

# Paperwork Scenario

This paper tells the story of a precinct on election day. Use the information on this page and the tapes on the next page to fill out:

- Ballot Record Report
- Provisional Ballot Record Report
- 1 Copy of the Statement of Results

**6 AM: The precinct opens. You were supplied with a total of 1 pack of provisional ballots and 17 packs of regular ballots- 16 packs in the equipment cage, and 1 pack in the Chief's bag. Two packs of regular ballots are opened and counted. Both packs contain 100 ballots. 1 pack of provisional ballots is opened. The pack also contains 100 ballots. You were given two scanners and open both scanners to use throughout the day.**

## **6-7 AM**

- 12 SDRs are issued
- 8 Absentee Ballot Provisionals are issued
- A voter abandons a ballot in the voting booth
- 2 voters spoil their ballots and are issued another
- 1 voter trades in their mail ballot to vote in person
- The campaigners outside cross the 40 foot line repeatedly and have to be dealt with

## **7-10 AM**

- A third pack of ballots is opened and only contains 99 ballots
- A fourth pack of ballots is opened and contains 100 ballots
- 6 SDRs are issued
- 7 Absentee ballot provisionals are issued
- 1 voter spoils their ballot and is issued a replacement
- A check-in officer has a sneezing fit and has to swap with another officer mid-check in to get a tissue
- 1 voter votes using the ballot marking device

## **10 AM-1 PM**

- A fifth and sixth pack of ballots are opened, each containing 100 ballots
- 14 SDRs are issued
- 7 Absentee ballot provisionals are issued
- 3 voters trade in their mail ballots to vote in person
- 1 voter uses the ballot marking device to vote a President Only ballot
- At a slow moment around 11 AM you fill out the voter turnout form and realize your number of check-ins is one lower than it should be.

**(Continue on reverse)**

#### **1-4 PM**

- Seventh, eighth, and ninth packs of ballots are opened, all containing 100 ballots.
- 13 SDRs are issued
- 2 Absentee ballot provisionals are issued.
- 1 provisional voter spoils a ballot and is issued another
- 1 provisional voter votes using the ballot marking device

#### **4-7 PM**

- Ballot packs 10, 11, 12, and 13 are opened and contain 100 ballots
- 18 SDRs are issued
- 8 absentee ballot provisionals are issued
- 1 voter abandons their ballot
- 3 voters spoil their ballot

#### **Closing:**

**At closing, your poll books are showing a total of 1281 check-ins and 95 provisional check-ins. There are 5 unused provisional ballots as well as 4 unopened packs and 14 loose unused regular ballots.**

# Sample Summary Tapes

Election Summary	
Precinct	
County of Arlington	
General and Special Elections	
Tuesday, November 5, 2024	
Election Date:	Tue Nov 05, 2024
Report Printed:	Tue Nov 5, 2024 07:01:00 PM EDT
Software Version:	
OS Version:	
Machine Name: UVSO2100	
Election ID:	125
Election Version:	672.3.8
Public Count:	879
Protective Count:	5041
Open Poll:	Tue Nov 05, 2024
Close Pol:	Tue Nov 05, 2024
Pages Cast	879
Writein Pages	97
President of the United States	
Vote for only one	Total: 879
Harris-Walz (D)	523
Trump-Vance (R)	260
Stein-Ware (G)	16
Oliver_Ter Maat (L)	12
De la Cruz-Garcia (I)	5
West/Abdullah (I)	8
WRITEINS	54
Undervote	1
Overvote	0
US Senate	
Vote for only one	Total: 878
Timothy M. Kaine (D)	498
Hung Cao (R)	218
WRITEINS	0
Undervote	2
Overvote	0

US House of Representatives	
Vote for only one	Total: 878
Donald S. Beyer, Jr.	441
Jerry. W. Torres	215
David R. Kennedy	8
Bentley F. Hensel	12
WRITEINS	10
Undervote	192
Overvote	0
Member School Board-2	
Vote for not more than two	Total: 1756
James Vell Rives IV	199
Paul C. Weiss	66
Zuraya Tapia-Hadley	236
Kathleen A. Clark	280
WRITEINS	137
Undervote	838
Overvote	0
Member, County Board (RCV-1 Candidate) (1/3)	
One candidate will be elected.	
Rank candidates in the order of your choice. Mark no more than 1 oval in each column.	
	Total: 878
Julius D. "JD" Spain Sr. (NP)	123
Juan C. Fierro (NP)	156
Madison F. Granger	214
Audrey R. Clement	87
WRITEINS	9
Undervote	289
Overvote	0
Member, County Board (RCV-1 Candidate) (2/3)	
.....	Total: 14
Undervote	489
Overvote	0
Member, County Board (RCV-1 Candidate) (3/3)	
....	Total: 14
Undervote	566
Overvote	0

Constitutional Amendment	
Vote for only one	Total: 878
YES	345
NO	267
Undervote	266
Overvote	0
Metro and Transportation	
Vote for only one	Total: 878
YES	412
NO	213
Undervote	253
Overvote	0
Local Parks and Recreation	
Vote for only one	Total: 878
YES	310
NO	245
Undervote	323
Overvote	0
Community Infrastructure	
Vote for only one	Total: 878
YES	401
NO	250
Undervote	227
Overvote	0
Utilities	
Vote for only one	Total: 878
YES	360
NO	290
Undervote	228
Overvote	0
Arlington Public Schools	
Vote for only one	Total: 878
YES	215
NO	305
Undervote	358
Overvote	0
Signatures	

# Sample Summary Tapes

Election Summary	
Precinct	
County of Arlington	
General and Special Elections	
Tuesday, November 5, 2024	
Election Date:	Tue Nov 05, 2024
Report Printed:	Tue Nov 5, 2024 07:01:00 PM EDT
Software Version:	
OS Version:	
Machine Name: UVSO2100	
Election ID:	125
Election Version:	672.3.8
Public Count:	401
Protective Count:	4321
Open Poll:	Tue Nov 05, 2024
Close Pol:	Tue Nov 05, 2024
Pages Cast	401
Writein Pages	101
President of the United States	
Vote for only one	Total: 401
Harris-Walz (D)	187
Trump-Vance (R)	172
Stein-Ware (G)	9
Oliver_Ter Maat (L)	7
De la Cruz-Garcia (I)	3
West/Abdullah (I)	7
WRITEINS	16
Undervote	0
Overvote	0
US Senate	
Vote for only one	Total: 401
Timothy M. Kaine (D)	281
Hung Cao (R)	118
WRITEINS	0
Undervote	2
Overvote	0

US House of Representatives	
Vote for only one	Total: 401
Donald S. Beyer, Jr.	120
Jerry. W. Torres	75
David R. Kennedy	24
Bentley F. Hensel	32
WRITEINS	60
Undervote	90
Overvote	0
Member School Board-2	
Vote for not more than two	Total:802
James Vell Rives IV	123
Paul C. Weiss	198
Zuraya Tapia-Hadley	67
Kathleen A. Clark	75
WRITEINS	97
Undervote	142
Overvote	0
Member, County Board (RCV-1 Candidate) (1/3)	
One candidate will be elected.	
Rank candidates in the order of your choice. Mark no more than 1 oval in each column.	
	Total: 401
Julius D. "JD" Spain Sr. (NP)	83
Juan C. Fierro (NP)	56
Madison F. Granger	97
Audrey R. Clement	75
WRITEINS	40
Undervote	50
Overvote	0
Member, County Board (RCV-1 Candidate) (2/3)	
.....	Total: 14
Undervote	192
Overvote	0
Member, County Board (RCV-1 Candidate) (3/3)	
....	Total: 14
Undervote	301
Overvote	0

Constitutional Amendment	
Vote for only one	Total: 401
YES	123
NO	145
Undervote	133
Overvote	0
Metro and Transportation	
Vote for only one	Total: 401
YES	198
NO	67
Undervote	136
Overvote	0
Local Parks and Recreation	
Vote for only one	Total: 401
YES	76
NO	152
Undervote	173
Overvote	0
Community Infrastructure	
Vote for only one	Total:401
YES	90
NO	205
Undervote	106
Overvote	0
Utilities	
Vote for only one	Total:401
YES	85
NO	150
Undervote	166
Overvote	0
Arlington Public Schools	
Vote for only one	Total: 401
YES	112
NO	90
Undervote	199
Overvote	0
Signatures	

# Ballot Record Report

## General and Special Elections

Arlington County  
Precinct: TRAINING

November 5, 2024

**Complete all 6 Parts on both sides of this form**

### Part 1: Ballots Delivered to Precinct Before Polls Open

	Packs	Total Ballots	EO Initials
Emergency Packs in Chief's Bag	1	100	JL
Regular Ballots in Cart	16	1600	JL

➔ **Did you receive 1700 ballots?**  Yes  No Initials: \_\_\_\_\_

### Part 2: Ballot Adjustments - Special Circumstances- **Fill in all boxes completely, including totals (use 0, if none)**

	Regular Ballots	EO Initials
Delivered by EB Representative		
Reproduced at Precinct <i>(EB permission needed)</i>		

### Part 3: Ballots After Polls Close - **use numbers not n/a or dash (-)**

	Regular Ballots	EO Initials
Unopened Packs (include Emergency Ballot Pack, <i>if not used</i> )		
Unused Loose Ballots		

Over



Fill in all boxes **Completely** including **Totals** (use 0, if none)



**Part 4: Ballot Packs Opened**

Pack	No. # in Pack	E.O. Initial	Pack	No. # in Pack	E.O. Initial
1			22		
2			23		
3			24		
4			25		
5			26		
6			27		
7			28		
8			29		
9			30		
10			31		
11			32		
12			33		
13			34		
14			35		
15			36		
16			37		
17			38		
18			39		
19			40		
20			41		
21			42		
Total Packs Opened:					Total
Total Ballots in opened packs:					Total
E.O. Initials: _____					

**Part 5: Ballot Accounting**

Regular Ballots	
Reg. Ballots used as Provisional (Use if you run out of Provisional Specific Ballots)	
	Total
Place in Envelope 1A	
Spoiled	
	Total
Place in Envelope 4	
Void	
	Total
Place in Envelope 4	
Mail Ballots exchanged at Polls	
	Total
Place in Envelope 4	

**Part 6: BMM**

Ballots Printed on Ballot Marking Device	
Total Ballots Printed (from Close Report)	
Note: For Ballots printed on <b>Ballot Marker Only</b> If 0 printed, enter 0 in Totals	
BMM Ballots used as Provisional Ballots	
	Total
Envelope 1A	
BMM Ballots Spoiled	
	Total
Envelope 4	
BMM Ballots Void	
	Total
Envelope 4	

## Provisional Ballot Record Report

Arlington County  
Precinct: TRAINING

General and Special Elections

November 5, 2024

### Before Polls Open

Enter the number of provisional ballots you received in your Chief's bag on the confirmation line.

	Total Ballots	Initials
Ballots Delivered in Chief's Bag	100	CS/L / SN
Confirmation		

### While Polls Open

Only used in special circumstances. Fill in all boxes. Enter 0 if none.

	Total Ballots	Initials
Delivered By Electoral Board		
Reproduced at Polls		

### After Polls Close

Enter ballots printed on the ballot marking machine, ballots that remain unused, and the total ballots used from the back of this form. Enter 0 if none.

	Total Ballots	Initials
Provisionals Printed on BMM		
Provisional Ballots Unused		
Provisional Ballots Used Voted + Spoiled + Void		

## Provisional Log Summary

**During the day**, make a tick mark each time you issue a provisional ballot in the appropriate reason code.  
**At the end of the day**, count the tick marks, total, and record on call in sheet. Return ballots in Envelope 1A

			Tally Marks	Total
Voter's name <b>IS NOT</b> on pollbook.	1	<b>Same Day Registration</b>		
	Total Same Day Registration			
Voter's name <b>IS</b> on the poll- book.	3	<b>Voting after hours</b> due to court order		
	4	<b>Vote by mail</b> - no ballot to surrender		
	5	Shown on pollbook as <b>already voted</b>		
	6	<b>Other</b> (any reason not captured in the other codes)		
	Total Reasons 3 through 6			
	7	<b>Voter does not have required ID and declined to complete ID Confirmation statement</b>		
Total NO ID				

## Ballot Accounting

**During the day**, make a tick mark each time a voter has an issue with a provisional ballot.  
**At the end of the day**, add Provisional Log Summary + Ballot Accounting for both parties to total used ballots, and record on front of form. Return Ballots in Envelope 4.

	Tally Marks	Total
Spoiled		
Void		
<b>Total Used</b>		



# Statement of Results # 1

## General and Special Elections

Arlington County  
Precinct: TRAINING

November 5, 2024

### Part A: Turnout

Obtain these numbers from the **Pollbook Summary Screen**, *not the scanner tape*

1. Total number of voters checked in	
2. Of the total number above, provide the number that voted outside the polls.	

### Part B: Votes Cast

Obtain this information from the **scanner tape(s)**.

1. Number of pages cast on scanner 1:	
2. Number of pages cast on scanner 2:	+
3. Number of pages cast on scanner 3:	+
4. Total number of votes cast	=

Does the total number of voters checked-in (Part A, Line 1)  
= the total number of votes cast (Part B, Line 4)?

Yes  No

**If 'No,' please provide an explanation in Part C on the next Page**

# Statement of Results # 1

## General and Special Elections

Arlington County  
Precinct: TRAINING

November 5,

### Part C: Discrepancies

**Please provide an explanation *if*** the total number of voters checked in  $\neq$  the total number of votes cast.

For example:

1. At 9am a voter left the precinct w/o casting a ballot. The ballot was voided. Because of this, our pollbook total is one more than our scanned total.
  2. Our total number of ballots scanned does not equal the number checked in on the pollbook. We do not know why this happened, but we accept the machine total.
-

# Statement of Results # 1

## General and Special Elections

Arlington County  
Precinct: TRAINING

November 5,

### Part D. Certification

We hereby certify that the two copies of the Statement of Results are a complete record of this election and that all of the information entered hereon is true and correct.

1	_____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

# Statement of Results # 1

General and Special Elections

Arlington County  
Precinct: TRAINING

November 5,



***Used more than 1 scanner?***

***Complete Part E - Votes Cast -  
Candidates and Issues***

# Statement of Results # 1

## General and Special Elections

Arlington County  
Precinct: TRAINING

November 5,

### Part E: Votes Cast – Candidates and Issues

Enter Totals From:	Election Summary Reports			Total
	Scanner 1	Scanner 2	Scanner 3	
Machine Serial Numbers:	8171			
<b>Total Pages Cast</b>				
<b>President and Vice President</b>				
<b>Total Votes Cast for Office</b>				
Harris/Walz - D				
Trump/Vance - R				
Stein/Ware III - G				
Oliver/ter Maat - L				
De la Cruz/Garcia - I				
West/Abdullah - I				
Write-in				
Undervote				
Overvote				
<b>Member, United States Senate</b>				
<b>Total Votes Cast for Office</b>				
Timothy M. Kaine - D				
Hung Cao - R				
Write-in				
Undervote				
Overvote				

# Statement of Results # 1

## General and Special Elections

Arlington County  
Precinct: TRAINING

November 5,

<b>Part E: Votes Cast – Candidates and Issues</b>				
Enter Totals From:	Election Summary Reports			Total
	Scanner 1	Scanner 2	Scanner 3	
Machine Serial Numbers:	8171			
<b>Member, House of Representatives-8<sup>th</sup> District</b>				
<b>Total Votes Cast for Office</b>				
<b>Donald S. Beyer, Jr. - D</b>				
<b>Jerry W. Torres - R</b>				
<b>David R. Kennedy - I</b>				
<b>Bentley F. Hensel - I</b>				
<b>Write-in</b>				
Undervote				
Overvote				
<b>Member, School Board</b>				
<b>Total Votes Cast for Office</b>				
<b>James Vell Rives IV</b>				
<b>Paul C. Weiss</b>				
<b>Zuraya Tapia-Hadley</b>				
<b>Kathleen A. Clark</b>				
<b>Write-in</b>				
Undervote				
Overvote				

# Statement of Results # 1

## General and Special Elections

Arlington County  
Precinct: TRAINING

November 5,

### Part E: Votes Cast – Candidates and Issues

Enter Totals From:	Election Summary Reports			Total
	Scanner 1	Scanner 2	Scanner 3	
Machine Serial Numbers:	3016			
<b>Member, County Board-RCV Round 1</b>				
<b>Total Votes Cast for Office</b>				
<b>Julius D. "JD" Spain, Jr.</b>				
<b>Juan Carlos Fierro</b>				
<b>Madison F. Granger</b>				
<b>Audrey R. Clement</b>				
<b>Write-in</b>				
Undervote				
Overvote				
<b>Constitutional Amendment</b>				
<b>Total Votes Cast for Office</b>				
<b>Yes</b>				
<b>No</b>				
Undervote				
Overvote				
<b>Metro and Transportation</b>				
<b>Total Votes Cast for Office</b>				
<b>Yes</b>				
<b>No</b>				
Undervote				
Overvote				

# Statement of Results # 1

## General and Special Elections

Arlington County  
Precinct: TRAINING

November 5,

### Part E: Votes Cast – Candidates and Issues

Enter Totals From:	Election Summary Reports			Total
	Scanner 1	Scanner 2	Scanner 3	
Machine Serial Numbers:	3016			
<b>Local Parks and Recreation</b>				
<b>Total Votes Cast for Office</b>				
<b>Yes</b>				
<b>No</b>				
Undervote				
Overvote				
<b>Community Infrastructure</b>				
<b>Total Votes Cast for Office</b>				
<b>Yes</b>				
<b>No</b>				
Undervote				
Overvote				
<b>Utilities</b>				
<b>Total Votes Cast for Office</b>				
<b>Yes</b>				
<b>No</b>				
Undervote				
Overvote				
<b>Arlington Public Schools</b>				
<b>Total Votes Cast for Office</b>				
<b>Yes</b>				
<b>No</b>				
Undervote				
Overvote				