OFFICIAL CHECKER

ARRIVE: 5:00 AM
          6:00 AM Polls MUST be open.

DUTIES: Draw a red line through the Voters name indicating HE/SHE has voted.
        Mark your hourly tally sheet adding a (/) for each Voter who has voted.
        Calculate by five (/////).
        Compare the total number of (/////) on your hourly tally sheet to the total number
        on your tabulator, and with the Ballot Clerk’s tally sheet during the day.

CHECKER BOOKS: Official Checker Book cover is GREEN.
                 Inactive Checker Book cover is YELLOW.

SPECIAL NOTE: THE CHECKER BOOK NEVER LEAVES THE POLLING LOCATION.
               Do not make any notations in your book like Voter is deceased, moved etc.
               Refer the situation to your Moderator.

TALLY SHEETS: These sheets are located in the back of your book.

HOURLY COUNT: Every hour the Moderator will request the total number marked as voted for that
               hour from your tally sheet. The Moderator will compare this total to the total
               number of Voters who voted on the tabulator screen, to the total number of ballots
               distributed.

A TIP: Turn your book upside down every hour when calculating the hourly count.
       It is easier on your eyes, and you are less likely to make a mistake.

SIGN: Payroll sheet (at the close of polls)
       Checker Book (s) (at the close of polls)
       Moderator’s Return (at the close of polls)
OPENING PROCEDURES

STEP 1: A RED “A” has been previously marked in your book indicating the Voter has voted absentee ballot.

ADD the total of RED “A” s on each page and write this total in the top left margin.
If there are no Voters voting absentee ballot write a “0”.

STEP 2: On each page of your book you will find the eligible Voters listed under their street names. Some streets continue onto the next page so be careful when counting.

ADD the total number of eligible Voters for each street, on each page of your poll book. Write this total in the top right margin.

SUBTRACT the total of absentee ballots “A” s from the total number of eligible Voters. Write this total in the bottom left margin.

REFER TO MODERATOR IF:
Voter is not listed in your poll book.
Voter’s name has been previously crossed out with RED pencil as voted.
The letter “A” has been marked next to the Voter’s name as voted by absentee ballot.

Absentee Ballot Procedure:
Moderator has instructed you that a Voter has voted absentee ballot.
In BLUE pencil write the letter “A” to the left of the Voter’s name. (Example: A Doe Jane)

ADD plus (1) to the absentee count in the top left margin.

SUBTRACT minus (1) from the total number of Voters in the bottom left margin.

Absentee Ballot Removal:
Moderator instructs you to ERASE the letter “A” located to the left of the Voter’s name. If unable to erase, make a note next to “A” and strike through (√)

SUBTRACT minus (1) from the number in the top left margin.

ADD plus (1) to the total number of Voters in the bottom left margin.
**Adding Voter onto The Official Checker Book Who Also Voted by Absentee:**
Moderator instructs you to **ADD** the Voter.

In **BLUE** pencil write the name and address at the end of the Voter’s street of residence. Write a **BLUE “A”** to the left of the Voter’s name.

**ADD** plus (1) to the absentee count located in the top left margin.

**ADD** plus (1) to the total number of voters in the top right margin.

**Adding Voter onto The Official Checker Book:**
Moderator instructs you to **ADD** the Voter.

In **RED** pencil write the name and address at the end of the Voter’s street of residence. **STRIKETHROUGH** the entire name if Voter is voting in person.

**ADD** plus (1) to the street total.

**ADD** plus (1) to the total number of Voters in the top right margin.

**ADD** plus (1) to the total number of Voters in the bottom left margin.

**Deleting Voter from The Official Checker Book:**
Moderator instructs you to **DELETE** the Voter.

Write the letter “D” (delete) to the left of the Voter’s name. (Example: **D** Doe Jane)

**SUBTRACT** minus (1) from the street total.

**SUBTRACT** minus (1) from the total number of Voters in the top right margin.

**SUBTRACT** minus (1) from the total number of Voters in the bottom left margin.

**Deleting EDR (Election Day Registration) Voter from The Official Checker Book:**
Moderator instructs you to **DELETE** the Voter.

Write “**EDR**” to the left of the Voter’s name. (Example: **EDR** Doe Jane)

**SUBTRACT** minus (1) from the street total.

**SUBTRACT** minus (1) from the total number of Voters in the top right margin.

**SUBTRACT** minus (1) from the total number of Voters in the bottom left margin.
**Voter’s Name Erroneously Checked Off from The Official Checker Book:**
Notify your Moderator and they will complete Form #4.
Scenario: Joseph Smith of One Chapel Lane comes in to vote.
In error, you checked off Joseph Smith Jr.

Write **ERROR** to the left of your error (Voter’s name). **DO NOT erase your error**
or check off the Voter’s name that initially should have been checked off.
Write this Voter’s name at the bottom of your page.

**Voter Will Be Voting by Provisional Ballot:**
Moderator instructs you that a Voter will be voting by provisional ballot.

Write “**PB**” to the left of the Voter’s name ONLY. (Example: **PB** Doe Jane)
Do not draw a RED line through the Voter’s name.
**DO NOT COUNT AS A VOTE.**

**Voter Will Be Voting by Challenged Ballot:**
Moderator instructs you that a Voter will be voting by challenged ballot.

Write “**CB**” to the left of the Voter’s name ONLY. (Example: **CB** Doe Jane)
Do not draw a RED line through the Voter’s name.
**DO NOT COUNT AS A VOTE.**

**HAVA (Help America Vote Act):**
Effective January, 2003 new Voters must provide a photo ID or their Social Security number
when registering to vote. Voters who did not provide the required information are noted with an
**ASTERISK (*)** by their name in the Official Checker Book. The Official Checker will ask those
Voters to see the Moderator. The Assistant Registrar will note the Voter’s current and valid
photo identification, utility bill, bank statement, paycheck, government check, or other
government document in the Moderator’s diary. NO Social Security cards are allowed (because
the card does not have the address on it).

Example from Official Checker Book:

125 R 48 *Doe Jane

**Address Confidentiality Card Procedure:**
A State of Connecticut Confidentiality Card has now been approved as a form of ID at the polls.
The Official Checker looks to the last page of the Official Checker book for voter’s name,
remember no address will appear.
Under NO circumstance is anyone to ask Voter for their street address. Be discreet.
CLOSING PROCEDURES – POLLS MUST CLOSE AT 8:00 PM

How many names did you **ADD** to your book? 
(Include the names on the supplemental list. 
Write this total on Line 2 in the last page of your book.

How many names did you **DELETE** from your book? 
Write this total on Line 3 in the last page of your book.

How many names in your book after polls close? 
(ADD Line 1 + Line 2 – Line 3) 
Write this total on Line 4 in the last page of your book.

How many **Absentee Ballots** (A’s) in your book? 
Write this total on Line 5 in the last page of your book.

How many **strikethroughs’** in your book? 
Write this total on Line 6 in the last page of your book.

CELL PHONES/FOOD/DRINKS SHOULD BE KEPT AWAY FROM ALL VOTING MATERIALS.