Registration Clerk Training

June 2024 Primary Election

Introductions

Richard Samp, Chairman

Dominick Schirripa, Vice Chair

Kim Phillip, Secretary

Gretchen Reinemeyer, General Registrar

Alyssa Myers, Deputy Director of Elections

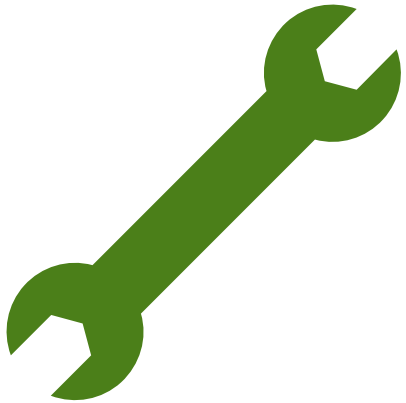
- Do you like democracy?
- Are you willing to talk to strangers, use a phone, do data entry, and/or count things?
- Do you like the elections staff enough to hang out with us for 20-40 hours a week?

APPLY NOW

Seasonal Election Jobs

Voter Registration & Elections Assistant

Early Voting / Mail Ballot Clerk



Voting Machine Technician Assistant

Seasonal Election Jobs

- Positions run approximately from Labor Day through Thanksgiving
- Apply through the County Jobs Board : governmentjobs.com/careers/Arlington

In This Training

- Election Basics & Updates
- What's going on?
- What do we do about it?

This Election

- June 18, 2024
- Same 2 ballot styles in all precincts
- Dual Party Primary
- U.S. Senate and County Board

Dual Party Primary

- Open to all eligible voters
- Virginia does not register by party
- Voters must select ONE ballot
- The ballots contain different races

Commonwealth of Virginia, Official Ballot

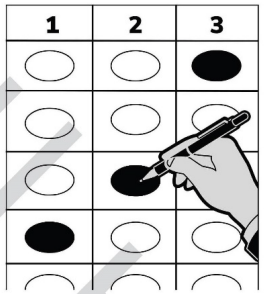
County of Arlington
Democratic Party Primary Election
Tuesday, June 18, 2024

Precinct #

Voting Instructions:

1. **Use a blue or black ballpoint pen.**
2. **Completely fill in the oval to the right of your choice.**
3. **Rank up to 3 candidates in the order of your choice.**

Ranked Choice Voting Instructions



- Select your 1st choice by filling in the oval under the number 1 to the right of the candidate's name.
- To select a 2nd choice, fill in the oval under the number 2 to the right of the candidate's name.
- To select a 3rd choice, fill in the oval under the number 3 to the right of the candidate's name.
- Mark at least one candidate for your vote to count.
- If you make a mistake or need assistance, ask an election officer.

Member
County Board

One Candidate will be elected.
Rank candidates in the order of your choice.

Mark no more than 1 oval in each column

	1	2	3
Tenley D. Peterson	⬭	⬭	⬭
Natalie U. Roy	⬭	⬭	⬭
Julius D. "JD" Spain, Sr.	⬭	⬭	⬭
Julie E. Farnam	⬭	⬭	⬭
James A. DeVita	⬭	⬭	⬭

SAMPLE BALLOT

Authorized by: Arlington County Electoral Board,
2100 Clarendon Blvd, Suite 320
Arlington, VA 22201, (703) 228-3456

Democratic Ballot

- County Board only
- Ranked choice

Commonwealth of Virginia, Official Ballot
County of Arlington
Republican Party Primary Election
Tuesday, June 18, 2024

Precinct #

Voting Instructions:
1. Use a blue or black ballpoint pen.
2. Completely fill in the oval to the right of your choice.
3. If you make a mistake, ask an election worker for another ballot.

Member United States Senate Vote for only one	
Hung Cao	⬭
Edward C. "Eddie" Garcia Jr.	⬭
Jonathan W. Emord	⬭
C. L. "Chuck" Smith, Jr.	⬭
Scott Thomas Parkinson	⬭

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Republican Ballot

- U.S. Senate only
- Voters must choose one candidate

Key Election Dates

May 3
- First day of Early Voting
- Mail ballots go out

May 28
- Voter Registration Deadline
- Start of SDR

June 11
- Training completion deadline

June 15
- Last day of early voting

June 18
- Election Day!

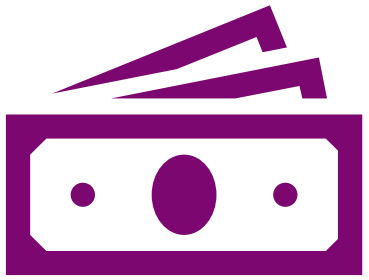
Optional Training – Equipment Lab

- Equipment
- Paperwork
- Registration Clerk practice questions

Hiring Paperwork

Moved

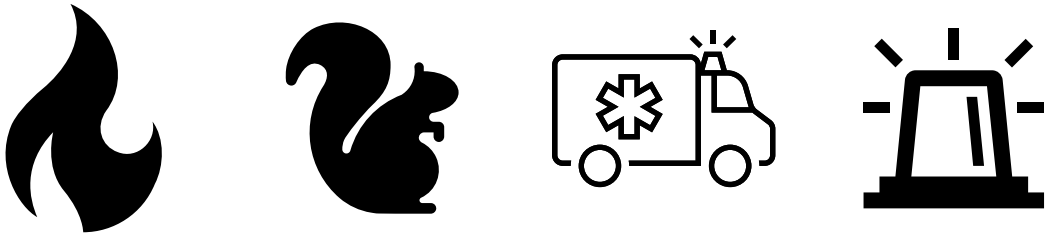
Changed banks



First time payee

Vote!

- If you're not scheduled to your home precinct
- Early voting
  - Ends Saturday, June 15 at 5 PM
- By mail
  - Request by Friday, June 7 at 5 PM



- Emergency Cards
- Evacuation Point
- Priorities
  - Safety
  - Continuation
  - Security

Emergency Situations

Oaths!

Officer of Election Oath

About this Election

- Dual Party Primary
- Ranked Choice Voting
- Miscellaneous updates

Dual Party Primary

- Two separate elections
- Open Primary
- No party registration in Virginia
- Voters must choose ONE election

Commonwealth of Virginia, Official Ballot

County of Arlington
Democratic Party Primary Election
Tuesday, June 18, 2024

Precinct #

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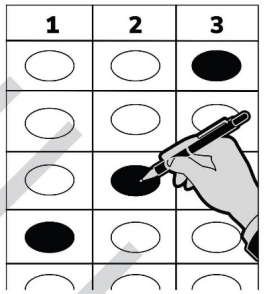

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County Board

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Rank candidates in the order of your choice.

Mark no more than 1 oval in each column

	1	2	3
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Republican Ballot

- U.S. Senate only
- Voters must choose one candidate

Anticipate Voter Confusion

- Greeters should prepare voters
- Post copies of the ballots at check-in
- Check-in officers should refer to ballots

Administrative Differences

- Determine party preference at check-in
- Ballot Table
- Two Ballot Record Reports

Ballot Record Report

Ballot Record Report

D

Democratic Party Primary

Arlington County
Precinct: 101

June 18, 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	5	500	JL

➔ **Did you receive 600 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 *(EB permission needed)*		

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

	Regular Ballots	EO Initials
Unopened Packs (include Emergency Ballot Pack, *if not used*)		
Unused Loose Ballots		

Over ➔

Precinct: 101

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

D

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

Voter Changed Mind (VCM)
Total
Place in Envelope 4

Spoiled
Total
Place in Envelope 4

Void
Total
Place in Envelope 4

Used as Provisional Ballot
Total
Place in Envelope 1A

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 **Ballot Marker Only**
If 0 printed, enter 0 in Totals

BMM Ballots used as Provisional Ballots
Total
Envelope 1A

Spoiled
Total
Envelope 4

Voter Changed Mind (VCM)
Total
Envelope 4

Total
Envelope 4

Administrative Differences

- Provisional Ballot Dot Markers
- VCM (Voter Changes Mind)

Voter Changes Mind (VCM)

1. Deface ballot (if issued)
2. Mark on Ballot Record Report
3. Undo the voter's check-in on Poll Pad
4. Begin process over again

VCM Demonstration

Ranked Choice Voting

- ONLY on Democratic Ballot
- Rank up to three candidates
- One candidate will be selected
- Not required to rank all three

Member
County Board
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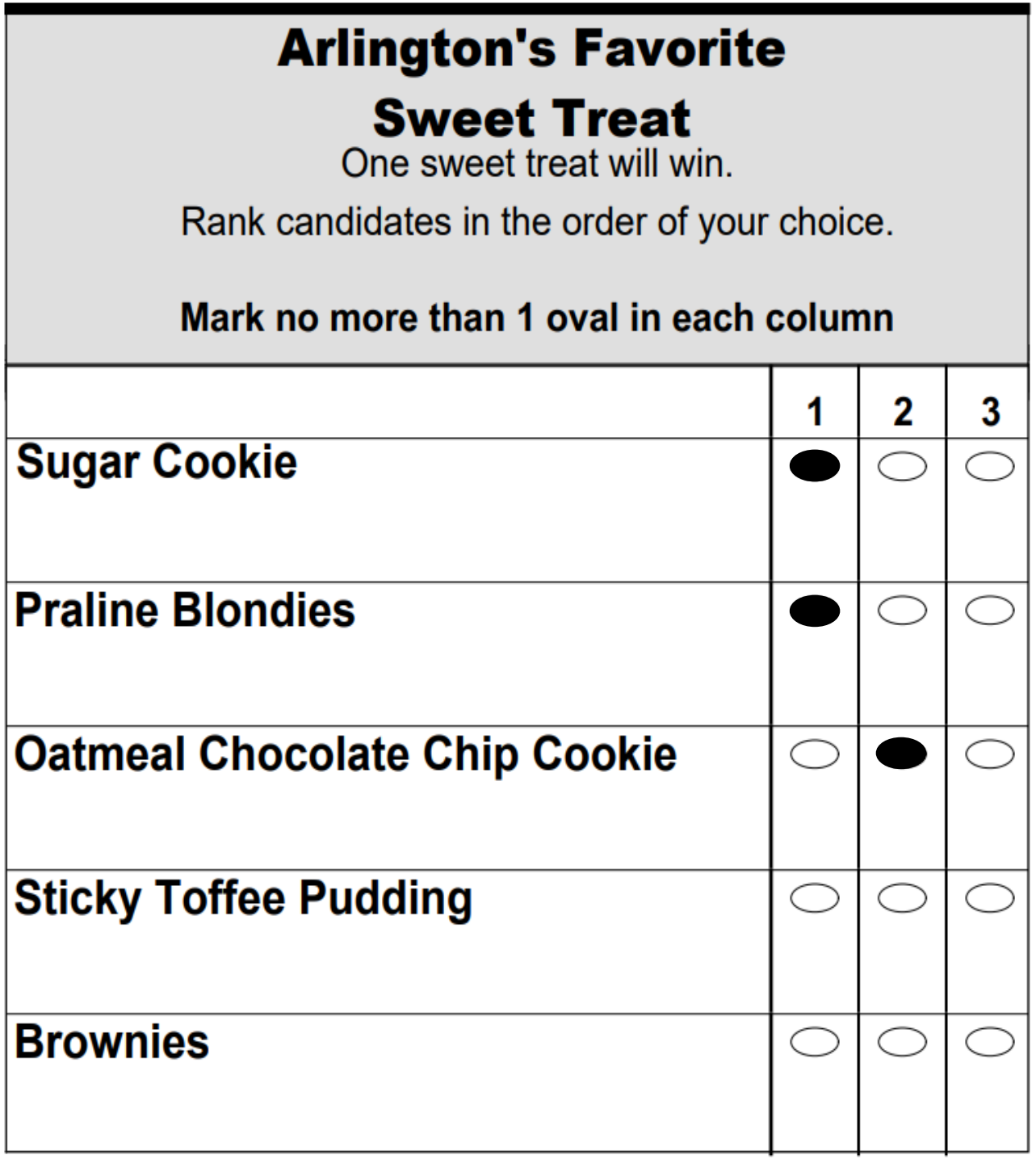
Julie E. Farnam	⬭	⬭	⬭
James A. DeVita	⬭	⬭	⬭

SAMPLE

Ranked Choice Voting

REJECTED BY SCANNER



Arlington's Favorite Sweet Treat

One sweet treat will win.

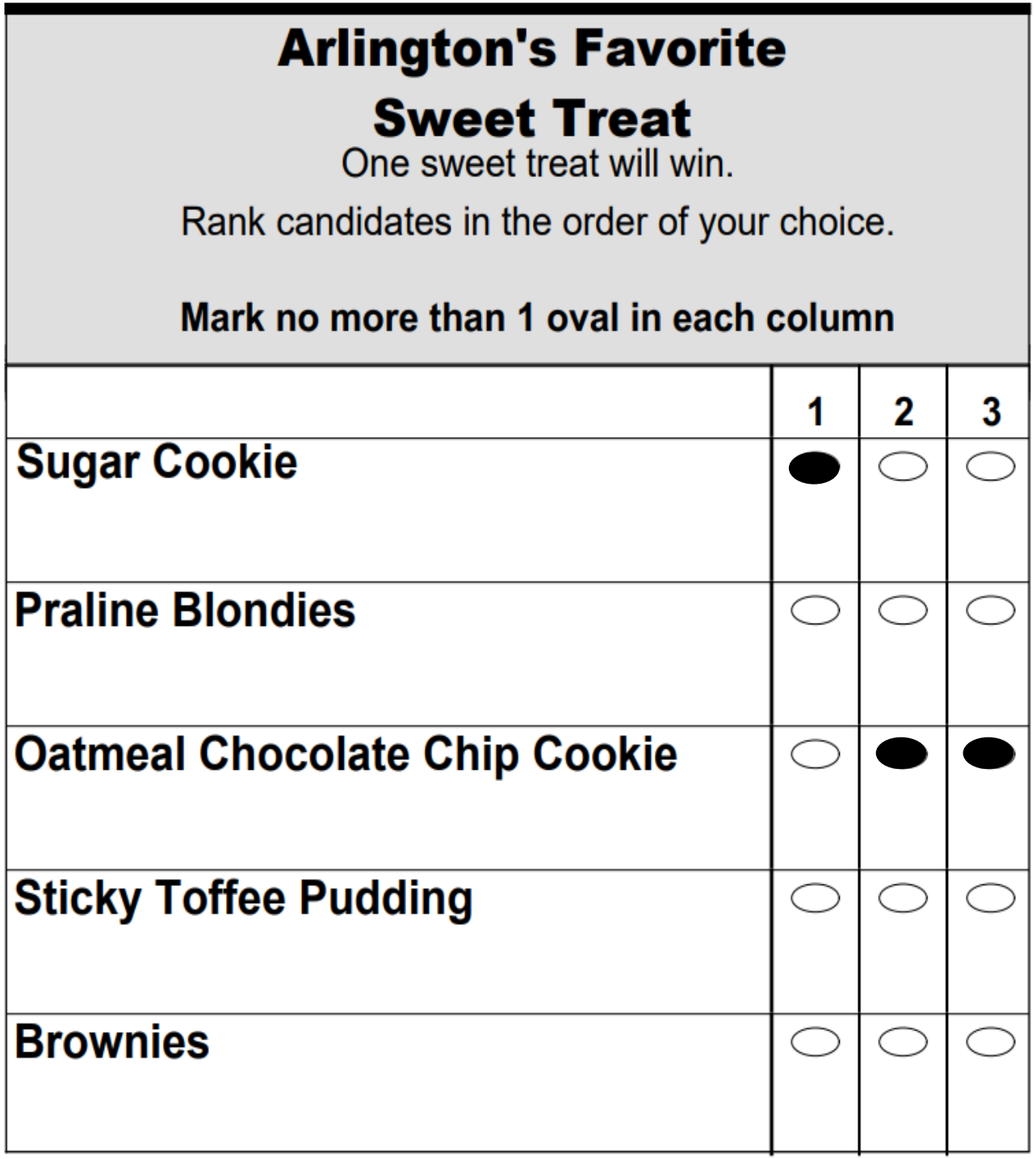
Rank candidates in the order of your choice.

Mark no more than 1 oval in each column

	1	2	3
Sugar Cookie	●	○	○
Praline Blondies	●	○	○
Oatmeal Chocolate Chip Cookie	○	●	○
Sticky Toffee Pudding	○	○	○
Brownies	○	○	○

Ranked Choice Voting

REJECTED BY SCANNER



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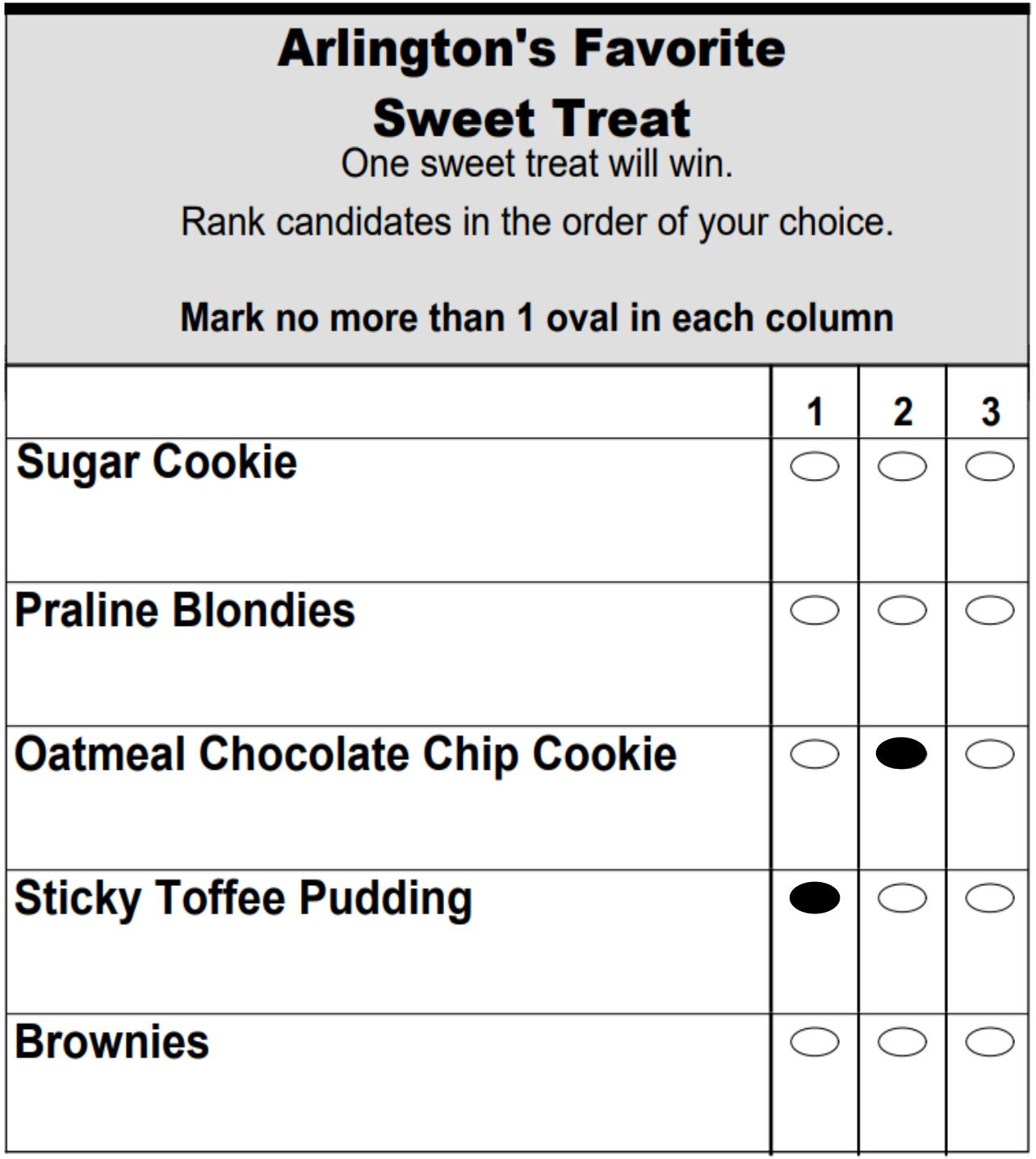
Praline Blondies	○	○	○
Oatmeal Chocolate Chip Cookie	○	●	●
Sticky Toffee Pudding	○	○	○
Brownies	○	○	○

Ranked Choice Voting

ACCEPTED BY SCANNER



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Sticky Toffee Pudding	●	○	○
Brownies	○	○	○

Ranked Choice Voting

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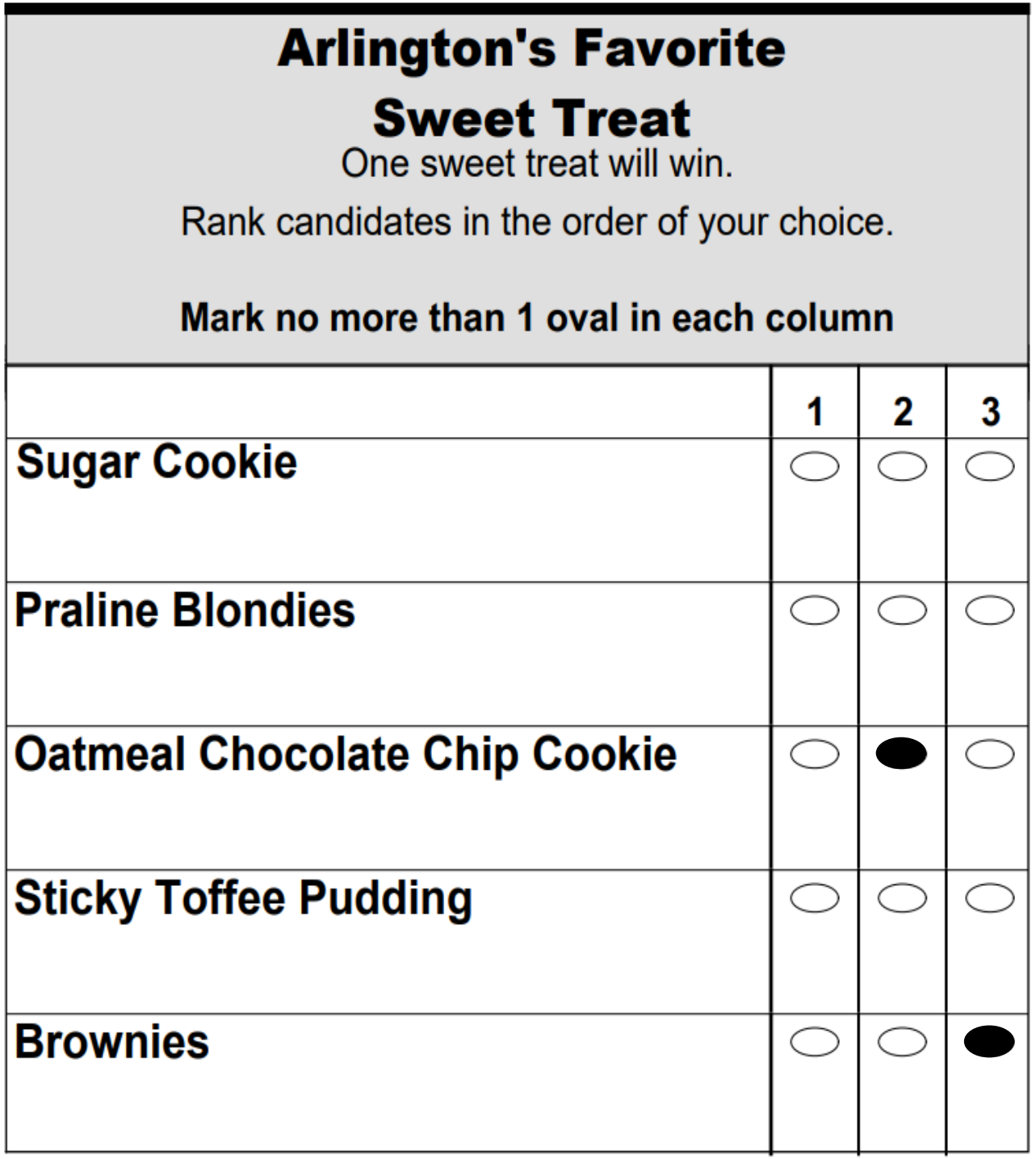

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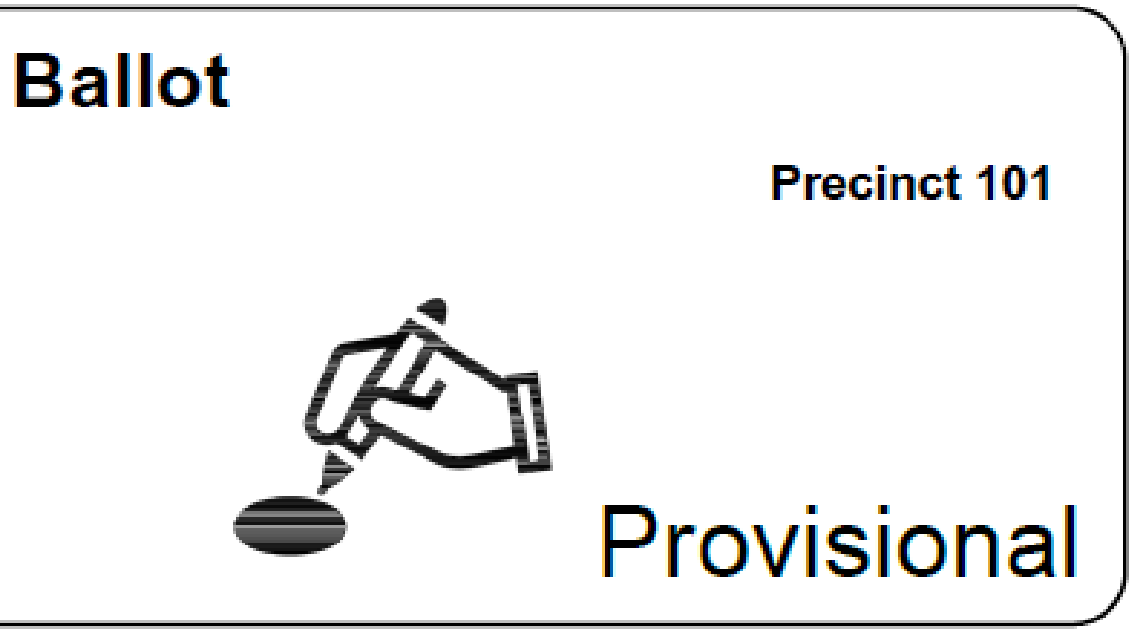
Oatmeal Chocolate Chip Cookie	○	●	○
Sticky Toffee Pudding	○	○	○
Brownies	○	○	●

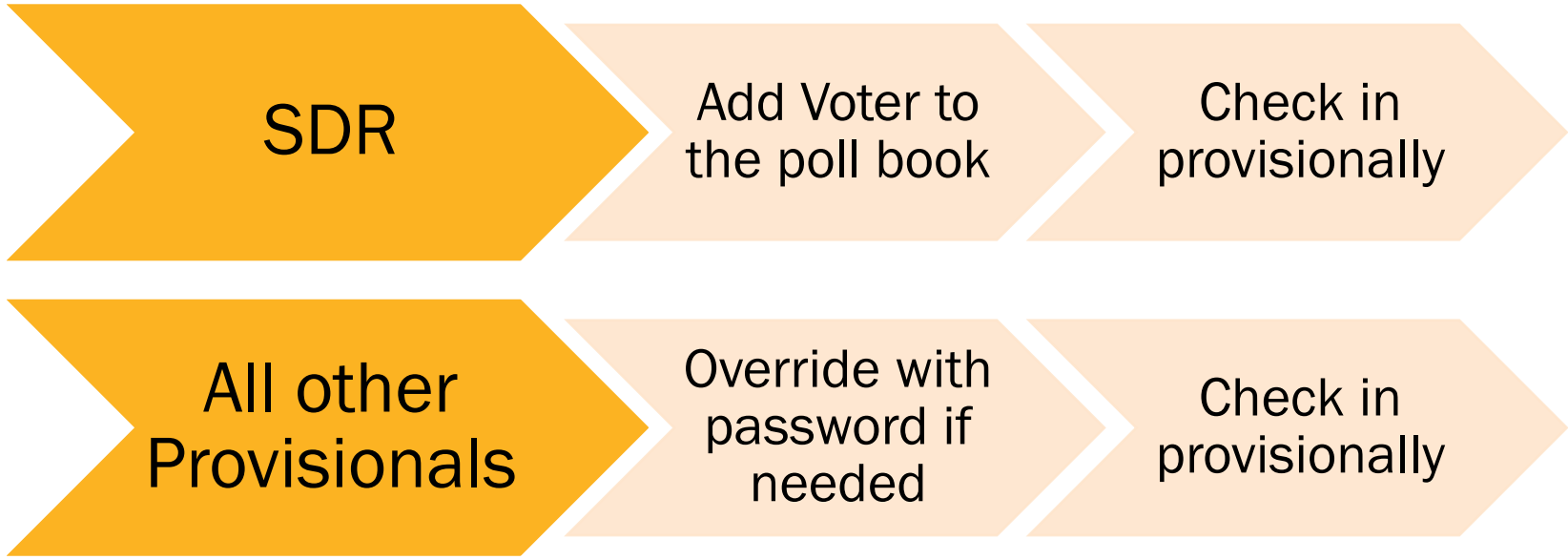
Miscellaneous Updates and Changes



Provisional Ballots

- Separate, labeled provisional ballots
- Won't be read by scanner
- Track on Provisional Ballot Logs

Everyone Goes in the Poll Book Now



Provisional Ballot Record Report

- The main office needs some data Election Night
- Also tracks provisional ballot usage
- Democratic and Republican Ballots

Provisional Ballot Record Report

Precinct:

Provisional Ballot Record Report

Arlington County
Precinct:

Democratic Party Primary

June 18, 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		
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		
Unused		
Used Voted + VCM + 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	Total
Voter's name **IS NOT** on pollbook	1 **Same Day Registration**		
	Total Same Day Registration		
Voter's name **IS** on the poll-book.	3 **Voting after hours** due to court order		
	4 **Vote by mail** - no ballot to surrender		
	5 Shown on pollbook as **already voted**		
	6 **Other** (any reason not captured in the other codes)		
	Total Reasons 3 through 6		
	7 **Voter does not have required ID and declined to complete ID Confirmation statement**		
	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	Total
Voter Changed Mind (VCM)		
Spoiled		
Void		
Total Used		

Provisional Numbers

Provisional check-ins

Voters added

Provisional Ballot log

Provisional Ballot envelopes

Registration Clerk Referral

Registration Clerk Referral Slip

Reason

- ☐ Could not find voter in Pollbook
- ☐ Address given is different from pollbook (Ignore address listed on the ID)
- ☐ No acceptable ID
- ☐ Name Change
- ☐ Marked as having already voted (Green)
- ☐ Other: _____

- ☐ Mail Ballot Alert
  - ☐ Issued
  - ☐ Marked
  - ☐ Pre-processed
  - ☐ On Machine
- ☐ Overseas: Returned
- ☐ Fed Only

Election Day Communication

703.228.3456

What's Going On?

Resources

- What Ifs
- Quick Guide
- Digital Quick Guide
- Us!

Who is Sent to Registration Clerk?

- Inactive
- Absentee Issued
- Wrong Polling Place
- Voted
- Overseas
- Not in Pollbook
- Address does not match

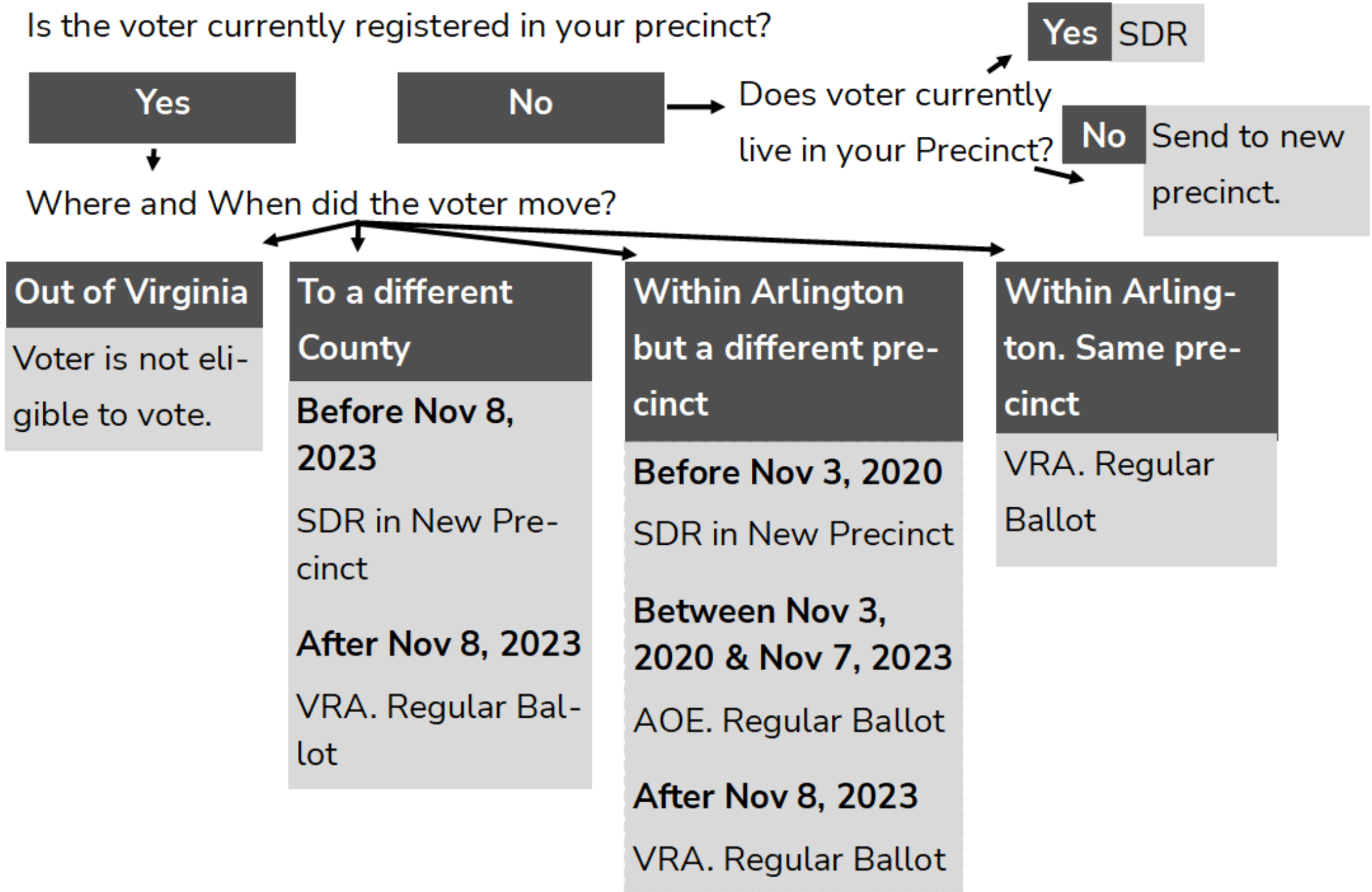
Mail Ballot (Issued)

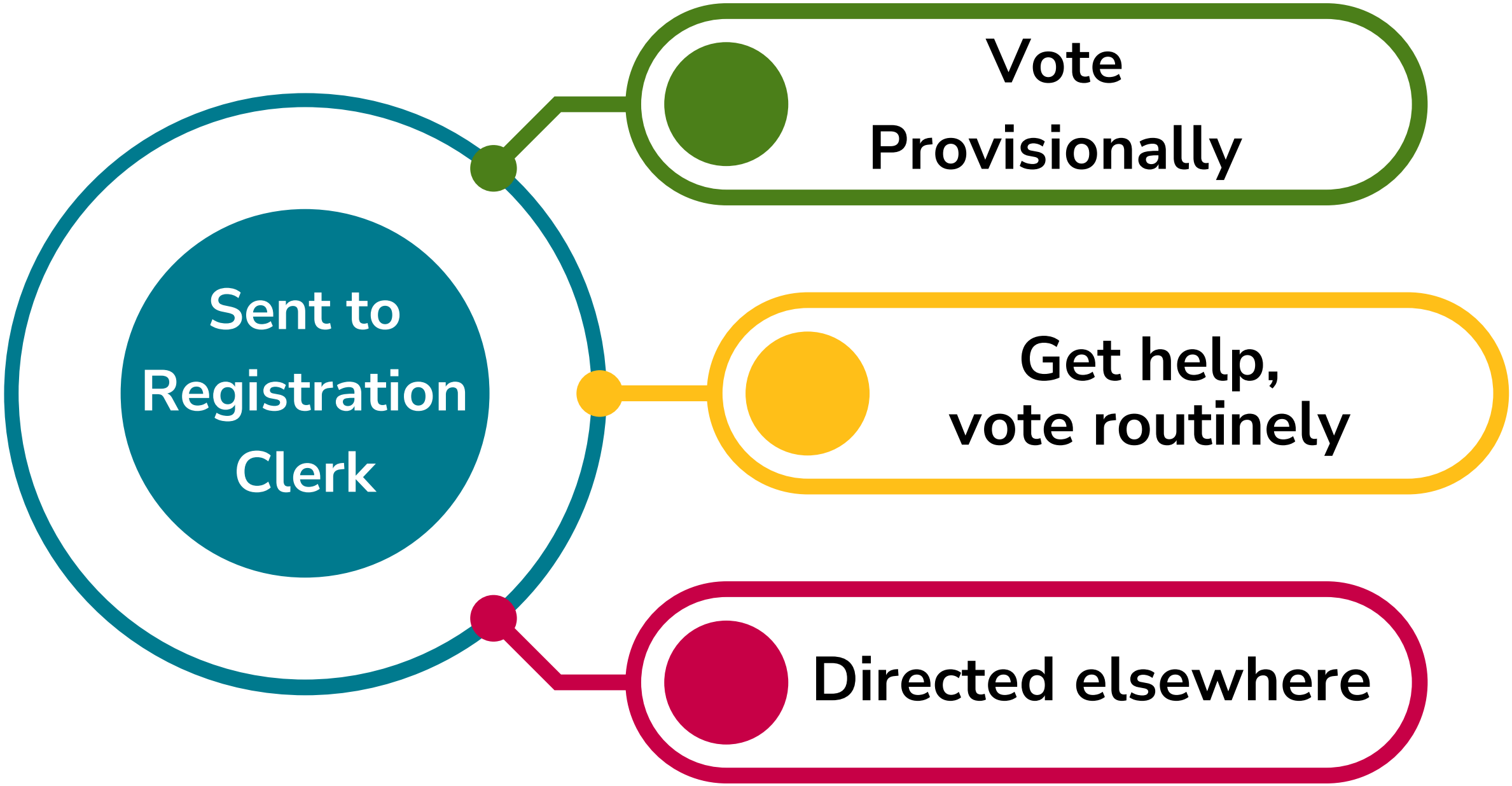
Voter brought filled out mail ballot	Drop Box
Voter brought mail ballot and wants to vote at the precinct	Surrender Ballot
Voter doesn't have mail ballot with them	Absentee Provisional

Overseas Flag

Have they been issued a mail ballot?

Are they back in the US to stay?


Is the voter currently registered in your precinct?
Yes
No
Does voter currently live in your Precinct?
Yes
SDR
No
Send to new precinct.
Where and When did the voter move?
Out of Virginia
Voter is not eligible to vote.
To a different County
Before Nov 8, 2023
SDR in New Precinct
After Nov 8, 2023
VRA. Regular Ballot
Within Arlington but a different precinct
Before Nov 3, 2020
SDR in New Precinct
Between Nov 3, 2020 & Nov 7, 2023
AOE. Regular Ballot
After Nov 8, 2023
VRA. Regular Ballot
Within Arlington. Same precinct
VRA. Regular Ballot


Sent to Registration Clerk
Vote Provisionally
Get help, vote routinely
Directed elsewhere

Forms: What are they?

- AoE - Affirmation of Eligibility
- VRA – Voter Registration Application
- Provisional ballot envelope
- Precinct Referral

Provisional Ballots

Provisional Ballots

- Any time a voter's eligibility can't be confirmed
- Any voter NOT registered in the pollbook AT YOUR PRECINCT must vote provisionally

A voter should never fill out both sides of the new Provisional Ballot Envelope.

sional Vote and Same Day Registration Application

Precinct # 123

gistered in this precinct.

Use blu[illegible]k

e required. *If you do not complete all of the items that are marked with *, your application may be denied.*

f the United States of America ☒ YES ☐ NO

urity Number 123-45-6789 ☐ No SSN was ever issued

MM/DD/YYYY) 12/34/5678 * Gender M

Reinemeyer

Gretchen

Jr. Sr. II III IV *(Circle one)* Other *(write-in)*: ____

* Middle Name Vanessa ☐ None

ddress *(May not be a P.O. Box)* 2100 Clarendon Blvd Apt. 320

Arlington

* Zip Code 22201

Phone [redacted]

ver been convicted of a felony or judged mentally incapacitated and disqualified to vote? ☐ YES ☐ NO

r right to vote been restored? ☐ YES ☐ NO

tive-duty uniformed services member, spouse or dependent; or an overseas citizen.

ding a mailing address *(below)* because my residence address cannot receive mail or I am homeless.

iding a Virginia P.O. Box *(below)* to protect my residence address from public disclosure because I or a household member

active or retired law enforcement officer, judge, magistrate, U.S. or Virginia Attorney General attorney.

Example Provisional

- Check voter's ID.
- Double-check voter's name in Pollpad
- Ensure the voter lives in your precinct.
- QR Code
- Street File

Check voter in on pollpad

Paperwork Time

- Add sticker to provisional envelope
- Give voter provisional envelope - line through other side
- Voter fills out Voter Registration Application on envelope
- Double check that ALL STARRED FIELDS are filled out correctly, especially section 3

Paperwork Time

- Registration Clerk completes their portion of the envelope.
- Voter collects ballot using Provisional Envelope and votes ballot
- When the voter returns, double check work
- Voter drops ballot in provisional bag

Cool new Poll Pad things

Absentee provisional

Wrong location SDR

Summary report