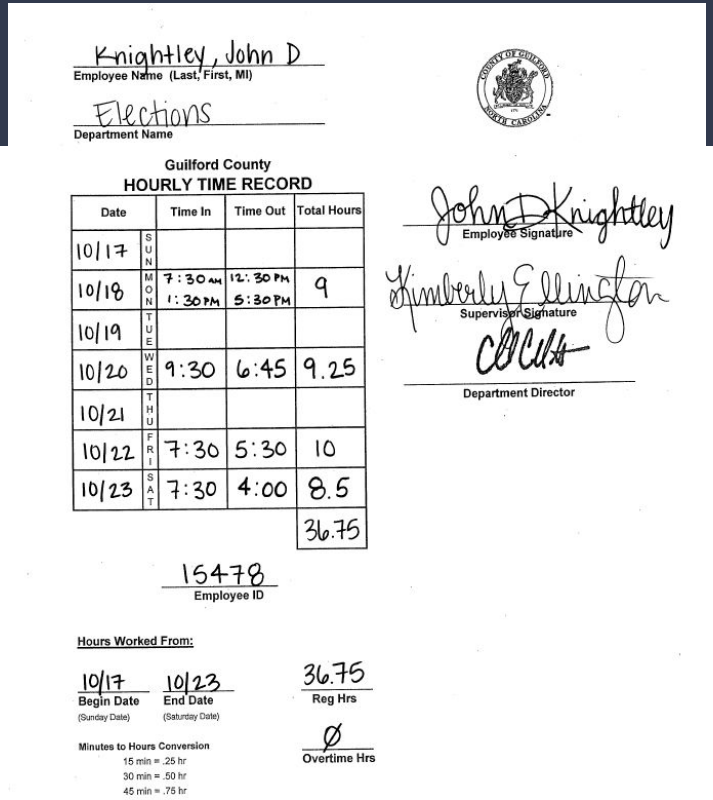
Ballot Table/Curbside/ Greeter/DS200 Tabulator

Early Voting
Guilford County Board of Elections

TIMESHEETS

1. Print your name (Last, First, Middle Initial).
2. Sign your name above the *Employee Signature* line.
3. Print “Elections” for *Department Name*.
4. Print the date next to every day of the week that it corresponds to in the date column – even the days you are not working.
5. Print Sunday’s date on the line for *Begin Date*.
6. Print Saturday’s date on the line for *End Date*.
7. Print the time you started your shift under *Time In*.
   (DO NOT use military time)
8. Print the time you ended your shift under *Time Out*.
   (DO NOT use military time)
9. Add up the total hours worked for that day and print under Total Hours.



Knightley, John D
Employee Name (Last, First, MI)

Elections
Department Name

Guilford County
HOURLY TIME RECORD

Date		Time In	Time Out	Total Hours
10/17	SUN			
10/18	MON	7:30 AM 1:30 PM	12:30 PM 5:30 PM	9
10/19	TUE			
10/20	WED	9:30	6:45	9.25
10/21	THU			
10/22	FRI	7:30	5:30	10
10/23	SAT	7:30	4:00	8.5
				36.75

John D Knightley
Employee Signature

Kimberly Ellington
Supervisor Signature

Department Director

15478
Employee ID

Hours Worked From:

10/17
Begin Date
(Sunday Date)

10/23
End Date
(Saturday Date)

36.75
Reg Hrs

Ø
Overtime Hrs

Minutes to Hours Conversion
15 min = .25 hr
30 min = .50 hr
45 min = .75 hr

Acceptable Forms of Photo ID

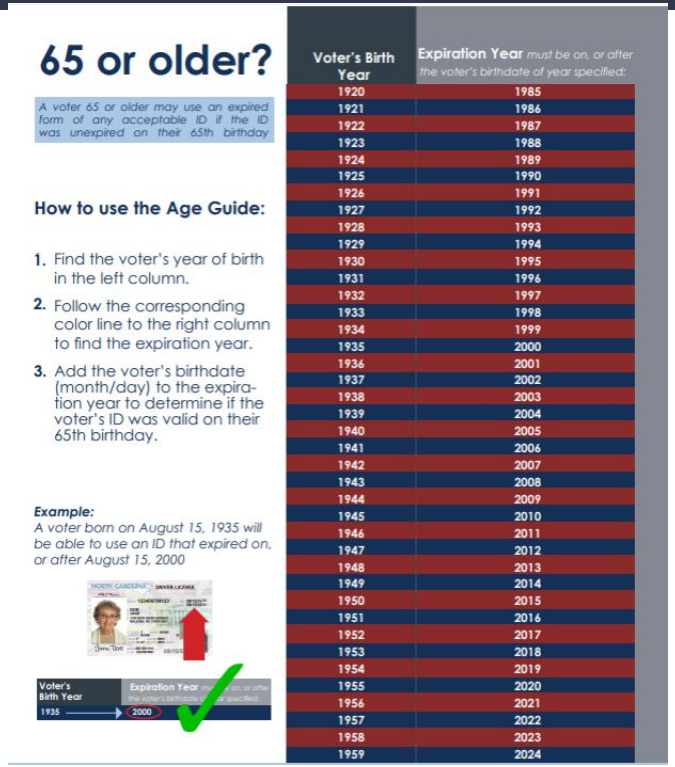
Any of the following that is UNEXPIRED or expired for ONE YEAR OR LESS:

- NC Driver License
- U.S. Passport Book/U.S. Passport Card
- State ID from NCDMV *(Non-operator License)*
- NC Voter Photo ID card, issued by a county board of elections
- College/University student ID approved by State Board of Elections
- Charter school employee ID approved by State Board of Elections
- State/local government employee ID approved by State Board of Elections
- Driver's license/non-driver ID from another state, D.C., or U.S. Territory *(only if voter registered in NC within 90 days of election)*

Acceptable Forms of Photo ID (with expiration date - EXCEPTIONS)

- Voters aged 65+ may use an expired ID, if it was unexpired on their 65th birthday.

- If a voter presents an ID that is listed on the State Board of Elections Approved List, that does not have an expiration date on it, it is still ACCEPTABLE.
  - Institutions that have been approved by the State Board of Elections have begun making IDs that have expiration dates clearly listed on them. However, anyone who already had an ID before that change was made is allowed to use their ID even though there is not an expiration date printed on it.



Acceptable Forms of Photo ID (without expiration date)

Any of the following, **regardless of whether the ID contains an expiration or issuance date:**

- Military or veteran ID card issued by the U.S. government
- Tribal enrollment card issued by a State or federally recognized tribe
- ID card issued by a U.S. government agency or the State of NC for a public assistance program

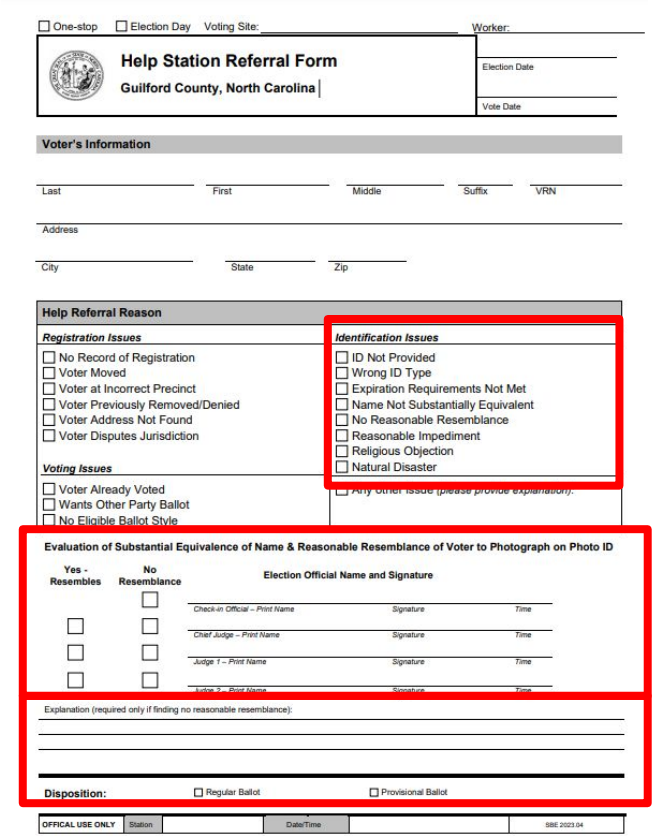
Voter Presents a Photo ID that is NOT ACCEPTABLE

- Inform the person presenting to vote of the reasons for that determination.
  - e.g.: the photo identification is expired when that type of acceptable photo identification requires an expiration date
- Invite the person to provide any other photo identification that is acceptable that the person may have.
- If the person cannot produce an acceptable type of photo ID, inform them of their provisional voting options.
  - Option #1: Vote a provisional ballot at Early Voting, and then bring an acceptable photo ID to the Board of Elections Office before 12:00 pm the Tuesday following the election.
  - Option #2: Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

Photo on ID Does Not Reasonably Resemble the Voter/ Name is Not Substantially Equivalent

- The election official shall enter a challenge and immediately notify the Site Supervisor. *Print a Help Referral Form from SOSA*.

- Select the correct reason under “Identification Issues”
- Check the “No Resemblance” box, then print and sign your name, and write the time.
- The designated Chief Judge and Judges will make a determination about the resemblance.
    - If all three UNANIMOUSLY agree there is no reasonable resemblance or the name is not substantially equivalent, write an explanation on the lines provided and check the “Provisional Ballot” box. Complete the Provisional Process for this voter.
    - If even ONE of the three thinks there is reasonable resemblance, check the box that says “Regular Ballot” and allow the voter to check in and vote as normal.



☐ One-stop ☐ Election Day Voting Site: _____ Worker: _____

Help Station Referral Form

Guilford County, North Carolina

Election Date

Vote Date

Voter's Information

Last First Middle Suffix VRN

Address

City State Zip

Help Referral Reason

Registration Issues

- ☐ No Record of Registration
- ☐ Voter Moved
- ☐ Voter at Incorrect Precinct
- ☐ Voter Previously Removed/Denied
- ☐ Voter Address Not Found
- ☐ Voter Disputes Jurisdiction

Voting Issues

- ☐ Voter Already Voted
- ☐ Wants Other Party Ballot
- ☐ No Eligible Ballot Style

Identification Issues

- ☐ ID Not Provided
- ☐ Wrong ID Type
- ☐ Expiration Requirements Not Met
- ☐ Name Not Substantially Equivalent
- ☐ No Reasonable Resemblance
- ☐ Reasonable Impediment
- ☐ Religious Objection
- ☐ Natural Disaster

☐ Any other issue (*please provide explanation*):

Evaluation of Substantial Equivalence of Name & Reasonable Resemblance of Voter to Photograph on Photo ID

Yes - Resembles	No Resemblance	Election Official Name and Signature		
	☐	*Check-in Official – Print Name*	*Signature*	*Time*
☐	☐	*Chief Judge – Print Name*	*Signature*	*Time*
☐	☐	*Judge 1 – Print Name*	*Signature*	*Time*
☐	☐	*Judge 2 – Print Name*	*Signature*	*Time*

Explanation (required only if finding no reasonable resemblance):

Disposition: ☐ Regular Ballot ☐ Provisional Ballot

OFFICAL USE ONLY	Station		Date/Time		SBE 2023.04

Ballot Table

Puller:

1. Ask the voter for their ATV. Confirm that it has been signed by the voter and the staff member who processed the ATV.
2. Find the ballot style listed on the ATV, and pull a ballot of the same style from the ballot cabinet.

Scanner:

3. Use the barcode scanner to scan the barcode on the ATV and then the barcode on the ballot. They must match.

Writer:

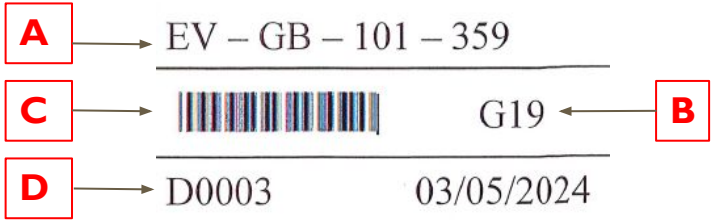
4. Write the voter's Application Number and their Precinct in the box at the top of the ballot using a red pen.

Counter:

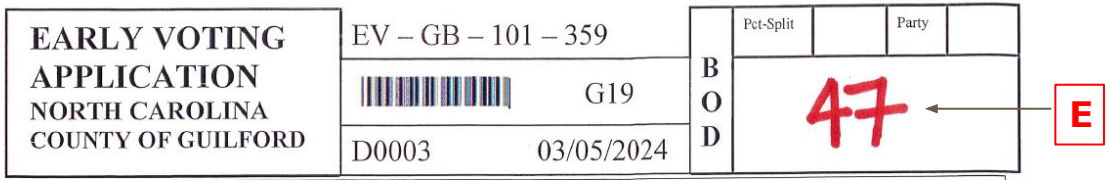
5. Write the next sequential number in the box at the top of the ATV using a red pen and place it, face down, in the corresponding organizational tray. Then give the ballot to the voter, explain the ballot marking instructions and direct them to the voting booths.

Ballot Table

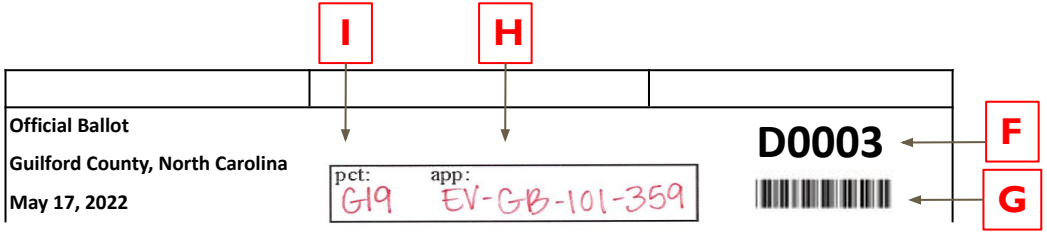
A. Application Number
B. Precinct
C. Barcode
D. Ballot Style



E. Write the sequential number inside the box on the top of the ATV



F. Ballot Style
G. Barcode
H. Application Number
I. Precinct



Ballot Table – Spoiled Ballots

Voter Makes a Mistake on the Ballot

1. Take the ballot from the voter and write the word “SPOILED” across the front in large letters, using a RED pen.
2. Get a new ballot of the same ballot style from the ballot cabinet.
3. Copy the Application Number and Precinct from the spoiled ballot onto the new ballot, using a red pen, and issue the new ballot to the voter.
4. NEVER allow the voter to have two ballots in their possession at the same time.
5. Fill out the ***Spoiled Ballot Log***. (Located in the very front of your file box.)
6. Place the spoiled ballot in the Black Bag.

Ballot Table – Spoiled Ballots

Voter Decides Not to Vote

1. Ask the voter to return their ballot, and write the word “SPOILED” across the front in large letter, using a red pen.
2. Using the Application Number at the top of the spoiled ballot, locate the voter’s ATV in the organizational trays.
3. Remove the voter’s ATV from the organizational tray, and write “VOID” across the form using a red pen.
4. Fill out the ***Spoiled Ballot Log*** and place the spoiled ballot in the Black Bag.
5. The Site Supervisor must take the voided ATV to the same computer where the person was originally processed and cancel the vote.
6. If you have a skipped number in the sequentially-numbered ATVs in the trays, assign the skipped number to the next ATV that comes to the Ballot Table, and place that voter’s ATV, face down, in the corresponding organizational tray.

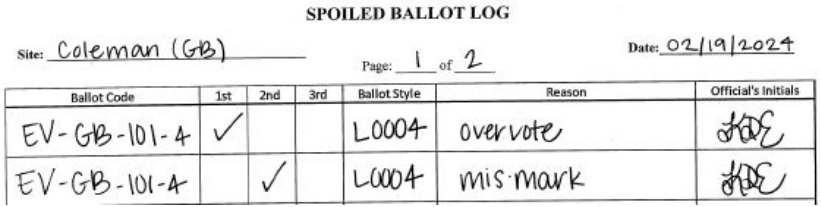
Ballot Table – Spoiled Ballots

- **Do NOT** advise a voter to leave the voting enclosure to research candidates after the voter has received an ATV or a ballot. Inform the voter that they can use a smartphone to research candidates but not to call or text others. If the voter insists on leaving, you must notify the Site Supervisor.
- **Do NOT** hold a voter's ballot or ATV while the voter leaves the voting enclosure for any reason.
- **NEVER allow a voter to have two ballots at the same time. They must give you their mis-marked/damaged ballot in order to receive a new one!**

Ballot Table - Spoiled Ballot Log

Per North Carolina election laws, a voter is allowed three attempts to mark their ballot before they are required to vote provisionally. For this reason, you will need to keep track of how many times each voter needs/requests to spoil their ballot and mark a new one.

1. Write the Ballot Code in the space provided. This should be written in red ink in the box on the top of the ballot.
2. Check the correct box for how many times you've spoiled this voter's ballot.
3. Write the Ballot Style in the next box. This is found on the ballot above the barcode, to the right of the box where the Ballot Code is written.
4. Sign your initials in the Official's Initials box.
5. Remember to write "SPOILED" across the ballot the voter wishes to spoil and place in the Black Bag.



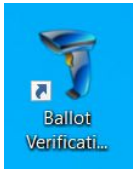
SPOILED BALLOT LOG

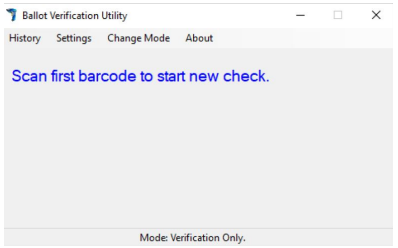
Site: Coleman (GB) Page: 1 of 2 Date: 02/19/2024

Ballot Code	1st	2nd	3rd	Ballot Style	Reason	Official's Initials
EV-GB-101-4	✓			L0004	overvote	KDE
EV-GB-101-4		✓		L0004	mis-mark	KDE

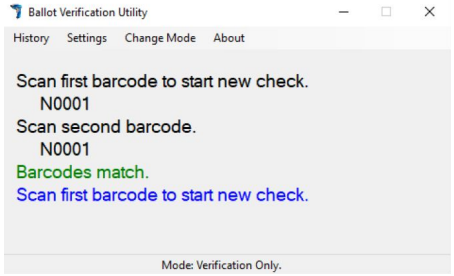
Ballot Table – Barcode Scanner

1. On the laptop at the Ballot Table, double click on the Barcode Scanner icon.



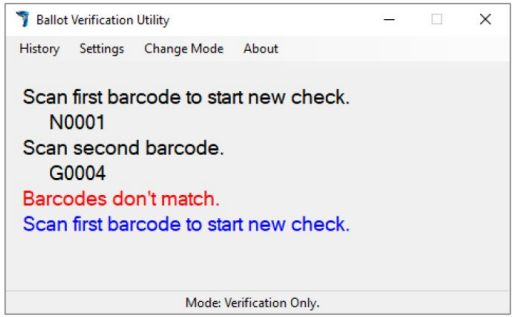


2. Scan the barcode on the voter's ATV.
3. Scan the barcode on the ballot.
4. Once you have confirmed that the barcodes match (image below), hand the ATV and the ballot to the Writer for them to code the ballot.
5. To begin another check, simply scan the next voter's ATV.



Ballot Table - Barcode Scanner

If the barcodes do NOT match, you will see this image.



- Double check that you scanned the correct barcode on the voter's ATV.
- If you have scanned the correct barcode on the voter's ATV and still see this message, inform the Puller that the incorrect ballot style has been pulled and ask them to retrieve the correct style.
- If barcode scanner "stops working," simply click inside the box and try again. If that doesn't work, close the program and reopen it.

What is curbside voting?

- Curbside voting is a process in which eligible voters park in designated parking spaces and vote inside their vehicles with the assistance of Early Voting staff.

- Curbside voting is to be operational for the entire duration of Early Voting. If your Early Voting site is open for voting, so is Curbside. It does **NOT** open late, close early, or depend on the weather.

- If you typically work curbside voting, be sure to check the weather before leaving home and dress accordingly!

Who is allowed to vote Curbside?

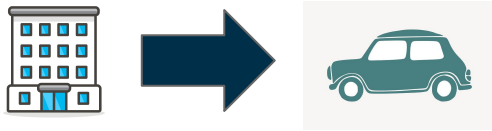
- Curbside voting is not open to everyone. Voters must be unable to enter the Early Voting site with assistance due to age, physical, or mental disability in order to be eligible to vote curbside. Curbside voters must verbally confirm and sign an affidavit attesting to their qualification.

- **Curbside voters are NOT required to provide evidence of disability**. By verbally confirming to the Curbside Official and signing the Curbside Affidavit, or Section C of their ATV, the voter is verifying their eligibility to vote curbside.

- Voting curbside does **NOT** suspend the requirements for receiving voter assistance. Curbside voters must still communicate their request for assistance and the individual providing assistance must be qualified to do so.

Curbside Procedures

Step 1: Voter Greeting



- Ask the name of the person voting curbside, and write it in the box provided on the ***Curbside Log***.
- Ask the voter where they live, and write it in the box provided on the ***Curbside Log***.
    - If they have a common name, feel free to ask them for a birthdate.
- Repeat the voter's information back aloud.
    - e.g., "I have John Doe at 301 W. Market St. in Greensboro, is that correct?"
    - Have the voter confirm that information is correct.
- Request voter's photo ID and complete the "**Name on photo ID**" section of the ***Curbside Log*** *(if necessary)*.

Curbside Officials fill out the Curbside Log!

DO NOT JUST GIVE IT TO THE VOTER(S) FOR THEM TO FILL OUT!

Why? Because voters are LEGALLY required to state their name and address out loud.
If you just pass a clipboard to the voter to fill out, they aren’t stating anything out loud.

Curbside Procedures

Step 2: Initial Photo ID Review

- Inspect the photo ID.
- Determine if the photo ID is an acceptable type.
- Determine if the photo ID meets expiration requirements (if applicable).
- Determine if the photograph on the photo ID reasonably resembles the person presenting to vote.
- Return ID to voter.



Curbside Procedures

Step 3: Evaluation of the Name on the Photo ID

- Determine if name on photo ID (as written, by the poll worker, on the curbside log) is the same as or substantially equivalent to the name on voter record.

- Make a final determination that the photo ID meets all requirements.

Curbside Procedures

Step 4: Address Review

- Compare address provided by the voter (as written, by the poll worker, on the curbside log) with the address on voter record.

Curbside Procedures

Step 5: Voter Status Review

- Determine the voter’s registration status.

- Determine whether there are voter status issues that need to be resolved before a ballot can be issued.

Curbside Procedures

Step 6: Generate Vote Authorization Documents

- Generate (print from SOSA) One-Stop Application to Vote (“ATV”) if voter is entitled to a regular ballot.
  - Click “***Issue***,” then click, “***Curbside***.”

- Generate provisional voting application and provisional instructions. Then gather other provisional materials if voter is not entitled to a regular ballot.

Curbside Procedures

Step 7: Assemble Balloting Materials

Regular Ballot

- One-Stop Application to Vote (“ATV”)
- Privacy Sleeve
- Ballot
- “Curbside Voting Enclosure” Sign

Provisional Ballot

- Notify Site Supervisor
- Curbside Affidavit (Oath form)
  - Purple pad found with Provisional Materials
- Provisional Voting Application
  - Printed from SOSA, NOT a blank one!
- Ballot
- Provisional envelope
- Photo ID Exception Form (if applicable)
- Provisional Voter Instructions



Curbside Procedures

Step 8: Obtain Voter Signatures

- Review the document(s) with the voter to ensure the information on the form(s) is correct.
  - Documents meaning the ATV or Provisional Application and corresponding Provisional paperwork.
  - This will also help make sure you have given the correct forms to the correct voter when processing multiple voters at one time.

- Indicate areas on the relevant form(s) that require the voter's signature, including curbside affidavit.

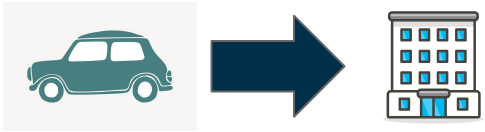
- Allow the voter to sign the documents.

- Collect the documents.

Curbside Procedures

Step 9: Allow Voter to Mark Ballot

- Provide the voter(s) with the balloting materials and voting instructions.
- Instruct the voter to place their ballot inside the “Curbside Privacy Sleeve” when they have completed their ballot.
- Provide the vehicle with a “Curbside Voting Enclosure” Sign.
- Provide the voter with instructions on how to indicate they have completed voting.
  - e.g., Ask the voter to roll up their window while voting, and roll it back down when they have completed their ballot.
- Step away from the vehicle to provide the voter with privacy while they mark their ballot.
- Monitor curbside area to ensure vehicle is not approached by electioneers or observers.
- Collect voted ballot (INSIDE Privacy Sleeve) and ask voter to wait for your return.



Curbside Procedures

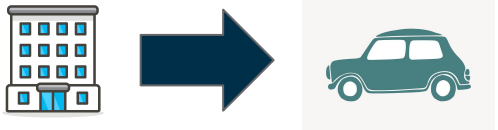
Step 10: Deliver Voter's Ballot and ATV

Regular Ballot:

- Deliver ballot (in privacy sleeve) to DS200 and cast ballot.
- Deliver signed Application to Vote ("ATV") to the Ballot Table.

Provisional Ballot:

- Deliver ballot (sealed in Provisional Envelope) along with forms (in clear, plastic sleeve on front of envelope) to the Site Supervisor.



Return to the curbside voter with an "I Voted Early" sticker and thank the voter!

What if your site has curbsides call in?

Curbside voters can call in to tell you their name and address over the phone (to expedite the process).

- The Check In Official needs to be sure to repeat the name and address of the voter aloud over the phone to them.
- EVERY INDIVIDUAL voting needs to state their name and address out loud on the phone.
    - i.e., If four people are voting curbside in one vehicle, the Check In Official needs to speak to ALL four individuals on the phone.
    - One person CANNOT relay the names and addresses of everyone in the car.

Curbside Process

If the voter has called in their information and you have all their balloting materials before seeing them

- Curbside Officials should greet the vehicle by asking for the voter's name and then finding the corresponding ATV.
- Ask to see the voter's photo ID.
  - Inspect the ID, determine if it is an acceptable type and meets expiration requirements.
  - Determine reasonable resemblance to photo and substantial equivalence to name on voting record.
- Return ID to the voter.
- Ask where they live.
- Repeat the voter's information back aloud.
  - e.g., "I have John Doe at 301 W. Market St. in Greensboro, is that correct?"
  - Have the voter confirm it is correct.
- Provide voter with ATV and resume normal Curbside Voting Procedures.

Greeters

- Crowd Control
- Expedite Process
- Answer Questions
- Early Voting Site and Voting Booth Care
- Perform additional duties as assigned by the Site Supervisor.

Greeters

Crowd Control:

Monitor all lines to prevent back-ups from occurring in the voting enclosure.

Direct voters to the next available Check-In Station or Registrar.

Greeters

Expedite Process:

Make sure voters have their photo IDs out and ready for the check-in process.

Check with voters to make sure that they are registered to vote and/or registered at their current address.

Provide voters with the correct paperwork to register/update their registration.

Greeters

Answer Questions:

Answer any questions voters may have before they get to the Check-In Station.

Provide voters with sample ballots.

Direct voters to the contest maps.

Greeters

Early Voting Site & Voting Booth Care:

Throughout the day, Greeters should check the areas where lines form, the information tables, and voting booths to ensure that they are clean and nothing has been left behind by voters.

Remove any materials left by voters, such as campaign material, personal items, tissues, extra writing utensils, etc.

Any other debris, such as anything sticky or wet in the voting booth, should also be cleaned.

Ballot Questions

What questions may I answer about the ballot?

- The only kind of assistance you may give a voter who has a question about their ballot is to read the ballot to them exactly as it is printed. No other information other than what is provided on the ballot may be given.
- In certain elections where there is a bond referendum or constitutional amendment on the ballot, you are only permitted to read the wording on the ballot for the voter. If there is any other information that can be given to the voter, you will be notified by the Board of Elections beforehand and provided with a document containing the information that may be read or given to the voter.

What questions may I NOT answer about the ballot?

- You may NOT answer any questions that do not pertain to ballot marking instructions or that require a different answer other than the reading of the ballot. You may not offer opinions, explanations, definitions, or any other type of information to that voter. This is to prevent any misinformation or misinterpretation that could lead to liability for the Board of Elections.
- You may not answer questions about the parties of the candidates whose party affiliation is not listed on the ballot. The voter may look up the party affiliation of a candidate running for a nonpartisan contest on their smartphone.
- You may not answer questions about your own political views.

DS200 Tabulator Officials

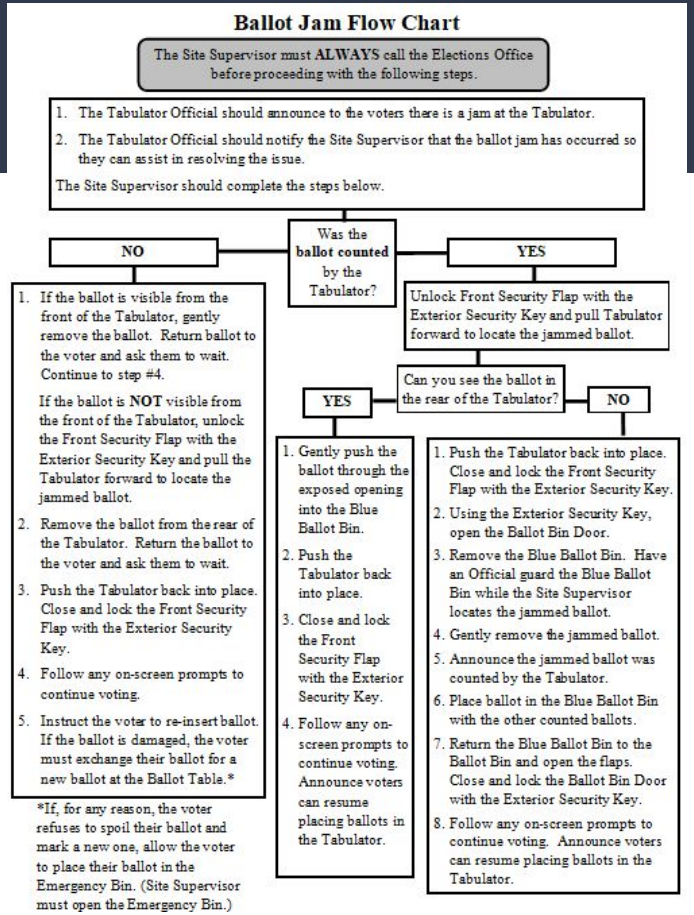
- Ask voters if they have marked their selections on their ballot **BEFORE** they insert their ballot into the DS200 Tabulator. **Do NOT look at their ballot!**
- Direct voters who have completed their ballots to insert them into the DS200 and remind them to watch for the public count to change when **they** insert their ballot. **Do NOT take it from the voter to insert into the tabulator for them!**

DS200 Tabulator Officials

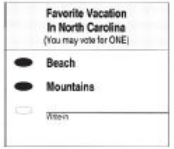
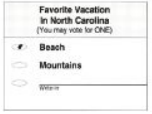
- Assist voters when DS200 Tabulator displays error messages.
- Hand out “I Voted Early” Stickers.
- Position yourself close enough to the DS200 Tabulator to be able to assist voters but far enough away to protect the voters’ right to privacy and the secrecy of their ballot.
- Perform additional duties as assigned by the Site Supervisor.

DS200 Tabulator

- You are there to assist in case of jams or error messages on the screen.
  - NOT to see who they voted for or which contest(s) they may or may not have voted for!
- If the DS200 Tabulator jams, follow the flow chart to the right.



Common DS200 Error Messages

Message Text	Cause	Solution
You have made too many selections in 1 contest! The contest with too many votes— FAVORITE VACATION IN NC	Votes have been marked for more than the allowed number of choices in a contest. 	Explain to the voter that they have voted for more than the allowed number of choices for one or more contests on the ballot. The voter has two options: Press the **Review Your Ballot** button. Tabulator will return the ballot to the voter. Voter may request to spoil the ballot and mark a new one. OR Press the **Cast Your Ballot As Marked** button. Tabulator will accept the ballot as marked. Any contest that contains overvotes will not be counted, but all other votes will count.
1 Race Has Unreadable Marks FAVORITE VACATION IN NC	Marks on the ballot are too light for the Tabulator to read a mark, or mark is on or near the oval and the Tabulator cannot determine whether the mark is an intended vote for the contest. 	Explain to the voter that the Tabulator is unable to read the mark(s) on the ballot. Instruct the voter to return to a voting booth with the ballot, darken his/her original marks, and insert the ballot into the Tabulator again. Voter may request to spoil the ballot and mark a new one. Voter must mark a new ballot if the message appears again.
No Data Found. Please Re-insert Ballot After Beeps.	Voter hesitated when inserting ballot.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Ballot Not Inserted Far Enough. Please Re-insert Ballot After Beeps.	Voter hesitated when inserting ballot.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Ballot Too Long. Please See Election Official.	Voter held ballot too long when inserting into feed path.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.

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Missed Orientation Marks. Turn Ballot Over and Try Again.	The Tabulator could not determine the orientation of the ballot.	Have the voter turn the ballot over and try to scan the ballot again. If the problem persists, call the Office.
Possible Ballot Entry or Sensor Error. Please Re-insert Ballot After Beeps.	The voter inserted the ballot and pulled it out before the Tabulator could scan it.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Multiple Ballots Detected. Please Re-insert One Ballot After Beeps.	The Tabulator has detected more than one ballot in the feed path.	Verify the voter is only inserting one ballot into the Tabulator. If the problem persists, call the Office.
Election Media Not Inserted.	Thumb Drive is either missing or not fully inserted.	Notify Site Supervisor to open the Emergency Bin and call the Office.
Election Definition Not Found.	Thumb Drive is not fully inserted.	Notify Site Supervisor to open the Emergency Bin and call the Office.
Printer Timeout—Abort Printing?	Tabulator printer ran out of paper.	Notify Site Supervisor to open the Emergency Bin and call the Office.