Welcome!

Early Voting Poll Worker Class

December 12, 2026
Joint General Runoff Elections

Dates & Times

Early Voting

Monday, November 30 – Tuesday, December 8, 2026

7:00AM – 7:00PM, Monday – Saturday

12:00PM – 6:00PM, Sunday

Election Day

Saturday, December 12, 2026

7:00AM – 7:00PM

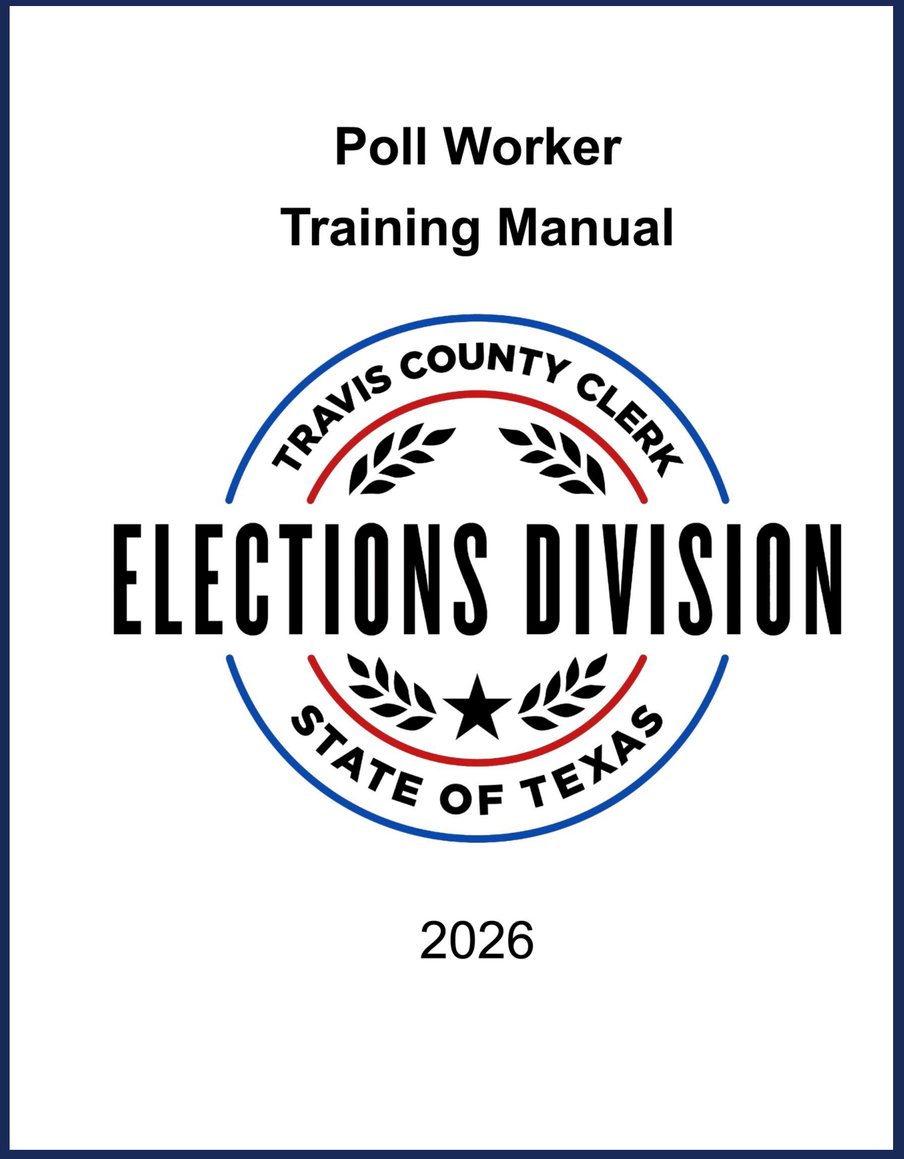
Poll Worker Eligibility

A person is ineligible to serve as an election judge or clerk if:

- **The person holds an elected public office. [Sec. 32.052]**
- **The person is an opposed candidate. [Sec. 32.053]**
- **The person is an employee of an opposed candidate. [Sec. 32.054]**
- **The person is a relative of an opposed candidate. [Sec. 32.054]**
- **The person is the campaign treasurer. [Sec. 32.055]**
- **The person is the campaign manager. [Sec. 32.0551]**
- **The person has been finally convicted of an election offense. [Sec. 32.0552]**

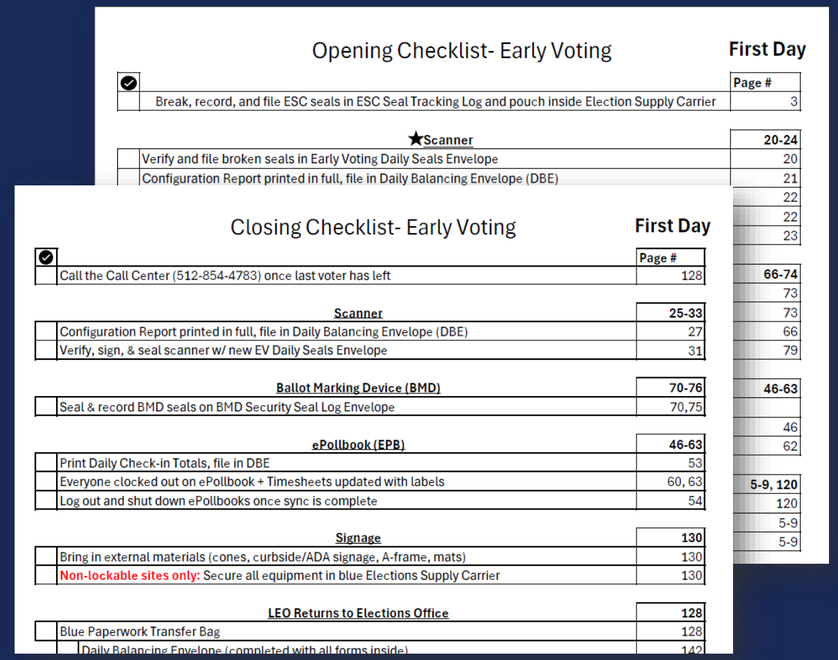
What's New?

- **Manual updated for 2026.**
- **Refer to supplemental for GR26 specific information.**



What's New? Checklists

Early Voting Open/Close Checklists



Opening Checklist- Early Voting — First Day

		Page #
	Break, record, and file ESC seals in ESC Seal Tracking Log and pouch inside Election Supply Carrier	3
	★Scanner	20-24
	Verify and file broken seals in Early Voting Daily Seals Envelope	20
	Configuration Report printed in full, file in Daily Balancing Envelope (DBE)	21

Closing Checklist- Early Voting — First Day

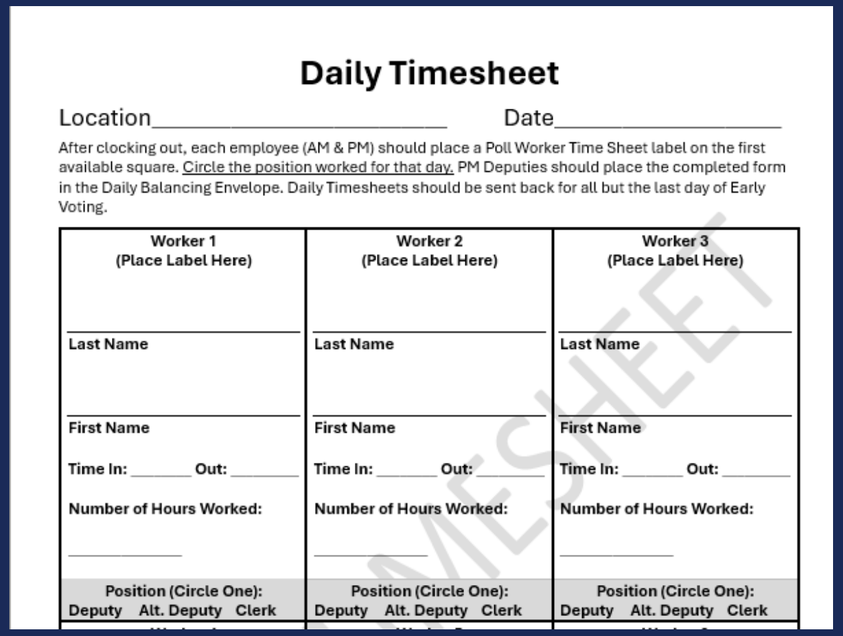
		Page #
	Call the Call Center (512-854-4783) once last voter has left	128
	Scanner	25-33
	Configuration Report printed in full, file in Daily Balancing Envelope (DBE)	27
	Verify, sign, & seal scanner w/ new EV Daily Seals Envelope	31
	Ballot Marking Device (BMD)	70-76
	Seal & record BMD seals on BMD Security Seal Log Envelope	70,75
	ePollbook (EPB)	46-63
	Print Daily Check-in Totals, file in DBE	53
	Everyone clocked out on ePollbook + Timesheets updated with labels	60, 63
	Log out and shut down ePollbooks once sync is complete	54
	Signage	130
	Bring in external materials (cones, curbside/ADA signage, A-frame, mats)	130
	Non-lockable sites only: Secure all equipment in blue Elections Supply Carrier	130
	LEO Returns to Elections Office	128
	Blue Paperwork Transfer Bag	128
	Daily Balancing Envelope (completed with all forms inside)	142

Found in Admin Folder

At your sites, use the checklist ALONG WITH your manual.

What's New? - Timesheets

Daily Timesheets



Daily Timesheet

Location_____ Date_____

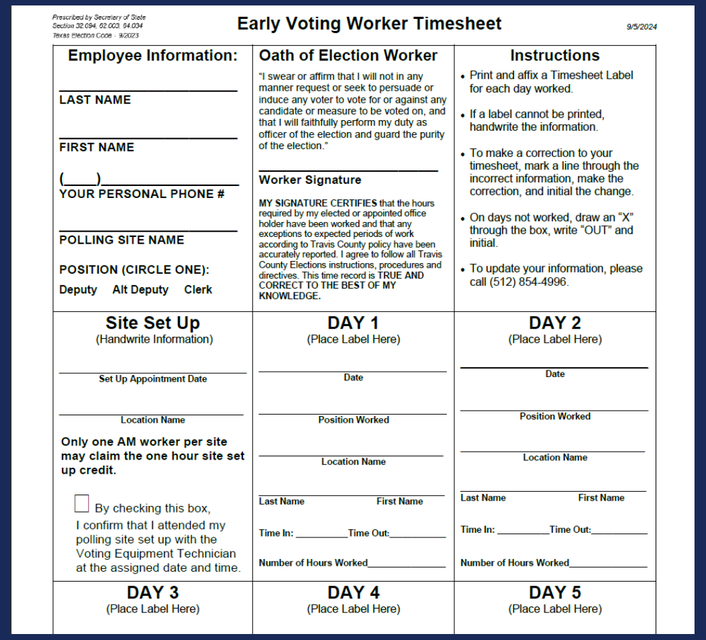
After clocking out, each employee (AM & PM) should place a Poll Worker Time Sheet label on the first available square. Circle the position worked for that day. PM Deputies should place the completed form in the Daily Balancing Envelope. Daily Timesheets should be sent back for all but the last day of Early Voting.

Worker 1 (Place Label Here)	Worker 2 (Place Label Here)	Worker 3 (Place Label Here)
Last Name	Last Name	Last Name
First Name	First Name	First Name
Time In: _____ Out: _____	Time In: _____ Out: _____	Time In: _____ Out: _____
Number of Hours Worked:	Number of Hours Worked:	Number of Hours Worked:
Position (Circle One): Deputy Alt. Deputy Clerk	Position (Circle One): Deputy Alt. Deputy Clerk	Position (Circle One): Deputy Alt. Deputy Clerk

TIMESHEET

One per day
Includes all poll workers

Early Voting Worker Timesheets



Prescribed by Secretary of State
Section 32.094, 62.003, 84.034
Texas Election Code - 9/2023

Early Voting Worker Timesheet 9/5/2024

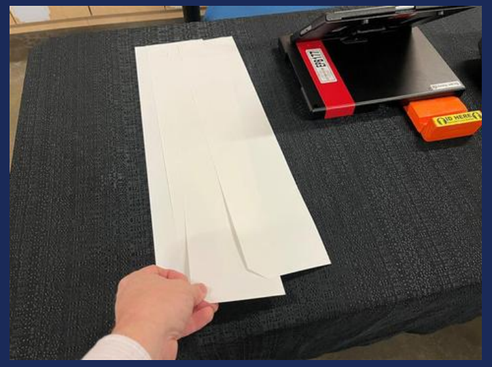
Employee Information:	Oath of Election Worker	Instructions
LAST NAME FIRST NAME (____)_____ YOUR PERSONAL PHONE # POLLING SITE NAME POSITION (CIRCLE ONE): Deputy Alt Deputy Clerk	"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any 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." Worker Signature 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. I agree to follow all Travis County Elections instructions, procedures and directives. This time record is TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.	• Print and affix a Timesheet Label for each day worked. • If a label cannot be printed, handwrite the information. • To make a correction to your timesheet, mark a line through the incorrect information, make the correction, and initial the change. • On days not worked, draw an "X" through the box, write "OUT" and initial. • To update your information, please call (512) 854-4996.

Site Set Up (Handwrite Information)	DAY 1 (Place Label Here)	DAY 2 (Place Label Here)
Set Up Appointment Date Location Name Only one AM worker per site may claim the one hour site set up credit. ☐ By checking this box, I confirm that I attended my polling site set up with the Voting Equipment Technician at the assigned date and time.	Date Position Worked Location Name Last Name First Name Time In: _____ Time Out: _____ Number of Hours Worked_____	Date Position Worked Location Name Last Name First Name Time In: _____ Time Out: _____ Number of Hours Worked_____
DAY 3 (Place Label Here)	**DAY 4** (Place Label Here)	**DAY 5** (Place Label Here)

One per poll worker
Includes every day worked

Supplemental page 3

Reminder – Ballot Card Selection





- Voters should select their own ballot card.*
- Option 1: Spread at least 3 ballots on the table by the ePollbooks that voters can select from. Replenish as needed.
- Option 2: If space is limited, you can pick up at least 3 ballots from the top of one stack of disarranged ballots and allow the voter to select their ballot.

Supplemental Handout; *After a voter is accepted for voting, the voter shall select a ballot, go to a voting station, and prepare the ballot. (Sec. 64.001)



Non-lockable Sites

The following locations are non-lockable sites:

- **Randall’s Brodie**
- **South Austin Recreation Center**

For these sites, you will need to return equipment to the ESC at the end of <u>each</u> night.

Poll Worker Conduct

When you are present at a polling site, remember to conduct yourself in a way that is respectful of voters and your fellow poll workers. Your words and actions are a direct reflection of Travis County Elections and yourself.

Do

- Engage with voters and coworkers in a courteous manner
- Take your lunch break
- Address any concerns to your deputy/judge, or directly to Travis County Elections by way of email or phone call.
- Use poll worker surveys for feedback.

Do NOT

- Talk loudly
- Repeat private voter information out loud
- Eat while actively working
- Have political conversations
- Talk about topics that would erode voter confidence

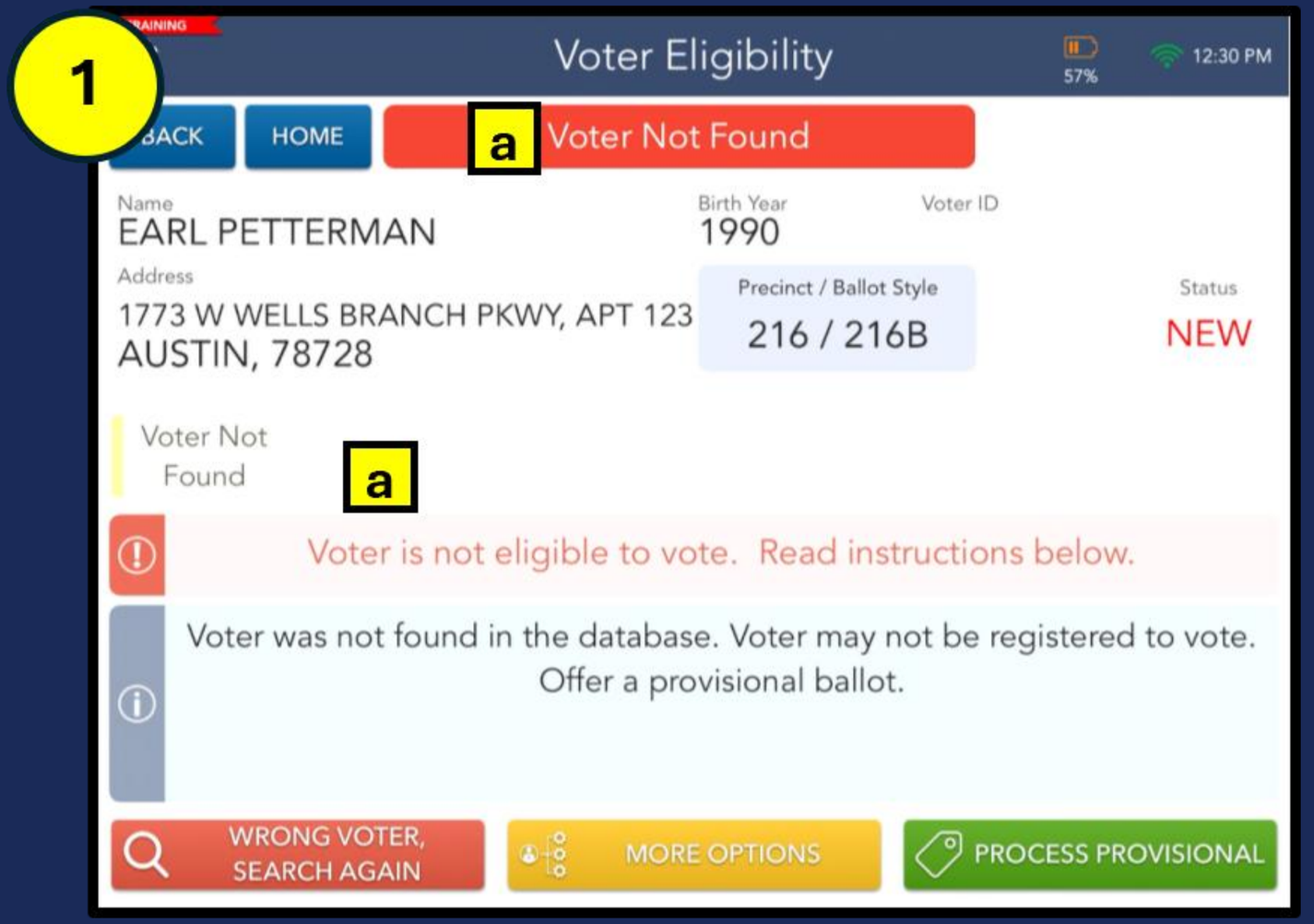
What's on the ballot?

This election is NOT county-wide.

Voter Not Found Flag

- If someone comes to vote but is not registered to vote in the areas having the runoff election, you will see the "Voter Not Found" flag on the ePollbook.

- Verify multiple ways:
  - Manual search – 3 ways
  - Call the Call Center



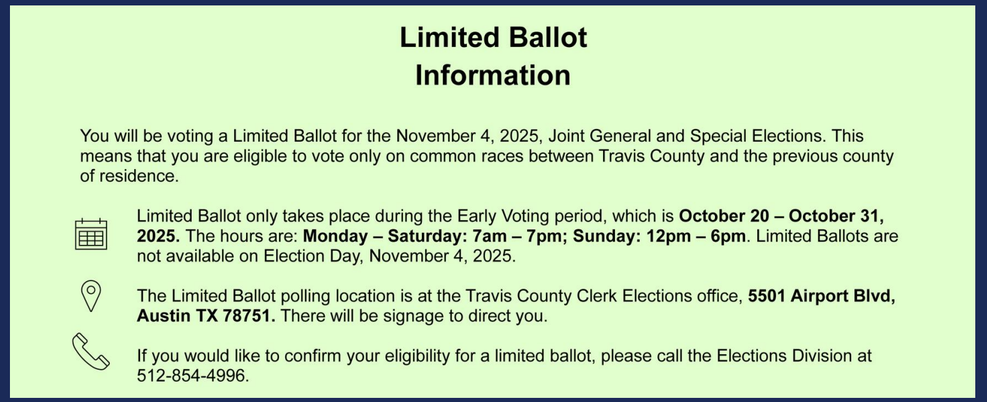


Limited Ballot (Early Voting Only)

Special case: Registered voter moves to Travis County from another TX county – MAY be able to vote in races shared by Travis and old county.

Contact the Call Center to verify eligibility.

ONLY available at 5501 Airport Blvd.



Limited Ballot Information

You will be voting a Limited Ballot for the November 4, 2025, Joint General and Special Elections. This means that you are eligible to vote only on common races between Travis County and the previous county of residence.

Limited Ballot only takes place during the Early Voting period, which is **October 20 – October 31, 2025.** The hours are: **Monday – Saturday: 7am – 7pm; Sunday: 12pm – 6pm**. Limited Ballots are not available on Election Day, November 4, 2025.

The Limited Ballot polling location is at the Travis County Clerk Elections office, **5501 Airport Blvd, Austin TX 78751.** There will be signage to direct you.

If you would like to confirm your eligibility for a limited ballot, please call the Elections Division at 512-854-4996.

If eligible for Limited Ballot, give them with the *Limited Ballot* flyer (red folder in forms box).

Training Manual Page: 125

Provisional Voting

An individual <u>may</u> vote provisionally when…

- **They were sent a mail ballot but do not have it to surrender**
- **They possess a form of Standard ID but did not bring it with them OR they did not bring any form of ID at all (NO RID NO ID scenario)**
- **They are not showing up in the ePollbook**
- **They are marked in the ePollbook as having already voted**
- **They did not register to vote by the registration deadline**

Provisional Voting

<u>Do not refuse any individual the opportunity to vote!</u>

If you have questions or concerns, call the call center and fill out a standard affidavit.

Refer to the following pages in the Training Manual while processing provisional voters:

- **Pg. 107 – 110**

  Reminder: Documentation accompanying/supporting a provisional vote must be attached with a paper clip or elastic band to the <u>OUTSIDE</u> of the envelope. Provisional envelopes are not opened until/unless they are accepted by the ballot board, so any documentation meant to inform that process would be missed if it were put inside the envelope.

Returning Materials Nightly



The Blue Paperwork Transfer Bag, prepared by the PM Deputy, must be turned over to the Law Enforcement Officer every night of Early Voting.

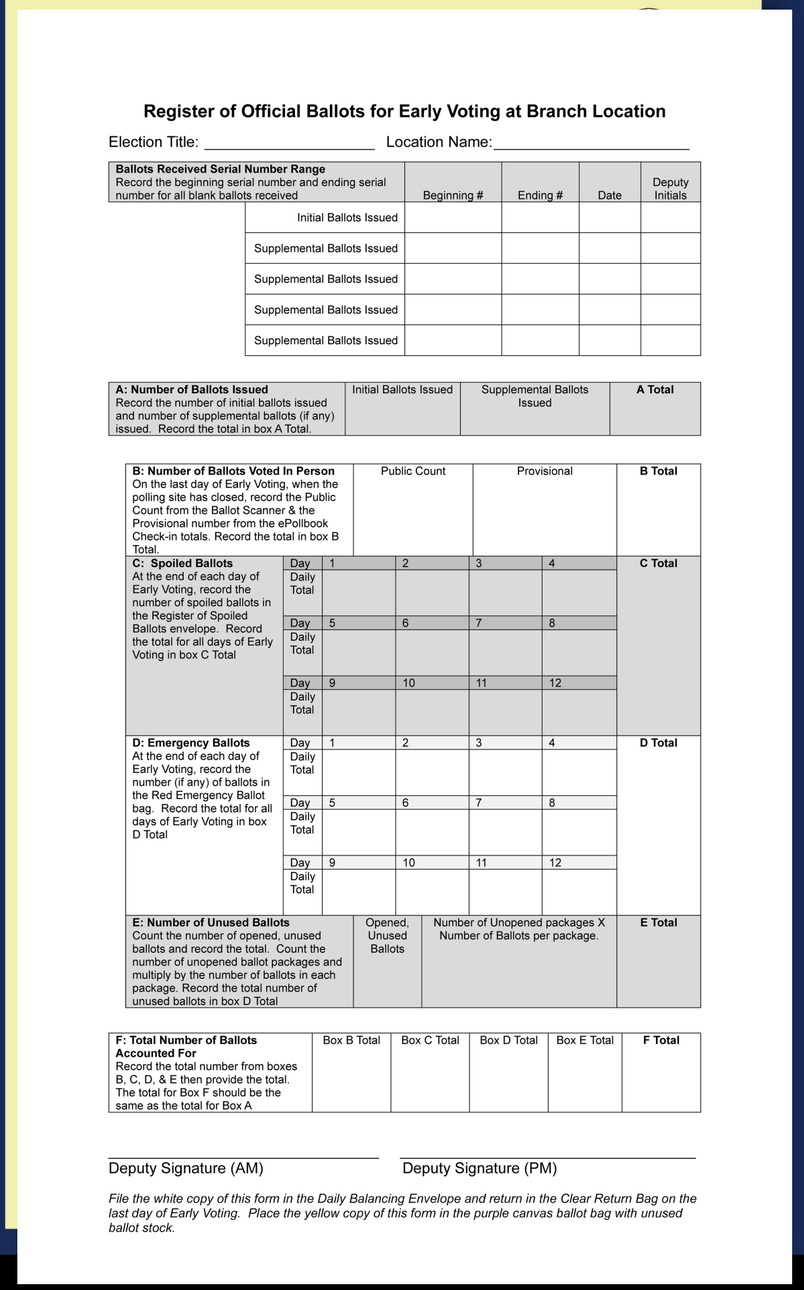
The following items should be placed inside the bag:

- Daily Balancing Envelope, containing…
  - Daily Check-In Totals
  - Configuration reports (opening & closing)
  - Completed Statements of Residence
  - Reasonable Impediment Declarations
  - Curbside Voter Statements
  - Standard Affidavits
- Daily Timesheet (for that day, with labels attached)
- Early Voting Daily Seals Envelope (from the morning)
- BMD Security Seals Log Envelope
- Register of Surrendered Ballots by Mail Envelope (even if empty)
- Register of Spoiled Ballots Envelope (even if empty)
- Orange Provisional Bag (even if empty, with a List of Provisional in the front window, again even if empty)
- Red Emergency Bag (sealed and locked, even if empty)

Training Manual Page 128; Daily Closing Checklist

Register of Official Ballots for Early Voting at Branch Location

- Parts of this duplicate form will be pre-filled out.
- This form must be started at Site Setup.
- Part of the form must be updated daily.
- This form is completed at the end of Early Voting.
- Both AM and PM Deputies must sign the form.



Register of Official Ballots for Early Voting at Branch Location

Election Title: _____ Location Name:_____

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued	Supplemental Ballots Issued	**A Total**

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count	Provisional	**B Total**

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total						**C Total**
	Day	1	2	3	4	
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total						**D Total**
	Day	1	2	3	4	
	Daily Total					
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	**E Total**

F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	**F Total**

_____ _____

Deputy Signature (AM) Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Training Manual Page: 146-147

Pre-filled out information: Header

The Election Title, Location Name, and serial range of ballot card stock will be pre-filled on the form.

7-15
Approved by Secretary of State
Sections 65.013 and 81.002, Texas Election Code 9/2023

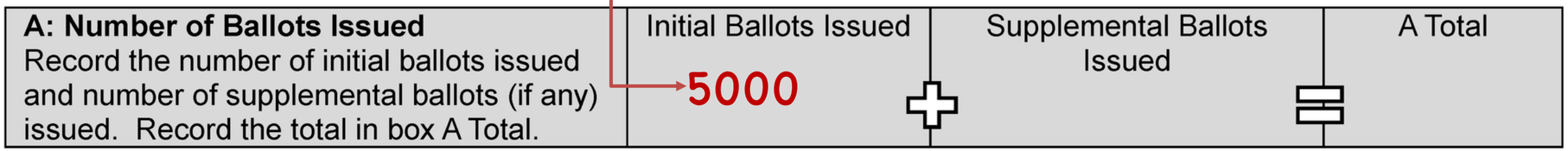
Register of Official Ballots for Early Voting at Branch Location

Election Title: Joint General & Special Election Location Name: Travis County Clerk Office

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	11/23/26	
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

Pre-filled out information: Section A

The Initial Ballots Issued field should be prefilled when you receive this form.



Site Setup: Header

When receiving ballots at site set-up, confirm the serial range on the label(s) of the blank ballot card stock matche what is written on the form. The deputy who is present should initial the form.

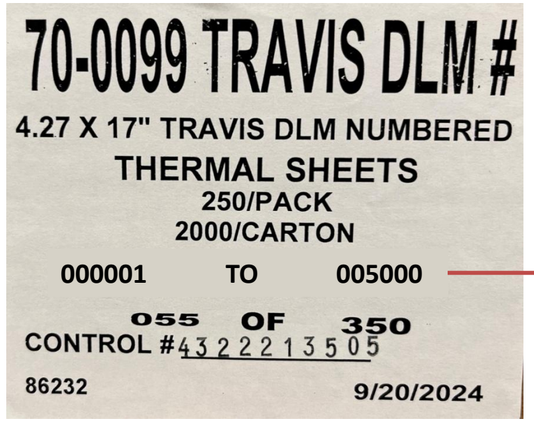
7-15
Approved by Secretary of State
Sections 65.013 and 81.002, Texas Election Code 9/2023

TRAVIS COUNTY CLERK
ELECTIONS DIVISION
STATE OF TEXAS

Register of Official Ballots for Early Voting at Branch Location

Election Title: Joint General & Special Election Location Name: Travis County Clerk Office

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	11/23/26	D.D.R.
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				



Supplemental Ballots: Header

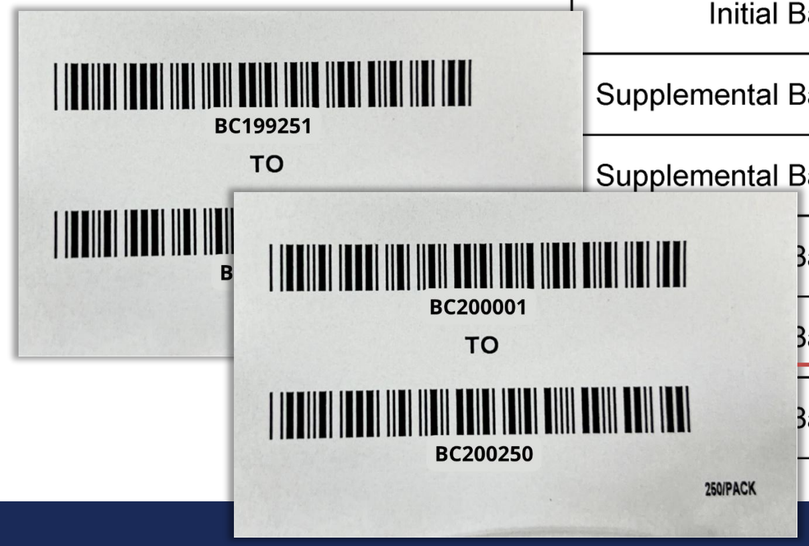
If supplemental ballots are delivered, record the beginning and ending serial numbers and date of delivery. The Deputy who receives the supplemental ballots should initial the form.

7-15
Approved by Secretary of State
Sections 65.013 and 81.002, Texas Election Code 9/2023

Register of Official Ballots for Early Voting at Branch Location

Election Title: Joint General & Special Election Location Name: Travis County Clerk Office

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	11/23/26	D.D.R.
Supplemental Ballots Issued	199251	200250	12/05/26	D.D.R.
Supplemental Ballots Issued				
Ballots Issued				
Ballots Issued				
Ballots Issued				



Nightly: Section C

At the end of each day of Early Voting, the **PM Deputy** will record the number of Spoiled Ballots for that day. Best practice is to record this at the same time you complete your Daily Balancing Envelope.

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: 10

C.5 Spoiled Ballots
At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total

Day	1	2	3	4	C Total
Daily Total	10	+	+	+	
Day	5	6	7	8	=
Daily Total		+	+	+	
Day	9	10	11	12	
Daily Total		+	+	+	

7-93
Prescribed by Secretary of State
Section 64.007, Texas Election Code
9/2023

Type of Election	Polling Locatio
Joint General and Special Election	Travis County C
Date of Election	**Authority Condu**
11/03/2026	Travis County C Elections Divisio

REGISTER OF SPOILED BALLOTS

	Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoi Ele Wo
1	108501	Warren Cuccurullo	x	
2	153167	Denny Walley	x	
3	109416	Ike Willis		x
4	116423	Peter Wolf	x	
5	105687	Tommy Mars		x
6	104389	Abandoned		
7	106157	Dale Bozzio	x	
8	116785	Vinnie Colaiuta	x	
9	161286	Arthur Brown		x
10	103575	Ed Mann		x
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

Nightly: Section D

At the end of each day of Early Voting, the **PM Deputy** will record the number of Emergency Ballots (if any) for that day.

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total						**D Total**
	Day	1	2	3	4	
	Daily Total	0	0	4		
	Day	5	6	7	8	
	Daily Total					
	Day	9	10	11	12	
	Daily Total					

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: 4

!IMPORTANT NOTE!

- The emergency compartment should only be used after you have contacted the Call Center and have been instructed to open the compartment.
- Any ballots that are cast in the emergency compartment must remain there until polls are closed.
- After polls are closed, call the Call Center for instructions on how to proceed with ballots from the emergency compartment.

Filling Out the form for Early Voting Closeout – Section A

For the last night of Early Voting, the **PM Deputy** will fill out the following information.

In section A, record the total number of supplemental ballots delivered during the whole of Early Voting.

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	11/23/26	D.D.R.
Supplemental Ballots Issued	199251	200250	12/05/26	D.D.R.
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued		Supplemental Ballots Issued		A Total
	5000	+	1000	=	6000

Record the total number of Initial Ballots and Supplemental Ballots in the “A Total” box.

Section B

After all ballots have been cast, record the Public Count from the Ballot Scanner or from the top of the final configuration report.



Add the two numbers together and record the total in box B.

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count		Provisional		B Total
	5652	+	32	=	5684

2026-08-12 19:25
Check In Totals
December 12, 2026 Joint General and Special Runoff Elections
ED99488 – County Clerk Office

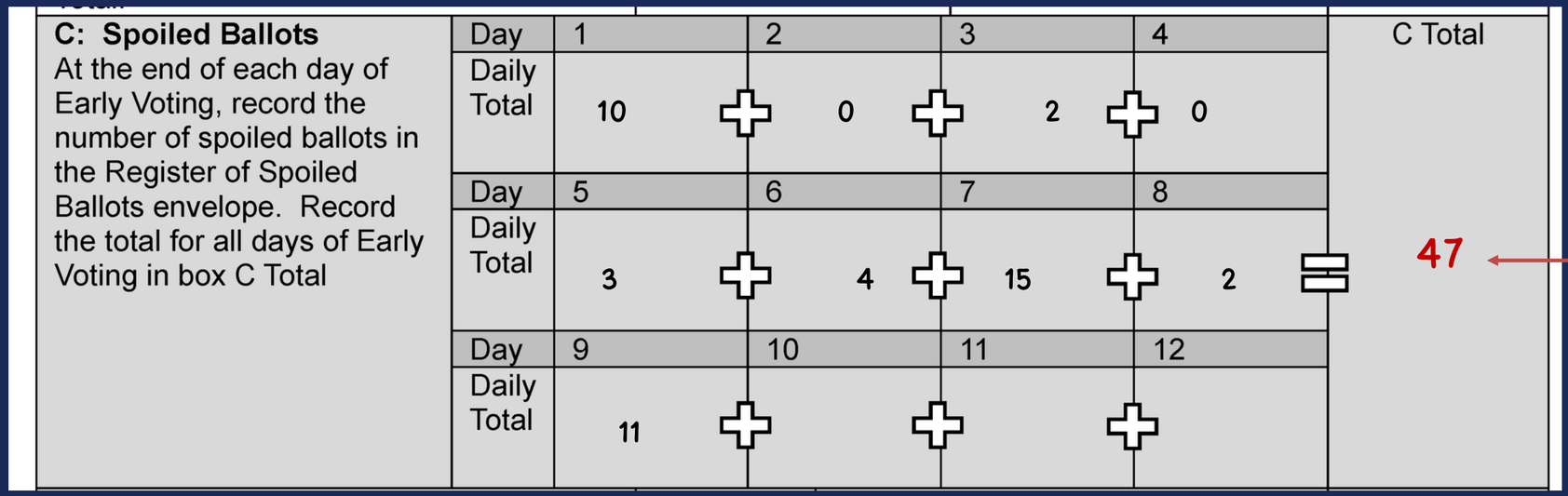
For Date: 2026-08-12

Regular: 5658
Provisional: 32

Using the ePollbook, record the total number of Provisional Ballots for the entire Early Voting period. Make sure no date is selected in the drop-down list.

Section C

On the last day of Early Voting, once all Spoiled Ballots are counted for that day, add all the boxes and record the number in “C Total” box.



C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1	2	3	4	C Total
	Daily Total	10	+ 0	+ 2	+ 0	
	Day	5	6	7	8	
	Daily Total	3	+ 4	+ 15	+ 2	= 47
	Day	9	10	11	12	
	Daily Total	11	+	+	+	

Section D

On the last day of Early Voting, add all the boxes and record the total number of Emergency Ballots in “D Total” box.

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total						**D Total**
	Day	1	2	3	4	
	Daily Total	0	0	4	0	
	Day	5	6	7	8	
	Daily Total	0	0	0	0	4
	Day	9	10	11	12	
	Daily Total	0				

Section E

On the last day of Early Voting, once all ballots have been cast and polls are closed, count the number of **opened** ballots that **have not been used**.

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots 14	Number of Unopened packages X Number of Ballots per package. 1x250 = 250	**E Total** 264

Count the number of unopened ballot packages and multiply that number by the number of ballots that are in each package.

Record the total for the number of unused ballots in “E Total” box.

Section F

Once Sections A through E are completed, record the totals from Box B, Box C, Box D, Box E. Add each together and record the total in “F Total” box.

Register of Official Ballots for Early Voting at Branch Location

Election Title: Joint General and Special Runoff Election Location Name: Travis County Clerk Office

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	11/23/26	D.D.R.
Supplemental Ballots Issued	199251	200250	12/05/26	D.D.R.
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued	Supplemental Ballots Issued	**A Total**
	5000	1000	6000

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count	Provisional	**B Total**
	5652	32	5684

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total	Day	1	2	3	4	**C Total**
	Daily Total	10	0	2	0	47
	Day	5	6	7	8	
	Daily Total	3	4	15	2	
	Day	9	10	11	12	
	Daily Total	11				

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total	Day	1	2	3	4	**D Total**
	Daily Total	0	0	4	0	4
	Day	5	6	7	8	
	Daily Total	0	0	0	0	
	Day	9	10	11	12	
	Daily Total	0				

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	**E Total**
	14	1x250 = 250	264

F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	**F Total**
	5684	47	4	264	5999

Deputy Signature (AM) Deputy Signature (PM)

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F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	**F Total**
	5684	47	4	264	5999

Section F

Your total for F and A should be the same. If the difference is **plus or minus 4** or more, double check your math and recount items if necessary. If there is still a difference of 4 or more, return with materials.

Register of Official Ballots for Early Voting at Branch Location

Election Title: Joint General and Special Runoff Election Location Name: Travis County Clerk Office

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	11/23/26	D.D.R.
Supplemental Ballots Issued	199251	200250	12/05/26	D.D.R.
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued	Supplemental Ballots Issued	A Total
	5000	1000	6000

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count	Provisional	B Total
	5652	32	5684

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total						C Total
	Day	1	2	3	4	47
	Daily Total	10	0	2	0	
	Day	5	6	7	8	
	Daily Total	3	4	15	2	
	Day	9	10	11	12	
	Daily Total	11				

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total						D Total
	Day	1	2	3	4	4
	Daily Total	0	0	4	0	
	Day	5	6	7	8	
	Daily Total	0	0	0	0	
	Day	9	10	11	12	
	Daily Total	0				

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots	Number of Unopened packages X Number of Ballots per package.	E Total
	14	1x250 = 250	264

F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	F Total
	5684	47	4	264	5999

Deputy Signature (AM) Deputy Signature (PM)

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F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	F Total
	5684	47	4	264	5999

Section F

Once the form is completed the PM Deputy will sign. The AM deputy will need to sign this form at the end of their shift on the last day of Early Voting.

Register of Official Ballots for Early Voting at Branch Location

Election Title: Joint General and Special Runoff Election Location Name: Travis County Clerk Office

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	000001	005000	11/23/26	D.D.R.
Supplemental Ballots Issued	199251	200250	12/05/26	D.D.R.
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued	Supplemental Ballots Issued	A Total
	5000	1000	6000

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count	Provisional	B Total
	5652	32	5684

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total						C Total
	Day	1	2	3	4	47
	Daily Total	10	0	2	0	
	Day	5	6	7	8	
	Daily Total	3	4	15	2	
	Day	9	10	11	12	
	Daily Total	11				

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total						D Total
	Day	1	2	3	4	4
	Daily Total	0	0	4	0	
	Day	5	6	7	8	
	Daily Total	0	0	0	0	
	Day	9	10	11	12	
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F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	F Total
	5684	47	4	264	5999

AM Deputy Signature
Deputy Signature (AM)

PM Deputy Signature
Deputy Signature (PM)

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F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total	Box C Total	Box D Total	Box E Total	F Total
	5684	47	4	264	5999

AM Deputy Signature
Deputy Signature (AM)

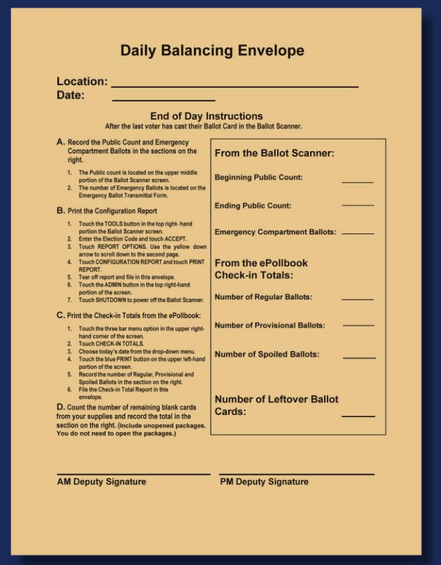
PM Deputy Signature
Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Filing the Form

Once the form is completed and signed, separate the white and yellow copies of the pages.

- File the White Copy in the Daily Balancing Envelope.
- File the Yellow Copy in the Purple Ballot Bag with the opened, unused ballot cards.



Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions
After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

1. The Public count is located on the upper middle portion of the Ballot Scanner screen.
2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

1. Touch the TOOLS button in the top right- hand portion the Ballot Scanner screen.
2. Enter the Election Code and touch ACCEPT.
3. Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
4. Touch CONFIGURATION REPORT and touch PRINT REPORT.
5. Tear off report and file in this envelope.
6. Touch the ADMIN button in the top right-hand portion of the screen.
7. Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

1. Touch the three bar menu option in the upper right-hand corner of the screen.
2. Touch CHECK-IN TOTALS.
3. Choose today's date from the drop-down menu.
4. Touch the blue PRINT button on the upper left-hand portion of the screen.
5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
6. File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

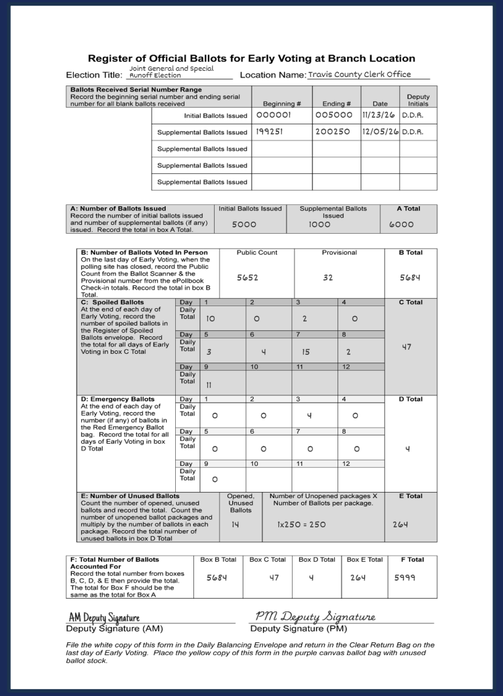
Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

AM Deputy Signature **PM Deputy Signature**



Register of Official Ballots for Early Voting at Branch Location

Election Title: Joint General and Special Runoff Election Location Name: Travis County Clerk Office

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received		Beginning #	Ending #	Date	Deputy Initials
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	Supplemental Ballots Issued				
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	5652	32	5684

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total						C Total
	Day	1	2	3	4	47
	Daily Total	10	0	2	0	
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D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total						D Total
	Day	1	2	3	4	4
	Daily Total	0	0	4	0	
	Day	5	6	7	8	
	Daily Total	0	0	0	0	
	Day	9	10	11	12	
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AM Deputy Signature
Deputy Signature (AM)

PM Deputy Signature
Deputy Signature (PM)

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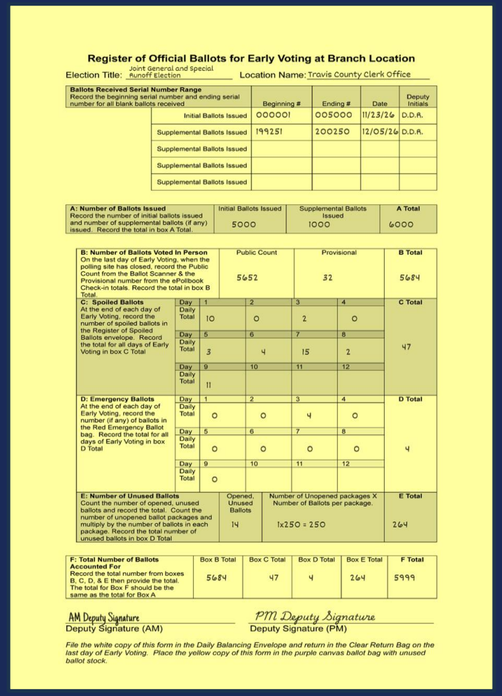

Register of Official Ballots for Early Voting at Branch Location

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	Daily Total	10	0	2	0	
	Day	5	6	7	8	
	Daily Total	3	4	15	2	
	Day	9	10	11	12	
	Daily Total	11				

D: Emergency Ballots At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total						D Total
	Day	1	2	3	4	4
	Daily Total	0	0	4	0	
	Day	5	6	7	8	
	Daily Total	0	0	0	0	
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AM Deputy Signature
Deputy Signature (AM)

PM Deputy Signature
Deputy Signature (PM)

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Last Night of Early Voting

Follow steps on Closing Checklist + Training Manual

**** Both the Green Results Bag and the Red Emergency Bag must be turned in at the front at 5501 Airport Blvd****

USB STICK'S BARCODE MUST FACE OUT





Security keys and Site keys must be turned in by both AM and PM Deputies at Early Voting Closeout

Checklist, Supplemental, Training Manual Page: 132-133

Elections Training Center



Scan with your smartphone camera!

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