## Opening the Polls

### April 23, 2024: Before 7 AM

### Supplies Inside Judge’s Box

- Poll Books
- Necessary Forms
- Postings

### Supplies Delivered to Polling Location

- Ballot Scanners (between 1–4)
- Ballot Marking Device
- Ballots (inside your ballot scanner)
- Voting Booths and Privacy Screens

### Instructions

- **Make Sure your Ballot Scanner(s) and ballots match each other and your precinct!**
- **Open your Ballot Scanner(s) and Ballot Marking Device**
Remember Polls MUST be open by 7 AM!

Machine or supply issues call 610-278-3820

All other issues call 610-278-3280 opt 1

Materials to be Posted

- Postings Envelope
- Provisional Balloting Instructions
- Sample Ballots
- Absentee/Mail-In Ballot Listing
- Zero Tape from Ballot Scanner(s) signed by JoE and both Inspectors

Tip: Divide the above tasks among all available poll workers, the Judge doesn’t have to do everything.

- Sign Election Oath and Voter ID Affidavit
- Sign Poll Worker Pay Sheet

GRVC–Morning

- Initial Quantity of Democratic and Republican Ballots
- Complete the Morning Seals section
Closing the Polls

After 8 PM, after the last voter in line to vote by 8 PM has cast their ballot.

- Close and seal the Ballot Scanner and Ballot Marking Device

General Returns of Votes Cast: End of Night

- Record the Protective Counter Number and Total Scanned # of Ballots from the Results tape on the GRVC

- Add the total scanned from each Ballot Scanner together and place it on line 4 in the “Close of Polls” section

- Record the number of ballots created on the Ballot Marking Device on line 2 in the “Close of Polls” section
GRVC lines a-f

- Line a: already complete
- Line b: how many unvoted, preprinted ballots are left
- Line c: subtract line b from line a
- Line d: how many preprinted ballots were spoiled
- Line e: were there any voted but not scanned ballots?
- Line f: subtract spoiled (pre-printed) ballots and any voted but not scanned from line c

GRVC At Close of Polls

- Line 1: Total from line f
- Line 2: Already filled in
- Line 3: Add lines 1 & 2 together
- Line 4: Already filled in
- Line 5: Total from Numbered List of Voters

Line 3, 4, AND 5 MUST match. Explain if they do NOT MATCH.
**GRVC Finishing Steps**

- Number of Surrendered Ballots
- Number of Provisional Ballots Complete
- Note your seal numbers on the Blue Ballot Bag and Yellow Media bag on the GRVC
- Finally sign the GRVC and write your precinct name on it then place it A Envelope

**Paperwork Summary**

- Envelopes A, D, F, S, V, W are to be sealed in the Blue Ballot bag with VOTED Election Day Ballots.
- B Envelope goes home with the Minority Inspector for 2 years
- Judge’s Supply Box has Canvas Bag for Surrendered Ballots, Nylon bag for Provisionals and remaining Office supplies
- Unused ballots, blue ballot bags, and provisional materials remain in the ballot scanner.

**PLEASE CAREFULLY HANDLE ALL BALLOTS**
**DO NOT MIX UNUSED AND USED BALLOTS**
**Finishing Touches**

- Remove the flash card from EACH ballot scanner and place it in the yellow media pouch then seal it.
- Please ensure all seals have been attached and noted on the GRVC.
- Post one copy of the GRVC and one RESULTS TAPE from the ballot scanner.
- Please take down all other postings and put them in the Judge’s Box. Fold up voter booths and privacy screens and secure them with the voting equipment.

**Return Materials to the Satellite Office**

- Ballot Scanner cards securely sealed in yellow pouch (ONE FOR EACH SCANNER)
- All VOTED Ballots securely sealed in the Blue Ballot Bags
- All signed Pay Sheets

*Your return location is in your JoE Box Pickup email as well as printed on the yellow card on top of your JoE Box.*