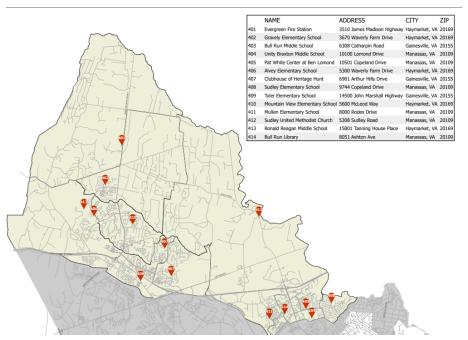
February 21, 2023. Special Election in the Gainesville District

Election Officer

Training

Gainesville District

Precinct Lines



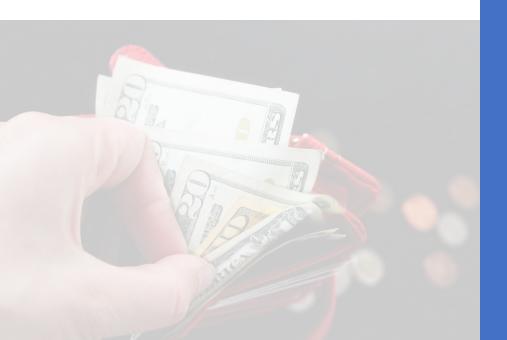
Introductions

General Information



Election Day: February 21. 2023 Gainesville District Open to: Voters Work hours: 5:00 am - ~8:30 pm Be On Time Voting Hours: 6:00 am - 7:00 pm Schools: In session Unavailable Monday Setup: **Chief Officer** Officer in Charge:

Officer Pay



Election Day

\$175Election Officer\$200Assistant Chief

\$225

Chief

\$25 Extra for picking up anddropping off supplies (CO/AO)2 People mandatory for drop-off

\$25 Extra for riding with CO to drop off supplies

Supply Pick-up at the Warehouse

CO Supply Pick-up Schedule Feb-2023

Thu	0.00 1.00
16	9:00 am - 4:00 pm
Fri	0.00 1.00
17	9:00 am - 4:00 pm
Sat	
18	9:00 am - 2:00 pm

Supply Drop Off at the Main Office



Sample Ballot

Sample Ballot

Commonwealth of Virginia, Official Ballot Estado de Virginia, Papeleta Oficial Prince William County Condado de Prince William Special Election Elección Especial Tuesday, February 21, 2023 Martes, Febrero 21, 2023 Page 1 of 2 Página 1 de 2 Instructions Begin voting here Comience a votar aqui Instrucciones To vote for a candidate, fill in the box next Member 4 to the name, like this **Board of Supervisors - Gainesville** To write in a qualified candidate who is For unexpired term to end not already on the ballot, fill in the box December 31, 2023 like this **1**, and write in the name of the Miembro person on the dotted line. If you want to change a vote or if you Junta de Supervisores - Gainesville have made a mistake, ask an election Para mandato no vencido hasta worker for another ballot. If you make Diciembre 31, 2023 marks on the ballot besides filling in the Vote for only one box, your vote may not be counted. te solo por uno Para votar por un candidato, llene la casilla al Kerensa G. Sumers lado del nombre, asi Robert B. "Bob" Weir Para votar por un candidato calificado que Б no esté en la papeleta, llene la casilla asi y escriba el nombre del candidato en la Write-in Por escrito linea de puntos. Si desea cambiar un voto o si ha realizado un error, pídale otra papeleta a un trabajador electoral. Si usted hace marcas en la papeleta además de llenar la casilla, es posible que su voto no se cu

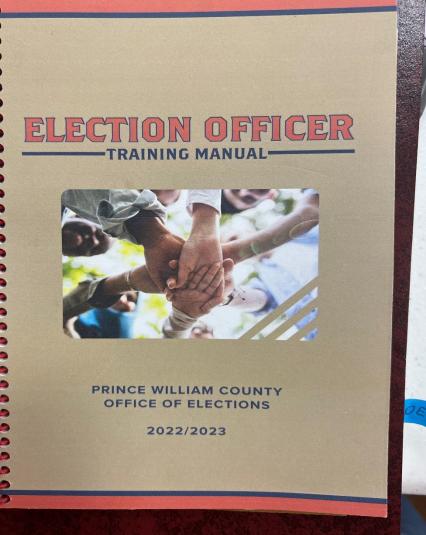
Member PWC Board of County Supervisors, Gainesville District

Read Both Sides of the Ballot / Leer ambos lados de la papaleta

Today's Training

Topics Covered

- Manual Updates
- What's New
- Forms
- Scenarios
- Closing The Polls
- Questions



Election Day Preparation

- Changes to the Manual
- Review the Election Officer
 Manual
- Manual without changes is available at EOPWC.COM

Important Manual Changes

There is a handout that lists all changes.

- Only the paper Provisional Log.
- Only one poll watcher per party between 5 am 6 am.
- Hang one signed copy of zero tape on wall near machine.
- Pollbook Check-in Procedure.
- Driver Privilege Card.



Driver Privilege cards are expressly excluded from the list of acceptable forms of identification.

DRIVER PRIVILEGE CARD

To identify this type of license, you must see ALL of the following - (1) "Federal Limits Apply" in the top right corner, (2) "9" listed under Restrictions in the bottom middle of the license, and (3) on the back under Restrictions the words "LIMITED DURATION."

Ask voter for another ID from the acceptable list. Otherwise, they can use the ID Confirmation Statement. If the voter is on the pollbook, they will vote on the machine.

What's New

- Paper Pollbooks Good job on using the paper pollbooks. Didn't expect it.
- Statement of Results (SOR)
 Part F Don't write passwords
- Don't pull wires from Merlin
- Pollbooks Ensure the numbers increase when you check voter in.
- Pollbooks When you check a voter in RED means "ready to vote."

What's New

- Pollbooks Chief, if you spoil a ballot for a voter who tells one of the Officers "I don't want to vote," <u>uncheck</u> them on the pollbook.
- Pollbooks If you are having sync issues only use one Pollbook and call HQ.
- Fled Voter If you discover an unattended ballot in the precinct, spoil the ballot and make SOR Part F entry.

What's New

- Affirmation of Eligibility Why do we use it? Not for SDR
- Affirmation of Eligibility If it is completed, the voter WILL vote on the machine.
- Same-Day Registration Voter not on Pollbook in your precinct. Voter has moved into your precinct. If unsure, call the Office at 703.792.6470.

Questions?

Election Forms



* VIRGINIA * DEPARTMENT of ELECTIONS Commonwealth of Virginia ASISTENCIA PARA VOTAR § 24.2-649 del Código de Virginia

Warning: Intentionally making a materially false statement or entry on this form shall constitute the crime of election fraud, which is punishable under Virginia law as a Class 5 felony. Violators may be sentenced to up to 10 years in prison, or up to 12 months in ail and/or fined up to \$2500.

OFFICER OF ELECTION

Precinct #/name: 401 Evergreen

A. REQUEST OF VOTER

I hereby affirm, subject to penalty of law, that I require assistance to vote my ballot by reason of either blindness, physical disability, or inability to read or write, or I need the ballot translated into another language.

I request that the person signing the agreement below in Section B enter the voting booth or voting machine enclosure to assist me or to vote my ballot in accordance with my instructions.

Signature of voter: Blind Voter

Tomothy Sample Printed name:

B. AGREEMENT OF ASSISTAN

I hereby affirm, subject to penalty of law, that:

- I will vote this voter's ballot as the voter instructs.
- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.
- I am not serving in this polling place today as an authorized representative of a political party or candidate or as a neutral observer authorized by the electoral board. (See § 24.2-604 for additional information)
- I am not the voter's employer or agent of that employer, or an officer or agent of the voter's union. (This provision does NOT apply if the voter is blind.)

Signature of assistant: Mulligum	Printed name: Brittany	Mulligan
Residence address: 9250 Lee Avenue, Suitel	City/state: Manassas, VA	zip: 20110
Required	Required	Required

C. IF VOTER ASKS OFFICER TO TRANSLATE BALLOT (AS ASSISTANT)

See § 24.2-649(C) for additional information. Any party or candidate interpreter must sign below before observing. (Attach additional forms if necessary.)

I hereby affirm, subject to penalty of law, that:

- I will not solicit or attempt to influence how the voter votes.
- I will not disclose or indicate how the voter votes on any office or question.

Signature:	_Printed name:	Representing:
Signature:	Printed name:	Representing:

INSTRUCTIONS IF VOTER IS UNABLE TO SIGN OR MAKE THEIR MARK:

For a voter who is blind, the Officer of Election must:

- B Write on the Signature of Voter line (Section A), "blind voter" (A blind voter is NOT required to sign or make their mark);
- Print the voter's name on the line below the signature line (Section A); and
- Have the assistant sign and complete Section B.

For a voter who is otherwise unable to sign, the assistant must:

- Write on the Signature of Voter line (Section A): "voter unable to sign";
- Print the voter's name on the line below the signature line (Section A); and
- Sign and complete Section B.

ELECT-649

Rev. 08/2016



-	_	_	-	^
		1	7	
	v	7		

SBE-651

* VIRGINIA *

DEPARTMENT of ELECTIONS

AFFIRMATION OF ELIGIBILITY §§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-652 of the Code of Virginia

SECTION A - OFFICER OF ELECTION MUST COMPLE	TE
ENTER PRECINCT NUMBER, NAME AND DATE. CHECK BOX THAT APPLIES. HAVE VOTER READ AFFIRMATION OF VOTER BELOW [OR READ. HAVE VOTER READ AFFIRMATION OF VOTER BELOW [OR READ. HAVE VOTER SIGN AND PRINT HIS/HER FULL NAME – BEFORE VC PLACE FORM IN ENCLOPE #8. PRECINCT NO./NAME : <u>400 EVER SUBJECT</u> IF VOTER HAS NO I.D., VOTER MUST COMPLETE A PROVIS A. UVTER'S NAME OM MARKED WITH "?" ON POLLBOOK AND VOTE B. UVTER'S NAME OM MARKED WITH "?" ON POLLBOOK AND VOTE B. UVTER'S NAME OM OLLBOOK BUT VOTER IS CHALLENGED	CONG. DIST.: DATE: 2/2/2/23 SIONAL BALLOT. ER'S NAME OR ADDRESS HAS NOT CHANGED. VAR AUTHORIZES OFFICER TO ADD NAME.
SIGNS STATEMENT BELOW Statement of Challenger "I do hereby state, subject to penalties for hindering, intimidating	g, or interfering with a qualified voter pursuant to 6.24.2-607 that
I am a qualified voter of this Commonwealth or an officer of electoelief, is not a quatthe following reasons that is applicable):	tion and that, to the best of my knowledge, information, and alified voter of this precinct by reason of (please check each of
 1. The named person is not a citizen of the United States; 2. The named person is not now 18 years of age or, in the catelection held on a date other that a general election date, vigeneral election; 3. The named person is not a resident of the Commonwealth Commonwealth within the preceding 30 days, he is attemp electors of President and Vice President of the United State; 4. The named person is not a resident of this precinct (or he fashing of the second preceding gameral federal election and he county or city and this congressional district); 5. The named person is not a resident of the town in the case 6. The named person has been disqualified from voting by the Commonwealth and this disqualification has not been remed? 7. The named person has voted in this election at this or anot named person previously voted in this election: * must cast a provisional bailot if pollbook indicates person Signature of Challenger: 	will not reach the age of 18 before the next (or, if he has not been a resident of the obling to vote for an office or issue other than (se); has not been a resident of this precinct as not continued to be a resident of this et of a tewn election; e Constitution and laws of the oved by proper authority; s himself to be;or her voting place (state when and where the alkeedy voted),"
	Daytime Telephone Number:
Ge. The named person has been disqualified from voting by the Commonwealth and this disqualification has not been rem T. The named person is not the identical person he represents B. The named person has voted in this election: this or anot named person previously voted in this election:	e Constitution and laws of the oved by proper authority; shimself to be or her voting place (state when and where the already voted)."



* VIRGINIA * DEPARTMENT of ELECTIONS

COMMONWEALTH OF VIRGINIA AFFIRMATION OF ELIGIBILITY §§ 24.2-428.2, 24.2-643, 24.2-651, and 24.2-

652 of the Code of Virginia

	DTER MUST PROVIDE ALL THE INFORMATION BELOW AND SIGN. DTER WHO REFUSES TO COMPLETE FORM AS REQUIRED, MAY NOT VOTE.
DO H	HEREBY STATE, SUBJECT TO FELONY PENALTIES FOR MAKING FALSE STATEMENTS PURSUANT TO
	2-1016,
•	THAT I AM A CITIZEN OF THE UNITED STATES,
•	THAT I AM AT LEAST 18 YEARS OF AGE (OR WILL BE ON THE DAY OF,),
•	THAT I AM A RESIDENT OF THE COMMONWEALTH OF VIRGINIA
	 (OR THAT I HAVE BEEN A RESIDENT OF THIS COMMONWEALTH WITHIN THE PRECEDING 30 DAYS AND
	AM VOTING ONLY FOR ELECTORS OF PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES),
•	AND THAT ACCORDING TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, I AM NOT DISQUALIFIED
	FROM VOTING BY THE CONSTITUTION AND LAWS OF THIS COMMONWEALTH; THAT MY FULL NAME IS LEONARD MICHAEL SAMPLE
•	THAT MY FULL NAME IS CONTACT PULL DATE OF THIS PRECINCT;
•	THAT IN SUCH NAME I WAS DULY REGISTERED AS A VOTER OF THIS PRECINCT, THAT I AM NOW OR AT SOME TIME SINCE THE LAST NOVEMBER GENERAL ELECTION HAVE BEEN AN ACTUAL
•	RESIDENT OF THIS PRECINCT;
	 OR THAT I HAVE BEEN AN ACTUAL RESIDENT OF THIS PRECINCT AT SOME TIME SINCE THE SECOND
	PRECEDING GENERAL FEDERAL ELECTION AND HAVE BEEN AND CONTINUE TO BE A RESIDENT OF THIS
	COUNTY OR CITY AND THIS CONGRESSIONAL DISTRICT;
	IF I AM VOTING IN A TOWN ELECTION TODAY, THAT I AM CURRENTLY A RESIDENT OF THAT TOWN;
	THAT I AM THE IDENTICAL PERSON I REPRESENT MYSELF TO BE;
	AND THAT I HAVE NOT VOTED IN THIS ELECTION AT THIS OR ANY VOTING PLACE AND WILL NOT VOTE IN THIS
	ELECTION AT ANY OTHER VOTING PLACE."
	 must cast a provisional ballot if pollbook indicates person already voted
OTER S	MONATURE: Journale
PRINTED	VOTER NAME: LEONARD Michael Sample
AST 4 D	DIGITS OF SOCIAL SECURITY NUMBER: 0400
ATE OF	BIRTH: 01/01/98/
	RESIDENCE ADDRESS: 4170 Misty Ridge Drive
	1) when arrise 1/2 October
CITY/TO	WN/STATE/ZIP: HayIIIaILCI, VA HOLEY
AILING	ADDRESS IF DIFFERENT: N/A
town	YEAR MOVED: NOV. 2019
	742 700 64170
	TELEPHONE NUMBER: 103-192-0970
PRIVA	cy NOTICE: Section 24.2-651 of the Code of Virginia requires the person whose eligibility to vote is challenged to sign a
statut	cr Nonce: Section 24.2-b51 of the Loade of Virginia requires the person whose enguing to your a characterize to bar a ory statement. If you do not complete this statement, you will not be allowed to vote in this election. Your completed form may ovided to government officials and third parties for election related purposes.
be pro	ovided to government officials and third parties for election related purposes.

SBE-651

07/2014



07/2014

/irginia Voter Registration /	Application		Use blue or black ink
Starred (*) items are required. If you do not complete all of	the items that are marked with *, your application	on may be denied (See instructio	ons on reverse side).
* JYES DNO * I am a citizen of the United States of America.	34-5678 *Date of birth	0.1,2005	Gender F
· *Last name Sample			IV (Circle if applicable)
*First name Anne	* N	liddle name Elizab	eth None
* Residence address (May not be a P.O. Box) 9250) Lee Avenue		Apt # 1
* City/Town Manassas			* ZIP 2010
E-mail		Phone 703-70	12-6470
* Have you ever been convicted of a felony <u>or</u> judged mentally incapacitated and disqualified t	o vote? □YES ਈ NO If YES, has	your right to vote been restor	ed? □YES □NO
I am an active-duty uniformed services member,	spouse or dependent: or an overseas citiz	en.	
I am providing a mailing address (<i>below</i>) because I am providing a Virginia P.O. Box (<i>below</i>) to prote	my residence address is not serviced by t	he U.S. Postal Service <u>or</u> I ar	
Been granted a court issued protective order. In fear for personal safety from being threatene A participant in the Virginia Attorney General's <i>I</i> Been approved to be a foster parent. My mailing address (Complete only if you have checked	Address Confidentiality Program.		
I am currently registered to vote in another state: I am interested in being an Officer of Election (po		invention.	
AFFIRMATION: I swear/affirm, under felony penal on this form is true. I authorize the cancellation of	ty for making willfully false material state	ements or entries, that the i	nformation provided
• Signature A Sumple		Today's date:	
Article II, § 2 of the Constitution of Virginia, individual	s with physical disabilities are not required to	sign the application for voter	egistrations.
* Virginia Voter Registration Application	Receint		-8
The application collector must submit your completed application within 10 days or by the deadline to register for the next election, whichever comes first. You can check your voter registration status online at www.elections.wirginia.gav/registration.		Date applic	ation received
If you do not receive confirmation of your voter registration status within 30 days, contact your local voter registrar or the Virginia Department of Elections.	Name, phone and e-mail of office, group or is receiving application	ndividual Thank yo to vote in	
			VA-NVRA-1 07/202

Provisional Ballot Log Precinct: 401 Election Date: 2-21-23 Election Type: Special Locality: Prince William County What to do at the end of the day Enter the total number of Provisional Vote envelopes for each reason code.

			Totals
Voter's name IS NOT on	1	is a resident of the precinct, or has been since the November general election last year	
pollbook. Voter:	2	has been a resident of the precinct for the last 2 federal elections, is now a resident of the county or city, and current residence is in the same congressional district as this precinct	
Voter's name IS	3	is voting after normal poll closing time due to court order	
on the pollbook, and voter:	4	applied for an absentee ballot, but does not have the ballot	1
and voter:	5	is shown in the pollbook as already having voted	
	6	Other (any reason not captured in the other codes, including Same Day Registration)	1
	No ID	voter did not show required ID	

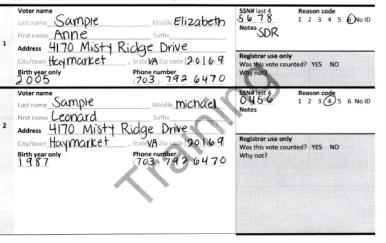
Return in Envelope 8

of

Page

What to do during the day

Copy information from the Provisional Vote envelopes below



GREEN & WHITE APPLS. ENVELOPE #8

Commonwealth of Virginia

Place in Envelope #8

ID Confirmation Statement/Declaración de Confirmación de Identificación - § 24.2-643 of the Code of Virginia

Officer of Election: A

B

Precinct No./Name: 401 Evergreen Date: 2/2/23 O of E Initials: B

Affirmation of Voter/Afirmación del votante:

If you do not complete this statement or show acceptable ID, you will be required to vote a provisional ballot in this election.

Si no completa esta declaración o no muestra una identificación aceptable, se le pedirá que vote con una papeleta provisional en esta elección.

Subject to penalty of law, I do hereby affirm that I am the identical person I represent myself to be. Sujeto a sanción legal, por la presente afirmo que soy la misma persona que represento ser Signature of voter/Firma del votante: Date/Fecha:

Printed name of voter/Nombre del votantes

Birth Year (optional) Año de nacimiento (opcional)

Last 4 digits of Social Security # (optional) últimos cuatro dígitos de seguro social (opcional)

WARNING: Making a materially false statement on this form constitutes the crime of election fraud, which is punishable under Virginia law as a felony. Violators may be sentenced to up to 10 years in prison and/or fined up to \$2,500. §24.2-1016 ADVERTENCIA: Hacer una declaración materialmente falsa en este formulario constituye un delito de fraude electoral, que es punible según la lev de Virginia como un delito grave. Los infractores pueden recibir sentencias de hasta 10 años de prisión v/o multas de hasta \$2,500. §24.2-1016

ELECT-643ID (ENG/SPA) 8/2020

ELECTION DAY SCENARIOS

Voter States & Tags

These appear on the Pollbook. They are there to guide you.

February 2023 Voter States & Tags

Voter State	Tag	Description
	Ready for Check-in	Proceed with check-in.
	ABU	AB Unmarked This voter returned an unmarked absentee ballot.
	?	Address Confirmation - Voter is marked for address confirmation. If address matches pollbook, proceed with regular check-in. If it doesn't match, refer to move rules chart.
	ABM	AB Marked - This voter returned a marked AB ballot.
	ABOM	AB On Machine - This voter's ballot has already been processed by the Central Absentee Precinct.
	ABPP	AB Pre-processed - This voter's ballot has already been processed by the Central Absentee Precinct.
DO NOT OVERRIDE	SDR	This voter is marked Same-Day Registration.
	ABF	AB FWAB - This voter submitted a federal write-in absentee ballot.
	Wrong Precinct	Voter is at the wrong precinct.
	V	This voter has voted. *This voter was checked in at your precinct.
	ABI	AB Issued - A ballot was mailed to this voter. If voter does not have ballot, they may only proceed provisionally (reason 4).
	?	Inactive Voter - This voter is inactive. * If Voter <u>has not</u> moved, complete Affirmation of Eligibility form and voter may vote on machine. If voter <u>has</u> moved, follow move rules sheet.
	พิล	Suffix (Jr., Sr.) Tag Verify year of birth if voter has this tag.

Questions?

CLOSING PAPERWORK

Scenario #13

Use Pollbook to Complete Pollbook Summary

Scenario #14

Complete TallyPoint using Pollbook Summary and Tally Tape

Chiefs will be given iPhone for TallyPoint entries.

TallyPoint - Tallypoint			🕶 ପ୍ 🏩		-
	TallyPoint Prince William County, 2023 February Special		Lo	jout	
	Gainesville, Evergreen		Precinct Read	У 🗆	
		Election Closed			
		This election has now closed. No more results can be entered.			

fallyPoint - Tallypoint			ন্দ ত্			:
	FallyPoint tince William County. 2023 February Special			Log	jout	
C	Gainesville, Evergreen		Precino <u>Messag</u>		V 🗆	5
		Election is running				
		Once your precinct is ready, you will be able to update the results for this election.				
		This precinct is ready >				

iainesville, Evergreen			Precinct Rea <u>Messages</u>	dy 🛛
	Election is running			
	Update Turnout	Provisional Voter		
	Curbside Voter			

Gainesville, Evergreen

Election is running
Update Turnout
Current Turnout: 0 (0%)
Save
Cancel

Tally Point #5

Election is running	
Curbside Voter	
Save Cancel	

Election closed, accepting results

Update Turnout	Provisional Voter
<u>Curbside Voter</u>	Enter Results

Gainesville District	Member Board of Supervisors		
			0 votes, 0% of the precinct turnout
Party	Candidate	Votes	[cancel]
	Kerensa G. Sumers	0	
	Robert B. "Bob" Weir	0	
	Write In	0	
	Under Votes	0	
	Over Votes	0	
		Save	

Scenario #15

Complete Statement of Results

Scenario #16 COs & AOs

End-of-Night Envelopes



electionofficer@pwcgov.org

Thank You

Questions?