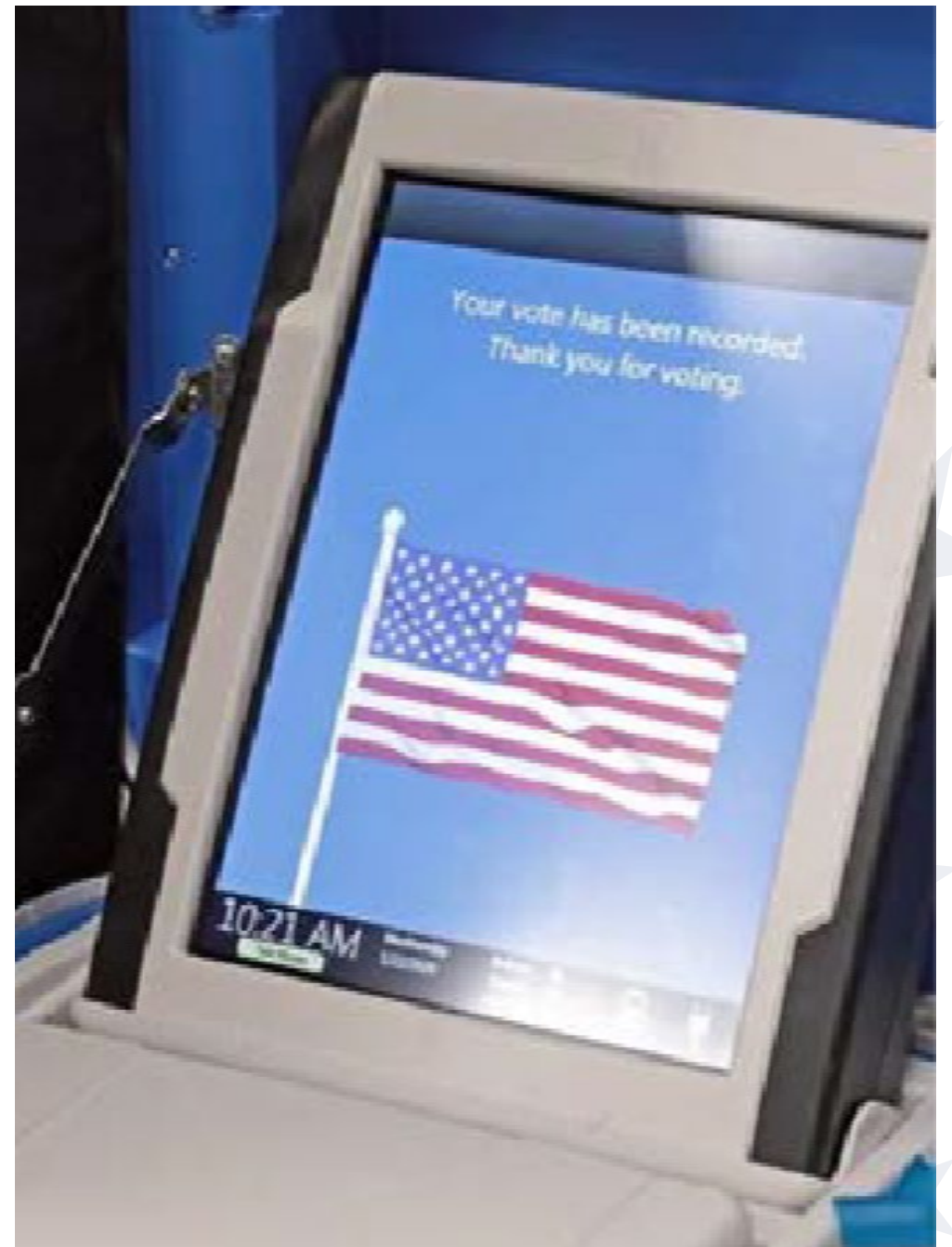
Working with Voters: Marking the Ballot p. 46

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

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?
 - Overvote
 - Blank Page
 - Wrong Precinct or Provisional Ballot



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 as printed on both sides.



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

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

WPP - FORM 81 SPOILED/REMITTED 0

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

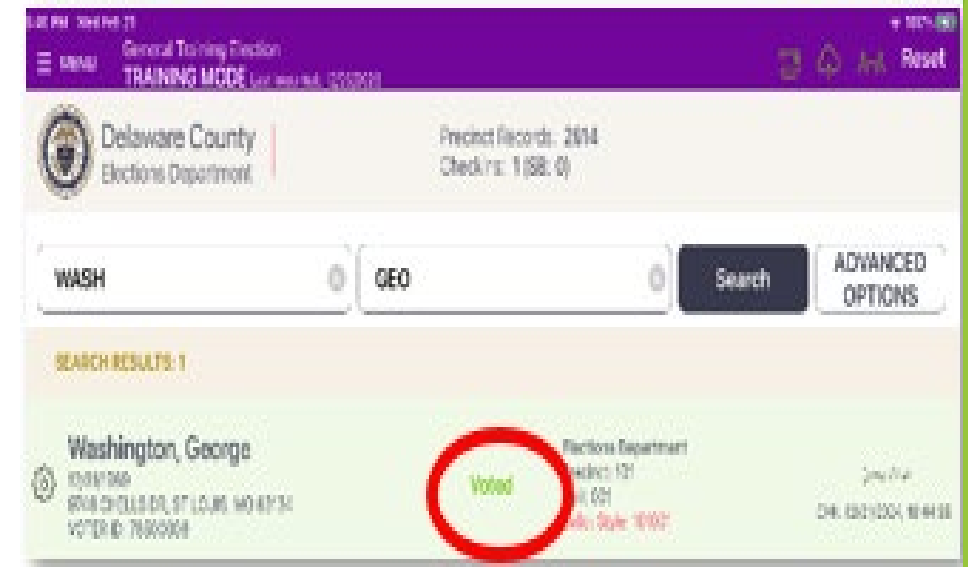
- **SPOILED BALLOTS:** If a voter overvotes or mismarks an Election Day Precinct Ballot, the voter may spoil that ballot to receive a replacement Precinct Ballot.
 - Mark the overvoted or mismarked ballot as spoiled.
 - Place the spoiled ballot in this envelope.
 - Make a log entry below.
- **REMITTED 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 requested information on the log.
- **NO Spoiled Provisionals go in this envelope.**
- Log Abandoned ballots as Abandoned.

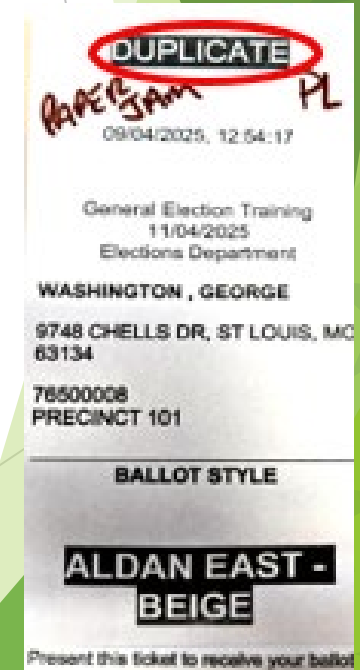
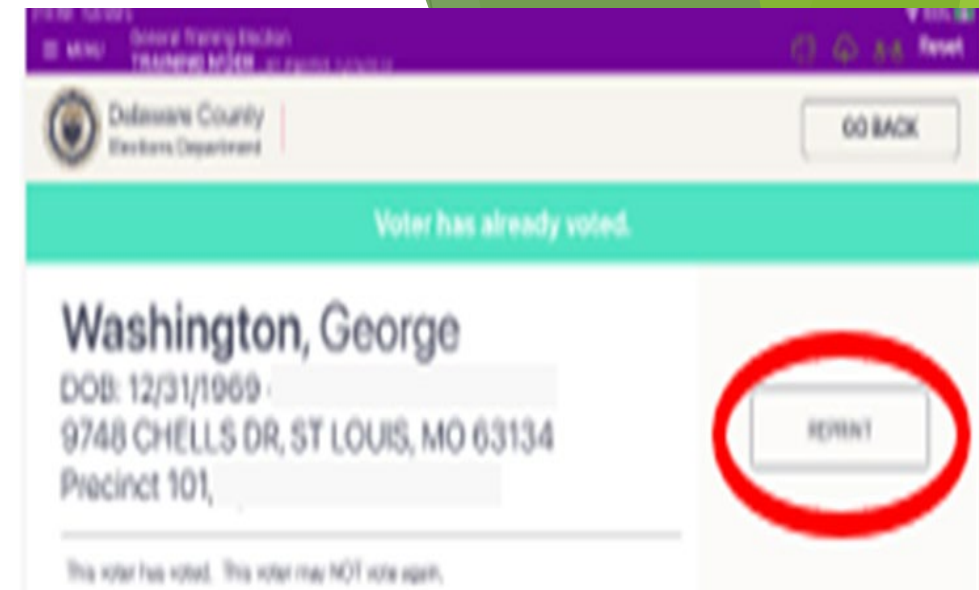
Voter has Voted p. 45

- 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?
- Use the password in the Equipment Access Codes in the Black Pouch.
- You must reprint the ticket on the **same** Poll Pad they initially checked in on.
- Initial and note on ticket why reprinting.



Manual Entry p. 51

First name: Millard

Last name: Fillmore

DOB: 05/30/1933

Address: 9876
CRABAPPLE AVE ST
LOUIS, MO 63134
ID: 76500026

Inactive



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

Manual Entry

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

E 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

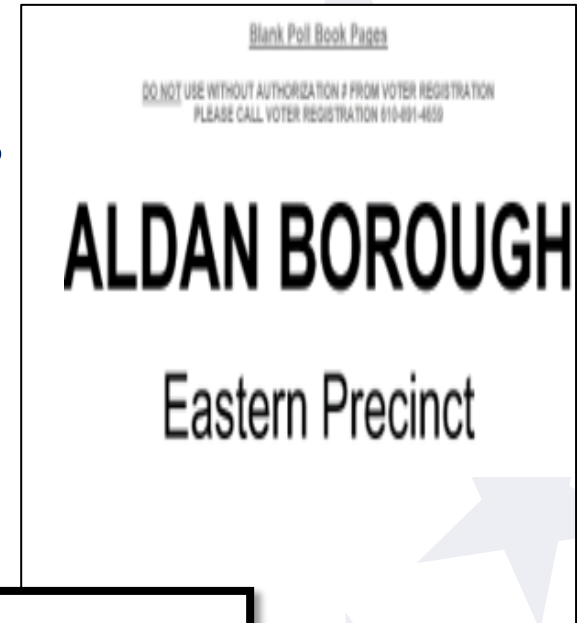
Press the **ADVANCED OPTIONS** button. Additional search options will display.

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	
<div>Voter # 101 Insp. Int PL</div>	Name Jane Voter Address 123 Main St City MEDIA State PA Zip 19063 Party Other Date of Birth 1/1/20	<div>X Jane Voter</div>	Authorization # given by Voter Reg. Clerk: 123 123 123-23
<div>Voter # Insp. Int</div>	Name Address City State Zip Party Date of Birth	<div>X</div>	Authorization # given by Voter Reg. Clerk:
<div>Voter # Insp. Int</div>	Name Address City State Zip Party Date of Birth	<div>X</div>	Authorization # given by Voter Reg. Clerk:

Manual Entry p.53

First name: John

Last name: Adams

DOB: 10/30/1905

Address: 9503 Vespucci Circus
Dr. ST Louis MO 63134

ID: 76500011

Must Confirm ID



Manual Entry p.54

First name: James

Last name: Monroe

DOB: 05/25/1962

Address : 1261 NOWHERE
PKY APT A ST LOUIS, MO
63146

ID: 76501045

Wrong Location



Assistance to Vote p. 55

- **NEW: ORANGE BAR** shows he previously registered for assistance – complete LOG only!
- If NO orange bar, but the voter needs assistance the voter must fill out the NEON PINK Assistance form.
- In both cases, the voter must be listed on the Record of Assisted Voters log.
- 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.
- Asking to use the Touch Writer does not equal requesting assistance.
- Serial # is the voter's # from the Numbered List of Voters.



THOMAS JEFFERSON

DO COMPLETE: When voter needs assistance for the first time.

DON'T COMPLETE: When voter assistance already listed in Poll/Pad (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)

by 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: ____/____/____

☐ Check for permanent listing. ☐ Check if temporary condition

WITNESSED BY:

 Signature of Witness

 Signature of Judge of Elections

 Voting Precinct

Reasons to receive assistance:

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

General Training 9.15.25.2
11/04/2025
Elections Department


JEFFERSON, THOMAS

9460 COURT JESTER DR, ST
LOUIS, MO 63134

76500012
PRECINCT 101

BALLOT STYLE

**ALDAN EAST -
BEIGE**

ASSISTANCE REQUESTED 

Present this ticket to receive your ballot.

[illegible]

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 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**.



Manual Entry p. 57

First name: Franklin

Last name: Roosevelt

DOB: 10/12/1922

Address : 9790 CHELLS
DR ST LOUIS, MO 63134
ID: 76500032

**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.

Official Ballot Return Envelope

Your ballot must
be received by
8 p.m. on Election
Day at your County
Election Board.

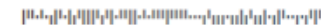
DELAWARE COUNTY
BUREAU OF ELECTIONS
2501 SEAPORT DR STE BH120
CHESTER, PA 19013-2267



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 76 CHESTER PA

POSTAGE WILL BE PAID BY ADDRESSEE



DELAWARE COUNTY BUREAU OF ELECTIONS
2501 SEAPORT DR STE BH120
CHESTER PA 19013-9901

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Manual Entry p.58

First name: Martin

Last name: Van Buren

DOB: 12/05/1902

Address : 9704 Chells Dr.

St. Louis, MO 63134

ID: 76500018

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 610-891-4659 with questions.

VOTER: Return these instructions to Judge of Election.

NEW: The state redesigned the envelope to simplify it and reduce errors.

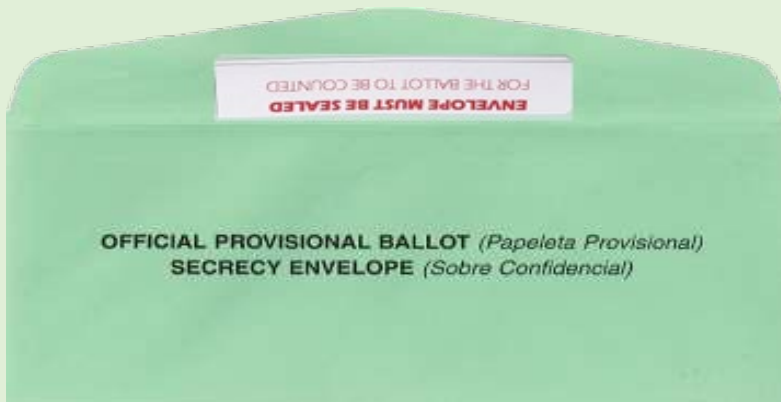
A “Provisional Ballot” is a temporary ballot.

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



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):

- | | |
|---|---|
| <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.

New
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

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

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

Menu ? Help

Enter Poll Worker Code

Enter Code

Enter your 6 digit Poll Worker Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

1 2 3

4 5 6

7 8 9

Cancel 0 Accept

1:32 PM Friday 5/1/2020 Ballots: 0 Lifetime: 1363

Menu ? Help

Confirm Selections

Confirm your selections

Precinct 1251

To activate this ballot, touch "Yes."

To exit without activating a ballot, touch "No."

☐ Mark as provisional

Is this correct?

Yes, activate this ballot

No, cancel

1:32 PM Friday 5/1/2020 Ballots: 0 Lifetime: 1363

Menu ? Help

Confirm Selections

Confirm your selections

Precinct 1251

To activate this ballot, touch "Yes."

To exit without activating a ballot, touch "No."

☐ Mark as provisional

Is this correct?

Yes, activate this ballot

No, cancel

1:32 PM Friday 5/1/2020 Ballots: 0 Lifetime: 1363

PROVISIONAL BALLOT STUB

02/26/2024 12:17 PM

Municipal Primary

Election Date: 5/16/2023

Delaware County, Pennsylvania

Countywide Election Day Ballots

Pct: MEDIA BOR PRECINCT EASTERN

Republican Party Ballot

Printed Name of Voter

Voter Signature

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 - p. 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 feet out.**
- **Address voters' complaints about entering and watchers immediately.**
- **Watchers must present their certificates & ask if they have questions about the attached rules.**
- **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, most Zen, 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, hand on hips, 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**

I NEED TO TEACH MY
**FACIAL
EXPRESSIONS**



HOW TO USE THEIR
INSIDE VOICE

★ 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**
- **Poll Watcher Guidance**

Polls
are now
closed.



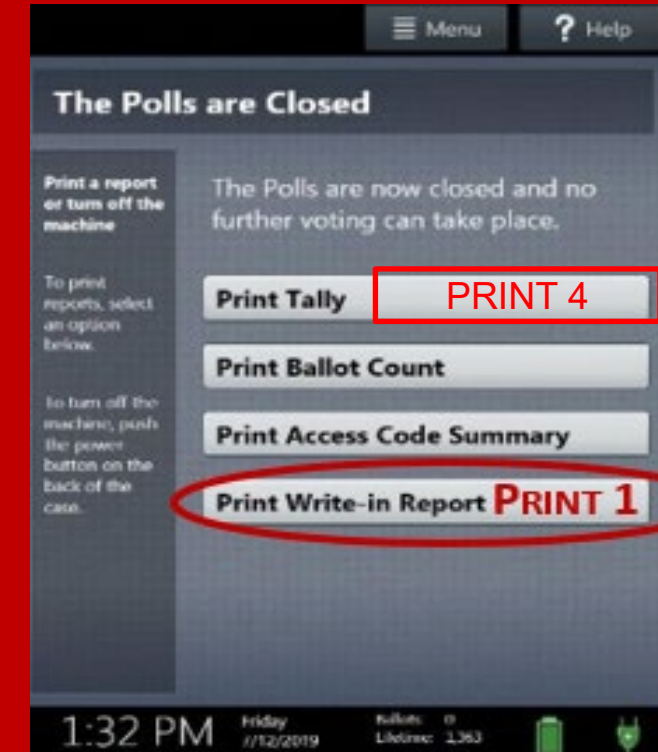
Packing Up & Closing Polls

- Remove and seal the gray ballot bag.
- Print reports, secure the vDrives & seal the equip.
- **NEW:** 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.
- 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 'Close Polls Report' section. The form is divided into three main sections: 'Election Header', 'Close Polls Report', and 'Tally Report By Precinct'.

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

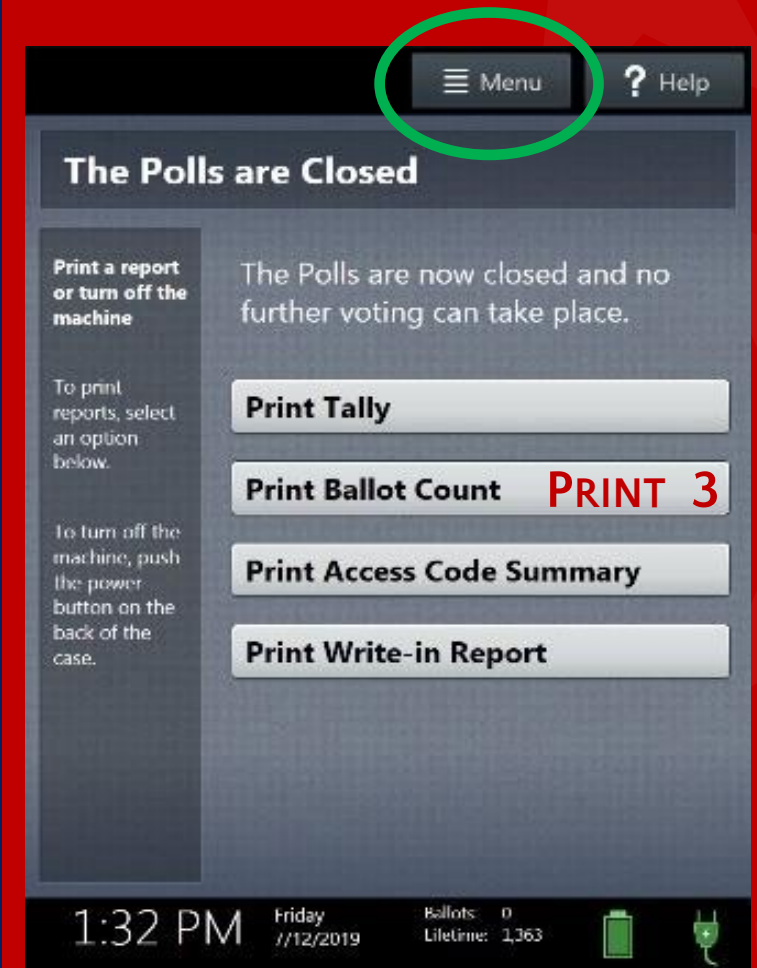
Justice of the Supreme Court

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

Touch Writer Shut Down p. 76

- Click the MENU button at the top of the screen to begin Close Poll procedure.
- Close Polls report will print from Touch Writer automatically.
- **NEW:** Print **3** Ballot Count Reports.
- 1 Close Polls Report will go in the **Aqua Machine Warehouse Envelope**.
- **NEW:** 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>Tara Judge</i>	(signature of Judge of Election)
<i>Ina Inspector</i>	(signature of Majority Inspector)
<i>Travis Inspector</i>	(signature of Minority Inspector)
<i>Carol Clerk</i>	(signature of Clerk)
<i>Michael Machine</i>	(signature of Machine Operator)
County of _____	

- Fill out ALL 3 RETURN SHEETS exactly the same.
- Cert 1 was completed at opening.
- Certificates 2 + 3 are filled out at poll closing.
- **NEW:** Provisional Ballot info has been removed from the form.
- **NEW:** Attach the Touch Writer Ballot Count Report to the Aqua Return Sheet.

Place completed and signed sheet in Aqua Machine Warehouse envelope

Delaware County - Return Sheet
Municipal Election
Tuesday, November 4, 2025

PRECINCT:

Attach Scanner Close Poll Report w/Tally Report and **NEW** TouchWriter Ballot Count Precinct Report here

POLL OPENING - CERTIFICATE 1

During setup, 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 used from the numbered list, minus any lines that were crossed out and unused.	

PAPER BALLOT AUDIT - CERTIFICATE 3

Account for all regular ballots. Record seal numbers used for the live ballots.

BALLOTS	
Total Ballots received in cage (confirm at opening)	
Total of All Unused Ballots at Closing (including loose ballots and sealed packets)	
Total Spoiled Regular Ballots (from the 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 we followed all procedures under the law at this Election, including but not limited to certifying that no hand counts of voted/scanned ballots were performed in this precinct.

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: 5 43 Record the last number used from the numbered list From numbered list of voters 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		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. Wolfe, John	67.	
2. Doe, Jane	35. White, Jane	68.	
3. Jones, John	36. White, Jane	69.	
4. Brown, Jane	37. Purdy, Jane	70.	
5. Smith, John	38. Doe, John	71.	
6. White, Jane	39. White, Jane	72.	
7. Apple, John	40. White, John	73.	
8. Carter, Jane	41. Brown, Jane	74.	
9. Munk, John	42. White, John	75.	
10. Ventomala, Jane	43. White, Jane	76.	
11. White, Jane	44. White, Jane	77.	

PAPER BALLOT AUDIT - CERTIFICATE 3	
Account for all regular ballots. Record seal numbers used for the live ballots.	
	BALLOTS
Total Ballots received in cage (confirm at opening)	1 650 - PREPRINTED
Total of All Unused Ballots at Closing (including loose ballots and sealed packets)	2 461
Total Spoiled Regular Ballots (from the 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 votes	5 001171

Delaware County November 4, 2025 Municipal	
PRECINCT: ALDAN Eastern	
BOX #1 Precinct Box: 1 of 1	
TOTAL BALLOTS: 650 ^{461 unused}	

DELAWARE COUNTY BUREAU OF ELECTIONS SPOILED / REMITTED BALLOT ENVELOPE	
<p>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.</p> <ul style="list-style-type: none"> Mark the overvoted or mismarked ballot as spoiled. Place the spoiled ballot in this envelope. Make a log entry below. <p>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.</p> <ul style="list-style-type: none"> 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

Items needed:

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



Certificate #3

Poll Closing pp.82 - 83

SEALED Green Tote & Gray Ballot Bag



- Completed provisional ballots & supplies
- Used & unused voter registration forms
- Lemon BOE Env & Pay Sheet
- **NEW:** Poll Pad iPad 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 form titled "PROVISIONAL VOTING RETURN ENVELOPE". It contains several sections with instructions and checkboxes. A yellow cross icon with the text "ADD TO TOTE" is overlaid on the bottom right corner of the form.

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

Pink

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 _____

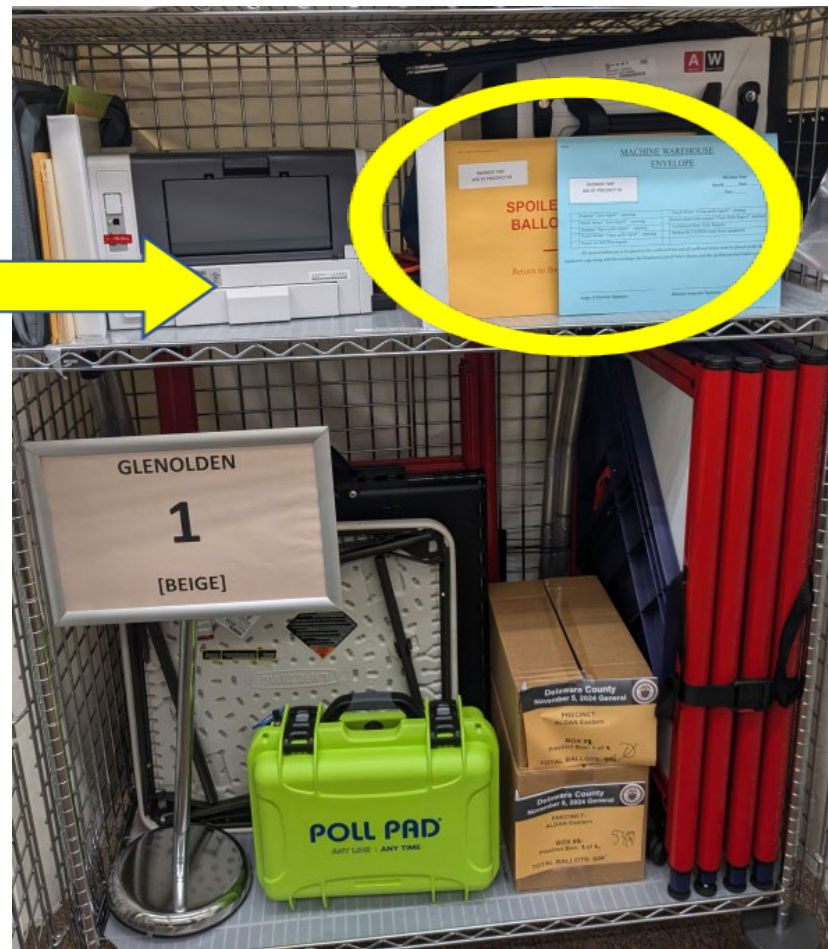
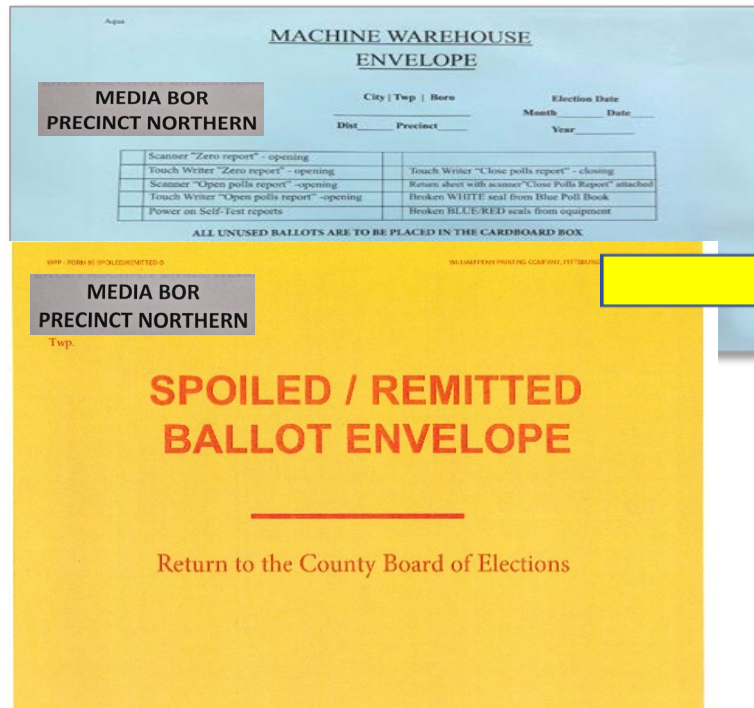
GIVE TO MINORITY INSP.

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**



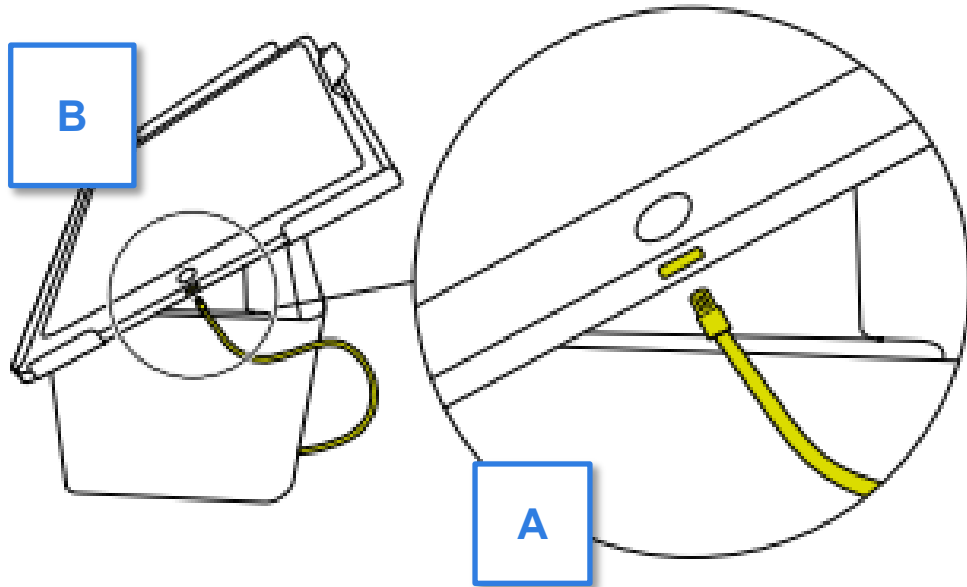
- The Spoiled/Remitted Ballot Envelope
- Machine Warehouse Envelope
- Poll Pad(s) Case
- White Binder w/#'d list & Lime Poll Pad Env
- Metal Sign & Laminated Signs

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

Equipment Cage

p. 87

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



**Packing
up the
Poll Pad
p. 78**

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

DROP OFF RULES AND INFORMATION p. 88



Only **2 items** to be returned to Media: the sealed Green Tote and the sealed Gray Ballot bag.

- If a non-poll worker is returning the materials, they must have a signed affidavit. Call Hotline
- The vDrive Envelope will be placed in the clear sleeve on top of the gray ballot bag.
- **NEW:** 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.



Teleconference

SUNDAY

NOVEMBER 2, 2025

6:00 p.m. – 7:30 p.m.

888-999-3162



Equipment Open House

Thursday, Oct 9th 4 PM – 8 PM

Saturday, Oct 18th 10 AM – 2 PM

Monday, Oct 20th 4 PM – 8 PM

Thursday, Oct 30th 4 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



The TEST will be available
Mid October???

**You will be sent an email with a link
to take the test.**

- 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, Nov. 1st 8:30AM to 1:30PM

- Green Tote - Unsealed and contents may be reviewed and prepped 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**





**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**