

Poll Watcher Training

2025 General Election



Disclaimer

This training is current and is kept as up-to-date as possible as we receive new information from FCOE.

Please refer to our RESOURCES website for any updated information:

<https://fairfaxgop.org/fairfax-gop-poll-watcher-resources/>

7. POLLWATCHER REPORTING



Paper Early Voting Shift Reporting Form



2025 Early Voting Poll Watcher Shift Notes Form

Report after each shift. File report at fairfaxelectioninfo.com. For all scheduling or procedural questions, email 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

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 the DS300 scanner or either DS300 machine replaced? Y/N	
If yes, what were the ending Public/Protected Counts of the replaced DS300?	Public _____ Protected _____
If yes, what were the starting Public/Protected Counts of the new DS300?	Public _____ Protected _____
If yes, what is the red (or blue) tape serial number of the replacement DS300? Was the Public Count zero?	

The paper shift report form is 2 pages (front and back) and maps exactly to the online version.

The top portion of page 1 of the form is common to all shift times and includes basic shift and PW info, and all incident information, e.g., scanner box replacements.

If you escalate an issue to the Helpline, note that in the INCIDENT section of your shift report.

If you see a discrepancy in morning #s from those posted from the night before, talk first to chief – then report to the **PW HQ: 703-397-8129** and email us at: pollwatchers@fairfaxgop.org.

Paper Early Voting Shift Reporting Form

OPENING SHIFT REPORT

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

1 st DS300 Machine Reported	2 nd DS300 Machine Reported	3 rd DS300 Machine Reported
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 Poll Book Count		

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**.

The bottom portion of page 1 of the form asks for information from each DS300 machine in use – usually there are only 2 machines in a precinct, but you may see 3 DS300's in use in Fairfax.

If you see a discrepancy in morning #s from those posted from the night before, talk first to chief – then report to the **PW HQ: 703- 397-8129** and **email us at:** pollwatchers@fairfaxgop.org.

Paper Early Voting Shift Reporting Form

CLOSING SHIFT REPORT:

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

1 st DS300 Machine Reported		2 nd DS300 Machine Reported		3 rd DS300 Machine Reported	
Handwritten Number (if used) on front of DS300		Handwritten Number (if used) on front of DS300		Handwritten Number (if used) on front of DS300	
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				
Cumulative Poll Book Count:				
Daily Total Voted Ballots:	In DS300 #1:	In DS300 #2:	In DS300 #3:	
Explanation of any Discrepancy (# Checked-in vs Voted Ballots)				

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 Triplok Bag	
Were voted ballots removed from the DS300 and placed in a box/envelope? If yes, enter Ballot Box/envelope # and Date Range.	
Were all DS300s hibernated and secured when you left? Y/N	
Was the room locked when you left? Y/N	

The second page asks for additional information; above each section you are advised where you can find that info.

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



Sources for EV Reporting:

DAILY BALLOT SCANNER LOG					RETURN IN #2 ENVELOPE			
Satellite: «SATELLITE»					Fairfax County – Democratic Primary – June 17, 2025			
Machine Number (e.g. #1, #2..)		DS300 Serial Number _____						
Date	Opening Lid Seal #	Opening USB Seal (red sticker)	Ballot Compartment Seal #	Initials (2 EOs)	Closing Lid Seal #	Closing USB Seal (red sticker)	Initials (2 EOs)	
Fri 5/2/2025								
Sat 5/3/2025								
Sun 5/4/2025								
Mon 5/5/2025								
Tue 5/6/2025								
Wed 5/7/2025								
Thu 5/8/2025								
Fri 5/9/2025								
Sat 5/10/2025								
Sun 5/11/2025								
Mon 5/12/2025								
Tue 5/13/2025								
Wed 5/14/2025								
Thu 5/15/2025								
Fri 5/16/2025								
Sat 5/17/2025								
Sun 5/18/2025								
Mon 5/19/2025								

Daily DS300 Log (white form)

- Opening Data - Left Side (green)
- Closing Data - Right Side (pink)
- Initialed each time by 2 EO's

- Lid Seal #
- Red USB Seal #
- Ballot Compartment Seal #

Sources for EV Daily Reporting: Chief's Daily



Reconciliation Worksheet

DAILY RECONCILIATION WORKSHEET		Fairfax County	
Satellite: SAT_SHORTNAME	Date:	Democratic Primary – June 17, 2025	
Part A: E-Pollbooks		Before polls open	After polls close
Total voters checked in on all e-pollbooks			=
Part B: Ballot Scanners		Before polls open	After polls close
Public count on ballot scanner #1			
Public count on ballot scanner #2			
Public count on ballot scanner #3			
Total ballots cast on all ballot scanners today			=
Part C: Ballots used		Miscellaneous	
Ballots in scanners (total from Part B)		Drop box ballots	
Voted ballot marking device ballots		Surrendered absentee ballots	
Sample ballots		Curbside voters	
Spoiled ballots		Goldenrod forms (Statement of Voter)	
Voided ballots (fleeing voters)		Affirmations of Eligibility	
Provisional ballots (non-SDR)		ID Confirmation Statements	
Provisional ballots (SDR)		Requests for Assistance	
Total ballots used			
Blank ballot paper remaining			
Unopened BOXES of ballot paper (each containing 6 packs or 1200 sheets of paper)		Unopened PACKS of ballot paper (each containing 200 sheets of paper)	

Data to be Gathered:

- Total Voters Checked in on the E-Pollbooks should = total ballots cast on both DS300s
- Public Count of each DS300
- Protected Count of each D3200
- Provisional Ballots (not SDRs)
- SDRs
- Drop Box Ballots

Reconciliation		
Does Part A equal Part B? (voters checked in = ballots cast)		<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTES:		
We certify that the above information is a true representation of today's early voting activities.		
Chief	Name:	X
Assistant Chief	Name:	X

2025 Pollwatcher Early Voting Report Form

Click the shift type you worked: Opening, Middle, or Closing

This will open other information blocks relevant to the shift time you worked.

Items denoted with a * are required.

Complete the form for your shift type, then click **SUBMIT**.

Date of your shift *



MM/dd/yyyy

Shift Type: *

- Opening
- Middle
- Closing

Shift Worked *

- Opening (5-9)
- Mid-morning (9-1)
- Mid-afternoon (1-5)
- Closing (5-9)

Online Shift Reporting Form

This report will be available online and must be **completed online**. Note that the top portion of the form is common for all shifts.

You will first enter the DATE OF YOUR SHIFT (not the date you entered the form). Then select which shift you worked: Opening, Middle, or Closing Shift for Early Voting, or one of the 4 shifts on Election Day (see inset *).

Your form will be unique to the shift you worked. **Selecting your shift will cause additional drop-down information boxes to open.**

To report daily shift numbers and commentary or observations: <https://fairfaxelectioninfo.com>

2025 Pollwatcher Early Voting Report Form

OPENING SHIFT REPORT: DS300#1 (refer to the Daily Log or the Machine Certification Form)

DS300#1 - Red Tape Seal #

DS300#1 - Public Count

DS300#1 - Protected Count

OPENING SHIFT REPORT: DS300#2 (refer to the Daily Log or the Machine Certification Form)

DS300#2 - Red Tape Seal #

DS300#2 - Public Count

DS300#2 - Protected Count

Online Shift Reporting Form

Your form will be unique to the shift you worked. **Selecting an Opening or Closing Shift will cause additional drop-down information boxes to open.**

e.g., Clicking the Opening Shift button, allows you to report the numbers for each DS300 you observed.

2025 Pollwatcher Early Voting Report Form

INCIDENT REPORT FOR ALL SHIFTS

Note discrepancies in counts; voter problems resolved & unresolved; equipment problems; staff issues; security issues; poll watcher access problems; missing documents...

Did any incidents of note occur during your shift? *

No

Yes

Please enter any incident details (up to 500 characters)

Online Shift Reporting Form

If you have an incident to report, click the YES button. That will cause a drop-down box to open and allow you 500 characters to describe your incident event.

Election Day Paper Shift Reporting Form For Priority Precincts



2025 Election Day Poll Watcher Shift Notes Form

Report after each shift. File at fairfaxelectioninfo.com. For all scheduling or procedural questions, email 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

Date of your Shift: _____ Shift Worked: Opening _____ Morning _____ Afternoon _____ Closing _____

Precinct Name / No. _____

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	

The top of the first page of the Paper Report is the common portion of the form and should be completed for any shift worked.

Additional sections will appear in the online form based on the shift you worked.

Complete any information about any type of incident or event that occurred during your shift.

Election Day Paper Shift Reporting Form For Priority Precincts

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 #1		DS300 #2	
Top Lid Zip Tie Seal#		Top Lid Zip Tie Seal#	
Red Tape Seal #		Red Tape Seal #	
Public Count at Zero? Y/N		Public Count at Zero? Y/N	
Protected Count		Protected Count	
Opening Poll Book Count		Opening Poll Book Count	
Were 3 Tapes Printed at Opening? Y/N?		Were 3 Tapes Printed at Opening? Y/N?	

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 DS200 observations, the **Machine Certification Form**, or the **SOR** form. Complete the Incident Report if needed (see above).

DS300 #1		DS300 #2	
Red Tape Seal #		Red Tape Seal #	
Public Count		Public Count	
Protected Count		Protected Count	

The bottom of the first page of the Paper Report is divided into the Opening, Morning, Afternoon, and Closing Shifts.

DS300 data is collected for each of the two DS300 machines from both the **OPENING** and the **CLOSING** shifts.

Morning and Afternoon shifts will report any incident information, unless there was no Opening PW.

Election Day Paper Shift Reporting Form Priority Precincts

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

Additional Equipment	# of Drop Box Ballots and <i>Triplok</i> bag Code Number (Get from Collector EO's before they Leave)	# Hand Counted Ballots from Emergency Compartment (See SOR)

Obtain information from the **SOR**.

Does the # of Voters Checked-in match the # of Ballots Cast?	Yes <input type="text"/> No <input type="text"/> If no, by how many?	Total Check-ins on all Poll Pads:	Write details in Incident Report above.
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Obtain information from personal observation.

Officers Signed	
All Officers Signed #3 Yellow Label for each box of voted ballots?	Yes <input type="text"/> No <input type="text"/>
Two Officers signed #6 Seal for Cardboard Boxes for Unused Ballots?	Yes <input type="text"/> No <input type="text"/>

The top of page 2 of the Report Form is to collect data during the **Closing**.

Please use the SOR Form or the Closing Numbers Worksheet to obtain this Tabulating information.

Election Day Paper Shift Reporting Form Priority Precincts

Obtain from the **Results Worksheet** or the precinct **Results Notice** form taped to precinct door.

Obtain from the **Results Worksheet** or the precinct **Results Notice** form taped to precinct door.

Election Results			
Candidate	Votes Received	Candidate	Votes Received
Governor			
Winsome Earle-Sears (R)		Abigail Spanberger (D)	
Lt Governor			
John Reid (R)		Ghazala Hashmi (D)	
Attorney General			
Jason Miyares (R)		Jerrauld Jones (D)	

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

Provisional Ballots			
# Provisionals: (Non-SDRs)		# Provisionals: (SDRs)	

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

The bottom of Page 2 of the Report Form for the General Election only varies from the same form used for the Special Election for the list of candidate names and the voter result totals.

Also, please photo the **Results Notice Form** on the precinct door.

Microshifter Paper ED Shift Reporting Form



2025 Election Day Microshifter Notes Form

Report after all site visits. File at FairfaxMicroshifters.com

For all scheduling or procedural questions, email: 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

Microshift Report:

Precinct Name Visited _____	Time Arrived Site _____	Time Departed Site _____	Your Cell Phone _____
Chief Name _____	Asst Chief Name _____	Your Name _____	
Your Name _____		Your Email _____	

INCIDENT REPORT FOR:

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

INCIDENT	DESCRIPTION/DETAIL
Did any incidents occur during your visit? Or were any reported to you by the Chief or Assistant Chief? Y/N	

Top of the Paper Report form is common to all Report Forms

Microshifter Paper ED Shift Reporting Form

MIDDAY REPORT 10:00 am - 6:00 pm

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

DS300 #1		DS300 #2	
Red Tape Seal #		Red Tape Seal #	
Public Count		Public Count	
Protected Count		Protected Count	

Data From Voter Count Worksheet

Last Time Voter Count Worksheet Completed	Total Check-ins on all Poll Pads	Minus Voters Checked-in who have not yet cast a ballot	Minus Total Ballots cast on all DS200s	Difference

Chat at Greeter Table	DESCRIPTION/DETAIL
Was there any noteworthy information shared by the Greeters?	

Please complete the bottom portion of the form.