

## 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.