Poll Worker Training Manual
Supplemental

TRAVIS COUNTY CLERK

ELECTIONS DIVISION

STATE OF TEXAS

December 12, 2026

Contents

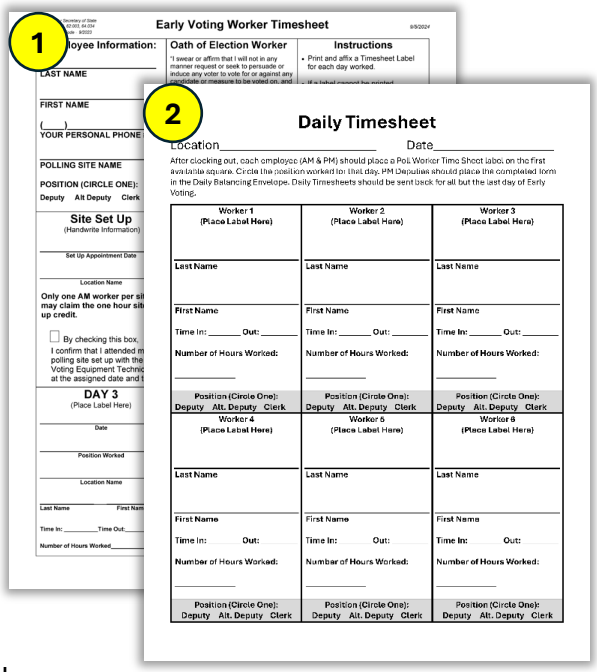
Key Dates 2
Daily Timesheets 3
Voter Not Found 4
Ballot Card Selection by Voter 4
Media in Polling Locations 5
Electioneering 5
Poll Worker Training Manual Updates 6
Curbside Set Up 7
ADA Deficient Site – Active Remediation 8

Key Dates

- Last day to register for the general election – November 12, 2026
- Last day to apply for Ballot by Mail – December 1, 2026
- Early Voting– November 30 – December 8, 2026
- Election Day – December 12, 2026
- ID cure date – December 18, 2026

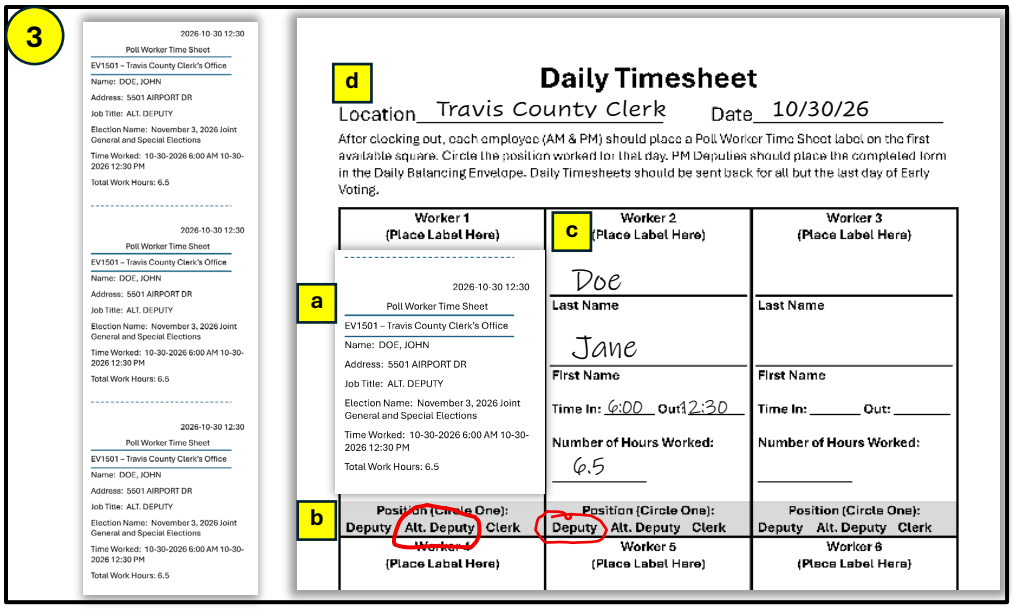
Daily Timesheets

In addition to the *Early Voting Worker Timesheet* (1), a *Daily Timesheet* (2) will be submitted with materials in the Daily Balancing Envelope for each day of Early Voting. Procedures for filling out the *Early Voting Worker Timesheet* can be found on page 63 in the manual and remain the same.



To fill out the *Daily Timesheet* use the following procedures:

- ☐ Follow the steps on page 60 in the Training Manual to clock out.
- ☐ When the timesheet label prints on the Brother printer (page 61), you will receive a triplicate label (3).
- ☐ Cut or tear along the dotted line to separate the label into three labels.
  - ☐ Place one label on your *Early Voting Worker Timesheet*.
  - ☐ [a] Place the second label on the first available square of the *Daily Timesheet*. The third label is retained for the poll worker's records.
  - ☐ [b] Circle the position worked on that day. Do this for each square filled out, every time.
  - ☐ [c] If no label prints, write the information in the available square.
  - ☐ [d] Print the name of the location and the date at the top of the form.



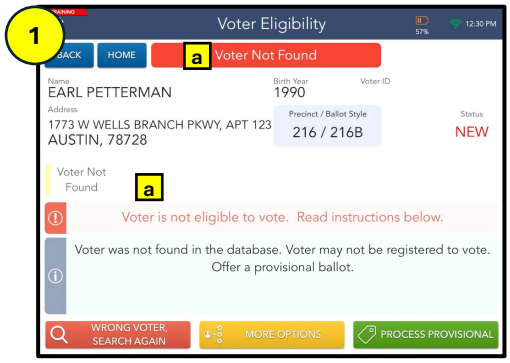
- ☐ Each Deputy should confirm that poll workers have placed their labels on the form once they have clocked out.
- ☐ The PM Deputy will file the completed form in the Daily Balancing Envelope.

Voter Not Found

If a voter does not have a ballot style for this election, the ePollbook will display a **VOTER NOT FOUND** flag [a] on the Voter Eligibility screen. (1)

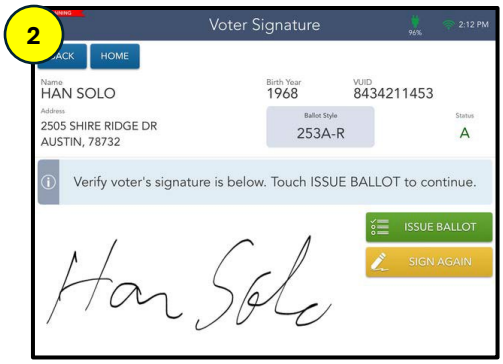
If the voter insists that they should have a ballot for this election, call the Call Center for further assistance.

After conferring with the Call Center, you can always offer a provisional vote for voters who believe that they reside within an active voting area but are not found through manual searches in the ePollbook.



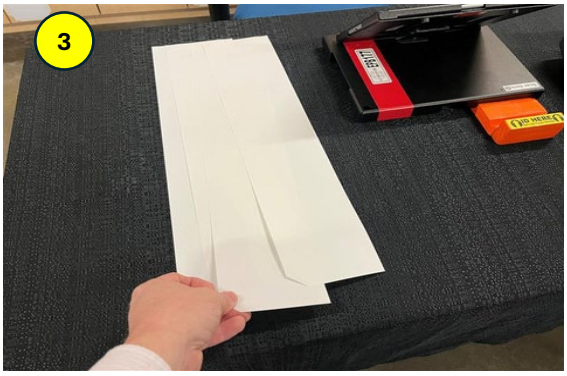
Ballot Card Selection by Voter

When checking in a voter, the voter should select a ballot card from the disarranged ballot supply. At each ePollbook, put three small stacks of ballot cards (1). Be sure the serial numbers printed on the back of the ballot are **face down** and cannot be seen. When you get to the "ISSUE BALLOT" screen (2) during the check in process, have the voter select a ballot card.



If space at the check-in table is limited, as an alternative to having individual stacks of ballots, you can take three to four ballots cards from a single stack (3) and ask the voter to select one. Be sure that the serial numbers are not visible when the voter is choosing their ballot.





Media in Polling Locations

Media is required to follow Texas Election Code 61.003, and must remain 100 feet from the building entrance of the polling location. If media arrives at your site, immediately contact the Call Center to inform us of the presence. It is important to remember that poll workers are not authorized to speak to the media on behalf of Travis County Elections. If a member of the media asks to communicate with someone from Travis County, you can give them the Call Center phone number (512-854-4783) or have them email CountyClerk@traviscountytx.gov.

Electioneering

It is prohibited to electioneer, including expressing preference for or against any candidate, measure, or political party, **regardless of whether they are or are not on the ballot,** or relating to the conduct of an election. Tex. Elec. Code Sections 61.003, 85.036.

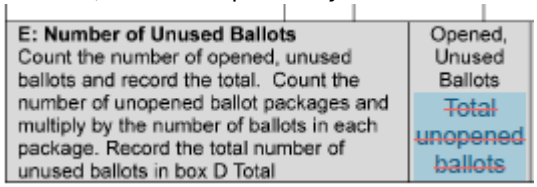
Electioneering in the form of sound amplification is prohibited by law within 1000 feet of polling sites. If election workers can hear it within the 100-foot boundary, the judge should call the Call Center.

Voting guides, such as from the League of Women Voters or other organizations, even if non-partisan, are not to be posted or distributed at polling sites. **Only materials authorized by the Secretary of State may be posted at polling locations**. If a voter brings written material to help them vote individually, this is permitted but sharing it with any other voter (even if related) is considered electioneering and is not allowed.

This is NOT Allowed	This IS allowed
Materials with campaign slogans or other support messages such as MAGA hats, Biden or Obama or other candidate attire, Democrat, Republican or Green Party pins, etc.	Materials or attire showing support for a specific organization, such as: NRA, Black Lives Matter, Turning Point USA. Or showing support for an issue, like “Protect the Environment” or “Save Big Bend”
Materials or attire with “Vote Democrat” or “Vote Republican”	Materials or attire with “Voting Matters”
Showing such support WITHIN the 100-foot boundary from polling site entrances and/or the 20-foot boundary around curbside voting stations.	Showing support for candidates, parties, measures (on the ballot or not) OUTSIDE the 20-foot boundary around curbside voting stations and the 100-foot boundary from polling sites.
Posting or distributing voting guides (even if considered non-partisan) at the polling site. A voter handing off written materials with voting information on it to another voter within the electioneering boundary or voting room.	An individual voter bringing written materials to assist with them in casting their ballot

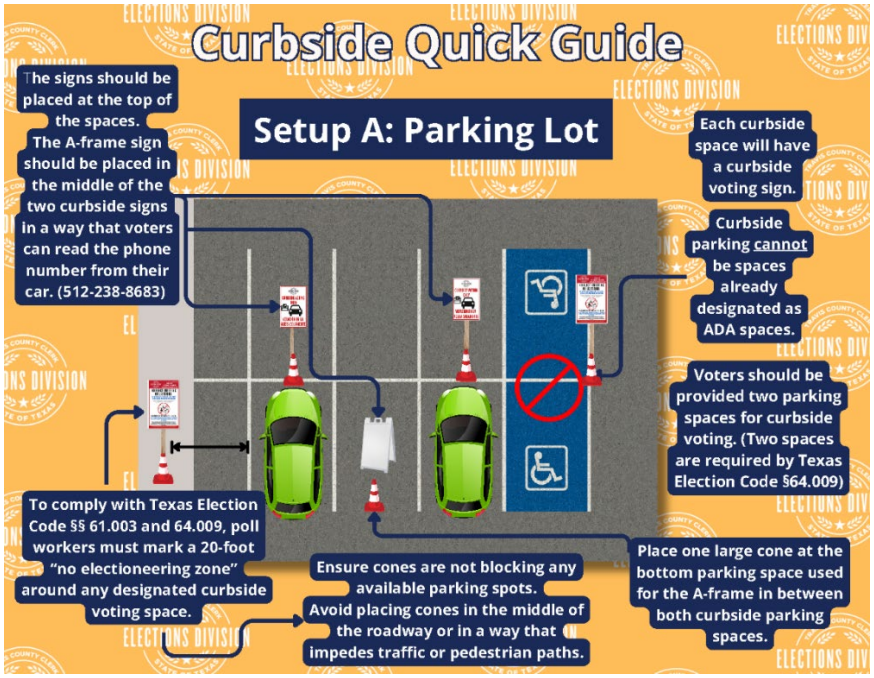
Poll Worker Training Manual Updates

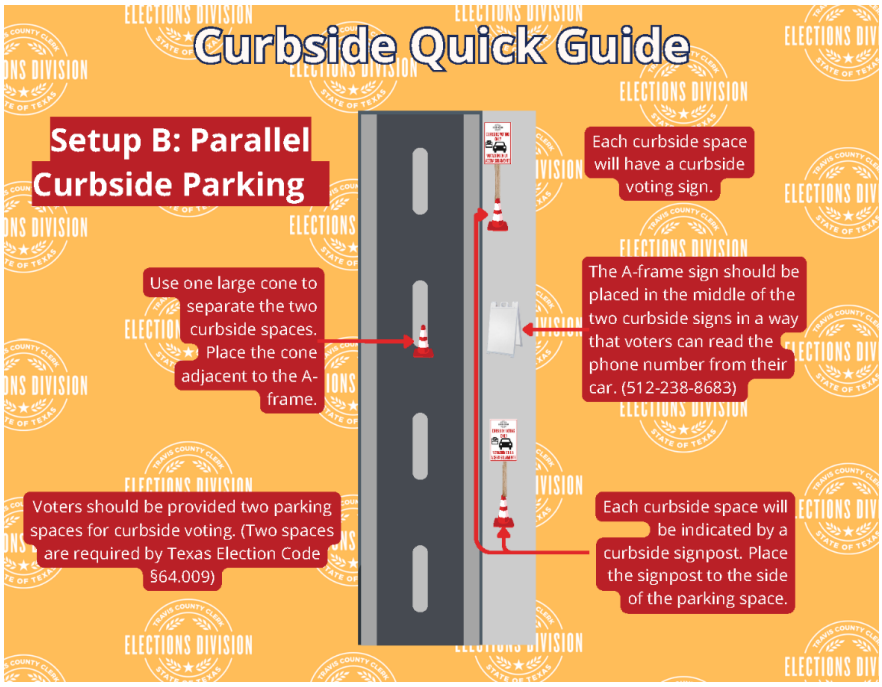
Please make a note of the following updates to the manual:

Location in manual	Topic/content	Update
Page 10	Forms Box	An orange folder has been added with some of the forms previously in the yellow folder. The supply checklist taped inside the Forms Box will be the updated version.
Page 132, 136	Materials to Bring to the Elections Office – have in the front seat to turn in at the front at EV Closeout & CRS	Add Red Emergency Ballot Bag to the list and remove from the lists on page 133 & 137 of items to return in the clear bag at the back of the building.
Page 133	Clear Return Bag – Daily Balancing Envelope	Add to list of documents: • Election Worker Assistance form • LAST DAY OF EV: *Information of Person who Provided Transportation to Seven or More Voters During Early Voting or Election Day* aka Curbside Transportation Roster
Page 137, Bullet 5	Yellow Envelope 2 The list printed on the Yellow Envelope 2 is outdated, so use the updated list below. Note that the Poll Watcher documentation goes in its own Poll Watcher envelope (page 127). All items to return in the Yellow Envelope 2: • Oath of Election Workers (page 14) • Notice of Total Voters (page 16) • Reasonable Impediment Declaration (RID) forms (page 90) • Standard Affidavits (page 141) • Completed Oaths of Assistance/Interpreter forms (page 118) • Election Worker Assistance Sheet (page 119) • Curbside Voter Statement (page 121-123) • Curbside Transportation Roster / Information of Person who Provided Transportation to Seven or More Voters During Early Voting or Election Day (page 124)	
Page 147	*Register of Official Ballots for Early Voting at Branch Location* On line E, the blue explanatory text in the first fillable box is incorrect. It should be crossed out.  	

Curbside Set Up

If you see instructions for curbside setup that refer to Setup A and Setup B, use these guides:





ADA Deficient Site – Active Remediation

Outlined in the ADA Remediation Checklist in your site compliance packets, you will have to make the remediations necessary to make your voting site ADA compliant.

For some sites, this remediation requires Active Remediation. These sites will have specific Watch Zones, areas that are not ADA compliant, and the ADA Remediation Checklist outlines why they are not. Usually, they're older buildings with issues that cannot be remediated such as the slope of a ramp, height of a railing, or overhead clearance of an awning that is not up to modern ADA standards.

If this applies to your site, you will see this information in the ADA Remediation Checklist in your Site Compliance Packet:

- Attendee station marked with a red star on the first page of the ADA Remediation Checklist
- Watch Zones marked by red X's with numbers, and explanations of the reason for non-compliance with ADA standards on a page at the end of the ADA Remediation Checklist packet

For sites requiring this Active Remediation, the two curbside clerks will alternate between handling normal poll worker duties, and maintaining line of sight to these Watch Zones.

Curbside Clerk 1 helps with normal poll worker duties and facilitates curbside voting when prompted.

Curbside Clerk 2 is to have a clear line-of-sight to the Curbside Voting parking AND the Watch Zones where the ADA barrier(s) occur, marked by red X's with numbers, in the latter pages of the ADA Remediation Checklist.

- If you witness someone approaching the polling location who is impeded by identified barrier/obstacle, offer them assistance. Use the prompt below:
- "Hello, my name is _____, I'm a Travis County poll worker. I want to make you aware this access route is not ADA compliant. If you're interested in voting today, curbside voting is an option. I'm here to help if you have any questions.

Curbside clerks should alternate duties regularly. When stationed outside, poll workers must wear the neon safety vest and may use the umbrella provided as needed.