



## 2025 Early Voting Poll Watcher Shift Notes Form

**Report after each shift.** File report at [fairfaxelectioninfo.com](http://fairfaxelectioninfo.com). For all scheduling or procedural questions, email [pollwatchers@fairfaxgov.org](mailto:pollwatchers@fairfaxgov.org) or Call / Text 703-397-8129. To reach the Republican Party of VA (RPV) legal Helpline: Call: 804-600-4809 OR email: [help@virginia.gov](mailto:help@virginia.gov)

Date of your Shift: \_\_\_\_\_ Shift Worked: Opening \_\_\_\_\_ Middle \_\_\_\_\_ Closing \_\_\_\_\_  
Satellite Location \_\_\_\_\_  
Your Name \_\_\_\_\_ Your Email \_\_\_\_\_  
Your Cell Phone \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_  
Chief Name \_\_\_\_\_ Asst Chief Name \_\_\_\_\_

### **INCIDENT REPORT FOR ALL SHIFTS:**

Complete with details about any incident or event that occurred during your shift.

INCIDENT	DESCRIPTION/DETAIL
Did any incidents occur during your shift? Y/N	
Was either of the two DS300 ballot scanners replaced? Y/N	
If yes, what were the ending Public/Protected Counts of the replaced DS300 Ballot Scanner?	Public _____ Protected _____
If yes, what were the starting Public/Protected Counts of the new DS300 Ballot Scanner?	Public _____ Protected _____
If yes, what is the red (or blue) tape serial number of the replacement DS300 Ballot Scanner? Was the Public Count zero?	

### **OPENING SHIFT REPORT**

Opening shift: Report numbers from your equipment observations, **Daily DS300 Log**, or the **Machine Certification Form**.

DS300 Ballot Scanner #1		DS300 Ballot Scanner #2		DS300 Ballot Scanner #3	
Handwritten Number (if used) on front of DS300k (Fairfax Only)		Handwritten Number (if used) on front of DS300 (Fairfax Only)		Handwritten Number (if used) on front of DS300 (Fairfax Only)	
Red Tape Seal #		Red Tape Seal #		Red Tape Seal #	
Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #	
Ballot Compartment Zip Tie Seal #		Ballot Compartment Zip Tie Seal #		Ballot Compartment Zip Tie Seal #	
Public Count		Public Count		Public Count	
Protected Count		Protected Count		Protected Count	
Opening Cumulative e-Pollbook Count					
Were the 3 copies of the opening tapes printed on each of the DS300s on the first day of Early Voting OR was 1 opening tape printed if it was a subsequent day of Early Voting? If NO, enter details in the Incident Report section above.					Y/N

### **MIDDLE SHIFT REPORT:**

Middle shift: Complete the Incident Report if needed (see above). If the Opening Shift had no Poll Watcher, complete the Opening Shift Report (see above) by copying the numbers from the **Machine Certification Form** or **DailyDS300 Log**.

Date of Shift \_\_\_\_\_

**CLOSING SHIFT REPORT:**

Use **your own observations, Machine Certification Form, or the Daily DS300 Log** to complete this section.

DS300 Ballot Scanner #1		DS300 Ballot Scanner #2		DS300 Ballot Scanner #3	
Handwritten Number (if used) on front of DS300 (Fairfax Only)		Handwritten Number (if used) on front of DS300 (Fairfax Only)		Handwritten Number (if used) on front of DS300 (Fairfax Only)	
Red Tape Seal #		Red Tape Seal #		Red Tape Seal #	
Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #		Top Lid Zip Tie Seal #	
Public Count		Public Count		Public Count	
Protected Count		Protected Count		Protected Count	

Use the **Daily Reconciliation Worksheet** to Complete this Section.

Part A: VOTERS						
Closing All-Days Total e-Pollbooks Count:						
Today's Total e-Pollbooks Count:						
Today's Total Voted Ballots:	In DS300 #1:		In DS300 #2:		In DS300 #3:	
Explanation of any Discrepancy (Variance between # of Voters Checked-in today vs # Total Ballots Scanned Today)						

Use the **Daily Reconciliation Worksheet** to Complete this Section.

PART B: FORMS			
# Goldenrods (Statement of Voter)		# Provisionals	
# ID Confirmation Statements		#Same Day Registrations (SDR)	
# Affirmations of Eligibility			

Use your own observation and the **Daily Reconciliation Worksheet** to Complete this Section.

PART C: ADDITIONAL INFORMATION			
Drop Box: Total Absentee Ballot Envelopes in <i>Triplik</i> Bag:			
Were voted ballots removed from the DS300 and placed in a box/envelope? Y/N. If yes, enter date and total number of ballots entered on yellow label.	Y/N:	Date:	# Ballots:
Were all DS300s hibernated and secured when you left?	Y/N		
Was the room locked when you left?	Y/N		