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VOTING BOOTH/DEMONSTRATION CLERK

Voting Demonstration

Ask voters if they need or would like a **demonstration on how to operate the voting punch**. Use the yellow **Voting Instruction card**, the **voting punch** and the **demonstration ballots** to allow the voter to **practice voting**, prior to voting their official ballot in the voting booth.

Voting Assistance

Give assistance to voters upon request. Voters may request voting assistance from any person.

- Complete the "**List of Assisted Voters**" form for **each person** who receives assistance in voting.
 - **Print the voter's first name, middle initial and last name in the space provided.**
 - **Write the specific reason for needing assistance** in the space provided, (examples - blind, can't read, broken arm, etc..).
 - **Print the name of the person providing the assistance.** This may be someone other than the Voting Booth/Demo Clerk, that the voter has chosen to assist them.
 - **Go into the voting booth with the voter.** Assist the voter in voting (examples -read the ballot to the voter and/or punch the ballot as instructed by the voter.)

Voting Booth Maintenance

Monitor all of the voting booths to make sure they remain in good working order, **free of campaign materials** left by voters, and supplied with **pencils** for voters who may wish to exercise the **write-in option**. Several times a day **empty the card particles from the voting punches** into a trash container. This will prevent the voting punches from getting jammed.

Keep the **wheelchair accessible voting booth(s)** available for **elderly and handicapped voters**.

Processing a Curbside Voter

1. **Obtain the Curbside Voter Packet and the voting punch.**
2. **Go to the Master Index Clerk's Station and find the voter's name on the Master Index. Copy the following information from the Master Index onto the blank Curbside Master Index page:**
 - **ANC/SMD Number (general elections only)**
 - **Party Affiliation (primary elections only)**
 - **Registration Number**
 - **Voter's Last Name, First Name, Middle Name**
 - **Voter's Residence Address**
3. **Ask the Master Index Clerk handling that alpha book to write "curbside voter" in the signature block, and to issue you a voter card. Then go to the Ballot Clerk and obtain the ballot(s) for the voter. Do not turn in the voter card.**
4. **Take curbside voter packet, voting punch, ballot(s), and voter card outside to the voter in the car.**
5. **Have the voter sign the Curbside Master Index page in the signature block on the same line where you have recorded their registration information.**
6. **Have the voter fill out and sign the Assisted Curbside Voter envelope and print his/her name on the voter card.**

If the voter has difficulty completing the envelope you may fill it out for them; but they must sign it. You may also print the voter's name on the voter card.
8. **Instruct the voter to vote their ballot(s). Be sure to tell the voter to vote BOTH SIDES of the ballot where appropriate. When they are finished have them place the ballot card(s) in the secrecy envelope, stubs sticking out.**
9. **Tear off the stub(s) of the voted ballot card(s) in the secrecy envelope. Place the secrecy envelope inside the curbside envelope, and seal the curbside envelope.**
10. **Return to the polling place. Deposit the sealed curbside envelope in the ballot box. Give the voter card to the Ballot Clerk. Put the curbside voter packet where you can pick it up again to serve another curbside voter.**