

DURING THE DAY

VOTING BOOTHS

One officer should be stationed near the voting booths to direct voters to an open voting booth and help answer questions. This can be the same officer who is monitoring the voting machines.

GUIDE AND ASSIST VOTERS

- 1) Direct voters with ballots to an open voting booth.
- 2) As voters finish marking their ballots, direct them to the DS200 ballot scanner.
- 3) Watch for voters asking for help marking their ballots or taking a long time to mark their ballots.
- 4) If a voter needs help, follow these steps (use the demonstration ballot if necessary):
 - Go to the booth where a voter has requested help.
 - Ask voters how you may assist and walk them through the process.
 - Complete a **Request for Assistance Form** if you will see the ballot.
- 5) If a voter makes a mistake on a ballot, inform them that they may “spoil” the ballot and exchange it for a new ballot.

MAINTAIN THE VOTING BOOTH AREA

- Remove and discard any campaign literature, sample ballots, or other materials left behind in the voting booth area by voters.
- Remove any pens that voters left behind.
- Try to make sure that voters do not leave ballots in the voting booths. If a voter leaves their ballot in a voting booth, an officer will have to void the ballot.
- Watch for any voters walking toward the exit with a ballot. Inform the voter that the ballot can not leave the voting room.
- Ensure that voters do not get assistance from other voters, including spouses and family members, without completing a **Request for Assistance Form**. Reminder: A voter may be accompanied into the voting booth or assisted by their child aged 15 or younger without any forms (§ 24.2-643).