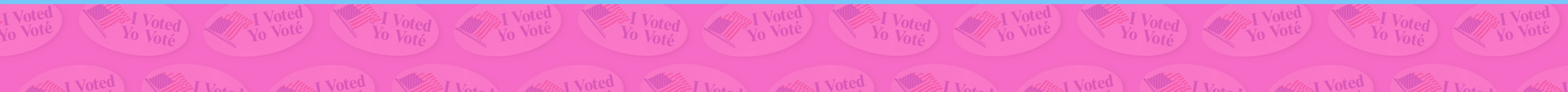


Welcome!

We're so glad you're here for the Early Voting training for the 2024 Local Election!

Your table trainer will introduce themselves to you momentarily.



Poll Worker Manual

Poll Worker Training Manual



- Manuals are for Deputies and Alternate Deputies to keep and take notes in.
- Clerks have a manual to use for CLASS ONLY. Please do not write in them.
- A manual will be provided in your location's forms box for reference.

This manual will be used for the 2024 General Election in November, so please hold on to it!



**CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND
EARLY VOTING CLERK**

Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, _____ do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed: _____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date: _____ Signature of Officer

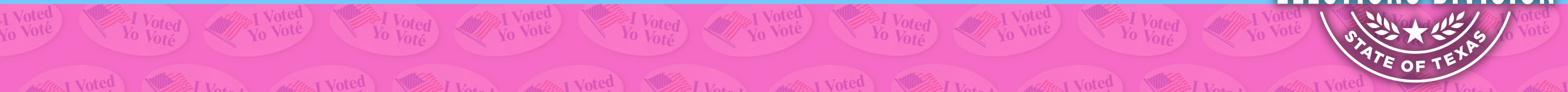
CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____ do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Election Judge/Alternate Judge/Early Voting Clerk

Signature of Officer Administering Oath

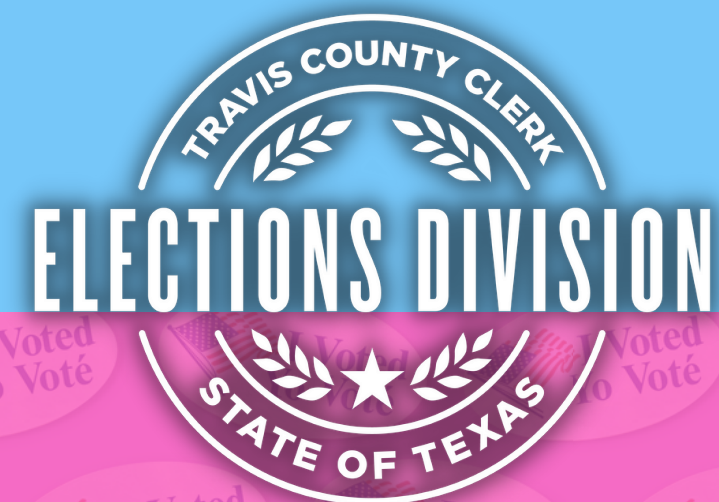
Oath of Election Worker





2024 Local Election

- **Election Day:** May 4, 2024
 - Polls Open 7:00AM - 7:00PM
- **Early Voting:** April 22 - April 30, 2024
 - Polls Open 7:00AM - 7:00PM Monday - Saturday
 - Polls Open 12:00PM - 6:00PM Sunday



Find key dates and fill in your specific site info inside the cover.



2024 Local Election

EXTENDED HOURS: 7:00AM -10:00PM

- The following sites will have extended hours the last two days of early voting (April 29 & April 30):
 - Austin Permitting & Development Center
 - Ben Hur Shrine Center
 - Lakeway Activity Center
 - Millennium Youth Complex
 - PfISD Rock Gym
 - Southpark Meadows
 - UT Flawn Academic Center



Find key dates and fill in your specific site info inside the cover.



Pay Period & Timesheets

Pay Period	Pay Day
April 22 - April 30	May 15
May 4	May 31

- Time is recorded in the ePollbook.
- When you clock out, a label will print with your time listed.
- Tear the label in half and place one label on the Statement of Oaths and Compensation.
- Sign the Statement of Compensation and those of your clerks.
- Place the completed Statements in the clear timesheet envelope.
- **See us after class if you need a Direct Deposit form.**



For more information on Timesheets, see page 98-99 in the manual



What's on the Ballot?

- This is a county-wide election
 - Travis Central Appraisal District
- Several entities in Travis County are holding local elections including:
 - **Cities:** Austin, Cedar Park, Elgin, Lakeway, Leander, Round Rock, Village of Webberville
 - **ISDs:** Dripping Springs, Eanes, Elgin, Hays, Lake Travis, Pflugerville
 - **MUDs:** Anderson Mill, Mustang Ridge, TC MUD No. 22
 - **ESDs:** TC ESD No. 9





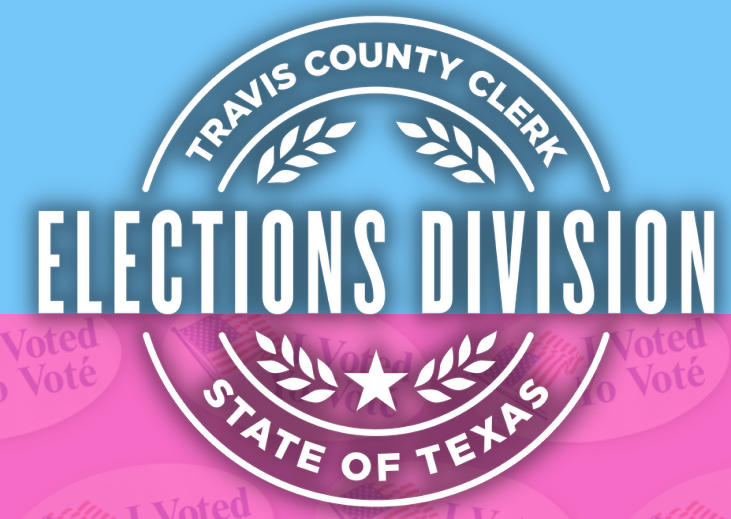
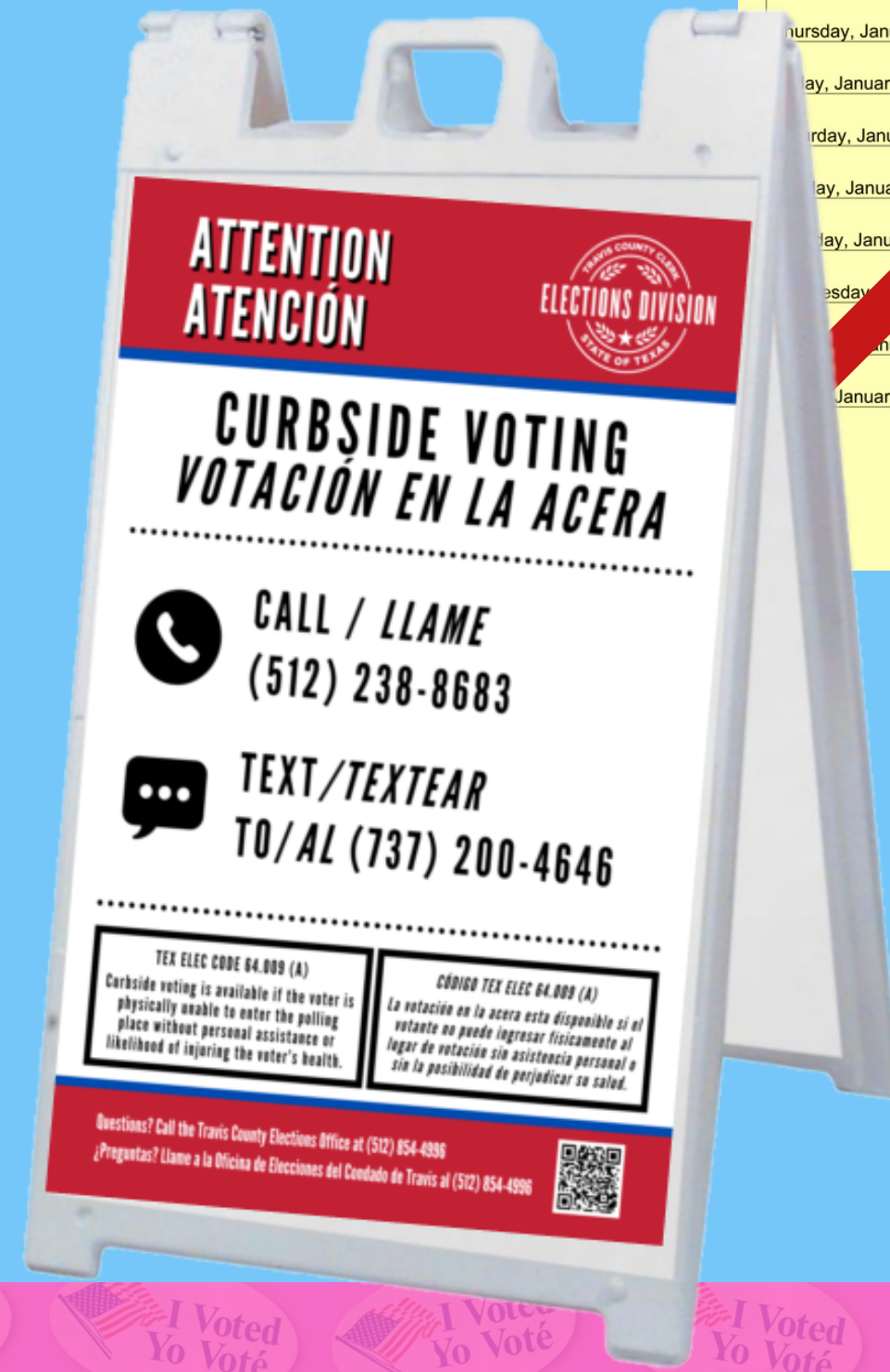
Reminder

- Total Number of Voters Voted will no longer be posted during Early Voting.
- This information is now publicly available on the Travis County Elections website.
- Curbside A-Frame will now have TWO phone numbers.
 - One for voters **CALLING** for curbside
 - One for voters **TEXTING** for curbside

Total Number of Voters Voted – Early Voting
(Aviso del numero de votantes que han votado en Votación Adelantada)

Location (Lugar): _____

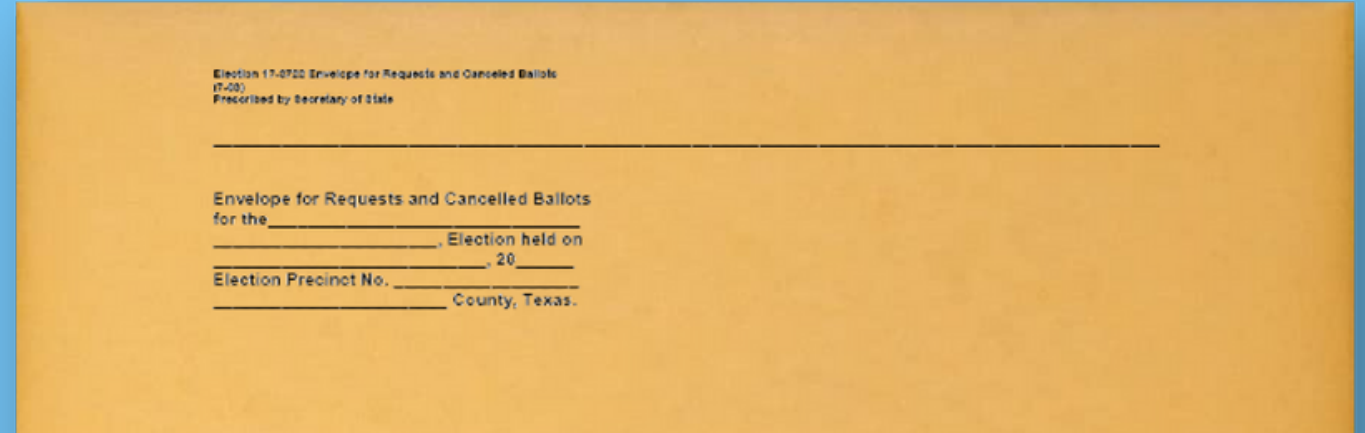
Date	AM Shift	PM Shift	Daily Total	Cumulative Total
Monday, January 10, 2022				
Tuesday, January 11, 2022				
Wednesday, January 12, 2022				
Thursday, January 13, 2022				
Friday, January 14, 2022				
Saturday, January 15, 2022				
Sunday, January 16, 2022				
Monday, January 17, 2022				
Tuesday, January 18, 2022				
Wednesday, January 19, 2022				
Thursday, January 20, 2022				
Friday, January 21, 2022				
Total for Location: (Total por Lugar):				





Reminder

- Mail in ballots surrendered at the polling site will be recorded on the **Register of Surrendered Ballots by Mail** log and placed in the **Envelope for Request and Canceled Ballots**.



7-64
Prescribed by Secretary of State
Sections 66.026, 66.051(b), 84.032(d-1), 85.071
Texas Election Code
9/2023

Type of Election	Polling Location
Date of Election	Authority Conducting the Election Travis County Clerk Elections Division

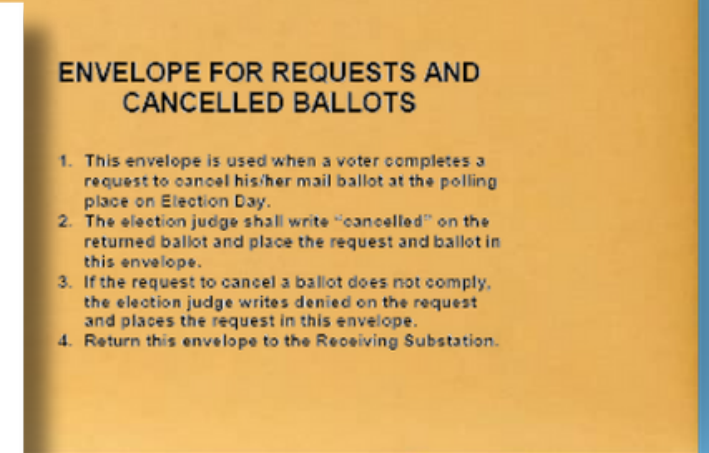
REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.
Given under my hand, this _____ day of _____, 20____.

Signature of Early Voting Clerk/Deputy Early Voting Clerk in
Early Voting or Presiding Judge on Election Day

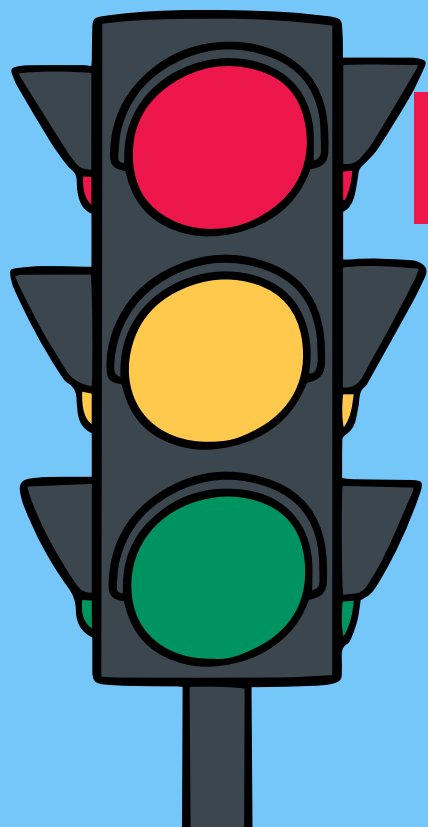
Printed Name of Early Voting Clerk/Deputy Early Voting
Clerk in Early Voting or Presiding Judge on Election Day





Reminder

- The **Best Practices for Conflict De-Escalation** can be found in the purple Admin folder of your forms box.
- Always try your best to stay calm when interacting with anyone in the polling site.




Disruptive behavior: Seek Additional Help

Agitated Person: Find your Deputy or Judge

Person with Questions: Any poll worker

Rev. 9/2022



Best Practices for Conflict De-Escalation

For Use in the Polling Place

When faced with a difficult circumstance, remember to stay...

Consider if the situation is targeted (the person came to the polling place planning to be disruptive) or reactionary (the person was upset by something in the polling place). Consider your options. Offer choices and optimism. Lean on your training to offer solutions, provide information, or redirect their concerns to an alternate resource. Most importantly, be positive!

Act calm even if you're not. If you speak evenly and at a lower volume, they have to stop yelling to hear you. Don't be afraid to use silence. Avoid phrases like, "Calm down!", "You're wrong.", or "Because I said so."

Listen and empathize. The most impactful way to positively de-escalate a situation is to listen carefully, genuinely try to understand the problem, and demonstrate empathy. Don't take it personally. Their concern is not with you. It may be with the process, equipment, or even something unrelated to elections.


Mind your body language and give space. Show active listening with eye contact, nodding your head, and using non-verbal but appropriate reactions to what they're saying.

☎ Call for help. The safety of the voters and poll workers in your location is ultimately up to you. You must decide if the situation can be de-escalated or if you should reach out for help. Don't hesitate to call the call center for additional assistance. You can always put the person on the phone with the call center representative, too.
Call Center (512) 854-4783

! If there is any threat of harm or physical disturbance, do not hesitate to call 911 for law enforcement response.

Judging the Situation

Some situations may be handled by any poll worker, but there are some situations that should be handled by the Deputy/Judge or may even require additional assistance.

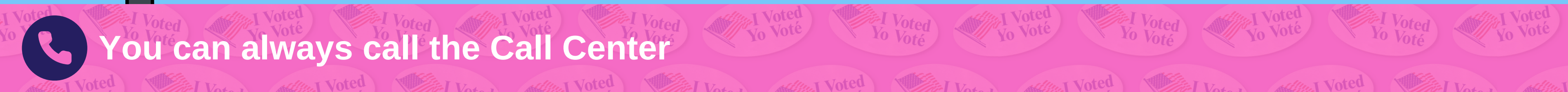


- Disruptive Behavior: Seek Additional Help**
Examples:
 - Person makes threats toward staff or others in the polling places.
 - Person will not cease a violation of the Election Code.
- Agitated Person: Polling Location Deputy/Judge**
Examples:
 - Voter does not like what is on their ballot.
 - Voter is disputing information from poll workers.
- Person with Questions: Any Poll Worker**
Examples:
 - Voter has questions about the voting process.

For more information on Emergency Procedures in the Polling Place, see page 7 of your Poll Worker Training Manual.



You can always call the Call Center





Distance Restricted Activities

Electioneering

May not occur within 100 feet of an outside polling place entrance door.

Use the provided Electioneering Distance Marker to mark this distance.

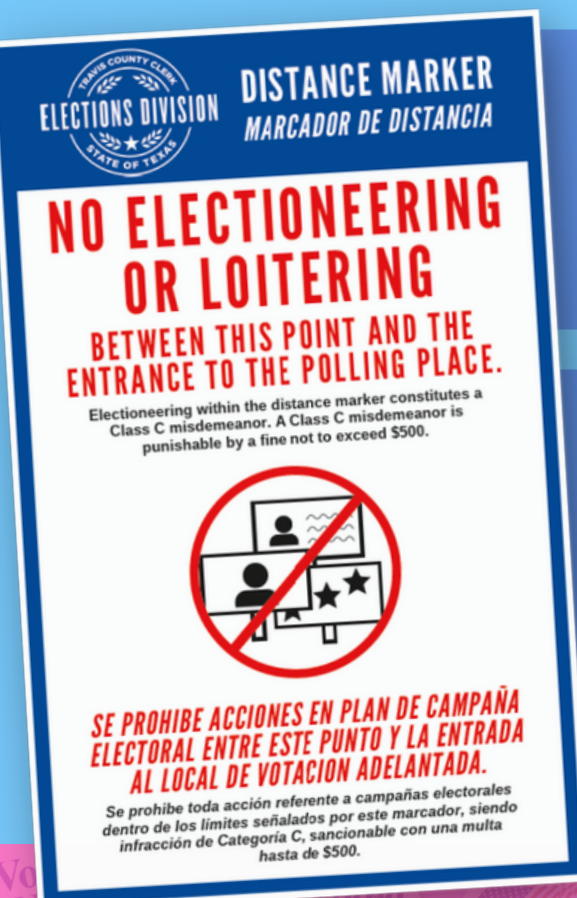
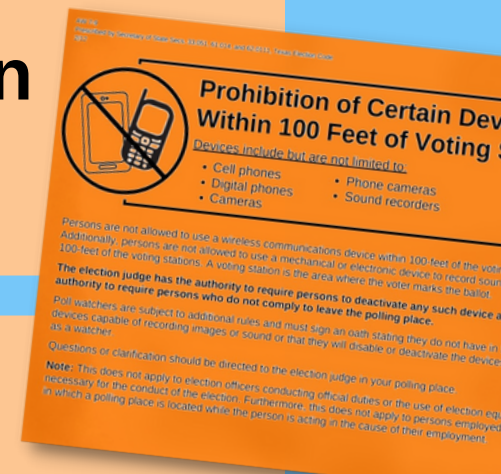
Exceptions: Voters may have written notes but cannot leave them in the polling place.

Electronic Devices

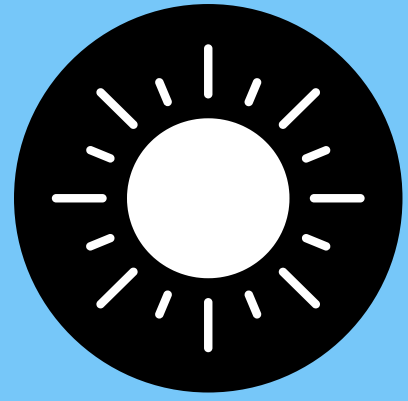
Wireless device use is **prohibited within 100 feet from voting stations.**

Post the provided Prohibition of Certain Devices postings, provided in your Forms Box.

Exceptions: Election officials conducting election business and voters with disabilities using a device to vote.



More information on page 6 in the manual



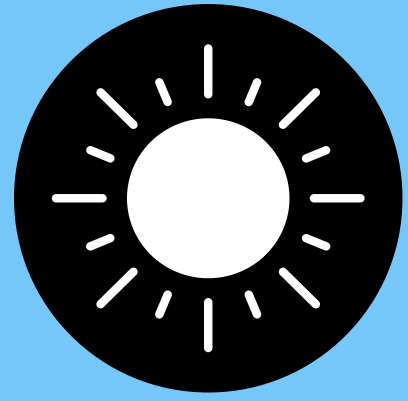
Opening the Polls

With your Table Trainer...

- Make sure your **ePollbook** equipment is set up (*but do NOT sign in or clock in yet!*): [page 15](#)
- Turn on and learn about the ADA features of the **Ballot Marking Device**: [page 21](#)
- Open polls on the **Ballot Scanner**: [page 17](#)

Follow along in your manual





Processing Voters

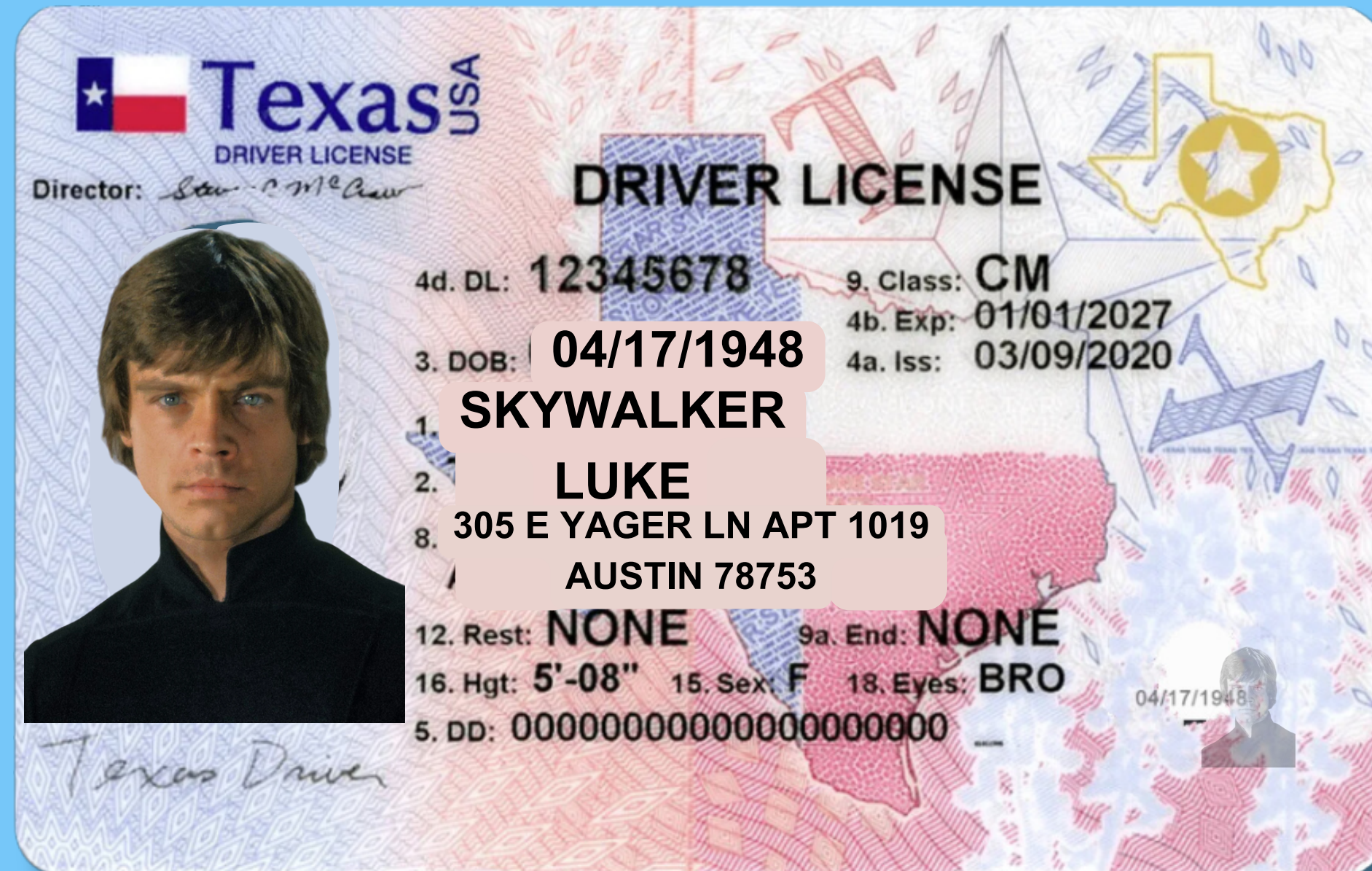
With your Table Trainer will now take you through several scenarios that you will encounter when checking in voters.

Follow along in your manual



Processing Voters: Scannable ID

Texas Drivers License (SCANNABLE)



Processing Voters: Statement of Residence (SOR)

Texas License to Carry (NONSCANNABLE)



Statement of Residence (SOR) w/ change of mailing address



VUID 2165379216

Statement of Residence

Name: OBI-WAN KENOBI
New Address:
11005 HELMS DEEP DR
AUSTIN, 78748
ID Type: Valid Texas Driver's License or State ID
DOB: 10/19/1977
DL or Last 4 SSN:
16257795
Election: March 5, 2024 Primary Election
Location: Manor ISD Admin Building
Date/Time: 2024-02-13 14:27
Mailing Address: P.O. Box 149325
AUSTIN, TX, 78714



VUID 2165379216

Statement of Residence

Name: OBI-WAN KENOBI
New Address:
11005 HELMS DEEP DR
AUSTIN, 78748
ID Type: Valid Texas Driver's License or State ID
DOB: 10/19/1977
DL or Last 4 SSN:
16257795
Election: March 5, 2024 Primary Election
Location: Manor ISD Admin Building
Date/Time: 2024-02-13 14:27
Mailing Address: ~~P.O. Box 149325~~
~~AUSTIN, TX, 78714~~
5501 Airport Blvd, Austin, TX 78751

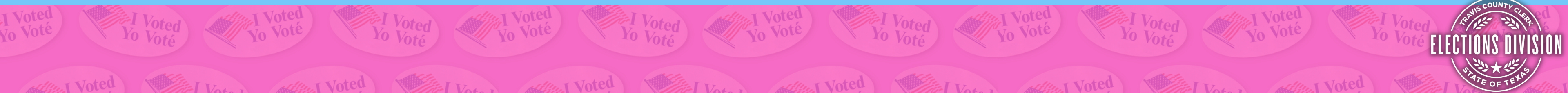
JH

If the old mailing address prints on SOR

Cross through the old address.

Write the updated address.

Initial by the written in mailing address.



Processing Voters: Statement of Residence (SOR)

Forms:

File:

21-6 Approved by Secretary of State Section 63.0011, Texas Election Code 9/2023.

Statement of Residence

For persons whose residence address does not match voter registration address.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

X _____ Date ____/____/____
Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.

Place Label Here

Last Name (Include suffix if any (Jr., Sr., III)) _____
First Name _____
Middle Name (If any) _____
Former Name _____

Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) _____
Gender (optional): Male Female _____

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. _____
City and County of Current Residence in Texas _____
City and County of Former Residence in Texas _____
Date of Birth: month, day, year _____
Telephone Number - Include Area Code (Optional) _____

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. _____

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

- The Public count is located on the upper middle portion of the Ballot Scanner screen.
- The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

- Touch the TOOLS button in the top right-hand portion of the Ballot Scanner screen.
- Enter the Election Code and touch ACCEPT.
- Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
- Touch CONFIGURATION REPORT and touch PRINT REPORT.
- Tear off report and file in this envelope.
- Touch the ADMIN button in the top right-hand portion of the screen.
- Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

- Touch the three bar menu option in the upper right-hand corner of the screen.
- Touch CHECK-IN TOTALS.
- Choose today's date from the drop-down menu.
- Touch the blue PRINT button on the upper left-hand portion of the screen.
- Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
- File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____
Ending Public Count: _____
Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

Number of Regular Ballots: _____
Number of Provisional Ballots: _____
Number of Spoiled Ballots: _____
Number of Leftover Ballot Cards: _____

AM Deputy Signature _____ PM Deputy Signature _____

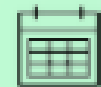
Processing Voters: Limited Ballot

Forms: Early Voting ONLY



Limited Ballot Information

You will be voting a Limited Ballot for the May 4, 2024 Joint Primary Election. This means that you are entitled to vote only on common races between Travis County and the previous county of residence.



Limited Ballot takes place during the Early Voting period, which is **April 22 – April 30, 2024**.

The hours are: **Monday – Saturday: 7am – 7pm***; **Sunday: 12pm – 6pm**.

*Limited Ballot will have extended hours (7am-10pm) on the last two days of Early Voting



The Limited Ballot location is **5501 Airport Blvd, Austin TX in the Elections Division**. There will be signage to direct you.



If you would like to research your eligibility, please call 512-854-4996.

Processing Voters: Similar Name

Passport Card (NONSCANNABLE)



Processing Voters: Similar Name

Forms:

Travis County VUID
8073789976

Voter's Similar Name Correction Request Form

Name as it Appears from VR Record:
Chewie Wookiee

Name as it Appears on ID:
Chewbacca Wookiee

Election: May 06, 2023 Joint General and Special Elections

Location: ED1864 - Austin Energy Headquarters

Date/Time: 2023-03-22 09:58

Signature:

File:

Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions
After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

- The Public count is located on the upper middle portion of the Ballot Scanner screen.
- The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

- Touch the TOOLS button in the top right-hand portion of the Ballot Scanner screen.
- Enter the Election Code and touch ACCEPT.
- Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
- Touch CONFIGURATION REPORT and touch PRINT REPORT.
- Tear off report and file in this envelope.
- Touch the ADMIN button in the top right-hand portion of the screen.
- Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

- Touch the three bar menu option in the upper right-hand corner of the screen.
- Touch CHECK-IN TOTALS.
- Choose today's date from the drop-down menu.
- Touch the blue PRINT button on the upper left-hand portion of the screen.
- Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
- File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

AM Deputy Signature _____ PM Deputy Signature _____

Processing Voters: List B Supporting Documents

BRING 1 OF THE 7 APPROVED FORMS OF ID WITH YOU TO THE POLLS.

LLEVE 1 DE LAS 7 IDENTIFICACIONES APROBADAS A LA CASILLA ELECTORAL.



Texas Driver License*
*Licencia de Conducir de Texas**



Texas Election ID Certificate*
*Certificado de Identificación Electoral de Texas**



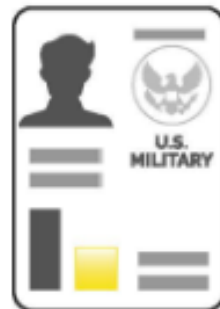
Texas Personal ID Card*
*Tarjeta de Identificación Personal de Texas**



Texas Handgun License*
*Licencia para Portar Armas de Fuego en Texas**



U.S. Citizenship Certificate with Photo
Certificado de Ciudadanía de EE. UU. con Fotografía



U.S. Military ID Card*
*Cedula de Identificación Militar de los EE. UU. con Fotografía**



U.S. Passport* (Book or Card)
Pasaporte de EE. UU. (Libro o Tarjeta)*

*For voters aged 18 - 69 years, photo ID can be expired for up to four years. For voters aged 70 and older, photo ID can be expired for any length of time if otherwise valid.

*Para votantes entre 18 y 69 años, la identificación con foto puede tener un vencimiento de hasta cuatro años. Para votantes de 70 años o más, su identificación con foto puede haber vencido por cualquier período de tiempo si lo demás sigue vigente.

DO NOT POSSESS AND CANNOT REASONABLY OBTAIN ONE OF THESE PHOTO IDS?

¿NO POSEE Y POR MOTIVOS RAZONABLES NO PUEDE OBTENER UNA DE ELLAS?

You can still vote. Simply fill out a Reasonable Impediment Declaration and show a copy of one of the following approved IDs:

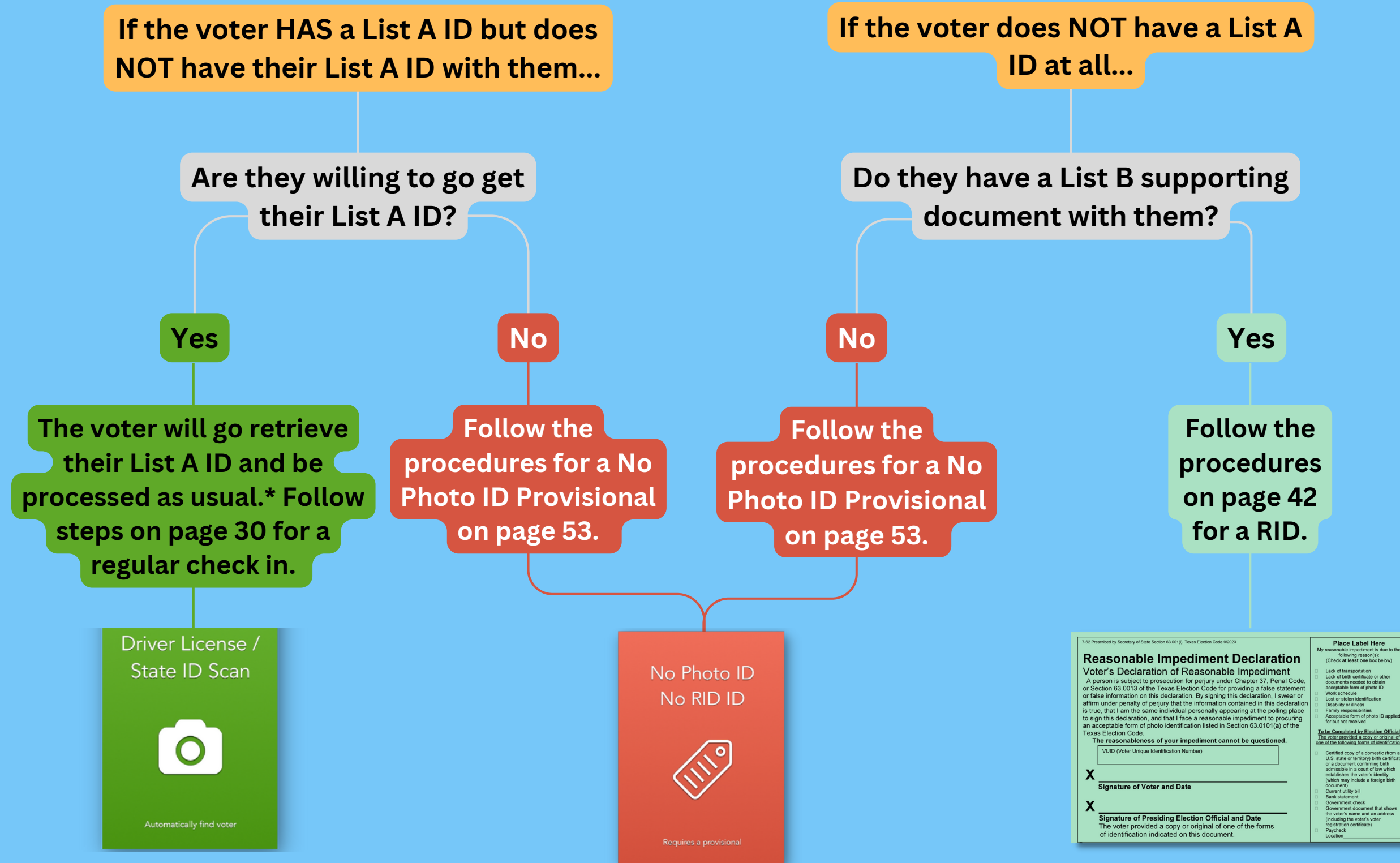
- Certified Domestic Birth Certificate or Court Admissible Birth Document
- Current Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government Document with your name and address, including your Voter Registration Certificate

Aún puede votar. Solo llene una Declaración de Impedimento Razonable y enseñe una copia u original de una de las siguientes identificaciones aprobadas:

- Acta de Nacimiento Nacional Certificada o documento admisible en en tribunal de justicia que confirma su identidad y nacimiento
- Factura Reciente de Servicios Públicos
- Estado de Cuenta Bancario
- Cheque del Gobierno
- Cheque de Pago
- Documento del gobierno con su nombre y domicilio, y su Certificado de Registro de Votante



Processing Voters: List B Supporting Documents



Processing Voters: Reasonable Impediment Documentation

California DL (List B - NONSCANNABLE)



Processing Voters: Reasonable Impediment Documentation

Forms:

File:

7-62 Approved by Secretary of State Section 63.001(i), Texas Election Code 9/2023

Reasonable Impediment Declaration

Voter's Declaration of Reasonable Impediment

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

The reasonableness of your impediment cannot be questioned.

Name: _____

VUID (Voter Unique Identification Number)

X _____
Signature of Voter

_____ Date

This section to be completed by Election Official.
Sworn and subscribed before me, this _____ day of _____, 20____.

X _____
Signature of Presiding Election Official

Place Label Here

My reasonable impediment is due to the following reason(s):
(Check at least one box below)

- Lack of transportation
- Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
- Work schedule
- Lost or stolen identification
- Disability or illness
- Family responsibilities
- Acceptable form of photo ID applied for but not received

To be Completed by Election Official
The voter provided a copy or original of one of the following forms of identification

- Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)
- Current utility bill
- Bank statement
- Government check
- Government document that shows the voter's name and an address (including the voter's voter registration certificate)
- Paycheck
Location _____
Date of Election _____

Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

- The Public count is located on the upper middle portion of the Ballot Scanner screen.
- The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

- Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.
- Enter the Election Code and touch ACCEPT.
- Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
- Touch CONFIGURATION REPORT and touch PRINT REPORT.
- Tear off report and file in this envelope.
- Touch the ADMIN button in the top right-hand portion of the screen.
- Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

- Touch the three bar menu option in the upper right-hand corner of the screen.
- Touch CHECK-IN TOTALS.
- Choose today's date from the drop-down menu.
- Touch the blue PRINT button on the upper left-hand portion of the screen.
- Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
- File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

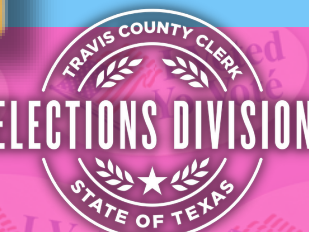
Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

_____ AM Deputy Signature _____ PM Deputy Signature



Processing Voters: Oath of Assistance/Interpreter

Forms:

7-63 Approved by Secretary of State Sections 64.0322 and 64.034, Texas Election Code 9/2023

Oath of Assistance

OATH OF PERSON ASSISTING VOTER: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted."

X _____
Signature of Assistant and Date

Oath of Interpreter

INTERPRETER'S OATH: "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter."

X _____
Signature of Interpreter and Date

The above oath was sworn and subscribed to before me this _____ day of _____, 20 ____.

X _____
Signature of Presiding Election Official

Date of Election _____

Polling Location _____

Printed Voter Assistant First Name _____

Printed Voter Assistant Last Name _____

Printed Voter Assistant Middle Name (If any) _____

Voter Assistant Residence Address
Street Address and Apartment Number _____

Voter Assistant Residence City, State, and Zip Code. If none, describe where Voter Assistant lives. (Do not include P.O. Box, Rural Route, or Business Address) _____

Relationship of Assistant to Voter _____

Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? Circle one:
YES NO

File:

Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

1. The Public count is located on the upper middle portion of the Ballot Scanner screen.
2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

1. Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.
2. Enter the Election Code and touch ACCEPT.
3. Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
4. Touch CONFIGURATION REPORT and touch PRINT REPORT.
5. Tear off report and file in this envelope.
6. Touch the ADMIN button in the top right-hand portion of the screen.
7. Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

1. Touch the three bar menu option in the upper right-hand corner of the screen.
2. Touch CHECK-IN TOTALS.
3. Choose today's date from the drop-down menu.
4. Touch the blue PRINT button on the upper left-hand portion of the screen.
5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
6. File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

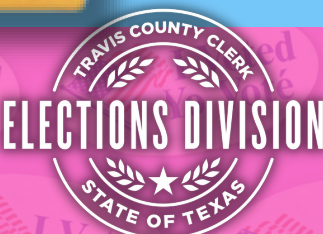
Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

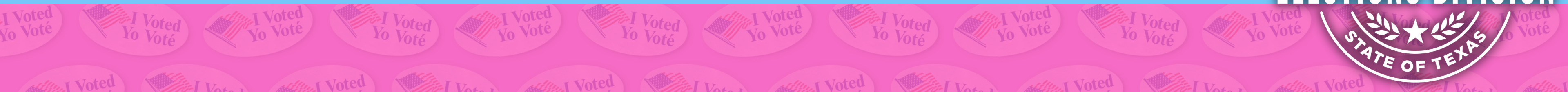
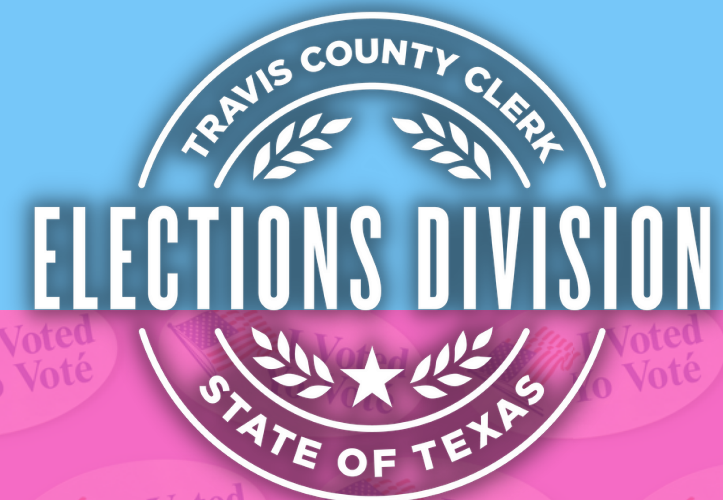
AM Deputy Signature _____ PM Deputy Signature _____





Break

We're on a break. Check the timer in the top right corner of the screen to see when we'll be returning.



Processing Voters: Ballot by Mail SURRENDER

Military ID (NONSCANNABLE)



Page 45-46 in your manual

Processing Voters: Ballot by Mail SURRENDER

Forms:

6-7 Prescribed by Secretary of State Sections 63.011, 84.032, 84.038 Texas Election Code 1/2022

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

To be Completed at an Early Voting or Election Day Polling Place

84.032 (d) Voter HAS Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	<p>Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.</p> <p><input checked="" type="checkbox"/> _____ Signature of Voter</p>
63.011 (a-1) Voter NOT HAVE Notice of Improper Delivery or Notice of Surrendered Ballot	<p>Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.</p> <p><input checked="" type="checkbox"/> _____ Signature of Voter</p>

Place Label Here

I, _____,
a qualified voter for the _____ Election to be held on ___/___/___ request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.

Signature of Voter

VUID (required)

File:

Election 17-0722 Envelope for Requests and Cancelled Ballots (17-03)
Prescribed by Secretary of State

Envelope for Requests and Cancelled Ballots
for the _____ Election held on _____, 20____
Election Precinct No. _____ County, Texas.

<small>7-64 Prescribed by Secretary of State Sections 66.026, 66.051(b), 84.032(d-1), 85.071 Texas Election Code 9/2023</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Type of Election</td> <td style="width: 50%;">Polling Location</td> </tr> <tr> <td>Date of Election</td> <td>Authority Conducting the Election Travis County Clerk Elections Division</td> </tr> </table>	Type of Election	Polling Location	Date of Election	Authority Conducting the Election Travis County Clerk Elections Division
Type of Election	Polling Location				
Date of Election	Authority Conducting the Election Travis County Clerk Elections Division				

REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.
Given under my hand, this _____ day of _____, 20____.

Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

Travis County General & Special Election
Elección General y Especial del Condado de Travis

November 2, 2021 Official Ballot 2 de noviembre, 2021 Boleta Oficial

101 B

Instructions: Please use a black or blue ink pen to mark your choices on the ballot. To vote for your choice in each contest, completely fill the oval (●) provided to the left of your choice.

Instrucciones: Por favor use una pluma de tinta negra o azul para marcar sus elecciones. Para votar por su elección en cada concurso, rellene completamente el óvalo (●) que se encuentra a la izquierda de su elección.

<p>Constitutional Amendment Election <i>Elección Sobre Enmiendas a la Constitución</i></p> <p>State of Texas Proposition 4 "The constitutional amendment changing the eligibility requirements for a justice of the supreme court, a judge of the court of criminal appeals, a justice of a court of appeals, and a judge of a court of original jurisdiction."</p>	<p>Constitutional Amendment Election <i>Elección Sobre Enmiendas a la Constitución</i></p> <p>State of Texas Proposition 8 "The constitutional amendment authorizing the legislature to provide for an exemption from ad valorem taxation of all or part of the market value of the residence homestead of a voter who is a member of the armed services of the United States, a member of the Texas National Guard, or a member of the Texas State Guard."</p>	
--	--	--

Official Witnessing Affidavit

TRAVIS COUNTY CLERK - ELECTIONS DIVISION
PO BOX 149325
AUSTIN, TX 78714-9325

OFFICIAL ELECTION MAIL
Approved by the U.S. Postal Service

This envelope contains blank EARLY VOTING OFFICIAL BALLOT and accompanying envelope.
Este sobre contiene en blanco BOLETA OFICIAL PARA VOTACION EN ADELANTADA y sobres de acompañamiento.

ENVELOPE FOR REQUESTS AND CANCELLED BALLOTS

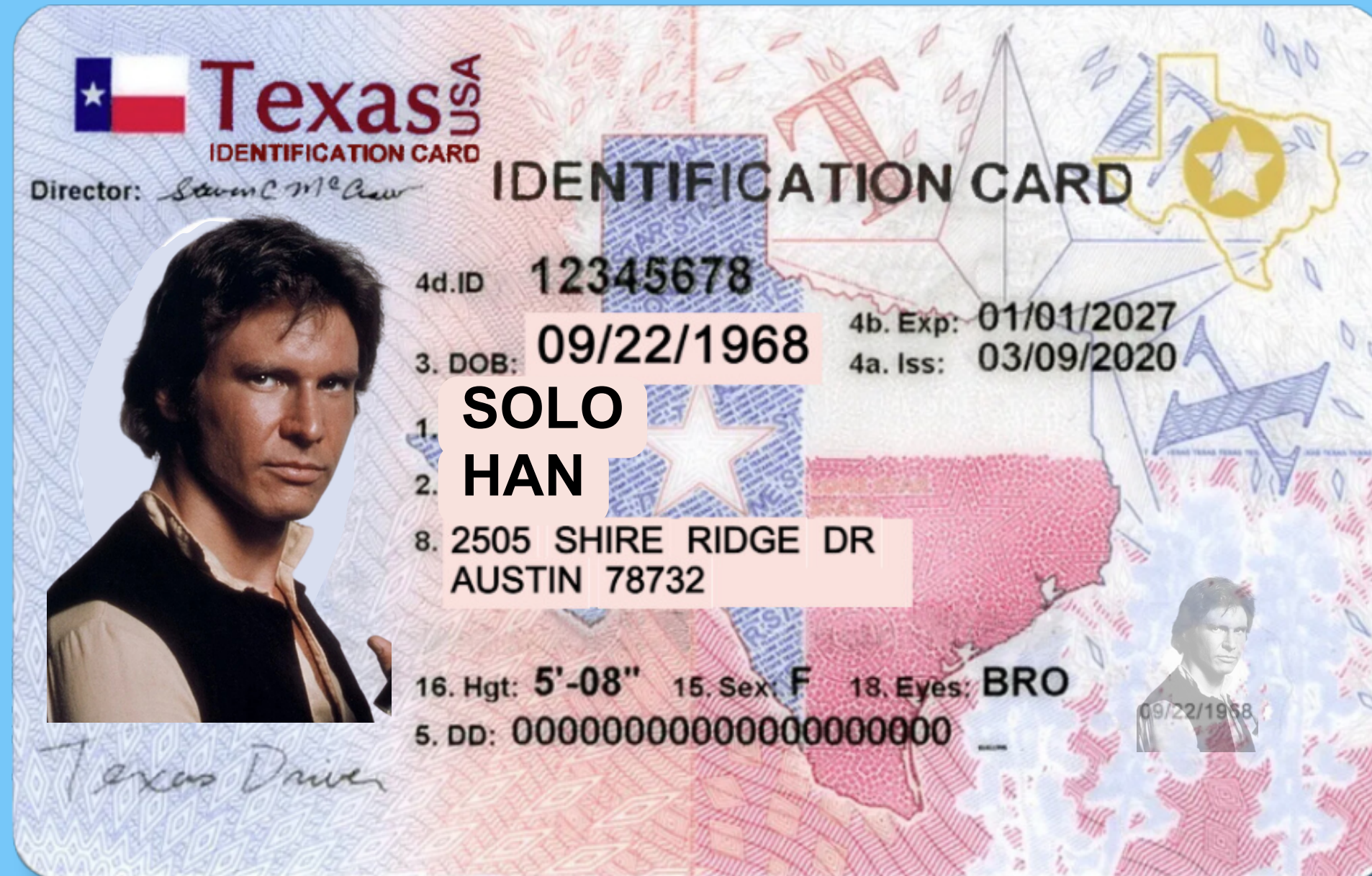
1. This envelope is used when a voter completes a request to cancel his/her mail ballot at the polling place on Election Day.
2. The election judge shall write "cancelled" on the returned ballot and place the request and ballot in this envelope.
3. If the request to cancel a ballot does not comply, the election judge writes denied on the request and places the request in this envelope.
4. Return this envelope to the Receiving Substation.

Page 45-46 in your manual



Processing Voters: Ballot by Mail **NOT SURRENDERING/PROVISIONAL**

Texas ID (SCANNABLE)



Processing Voters: Ballot by Mail NOT SURRENDERING/PROVISIONAL

Forms:

6-7 Prescribed by Secretary of State Sections 63.011, 84.032, 84.038 Texas Election Code 1/2022

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

To be Completed at an Early Voting or Election Day Polling Place

AS Mail Delivery of delivered ballot	Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.
--------------------------------------	--

Type of Election (Tipo de Elección)	Precinct No. (Núm. de Precinto)
Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)

Signature of Voter

Signature of Voter

Signature of Voter

VOID (required)

Place Label Here

I, _____, a qualified voter for the _____ Election to be held on ___/___/___ request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.

AW 9-6 Prescribed by Secretary of State Section 63.011, Texas Election Code 9/2023

List of Provisional Voters

1. Place Label Here	2. Place Label Here	3. Place Label Here
4. Place Label Here	5. Place Label Here	6. Place Label Here
7. Place Label Here	8. Place Label Here	9. Place Label Here

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: _____

Signature of Custodian receiving ballots from Presiding Judge: _____ Signature of Voter Registrar: _____

AW7-154, 9/09 Prescribed by Secretary of State Section 65.059, Texas Election Code

Notice to Provisional Voter

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information or if you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll free 1-800-252-VOTE(8683).

9-5, 9/2023 Prescribed by Secretary of State Sec. 63.011, Election Code

Affidavit of Provisional Voter Declaración Jurada de Votante Provisional

TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible unless I am convicted of an attempt, in which event it is a state jail felony.

PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y entiendo que es un delito grave de 2º grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal.

<input type="checkbox"/> TX Driver's License No. or Personal I.D. No (Issued by Dept. of Public Safety) Número de su licencia de conducir de Texas o de su Cédula de Identidad (expedida por el Departamento de Seguridad Pública de Texas)	<input type="checkbox"/> XXX-XX-XXXX Social Security No. (last 4 digits required if you do not have a driver's license or ID number) Número de Seguro Social (Si no tiene licencia de conducir ni identificación personal, se re llene los últimos números de su seguro social)
--	--

I have not been issued a TX Driver's License Number, TX Personal I.D. Number or a Social Security Number. **Yo no tengo una Licencia de Conducir de Texas, Cédula de Identidad Personal de Texas ni un Número de Seguro Social.**

Place Label Here

Last Name (include Suffix if any) / Apellido usual (Incluir sufixo si lo hay)

First Name / Su nombre de pila

Middle Name (if any) / Segundo nombre (si tiene)

Former Name / Nombre anterior

Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address) / Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluye el apartado de correos, camino rural, ni dirección comercial.)

Mailing Address: City, State, and Zip. If mail cannot be delivered to your residence address, / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregare correspondencia a su domicilio)

Date of Birth: Month, Day, Year / Fecha de nacimiento: mes, día, año

Gender (optional) / Sexo (Opcativo)

Male / Hombre Female / Mujer

Check appropriate box: Are You a United States Citizen? Marque el cuadro apropiado: ¿ Soy ciudadano de los Estados Unidos? Yes / Sí No / No

TO BE COMPLETED BY ELECTION JUDGE: Voter presented acceptable form of photo identification or a supporting form of identification and executed a Reasonable Impediment Declaration, or voter registration certificate with exemption. Yes No

1. Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter certificate with exemption.

2. Voter not on list of registered voters.

3. Voter not on list, registered in another precinct.

4. Voter on list of people who voted early by mail, and voter has not surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.

5. Voting after 7:00 p.m. due to court order.

6. Voter on list, but registered residence address outside the _____ political subdivision.

7. Registered at Department of Public Safety. When: _____ Where: _____

8. Other (please explain): _____

X _____
Signature of Voter (Firma del Volante)

Sworn and subscribed to before me this date: _____

X _____
Signature of Election Judge

File:

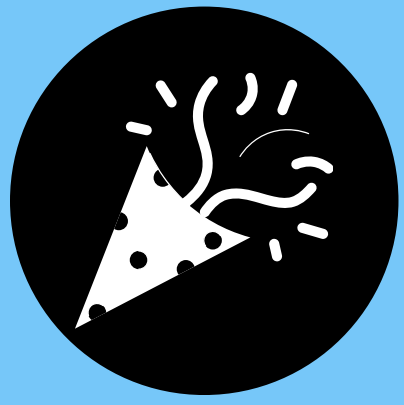




Closing the Polls

Ballot Scanner

- A Law Enforcement Officer will come to open the red padlock on the Main Compartment. The PM Deputy will unlock the Main Compartment and remove the Blue Ballot Bin. The PM Deputy and LEO will lock and seal the Blue Ballot Bin.
- The PM Deputy will put a NEW Blue Ballot Bin in the Main Compartment and open the flaps. The LEO will reinstall the red padlock on the Main Compartment door. The PM Deputy will lock the Main Compartment.
- The PM Deputy will print the reports, then seal the Ballot Scanner compartments using the seals provided in the Seal Assignment Envelope. Leave this used envelope in a location agreed upon with the AM Crew. Usually it is a good idea to leave it in the Forms Box!
- The LEO will take the Blue Ballot Bin, Blue Paperwork Transfer Bag, Red Emergency Ballot Bag, and Orange Provisional Ballot Bag (*see page 70*).



Early Voting Closeout

1. Green Results Bag
2. Blue Ballot Bin
3. Orange Provisional Ballot Bag
4. Clear Envelope Return Bag
 - a. Envelope for Requests of Cancelled Ballots
 - b. Spoiled Ballots Envelope
 - c. All unused Ballot Cards
 - d. Red Emergency Ballot Bag
 - e. Daily Balancing Envelope
 - f. Clear Timesheet Folder
 - g. Poll Watcher Envelope
 - h. Seal Assignment Envelope
5. Name Badges and Lanyards*
6. Security Keys and Location Keys*
7. Black Forms Box
8. Cell Phone

**AM deputies, make sure you leave these items at your polling location on the last day of EV!*

Refer to **page 73** for the checklist for Early Voting Closeout





Elections Training Center

Scan with your
smartphone
camera!



www.tinyurl.com/tctrainingcenter

