Please complete one questionnaire for each day you observe!

Early voting location: ____________________________

Day and Date of observation: ____________________________

Time you arrived: ____________________________ Time you departed: ____________________________

Your name (will not be shared with others except with your express permission, such as for media interview): ____________________________

Organization, if any, you are affiliated with: ____________________________

Your contact information (will not be shared with others except with your express permission, such as for media interview): Phone: ____________________________

Phone 2: ____________________________ Email: ____________________________

___Y___N___? Are election workers at the early voting site dedicated exclusively to polling operations?

___Y___N___? If no, do they have other unrelated responsibilities? Describe: ____________________________

___Y___N___? Are all personnel involved in polling operations regular employees of the elections office? If no, are there?

___Y___N___? - technical support persons hired on a temporary basis?

___Y___N___? - vendor staff or representatives?

Comments: ____________________________

Method used to check voters in (select one):

___ (a) electronic pollbook, voters given certificate or voter slip;

___ (b) hard copy pollbook roster, voters sign in on pollbook roster;

___ (c) other (please describe briefly): ____________________________

If machines were used to check voters in, how many were in use? __________

Method used to activate voting system so voter can cast ballot:

___ (a) electronic pollbook generates voter-card to be inserted in machine

___ (b) election worker uses another device (not an electronic pollbook) to program a voter-card to be inserted in machine

___ (c) election worker activates machine for voter at the voting machine itself

___ (d) other (please describe briefly): ____________________________

Voting System

Type of voting machines (list all – brand/model): ____________________________

Total number of each type of machine: ____________________________

Number of voting machines equipped with accessibility features such as audio headset: ____________________________

Number of demo machines, if any: ____________________________

Number of machines set aside for any reason (broken, unused?): ____________________________

Additional notes or comments about voting machines: ____________________________

The Verified Voting Foundation
1550 Bryant, #855, San Francisco, CA 94103 observer@verifiedvoting.org – 415-487-2253
EARLY VOTING / BALLOT ACCOUNTING

_Y_ _N_ _? Provisional voting method: Are provisional ballots cast using an electronic voting machine?

Daily Tally

Total number of votes recorded on voting system(s) for the day (public count) (use worksheet on last page of questionnaire if needed): ______________

Total number of voters checked in for the day (voter certificates total, if used, or number of signatures on roster if certificates are not used): ______________

Number of voted absentee ballots dropped off: ______________
Number of voted substitute (emergency) paper ballots: ______________
Number of voted provisional ballots: ______________

Observability:

_Y_ / _N_ / _? Are citizen observers allowed in to witness the poll-closing process as soon as the polls close (or just prior)? Comments: __________________________

_Y_ / _N_ / _? Are you permitted to witness the counts freely?
_Y_ / _N_ / _? ...Verification?
_Y_ / _N_ / _? ...Reconciliation?
_Y_ / _N_ / _? ...Reporting processes?
_Y_ / _N_ / _? Are vote totals made known audibly? (Y / N / ?)

_Y_ / _N_ / _? Were credentials required to observe the early voting poll closing procedures? If yes, describe (ex: party observer, candidate observer, other): __________________________

_Y_ / _N_ / _? Were credentials checked?

Comments: __________________________

Poll Closing Checklist:

_Y_ / _N_ / _? Did the election workers wait to initiate poll-closing process after the last voter has voted? If no, at what point did they initiate the process? __________________________

_Y_ / _N_ / _? Did the election workers complete the process of counting, verification, reconciliation and reporting—including reporting of any discrepancies found—before putting away materials and closing equipment? If no, describe: __________________________
EARLY VOTING / BALLOT ACCOUNTING

Procedures observed:

_Y / _N /__?
1. Clerk checks each machine, writes down public count of each machine on security form or tally sheet.

_Y / __N /__?
2. Each machine's serial number is noted or pre-printed on the form or tally sheet where the public count is marked.

_Y / __N /__?
3. For each machine, the election worker carries out a polling-closing process which includes locking out the machine from further voting.

_Y / __N /__?
4. Election workers close down the machine case/flaps or carries out other method to lock machine.

_Y / __N /__?
5. Once locked down, each machine is sealed.

_Y / __N /__?
5a. Are seals numbered?

_Y / __N /__?
5b. If seals are numbered, are those numbers noted on the security form or other seal log?

_Y / __N /__?
6. Activator cards (both voter cards and supervisor cards) are put away and locked.

_Y / __N /__?
6a. Are the cards secured in a sealed container?

_Y / __N /__?
6b. If cards are in sealed container, are seals logged?

_Y / __N /__?
7. Individual machine public counts are totaled.

_Y / __N /__?
8. Election worker calls in the individual machine public count totals.

[Answer #9 if voter slips are used. If not, skip to #10.]

_Y / __N /__?
9. Voter certificates are totaled.

_Y / __N /__?
9a. If total number of voter certificates is different from public count total, election workers investigate the cause.

[Answer 10 if roster tally is used instead of voter certificates.]

_Y / __N /__?
10. Total number of voter signatures is tallied.

_Y / __N /__?
10a. If total number of voter signatures differs from the public count total, election workers investigate the cause.

Your notes or additional observations on poll closing procedures: ________________________________

______________________________

WORKSHEET:

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<tr>
<th>Machine number:</th>
<th>Public Count:</th>
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Public Count Total: _______________________
Signatures in Register: __________________

The Verified Voting Foundation thanks you for your participation in this Early Voting Observation project, part of the Election Transparency Project.
POLL CLOSING / BALLOT ACCOUNTING
Election Day 2006

Polling place location: ____________________________
Polling place county/state: ____________________________

Time you arrived: ____________________________ Time you departed: ____________________________
Your name (will not be shared with others except with your express permission, such as for media interview): ____________________________
Organization you are affiliated with, if any: ____________________________
Your contact information (will not be shared with others except with your express permission, such as for media interview): Phone: ____________________________
Phone 2: ____________________________ Email: ____________________________

Persons present at the polling place (check all that apply):
- Pollworkers/election judges (How many? ________)
- Technical support/rovers (How many? ________)
- Observers/monitors/challengers, in addition to you (How many? ________)
- Other? Specify: ____________________________ (How many? ________)

_Y N_? Were all personnel regular employees of the elections office? If no,
_Y N_? - technical support persons hired on a temporary basis?
_Y N_? - vendor staff or representatives?
Comments: ____________________________

Voters are checked in by (select one):
___ (a) electronic pollbook (How many pollbook machines in polling plc.? ________)
___ (b) hard copy pollbook roster, voters sign in on pollbook roster
___ (c) other (describe): ____________________________
_Y N_? When voters are checked in, do they get a certificate or voter slip?

Method used to activate voting system so voter can cast ballot (if applicable):
___ (a) electronic pollbook generates voter-card to be inserted in machine
___ (b) election worker uses another device (not an electronic pollbook) to
program a voter-card to be inserted in machine
___ (c) election worker activates machine for voter at the voting machine itself
___ (d) other (please describe briefly): ____________________________

Voting System
Type of voting machines (list all - brand/model): ____________________________

Number of each type of machine: ____________________________
Number of voting machines equipped with accessibility features such as audio
headset: ____________________________
Number of demo machines, if any: ____________________________
Number of machines set aside for any reason (broken, unused?): ____________________________
Additional notes or comments about voting machines: ____________________________

_Y N_? Provisional voting method: Are provisional ballots cast on voting
machine (instead of paper provisional ballots)?
POLL CLOSING / BALLOT ACCOUNTING
Election Day 2006

Vote Tally

Total number of votes recorded on voting system(s) Election Day (public count) (use worksheet on last page of questionnaire if needed): __________________________

Total number of voters checked in for the day (voter certificates total, if used, or number of signatures on roster if certificates are not used): __________________________

Number of voted absentee ballots dropped off (if any): __________________________
Number of voted substitute (emergency) paper ballots (if any): __________________________
Number of voted provisional ballots (if any): __________________________

Observability:

__Y__N__? Are citizen observers allowed in to witness the poll-closing process as soon as the polls close (or just prior)? Comments: __________________________

__Y__N__? Were you permitted to witness the vote count freely?
__Y__N__? ...Verification?
__Y__N__? ...Reconciliation?
__Y__N__? ...Reporting processes?
__Y__N__? Were vote totals made known audibly? (Y / N / ?)

__Y__N__? Were credentials required to observe the poll closing/tally procedures? If yes, describe (e.g. party observer, candidate observer, other): __________________________

__Y__N__? Were credentials checked?

Comments: __________________________

Poll Closing Checklist:

__Y__N__? Did election workers wait to initiate poll-closing process after the last voter has voted? If no, at what point did they initiate the process? __________________________

__Y__N__? Did election workers complete counting, verifying, reconciling and reporting—including reporting of any discrepancies found—before putting away materials and closing equipment? If no, describe; __________________________
POLL CLOSING / BALLOT ACCOUNTING
Election Day 2006

Closing Procedures:

___Y___N___?
1. Clerk checks each machine, writes down public count of each machine on security form or tally sheet.

___Y___N___?
2. Each machine's serial number is noted or pre-printed on the form or tally sheet where the public count is marked.

___Y___N___?
3. For each machine, the election worker carries out a poll-closing process which includes locking out the machine from further voting.

___Y___N___?
4. Election workers close down the machine case/flaps or carries out other method to lock machine.

___Y___N___?
5. Once locked down, each machine is sealed.

___Y___N___?
5a. Are seals numbered?

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5b. If seals are numbered, are those numbers noted on the security form or other seal log?

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6. Activator cards (both voter cards and supervisor cards) are put away and locked.

___Y___N___?
6a. Are the cards secured in a sealed container?

___Y___N___?
6b. If cards are in sealed container, are seals logged?

___Y___N___?
7. Individual machine public counts are totaled.

___Y___N___?
8. Election worker calls in the individual machine public count totals. If no, are totals sent via modem?

[Answer #9 if voter slips are used. If not, skip to #10.]

___Y___N___?
9. Voter certificates are totaled.

___Y___N___?
9a. If total number of voter certificates is different from public count total, election workers investigate the cause.

[Answer 10 if tally of signatures on roster is performed.]

___Y___N___?
10. Total number of voter signatures is tallied.

___Y___N___?
10a. If total number of voter signatures differs from the public count total, election workers investigate the cause.

Did you notice any machine problems or other difficulties with poll-closing? _______

______________________________

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Signatures in Register: ________________________

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The Verified Voting Foundation
1550 Bryant, #855, San Francisco, CA 94103 observer@verifiedvoting.org – 415-487-2255