



Provisional Balloting Supplies and Procedure Checklist

**Place this checklist at provisional ballot table and the ballot bag table.*

BALLOTING CHECK IN TABLE:

- Orange ballot bags, provisional ballots, and envelopes
- Polling place list/district list
- Drop box location list
- Poll Worker official instruction manual – Blue Book
- Hand sanitizer and gloves
- Masks and face shields

VOTING TABLES:

- Privacy screens
- Single use pens
- Provisional balloting handout
- Hand sanitizer

BALLOT BAG TABLE:

- Ballot bag on wheels
- Glue sticks
- Single use pens
- Tally worksheet and two-hour Public Notice Chart
- Hand sanitizer

DOs and DON'Ts – Provisional Ballots

- ALWAYS give a provisional ballot to any voter.
- Do not look for a voter's name in the modified poll book.
- Do not use Authority to Vote slips.
- Do not open the envelope and take out the ballot; do not read the ballot.
- Do not fold the envelope before depositing it through the slot in ballot bag.

PROVISIONAL BALLOTING PROCEDURE

Before polls open:

- Open blue bin. Break seal on one orange provisional ballot bag and count ballots.
- Break seal on one orange provisional envelope bag and take out a supply for table.
**DO NOT NEED TO COUNT ENVELOPES.*
- Record # of ballots on the Custody Receipt on the orange bag.
- All Poll Workers sign each orange bag's Custody Receipt.
- Place laminated provisional ballot handout, privacy screens, and pens on voting tables.
- Place ballot bag on table.
- Break blue seal on clear plastic slot on ballot bag and open slot.
- Ensure the ballot bag zipper is closed and locked and the red tape is intact.

During polling:

- Greeter directs voter to obtain a provisional ballot and envelope.
- Present provisional ballot and envelope to voter.
- Instruct voter to:
 - **sign Affirmation statement** and **NOT detach** it from the envelope.
 - **NOT seal the envelope**, after they put the ballot in the envelope.
 - **NOT fold the envelope.**
 - *On the envelope, the voter does not have to check a reason.
- Direct voter to voting table with a privacy screen to complete ballot.

**If voter makes a mistake with provisional ballot, return it to the table, mark it spoiled and put it in orange ballot bag. DO NOT THROW SPOILED BALLOTS IN TRASH. DO NOT QUESTION VOTER ON MISTAKES.*

- When the voter has completed filling out their ballot, direct them to ballot bag table.
- Swipe provisional ballot envelope adhesive line with glue stick.
**Confirm with the voter that they have signed the affirmation statement.*
- Voter seals envelope and submits provisional ballot envelope through slot on ballot bag.
- Mark tallies on worksheet. Call BOE if provisional ballot supply is running low (50).

Close of polls:

- Complete tallies and two-hour chart.
- Record the number of provisionals voted, spoiled/voided, blank and additional on the Provisional Ballot Inventory on the orange bags.
- Sign Custody Receipts on the orange bags for ballots.
- Place all unused provisional ballots and envelopes in orange ballot bags, and lock with green seals. (use picture card)
- Close slot on ballot bag and lock with a red seal.