

Welcome!



Election Day: November 4, 2025

7:00AM - 7:00PM

BEFORE CLASS STARTS:

Log into your ePollbook

Fill out your *Constitutional Oath*



Oath

- Now we'll take the oath of Election Worker
- Fill out the information *legibly* when instructed
- We'll do both oaths

Leave the bottom line blank

AW 7-2a
Prescribed by Secretary of State
Article XVI, Section 1, Texas Constitution
Sections 1.016, Texas Election Code
7/2017

**CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND
EARLY VOTING CLERK**

Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, _____ do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed: _____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date: _____ Signature of Officer: _____

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____ do solemnly swear (or affirm) that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Election Judge/Alternate Judge/Early Voting Clerk: _____

Signature of Officer Administering Oath: _____



What's New?

Organized into sections for easier navigation and reference.

Build the Habit – reference manual first when seeking an answer to questions.

Poll Worker Training Manual



October 2025



Legislative Update – Wireless Devices

A person is not allowed to use a wireless communication device within a room in which voting is taking place.

Postings should be attached to the outside of each BMD shield, in the Postings Kiosk and throughout the voting room.

7-39
Prescribed by Secretary of State
Secs. 33.051, 61.014, and 62.0111, Texas Election Code
9/2025

NOTICE

**Prohibition of Certain Devices
Within a Room In Which Voting Is Taking Place**

A person is not allowed to use a wireless communications device within a room in which voting is taking place. Additionally, a person is not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. **These devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders.** A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and the authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the course of their employment.

NOTIFICACIÓN

**PROHIBICIÓN DE CIERTOS DISPOSITIVOS DENTRO
DE UNA SALA EN LA QUE SE LLEVA A CABO LA
VOTACIÓN**

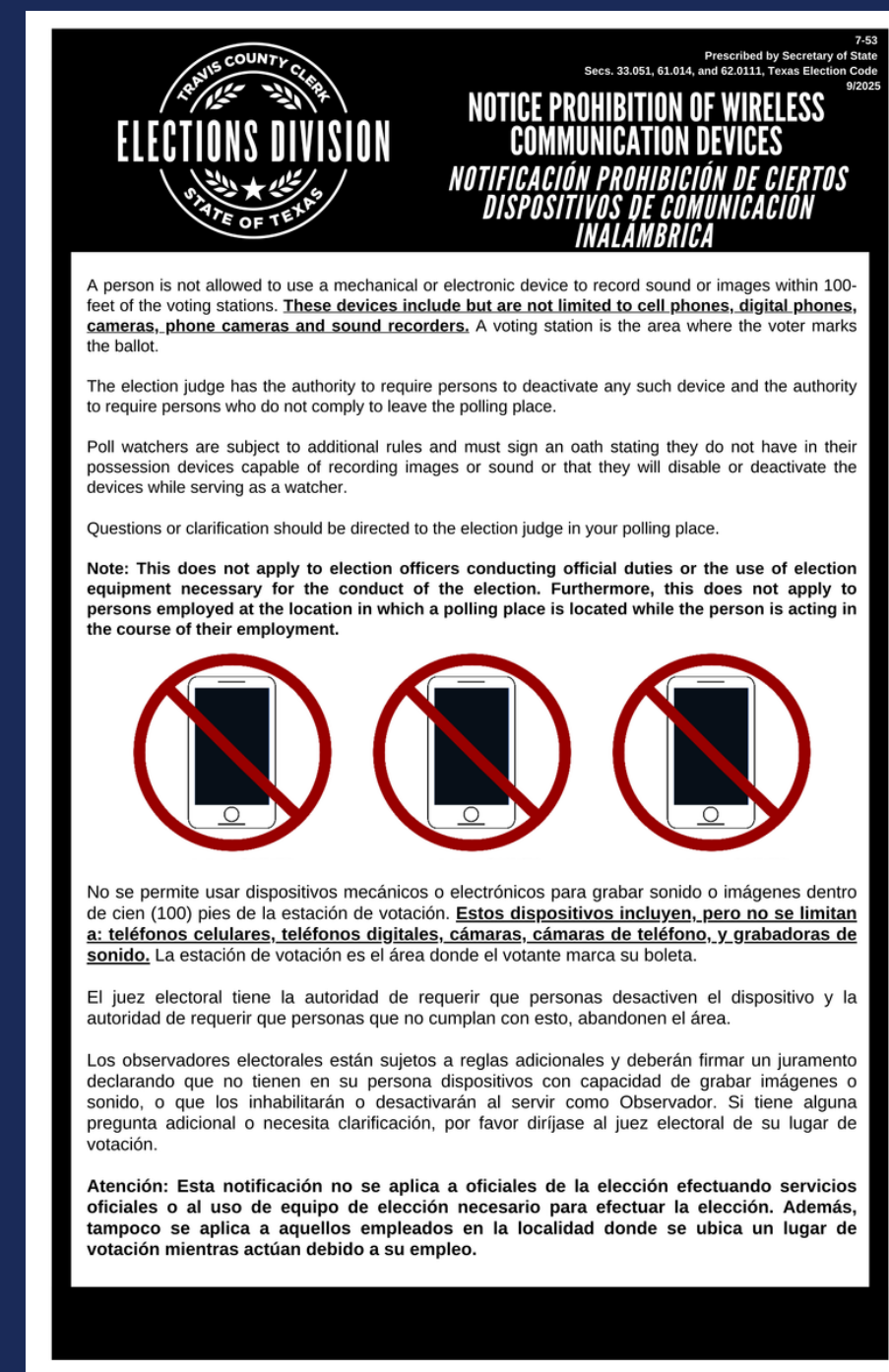


Legislative Update – Wireless Devices

A person is not allowed to use a mechanical or electronic device to record sound or images within 100 ft of the voting area.

Voters CAN use a wireless device outside the voting room to look up information.

Place the provided sign in an orange cone 100 ft from the entrance to the voting area.

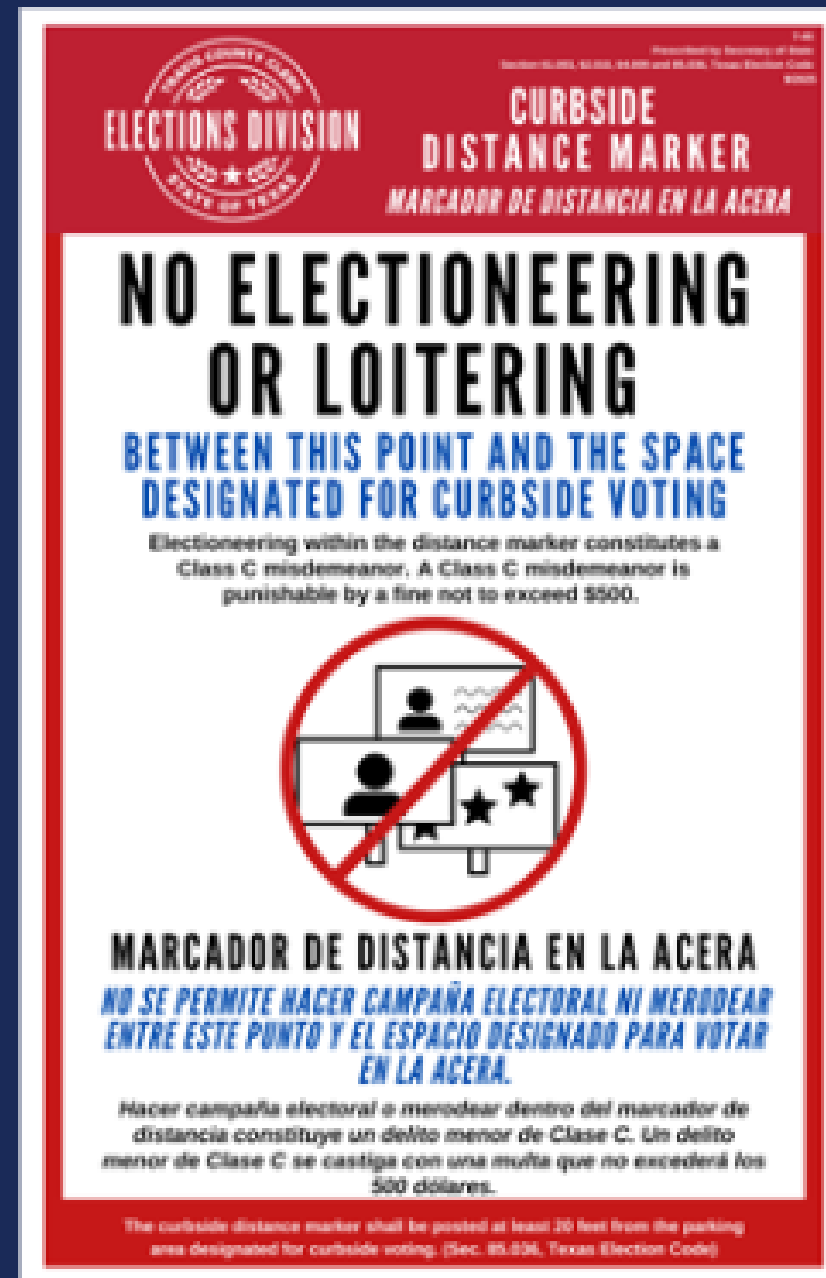




Legislative Updates - Curbside Voting

Poll workers must set up a curbside electioneering boundary 20 ft from the outside edge of the curbside parking spaces.

Do not block roads or sidewalks with signage.





Legislative Updates - Curbside Voting

Voters must now sign a *Curbside Voter Statement* that attests to their inability to physically enter the polling place without personal assistance or injuring their health.

Each curbside voter will print and sign their name. Poll workers who conduct curbside will sign and date this form.

Two poll workers need to deliver the ballot.

Form 7-66
Prescribed by Secretary of State
Section 64.009 Texas Election Code
09/2025

Type of Election	Polling Location
Date of Election	Authority Conducting Election

CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA)

Oath: "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling location." (**Juramento:** "Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud bajo la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación".)

Printed Name of Voter (Nombre impreso del votante) _____	Printed Name of Voter (Nombre impreso del votante) _____
Signature of Voter (Firma del Votante) _____	Signature of Voter (Firma del Votante) _____
Printed Name of Voter (Nombre impreso del votante) _____	Printed Name of Voter (Nombre impreso del votante) _____
Signature of Voter (Firma del Votante) _____	Signature of Voter (Firma del Votante) _____

The above oaths were sworn and subscribed to before me this ____ day of _____, 20 ____.
Los juramentos anteriores fueron jurados y suscritos ante mí en la fecha arriba.

*Witness Information only required if voter is unable to sign.
See back for instructions. (La información del testigo solo es necesaria si el votante no puede firmar. Consulte las instrucciones en el reverso.)

Signature of Election Officer

Printed Name of Election Officer



Legislative Updates - Curbside Voting

Poll workers must ask all drivers if they have transported 7+ voters to the polls during the Early Voting period and Election Day.

If yes, the driver must complete and sign the *Information of Person that Provided Transportation to Seven or More Voters for Curbside Voting* form.

7-65
Prescribed by Secretary of State
Sections 64.009, 64.034, Texas Election Code
9/2023

Type of Election	Polling Location
Date of Election	Authority Conducting Election

INFORMATION OF PERSON THAT PROVIDED TRANSPORTATION TO SEVEN OR MORE VOTERS FOR CURBSIDE VOTING INFORMACIÓN DE PERSONA QUE PROVEYÓ TRANSPORTACIÓN A SIETE O MAS VOTANTES

Signature of Person that Provided Transportation <i>Firma de persona que proveyó transportación</i>	Printed Name of Person that Provided Transportation <i>Nombre de persona que proveyó transportación en letra de molde</i>	Address of Person that Provided Transportation <i>Dirección de persona que proveyó transportación</i>	Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place? <i>¿La persona que proveyó transportación sirvió como asistente del votante bajo 64.034 además de proveer transportación al lugar de votación?</i>	
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No

Instructions:

A person that simultaneously provides transportation to 7 or more curbside voters to the polling place must complete and sign this form.
If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance.



Legislative Updates - Voter Assistance

Poll workers who assist a voter in reading or marking their ballot must fill out the *Election Worker Assistance Sheet*.

This form can be found in the Yellow Forms folder.

7-67
Prescribed by Secretary of State
Sections 64.0322, 64.034, Texas Election Code
9/2025

Election Worker Assistance Sheet Hoja de Asistencia para Trabajadores Electorales

Type of Election	Polling Location
Date of Election	Authority Conducting Election

	Name of Voter (Nombre del Votante)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No



Legislative Updates - Voting Equipment

Confirm seal number matches what is listed on the form for that BMD.

Remove seals and place in BMD/ESC seals envelope.

At close, seal each BMD and record information on the Equipment Security Seal Log.



G25 EQUIPMENT SECURITY SEAL LOG						
Location:						
Seal No.	Date Seal Applied	Equipment Serial Number	Name/Signature of Person Applying Seal	Date Seal Broken	Signature of Person Breaking Seal	Reason for Seal Breaking



Legislative Updates - Poll Watchers

Poll watchers must still present a completed and signed Certificate of Appointment and a Certificate of Completion.

Verify that all Certificates of Appointment are the updated forms, dated 09/2025. You can find this in the top left corner of the document.



4-26
Prescribed by Secretary of State
Sections 33.002, 33.006, 33.051, 127.201 Texas Election Code
9/2025

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE



Ballot Tracking

Ballot packages are now numbered in order sequentially from lowest to highest serial number.

When opening packages, record the Pack # & Serial Range. The poll worker opening the pack will Initial and Date.

The Judge will sign and date the bottom of the form.

Ballot Pack Tracking Sheet

Location _____

Tracking Log

Distribution Set/ Ballot Drop off #	Pack #	Serial Range	Initials	Date
1	1	100001-100251	P.I.	10/20/25

Distribution Set/ Ballot Drop off #: Whenever a new batch of ballots are received, this will be considered a new set. (The first box, or bag of ballots you begin with on opening day will be "Distribution Set/ Ballot Drop off # 1")

Packs: Ballot packs will be used sequentially in order. (Ex: Pack 1, Pack 2, Pack 3, Pack 4...)

Serial Range: Once you are ready to open a pack of ballots (a set of 250 ballots), you will write the serial range for the newly opened pack that is being used. (Ex: 602001-602250)

Judge Signature *10/31/25*
Election Official: _____ Date: _____



Judge's Signature



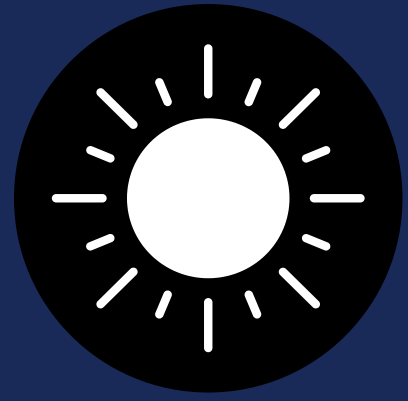
- Judges sign the back bottom of the Ballot Cards above the serial number.
 - It must be the JUDGE, not Alternate Judge or Clerk.
 - You can use a signature stamp if you have one.
- Ballots must be shuffled and given out in random order.

For more information on ballot cards, see page 69 in your manual.



Checklist: Opening the Polls

- **Make sure all voting equipment is ready by 7am, Page 20**
- **Set up:**
 - **curbside parking, Page 109**
 - **exterior ADA remediation, Page 3**
 - **electioneering boundary signs, Page 5**
- **File all broken seals in envelopes, Page 20**
- **Verify Public Count and file printouts from the Scanner/ePollbook.**
- **Call the Call Center once your site is ready to accept voters**



Checking In Voters

Your Table Trainers will guide you through voter check-in procedures.

Need Help?

Read the Manual

Call the Call Center



Break

We're on a break. Check the timer in the top right corner of the screen to see when we'll be returning.

You can visit the Site Compliance Packet table in the back and familiarize yourself with the materials.

Ballot Scanner/Ballot Marking Device

Table Trainers will guide you through opening and closing the Ballot Scanner and Ballot Marking Device.

Need Help?

Read the Manual

Call the Call Center



End of Election Day

Follow the steps in the Training Manual, page 124. Call the Call Center once all voters have cast their ballots

Shut Down voting equipment and prepare for CRS

Judge and one other poll worker will need to bring back the USB stick in the Green Results Bag, Blue Ballot Bin, Clear Return Bag, Forms Box, and Purple Ballot Bag

MAKE SURE THE USB STICK'S BARCODE IS FACING OUT



Register of Official Ballots/ Ballot and Seal Certificate

REGISTER OF OFFICIAL BALLOTS/
BALLOT AND SEAL CERTIFICATE

Election Title: _____ Location Name: _____

Date: _____ Ballot Scanner Identification Number(s): _____

INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!

Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

A. Number of Blank Ballots Received	Initial Ballots Issued	Supplemental Ballots Received	A Total			
B. Public Count of voted Ballots from Ballot Scanner Results Tape	Public Count from Ballot Scanner					
C. Number of Emergency Ballots secured in Emergency Ballot Bag	Recorded on Ballot Transmittal Form					
D. Number of voted Provisional Ballots	Number of Provisional Ballots					
E. Number of Spoiled Ballots + Number of Abandoned Ballots + Unused Blank Ballots signed by the Election Judge	Number of Spoiled Ballots	Number of Abandoned Ballots	Number of Unused Ballots, Signed			
F. Number of Unused Unsigned Ballots	Number of Unused Ballots, Unsigned					
G. Total number of Ballots accounted for (Add Lines B + C + D + E + F)	Number from Box B	Number from Box C	Number from Box D	Number from Box E	Number from Box F	G Total
H. Total number of Ballots unaccounted for (Line A minus Line G)	Number from Box A	Number from Box G				H Total
I. Total number of names on the Poll List or Combination Forms or ePollbook	Total Check-ins (Regular + Provisional Check-ins)					
J. Number of Ballots in the Blue Ballot Bin (Line I minus Line H minus Line D minus Line C)	Number from Box I	Number from Box H	Number from Box D	Number from Box C	J Total	

* If there is a difference of 4 or more between line J and line B, the ballots are to be transferred to Central Counting Station to be counted.

Record the serial numbers of the seals used on the Blue Ballot Bin: _____

AFFIDAVIT
We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.

WITNESS MY HAND this _____ day of _____, 20____

Presiding Judge: _____ Clerk: _____

Alternate Judge: _____ Clerk: _____

Poll Watcher (if present): _____ Clerk: _____

Poll Watcher (if present): _____ Clerk: _____

White copy (Green Results Bag), Yellow copy (Purple Ballot Bag), Pink copy (Pink Envelope #3)

You can also follow in the manual on page 131-132





Clocking Out

- Clocking Out/Timesheet
 - Election Day timesheets are triplicate.
 - White copy goes in Clear Timesheet Envelope
 - Yellow copy is for the Poll Worker's records
 - Pink copy is for the Judge's records (Pink Envelope)

Election Day Statement of Compensation and Oaths 12/13/2021 PCT:

AW7-2 Prescribed by Secretary of State
Section 62.003 Texas Election Code 3/07

Travis County Elections
Employee Information:

LAST NAME _____

FIRST NAME _____

POSITION _____

LOCATION NAME _____

TRAINING
(Handwrite Information)

Check Only One:

☐ In Person Training

☐ Online Training

Training Date _____

Phone Number _____

Email _____

Instructions

- Print and affix a Timesheet Label to both the White, Yellow, and Pink timesheets.
- If a label cannot be printed, handwrite the information.
- Each Judge and worker must sign and date their corresponding Worker Signature or Judge Signature field.

Place timesheets for each worker in green Timesheet Envelope.
If you need to make a correction to your timesheet, mark a line through the incorrect information, make the correction and initial the change.

OATH (or AFFIRMATION) OF ELECTION WORKER
"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."

MY SIGNATURE CERTIFIES that the hours required by my elected or appointed office holder have been worked and that any exceptions to expected periods of work according to Travis County policy have been accurately reported.
This time record is **TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Handwrite your FULL Social Security number below:

X _____
Worker Signature Date _____
By your signature above, you are attesting to the following:
1) You have taken the Oath of Election Worker. 2) Your Social Security number is correct. 3) Your address and phone number are correct. 4) You are accurately reporting your hours worked.

X _____
Presiding Judge Signature Date _____
(I state that the above is a true and correct statement of the name, address, Social Security number, and hours served of the election official conducting the election.)

Site Set Up Before Election Day
(Handwrite Information)

Date _____

Location Name _____

Only two workers per site may claim the one hour site set up credit.

☐ By checking this box, I confirm that I took part in setting up my polling site before Election Day.

ELECTION DAY
Place Label Here

Travis County
Type of Election _____ Conducting Authority _____

Last Name _____

First Name _____

Position Worked _____

Mailing Address _____

City _____ State _____ Zip Code _____

Date of Birth _____ / _____ / _____

Yes / No
Central Receiving Station Delivery (Circle One)

Election Date _____

Time In: _____

Time Out: _____

OFFICE COPY (WHITE), EMPLOYEE COPY (YELLOW), JUDGE (PINK)

Follow along in your manual: page 60

Elections Training Center



Scan with your
smartphone
camera!

<https://votetravis.gov/online-training-center/>