POLLING PLACE SUPPORT PROGRAM
NOVEMBER 5, 1996 - GENERAL ELECTION

D/P _____ - _____ POLLING PLACE _____ TIME ARRIVE: _____ DEPART: _____

POLLING PLACE

	YES	NO
Is the polling room arranged so that voters may easily perform voting activities?	☐	☐
Are at least two (2) Accessible Voting Booths set-up to maintain voting privacy?	☐	☐
Are all judges wearing name tags?	☐	☐

Are the following items clearly posted?

	YES	NO		YES	NO
Voter Assistance Poster	☐	☐	Handicapped Entrance Sign	☐	☐
Voter Instruction Poster (Sign)	☐	☐	Watch Your Step Sign	☐	☐
Child Over 5 Notice	☐	☐	Attorney General Instructions	☐	☐
Election Judge Recruiting Poster	☐	☐	Sample Ballot(s)	☐	☐
No Smoking Sign	☐	☐	Write-in Candidate List	☐	☐

CHIEF JUDGES (CHF)

	YES	NO
Do they appear to be friendly, helpful and knowledgeable?	☐	☐

Inactive Voting Procedure - Did CHF

	YES	NO
1. Ask Voter to verify all printed information on Voter Authority Card (VAC)?	☐	☐
2. Ask Voter to correct erroneous information on the VAC?	☐	☐
3. Ask Voter to read the Affidavit on back and sign if eligible to do so?	☐	☐
4. Mark a "V" to the left of the Voter's name on the Inactive Register?	☐	☐
5. Hand completed VAC to Voter?	☐	☐
6. Accompany Inactive Voter to Check-in Table?	☐	☐

Issuance of a Temporary Certificate of Registration - Did CHF

	YES	NO
7. Ask Voter for identification?	☐	☐
8. Contact SOE by phone to obtain authorization?	☐	☐

Voter Assistance - Did CHF

	YES	NO
9. Require completion of Affidavit of Voter Needing Assistance?	☐	☐
10. If assistance was given by judges did both judges assist?	☐	☐

CHECK-IN JUDGES (CIN)

	YES	NO
Do they appear to be friendly, helpful and knowledgeable?	☐	☐

Check-in Procedure - Did CIN

	YES	NO
1. Ask the Voter's name?	☐	☐
2. Locate the VAC?	☐	☐
3. Ask Voter for his/her address while looking at VAC?	☐	☐
4. Follow this procedure in the exact order as listed above?	☐	☐
5. Ask the Voter to verify information printed on the VAC; make corrections if necessary?	☐	☐
6. Remind the Voter to sign the VAC?	☐	☐
7. Mark a "V" to the left of the Voter's name in the Precinct Register?	☐	☐
8. Initial and enter the Ballot Stub Number on the VAC?	☐	☐
9. If Inactive Voter appeared did CIN refer voter to Chief Judge?	☐	☐

BALLOT BOX JUDGES - (BBX)

	YES	NO
Do they appear to be friendly, helpful and knowledgeable?	☐	☐

Ballot Box Procedure

Before accepting the Ballot from Voter did BBX ask these or similar questions?

	YES	NO
1. Have you voted/punched all the contests on both sides of all cards?	☐	☐
2. Are your Ballot Stubs sticking up out of the holder?	☐	☐

For each Voter did BBX

	YES	NO
3. Check the Ballot Stubs to make sure the Voter returned all Ballot Cards in the set?	☐	☐

Check the VAC to make sure

	YES	NO
4. Written Ballot Stub Number on VAC matches the printed number on all Ballot Stubs?	☐	☐
5. The Check-in Judge initialed the VAC?	☐	☐
6. The Voter signed the VAC?	☐	☐
7. Did BBX receive from the Voter a voted Ballot in the black Ballot Holder?	☐	☐
8. Carefully remove Stubs from Ballot?	☐	☐
9. Return Ballot Stubs to Voter?	☐	☐
10. Was voted Ballot deposited in Ballot Box directly from black Ballot Holder?	☐	☐
11. Was voter secrecy preserved by BBX at all times?	☐	☐

NOTE: *IF ANSWER TO ANY SHADED QUESTION IS NO, REPORT TO CHIEF JUDGE, ISSUE CORRECT CAUTION CARD, AND NOTE INFORMATION ON THE BACK OF THIS FORM. WHEN YOU HAVE COMPLETED THIS FORM, REMEMBER TO PLACE COMPLETED FORM IN THE ASSIGNED ENVELOPE, LEAVE ENVELOPE UNSEALED AND ASK THE CHIEF JUDGE TO PLACE IT IN THE DOCUMENT JACKET.*

(USE BACK FOR FURTHER COMMENTS)

ADMINST:A:\ELDAYREP.FOR