

## 2025 Poll Watcher Pocket Guide for Early Voting and Election Day

### Before you go:

- Call **703-397-8129** with any scheduling or process questions or email [pollwatchers@fairfaxgop.org](mailto:pollwatchers@fairfaxgop.org)
- Get updated training, resources, forms, news at: <https://fairfaxgop.org/fairfax-gop-poll-watcher-resources/>
- **Bring:** Your Authorization Letter and Shift Report Form, pen, food/drink, charged cell phone
- **Reminder:** You'll receive an email reminder notice 24 hours ahead of your shift time
- **Early Voting:** Opening shift PWs will receive an email with prior day's closing numbers
- **Election Day:** Opening shift receives email with counts and seal #'s.

### Opening:

- **Early Voting:** Arrive at least ½ hour before the polls open. Arrive an hour before your shift on Opening Days: 9/19 and 10/23. Validate DS300 Ballot Scanner Public Count is ZERO; subsequent day's start number should be the same as the prior day's closing total - numbers will aggregate over the entire early voting period
- **Election Day:** Observe polling place set up and opening of DS300 Ballot Scanners. Verify Public Count is ZERO on the scanners and on each e-Pollbook; compare and record red seals/zip ties on equipment

### Throughout the Day:

- Position yourself so you can see /hear all that's going on - usually near Chief or e-Pollbooks. No photos/videos.
- Check occasionally that DS300 Ballot Scanners Public count total equals the e-Pollbook total.
- **Early Voting:** Voter provides EO with a valid ID; info is entered into the e-Pollbook, producing a precinct-specific ballot from the Ballot-on-Demand (BOD) printer. EO gives ballot to voter; there is no Ballot Table.
- Voters needing assistance must sign the Request for Assistance Form, along with the person assisting them unless the assistant is 15 years old or younger.
- Voters not presenting IDs must sign ID Confirmation Statement form, then can vote normally; if voter refuses, he votes a provisional ballot
- **ABSENTEE BALLOTS:** Any voter who registered to vote absentee but then presents himself to vote in-person, must surrender his absentee ballot before being issued an in-person ballot; absentee ballot and envelope must be marked "ABSENTEE SURRENDERED" and put in the Chief's Spoiled Ballot envelope. If AB is lost or never delivered:
  - **Early Voting:** Voter signs a "goldenrod" form and votes a regular ballot
  - **Election Day:** Voter must vote a provisional ballot
- Any voter who shows on the e-Pollbook as already having voted, votes a Provisional Ballot: report as an incident.
- Provisional Ballots are used for all voters voting after 7:00 pm if a Court authorizes late voting.
- Provisional ballots are NOT scanned in DS300 Ballot Scanner but instead put in the Provisional Ballot green bag for storage and then submitted to Rovers for later adjudication during the Canvass.
- **SAME DAY REGISTRANTS:** Voter fills out Registration form; new voter votes a provisional ballot.
- If voter's name is not on the e-Pollbook, chief will determine if voter can cast a Provisional Ballot.
- Watch that Chief and all EOs treat all voters equally and in a non-partisan manner.
- Don't talk to voters or offer to help them in any way; don't touch machines, ballots, or forms.

### Closing:

- **DAILY Early Voting:** Remain in polling place and watch closing process. Note DS300 Ballot Scanner and e-Pollbook numbers - obtain this information from equipment or the Daily Reconciliation Worksheet. Enter data in your Shift Report Form and then enter the data using your computer or phone into: [fairfaxelectioninfo.com](http://fairfaxelectioninfo.com).  
**Note:** NO final tallies are done during early voting. Early voting final tallies are **only** done on Election Day
- **LAST DAY of Early Voting:** Enter data in your Shift Report Form. Observe final packing of satellite, including scanner box and remaining materials, including voted ballots, blank ballot paper, and all Chief's desk envelopes.
- **ELECTION DAY:** Remain in polling place as equipment is packed and Statement of Results prepared. Use Chief's SOR, Machine Certification Form, Results Notice to complete paper Shift Report Form; enter data at: [fairfaxelectioninfo.com](http://fairfaxelectioninfo.com) Take a picture of the Results Notice Form and text to **703-397-8129**.
- **MICROSHIFTERS:** For each precinct in your group, enter data from print report at: [fairfaxmicroshifters.com](http://fairfaxmicroshifters.com)

**Remember:** Be Polite. Be Persistent. Talk only to the Chief/Assistant Chief – or the RPV Hotline.

# 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 _____<br>Protected _____ |
| If yes, what were the starting Public/Protected Counts of the new DS300 Ballot Scanner?                                  | Public _____<br>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>Triplok</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  |       |            |



## 2025 Election Day Microshifter Notes Form

**Report after all site visits.** File at [FairfaxMicroshifters.com](https://FairfaxMicroshifters.com)

For all scheduling or procedural questions, email: [pollwatchers@fairfaxgop.org](mailto:pollwatchers@fairfaxgop.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.gop](mailto:help@virginia.gop)

### Microshift Report:

|                       |  |
|-----------------------|--|
| Your Email _____      | Your Name _____                        |
| Your Cell Phone _____ | Time Arrived _____ Time Departed _____ |
| Group # _____         | Precinct Name or # Visited _____       |
| Chief Name _____      | Asst Chief Name _____                  |

### INCIDENT REPORT

Complete with details about any incident or event that occurred during your shift or earlier in the day.

| INCIDENT   | DESCRIPTION/DETAIL |
|--|--------------------|
| Did incidents occur during your visit or were any reported to you by Chief or Assistant Chief? |                    |

### MIDDAY REPORT 10:00 am - 6:00 pm

Report numbers from your equipment observation, **Machine Certification Form**, & from conversation with Chief/Assist.

| DS300 Ballot Scanner #1 |  | DS300 Ballot Scanner #2 |  |
|-------------------------|--|-------------------------|--|
| Red Tape Seal #         |  | Red Tape Seal #         |  |
| Public Count            |  | Public Count            |  |
| Protected Count         |  | Protected Count         |  |

**Data From Voter Count Worksheet:** Copy the latest entry

| Last Time Voter Count Worksheet Completed | Total Check-ins on all e-pollbooks | Minus Voters Checked-in who haven't yet cast a ballot | Minus Total Ballots cast on all Ballot Scanners | Difference |
|---|------------------------------------|---|---|------------|
|   |                                    |   |   |            |

**Same Day Registrations/Non-SDR Provisionals:** Obtain numbers from Chief/Assistant Chief

| Same Day Registrations (SDR) Total # | Non-SDR Provisionals Total # |
|--------------------------------------|------------------------------|
|                                      |                              |

| Check in at Greeter Table                               | DESCRIPTION/DETAIL |
|---|--------------------|
| Describe any noteworthy information shared by Greeters. |                    |



# 2025 General Election Day Poll Watcher Shift Notes Form

**Report after each shift.** File at [fairfaxelectioninfo.com](http://fairfaxelectioninfo.com). For all scheduling or procedural questions, email [pollwatchers@fairfaxgop.org](mailto:pollwatchers@fairfaxgop.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.gop](mailto:help@virginia.gop)

Date of your Shift: \_\_\_\_\_ Shift Worked: Opening \_\_\_\_ Morning \_\_\_\_ Afternoon \_\_\_\_ Closing \_\_\_\_  
District Name \_\_\_\_\_ Precinct Name \_\_\_\_\_  
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 |
|----------|--------------------|
|          |                    |

## OPENING SHIFT REPORT 5:00 am - 9:00 am

Opening shift 5am – 9am: Report numbers from your equipment observations or the **Machine Certification Form**. Complete the Incident Report if needed (see above).

| DS300 Ballot Scanner #1               |  | DS300 Ballot Scanner #2                               |  |
|---------------------------------------|--|---|--|
| Red Tape Seal #                       |  | Red Tape Seal #                                       |  |
| Public Count at Zero? Y/N             |  | Public Count at Zero? Y/N                             |  |
| Protected Count                       |  | Protected Count                                       |  |
| Opening Cumulative e-Pollbook Count   |  |   |  |
| Were 3 Tapes Printed at Opening? Y/N? |  | Was all set up, did precinct open on time at 6am? Y/N | If No, enter detail above in Incident block. |

## MORNING SHIFT REPORT 9:00 am – 1:00 pm

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**.

## AFTERNOON SHIFT REPORT 1:00 pm – 5:00 pm

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**.

## CLOSING SHIFT REPORT: 5:00 pm - ~9:00 pm

Obtain information from your own DS300 ballot scanner observations, the **Machine Certification Form**, or the **SOR** form. Complete the Incident Report if needed (see above).

| DS300 Ballot Scanner #1     |  | DS300 Ballot Scanner #2 |  |
|-----------------------------|--|-------------------------|--|
| Red Tape Seal #             |  | Red Tape Seal #         |  |
| Public Count                |  | Public Count            |  |
| Protected Count             |  | Protected Count         |  |
| Cumulative e-Pollbook Count |  |                         |  |

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

Obtain information for these items from your personal observation, from the **Closing Numbers Worksheet**, or the **SOR**.

|                             |  |  |  |
|-----------------------------|--|--|--|
| <b>Additional Equipment</b> | # of Drop Box Ballots and <i>Triplok</i> bag #<br>(Get from Collector EOs before they Leave) | Purple Pouch Zip Tie Seal Number<br>(Get from Collector EOs before they Leave) |  |
|                             | # Ballots  | <i>Triplok</i> bag #   |  |

Obtain information from the **SOR**.

|   |   |                                     |  |
|---|---|-------------------------------------|--|
| <b>Does the # of Voters Checked-in match the # of Ballots Cast?</b> | Yes____ No____<br><br>If no, off by how many? | Total Check-ins on all e-Pollbooks: | If NO, write details in Incident Report section above. |
|---|---|-------------------------------------|--|

Obtain information from personal observation.

| <b>Officers Signed</b>  |                   |
|---|-------------------|
| All Officers Signed #3 Yellow Label for each box of voted ballots?  | Yes_____ No _____ |
| Two Officers signed #6 Seal for Cardboard Boxes for Unused Ballots? | Yes_____ No _____ |
| Were you able to see and hear what was happening                    | Yes_____ No _____ |

Obtain information from the **SOR** or from the precinct **Results Notice** taped to the precinct door.

**Take a photograph of the Results Notice Form on the door and attach photo with your online report.**