

Poll Watcher Training

2025 General Election



6. Election Day in Fairfax County for Microshifters



Election Day: Visit your Precinct Group

Visit your Microshifter Group of ~5 precincts as convenient between 10am - 6pm

- Visit each precinct within your group and meet with the Chief and/or Assistant Chief in each precinct
 - Ask to see the Voter Count worksheet and note data from it on your paper report form
 - If the precinct is off-count, why?
 - Were any shifts skipped? If yes, why?
 - Ask if there have been any incidents and if yes, get information about them
 - Ask about voter turnout – Lots? Few? Any impressions from the Chief/Assistant Chief?
- Write Down Numbers:
 - **DS300 Scanners:** Record the Public/Protected numbers, red seal numbers, the zip tie seal numbers
 - **E-Pollbook:** Record the accumulated number of check-ins
 - **Provisional Count:** Record how many SDRs, non-SDRs, and total so far
- Meet with the Greeters at each precinct
 - Ask if any incidents – if yes, get details. Escalate to Hotline if needed.
 - Ask for their impressions of the day and note their comments

Election Day: What is a Microshift Group?

SIGNUP PAGE: <https://fairfaxgop.org/microshift-groups-nov4/>

What is a Microshift Group?

Microshift Groups combine **four, five or six precincts**, for a single “roving” Poll Watcher to visit, observe and report key data.

Each precinct visit should last **20-30 minutes** each – a “microshift.”

Microshift Poll Watchers use a short print report form to record a “snapshot” of precinct data for **each precinct visit** and then copy the information from each of the precincts into an online version of the form.

Election Day: Why do we have Microshift Groups?

We do not have enough Poll Watchers to staff even half of our 265 precincts on Election Day, because many Republicans work as Election Officers, Greeters and to help get out the vote.

The Microshift approach provides information about operations in as many precincts as possible, given the limited number of available volunteers.

The objective: to get SOME information about operations in as many precincts as possible, with the available team of volunteers.

Election Day: Microshift Schedules

YOU Set Your Own Schedule:

You can visit the precincts in your Microshift Group any time starting at 10:00 AM and ending by 6:00 PM.

By 10:00 AM, the precinct should have some data gathered from machine problems, the Voter Count Worksheet, SDR rates and other issues.

If you visit a precinct at 6:00 PM at the latest, then you have the choice of closing that precinct (staying until the Chief packs up), or leaving the precinct before 7:00 PM when you will have to stay.

You set your schedule and your route. You can visit the precincts in any order. If you cannot get to all the locations in your Group, that's ok. We are thankful for any information that you can provide!

Microshift Shifts and Travel Time Estimates:

Shifts at each precinct in a Microshift Group should average **20-30 minutes inside the polling place**. You can choose to stay longer, or to return again later to a polling place in your group.

Precincts are grouped in a **geographic cluster** to minimize travel time, averaging 5-10 minutes between locations. Some precincts are co-located so you'll just walk to another part of the building.

The **total time** required to poll watch for all precincts in your Microshift Group should be about **four hours**, the time required for a traditional Election Day Poll Watcher shift.

Election Day: Sign Up Page

Group 1: Dranesville: Signup — Great Falls Elementary School, Great Falls United Methodist Church, Great Falls Library, Forestville Elementary School

Group 2: Dranesville: Signup — Cooper Middle School, Spring Hill Recreation Center, Colvin Run Elementary School, Spring Hill Elementary School

Group 3: Dranesville: Signup — Langley High School, Chesterbrook Elementary School, Churchill Road Elementary School, Langley High School, Franklin Sherman Elementary School, Chesterbrook Elementary School

Group 4: Dranesville: Signup — Haycock Elementary School, McLean High School, Longfellow Middle School, Kent Gardens Elementary School

Group 5: Dranesville, Providence: Signup — Pimmit Hills Center, Lemon Road Elementary School, Shrevewood Elementary School, Westgate Elementary School

Group 6: Hunter Mill, Providence: Signup — Vienna Community Center, The Parc at Tysons, Rotonda Condominiums Community Center, Providence Committee Meeting Room

Election Day: Microshift Group Sign Up

Sign Up for Microshifter Group 3: General Election

Task Date & Time: Tuesday, 11/04/2025 from 10:00AM to 06:00PM

* First Name:

* Last Name:

* Phone Number:

* Email Address:

* Confirm Email Address:

Comments for the Organizer:

Submit

Cancel/Back

Task Location: , Langley High School, Chesterbrook Elementary School, Churchill Road Elementary School, Langley High School, Franklin Sherman Elementary School, Chester, VA

Contact's Name:

Poll Watchers Coordinator

Email:

pwnotifications@fairfaxgop.org

Phone:

(703) 397-8129

Description and/or Special instructions:

Group 3 Micro Shifter: General Election Poll Watcher Signup Form

Election Day: Microshift Group Sign Up

Shift Information:

- Microshifter shifts run from 10:00 a.m. to 6:00 p.m. for the November 4 General Election. Within this time, you can set your own schedule to observe in "microshifts" at each of the Precincts listed below. How you schedule those Poll Watcher microshifts in the Precincts in that time period is up to you - all in sequence, or with breaks in-between. You can also rearrange the order of the Precincts for your visits.
- The total shift duration, including travel time between the precincts, should be close to a regular Election Day shift of 4 hours.
- These Precincts have been chosen for their proximity to each other, to reduce your travel time.

PRECINCT	POLLING_PLACE	ADDRESS	CITY
301 - CHAIN BRIDGE	Langley High School	6520 Georgetown Pike	McLean
302 - CHESTERBROOK	Chesterbrook Elementary School	1753 Kirby Rd	McLean
303 - CHURCHILL	Churchill Road Elementary School	7100 Churchill Rd	McLean
311 - LANGLEY	Langley High School	6520 Georgetown Pike	McLean
316 - SALONA	Franklin Sherman Elementary School	6633 Brawner St	McLean
305 - EL NIDO	Chesterbrook Elementary School	1753 Kirby Rd	McLean

Voter Count Worksheet

The Chiefs use the Voter Count Worksheet throughout the voting day to monitor the number of voter check-ins against the number of ballots scanned.

Monitoring checks start shortly after opening at 6:30am, continue at 8am and are conducted every two hours thereafter until 6pm.

Check if the precinct is out of balance and if so, has it recovered? Are there skips in the reporting? If yes, why?

VOTER COUNT WORKSHEET

Return in Envelope #2

Precinct: **100 SAMPLE (Jun 2025)**

Fairfax County – Democratic Primary – Jun 17, 2025

This form will help identify early any discrepancies between check-ins on e-pollbooks and ballots in scanners.

INSTRUCTIONS: Assign an election officer or high school page to track below numbers throughout the day. Record numbers as close to each time as possible. Instruct them to inform you immediately if the difference is not zero.

- **[Voters checked in who have not yet cast ballot]** includes voters at the ballot table, in the voting booths, or in line to scan their ballot. Do not count non-voters, like children accompanying their parent.
- The difference should always equal zero. If it is not zero, try to figure out why (e.g. did an officer not properly check in voters?) and **add to your Chief's Notes**. Note the time the discrepancy was discovered.

Time	Total check-ins on all e-pollbooks		Voters checked in who have not yet cast ballot		Total ballots cast on all scanners		Difference
Example	100	–	3	–	97	=	0
6:30 AM		–		–		=	
8:00 AM		–		–		=	
10:00 AM		–		–		=	
12:00 PM		–		–		=	
2:00 PM		–		–		=	
4:00 PM		–		–		=	
6:00 PM		–		–		=	

Microshift Report 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:

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	

Microshift Report Form:

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.	

Version 09/25/2025

Microshift Online Report Form: fairfaxmicroshifters.com.

2025 Microshifter Report Form

Enter the data for each precinct in a single form. If you are observing 5 precincts, you will need to complete 5 forms.

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Email *

MICROSHIFTER AND SITE INFORMATION:

Last Name *

First Name *