



# Florida Statewide Uniform Training Curriculum for Poll Workers.

**Florida Department of State  
Division of Elections**

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Monroe County Supervisor of Elections  
March 2016**



**“ICE”**  
Tabulators

**“ImageCast Evolution”**  
Tabulator

Both tabulators must be used.



## **Poll Workers and their Cell Phones**

Poll workers should not use their cell phones while at work in the polling place. If you have an emergency, please make arrangements with the Clerk to step outside. Do not make your cell phone activity a burden on the other workers.



# TOPIC 1: WHAT IT MEANS TO BE A POLL WORKER

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## ■ The Goal of This Topic

**...to help you become aware of your general responsibilities as poll workers and the importance of your role to the election process.**



## ■ As a Poll Worker :

- Ensure equal, non-discriminatory access to the election process for all voters;
- **Ensure fair and uniform treatment of all voters;**
- Eliminate any practices at the polls that might be perceived as intimidating to any voter;





- **Ensure full access for all voters;**
- **Protect the rights of others;**
- **Ensure the integrity, both perceived and actual, at the polling place.**



## ■ Requirements to be a Poll Workers

According to Florida Statute 102.012, you must:

- Read and write the English language;
- **Be a registered voter in the county in which you serve;**
- Not be named as an opposed candidate for any office; and
- **Take the Oath of Elections to perform your duties according to the law.**





- **Serve all voters promptly and courteously;**
- **Not turn voters away without an effective and accurate resolution to their voting problems.**
- **Have reliable transportation to the polling place to which you are assigned;**



In addition, you shall:

- **Be alert and able to help voters;**
- **Be a team player;**
- **Study your training manuals, check web site for this presentation; and**
- **Follow Florida law in fulfilling your duties and responsibilities.**



## ■ Legal Elections

**It is illegal to conduct an election in any way that benefits or favors one or more candidates.**

**Violating state or federal law  
may result in criminal charges.**



## ■ Prohibited Practices

Under Florida law, it is illegal for you to:

- **Destroy, remove, alter, or mark ballots.**
- **Campaign, distribute campaign literature, or permit campaign literature to be present or allow anyone to electioneer at the polls.**
- **Commit or knowingly permit fraud of any kind.**



Under Florida law, it is illegal for you to:

- Threaten or intimidate voters or allow them to be intimidated.
- **Knowingly permit an unqualified voter to vote, or permit someone to vote more than once.**
- Intentionally make or attempt to make a false canvass of the ballots, or make a false statement of the result of the canvass.



Under Florida law, it is illegal for you to:

- **Communicate with others regarding someone's vote, or look at a voted ballot.**
- **Enter a voting booth with a voter, unless the voter requests assistance.**
- **Destroy or alter the list of voters, the precinct register, challenges or affidavits.**





Under Florida law it is illegal for you to:

- Induce a voter to vote in a certain way, reveal his or her vote, or keep a record of anything occurring in the voting booth.
- **Knowingly deny a qualified voter the right to cast his or her vote.**
- Administer the election on different terms for different racial groups, even without the intention to discriminate.



## In addition, you must not:

- Discuss candidates or issues during your work time at the polls.
- **Jeopardize the privacy of voters or their choices on Election Day or early voting days.**
- Wear politically oriented campaign buttons, T-shirts, or any other items with political messages.



In addition, you must not:

- **Bring any politically oriented reading material into the polling place.**
- **Request, suggest, or seek to persuade any voter to vote for any particular candidate or issue.**
- **Take pictures or video or allow others to take photos of any kind inside the polling place.**



In addition, you must not:

- **Answer any questions the voter may have in regards to helping them decide who or what to vote for.**
- **Look at a voter's voted ballot.**



In addition, you must not:

- **Make comments or facial or hand expressions concerning voters' conversations or comments regarding how they will vote, how they voted, or their opinions about the candidates or issues.**
- **React to or make comments about a voter's request to change political party affiliation.**



## ■ Safety First!

Poll workers must:

- Be aware that safety is a priority;
- **Perform your work in a safe manner;**
- Be concerned with the safety and welfare of others around you; and
- **Use common sense.**





## Personal Safety Tips

- Do not wear distracting jewelry or watches to the polling place.
- **Leave extra cash and credit cards at home.**
- Take only what you need to the polling place.
- **Find a safe place for your purse or other valuable belongings.**



## Personal Safety Tips

- **As you are leaving at night, have your car keys in your hand and glance over the parking lot before walking to your car.**
- **Leave the polling place as a group.**



## ■ What Not to Bring

1. Politically oriented items.
2. Radios, televisions, or laptop computers.
3. Children or pets.



## ■ What to Bring

- Food and drink for the day.
- **Any medication you may need to take while you are working at the polling place.**
- A sweater or light jacket as temperatures may vary inside the polling place.
- **A pillow or cushion for your chair.**
- Training and reference materials.



## ■ Dress Code

- Be well-groomed, modest, and neat.
- **Be dressed in clean and comfortable clothes.**
- Avoid written messages on T-shirts that could be offensive.
- **Wear a nametag.**



## ■ How Poll Workers Vote

- You should vote by mail or during early voting.
- If you are assigned to your home precinct, you may arrange with the clerk a time to vote.





## ■ The Poll Worker's Five Essential Qualities

Attention

Awareness

Service

Knowledge

Attitude



## The Five Essential Qualities of a Poll Worker

- **Be attentive to the voter and his or her need to cast a ballot that will be counted;**
- **Be aware of any problems, safety issues, or needs of the precinct team and voters;**
- **Ensure that the election laws of Florida are carried out at your precinct;**
- **Be of service to the voters and your precinct team;**



- **Know your duties, tasks and proper procedures;**
- **Know how to deal with conflict;**
- **Remember you are an essential link between the voter and the voter's participation in the election process; and**
- **Know your precinct.**



## TOPIC 2: THE ELECTION TEAM

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## ■ The Goal of This Topic

**... to allow poll workers to understand the election team and their part in the team effort to conduct a fair, just, and accurate election.**



## • **The Team**

- Supervisor of Elections
- Supervisor of Elections Staff
- Clerk
- Asst. Clerk
- Inspectors/ICE Clerk & Deputy





# The Supervisor of Elections

Is the chief elections official at the county level and is responsible for:

- Appointing other local elections officials;
- **Administering voter registration;**
- Administering absentee voting;
- **Administering early voting;**
- Conducting poll worker training;



- **Distributing election materials to each precinct and early voting sites.**
- **Complying with all federal, state, and local election laws, procedures and policies; and**
- **Serving as the final authority on issues of election administration, procedures, and questions of voter eligibility.**



## Election Board

- **Consists of poll workers who serve as clerks and inspectors in each precinct.**
- **Is established by the Supervisor of Elections prior to each election.**
- **Is charged with setting up the polling place and conducting the voting.**



# Clerk Responsibilities

- Required to oversee the activities of the Election Board;
- **Responsible for the accurate completion of all affidavits and paperwork;**
- Must make sure that eligible poll workers have the opportunity to vote;



- **Assist inspectors;**
- **Report regularly to the elections office when requested**



## Clerk's Duties Prior to Election Day:

- **Assist the Election Office by keeping in contact with inspectors**
- **Pick up equipment on time.**
- **Be on time for any additional training if required.**





## Clerk's General Duties on Election Day:

- **Take the oath.**
- **Administer the oath to all Election Board members before 7:00 a.m.**
- **Check for complete delivery of all voting equipment and supplies.**
- **Check for correct precinct numbers on all voting equipment, signs and ballots.**



- **Review poll worker assignments.**
- **Call the Supervisor of Elections office if any of the poll workers assigned have not shown up by the designated time.**



- **Have all poll workers sign the payroll sheet.**
- **Assist with pre-election setup of the polling place.**
- **Test electrical outlets and phone lines.**



- **Make sure a member of the election board regularly examines the face of the voting device and the ballot information.**
- **Make sure that precinct registers are staffed at all times.**
- **Make sure that the polling room remains free of campaign literature, sample ballots, etc.**



- **Assign lunch and break times in accordance with election turnout.**
- **Station the poll workers to ensure that voters are being processed correctly and ballots are being issued correctly.**
- **Make sure that all poll closing tasks are completed.**
- **Oversee ballot counting and reconciliation.**



## • Assistant Clerk

- The Assistant Clerk shall assist the Clerk with their duties.
- The Assistant Clerk should learn the clerks job. If the clerk is unable to perform the Clerk's job, the Assistant will be able to step into the Clerk's position.





## ■ Inspectors / ICE Clerks Deputies

- Report to the precinct at the designated time, 6:00 A.M.
- **Take the oath.**
- Set up required signs and information inside the polling place.
- **Assist with pre-election setup of the polling place.**



- Do not show partiality to any political party or candidate.
- **Make sure that the voting equipment is attended at all times.**
- Help close the polls, after anyone in line at 7:00 p.m. has voted.



## ■ Poll Deputy

- An individual hired by the Supervisor of Elections to maintain law and order outside the polling place. Must follow the lawful commands of the clerk.
- The Deputy should be aware of the 100 foot “no solicitation” zone.
- The zone is measured from the door of the building that holds the polling room, not from the sidewalk.
- Where the 100’ area ends and private property begins. In some polling places this will extend the zone off the poll place property.



## General Poll Deputy Duties:

- **Check with the Clerk to see if the polling place property owner has declared the private property a no solicitation zone.**
- **Report to assigned polling place 6:00 A.M.**
- **Sign payroll sheet.**
- **Remain outside the voting area and stay alert to all circumstances surrounding the polling location.**
- **Enter the building only with the consent of the Clerk.**



- **Be pleasant and courteous at all times.**
- **Assist voters into the polling room.**
- **Never send a voter away for any reason.**
- **Maintain order and enforce the 100-foot, no solicitation boundary. Check with the Clerk to see if the polling place property owner has declared the private property a no solicitation zone.**



- **Arrange breaks with the Clerk.**
- **Regulate the number of voters admitted to the polling room, if necessary.**
- **Summon assistance from bystanders, if possible, when necessary to maintain peace and order at the polls.**





- **Stand at the end of the voting line at 7:00 p.m. when the clerk declares the polls are closed.**
- **Allow anyone in line at 7:00 p.m. to vote.**
- **Do not allow any one who is not in line at 7:00 p.m., when the polls close, to vote.**
- **Do not handle the ballots, unless assigned to assist the clerk.**



# TOPIC 3: THE VOTER AND OTHER PARTICIPANTS



## ■ The Goal of This Topic

**... to allow poll workers to understand the legal parameters and roles of voters and other participants in the election process.**



## ■ Voters May Require Assistance

- **Voters who cannot read or write, or are blind or otherwise disabled, have the right to request assistance with voting.**
- **Any voter has the right to receive a demonstration explaining how to use the voting system.**



# **Voters May Require Assistance**

## **Completing Forms**

- You may assist voters completing forms.
- The voter must sign all forms.



## Declaration to Secure Assistance.

- To be filed by voter and person assisting voter; **if the voter has not registered as "Needing Assistance."**

**DECLARATION TO SECURE ASSISTANCE**  
(Section 101.051(4), F. S.)

State of Florida \_\_\_\_\_ County of Monroe \_\_\_\_\_  
Date \_\_\_\_\_ Precinct \_\_\_\_\_

I, [print name] \_\_\_\_\_ swear or affirm that I am  
a registered elector and request assistance from [print names]:  
\_\_\_\_\_  
in voting at the [name of election]: \_\_\_\_\_  
held on [date of election]: \_\_\_\_\_.

Sworn and subscribed to before me \_\_\_\_\_ [Signature of Voter]  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_  
[Signature of Official Administering Oath]

**DECLARATION TO PROVIDE ASSISTANCE**  
(For those providing assistance other than an election official)

State of Florida \_\_\_\_\_ County of Monroe \_\_\_\_\_  
Date \_\_\_\_\_ Precinct # \_\_\_\_\_

I, (print name of assistor) \_\_\_\_\_  
have been requested by (print name of elector needing assistance) \_\_\_\_\_  
to provide him or her with assistance to vote. I swear or affirm that I am not the employer, an agent of the employer, or  
an officer or agent of the union of the voter and that I have not solicited this voter at the polling place or early voting site  
or within 100 feet of such locations in an effort to provide assistance.

Sworn and subscribed to before me \_\_\_\_\_ (Signature of assistor)  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_  
(Signature of Official Administering Oath)





## ■ Who Else Is Allowed in the Polling Room?

- **Poll workers.**
- **The Supervisor of Elections or representative of the elections office.**
- **Poll watchers approved by the Supervisor of Elections.**
- **Election observers appointed by the state.**
- **Voters.**



## Who Else Is Allowed in the Polling Room?

- **Persons caring for or assisting a voter.**
- **Law enforcement or emergency personnel with permission of the Clerk or the majority of the Election Board.**
- **The public, if the polling room is in a commonly used area, to pass through in order to move to another location within the building.**



## ■ Poll Watchers

- Each political committee, political party, and candidate may have one poll watcher in each polling room at any time during elections.
- Poll watchers will receive a name tag from the SOE and must wear it at all times while acting as a poll watcher.



## Poll Watchers

Cont'd

- May observe the voter check-in process.
- **May enter challenges to voters.**
- May not obstruct the conduct of the election.
- **May not interact with voters.**
- Should pose any questions or concerns that they may have to the clerk.



## With Regard to Poll Watchers, Poll Workers Must:

- **Make certain that no voters feel that they are being watched for whom, or what , they vote.**
- **Not allow voters to be delayed by the poll watchers.**
- **Notify the Supervisor of Elections office if a poll watcher abuses a voter's rights.**





## Poll Watchers Must:

- Give their name to the clerk for verification.
- Be allowed within the polling room to observe.
- Be allowed to inspect the precinct registers.
- Inform the clerk if they wish to challenge a voter's right to vote.
- Wear their name tag.





## Poll Watchers May:

- Examine the voting machine when it is not in use.
- **Be given information about who has voted.**
- Be present at poll closing, ballot accounting and reconciliation.
- **Inform the clerk if they see or hear anything that does not comply with election laws.**



## Poll Watchers May Not:

- Walk around the voting area.
- Participate in any manner in the conduct of the election.
- Remove any materials from the precinct register or any materials that are under the direction and control of the Supervisor of Elections.
- Electioneer within 100 feet of the polling place.



## Poll Watchers May Not:

- **Volunteer** to help electors who need assistance to vote.
- **Use the precinct phone.**
- **Wear or display any campaign materials.**
- **Obstruct the orderly conduct of any election.**
- **Come closer to the officials' table or the voting booths than is reasonably necessary.**



## ■ Who Is Not Allowed in the Polling Room?

- Press and Candidates** Except to vote or observe the opening or closing of the polls.
- Solicitors** Cannot solicit within 100 feet of the polling place or early voting site.
- Exit Pollsters** Cannot conduct polls within 100 feet of the polling place.



# TOPIC 4: OPENING PROCEDURES FOR THE POLLING PLACE ON ELECTION DAY

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## ■ The Goal of This Topic

**... to inform poll workers  
how to properly open the polls.**





## ■ Time to Open the Polls

**It is statutorily mandated that polls open at 7:00 a.m.**

**All poll workers must arrive by 6:00 am to assist in setting up the polling place.**



## 1. Poll Workers Prepare for the Election Day

- Poll workers are present at the polling site.
- **If necessary, request replacement workers.**
- Review poll worker assignments.
- **Check and distribute supplies.**



## 2. Set Up the Polling Room

- Arrange voting equipment, voting booths, tables and chairs.
- **Test electrical outlets and telephone lines.**
- Synchronize watches and clocks. Use the time on the ICE tabulator to set your watch.



### **3. Privacy Must Be a Priority in Setting Up the Room**

- **Be sure placement of the voting booths safeguards voter privacy.**
- **Check paths to ensure a smooth flow from the inspector, voting booth, and tabulator.**



#### **4. Accessibility for People with Disabilities**

- **Polling place must be accessible.**
- **Polling place must have at least one voting booth designed to be used by voters who need to sit.**
- **Sufficient lighting must be set up along an accessible path and within the polling place.**



## **5. Precinct Register, (Tables)**

- **Tables should be arranged to provide poll workers with room to sit and have enough space to check voter eligibility.**





## Precinct Register, (Tables)

- **Precinct registers should be placed on the tables in alphabetical order with enough room to allow inspectors to work.**
- **Pens should be placed near each precinct register to allow voters to comfortably sign their name.**



## ■ Precinct Register Updates- Election Day

Provides information on:

- Voters who requested an absentee ballot after the precinct registers were printed.
- **Voters who voted early after the precinct registers were printed.**
- Voters who moved into or out of a precinct after the precinct registers were printed.
- **Pre-challenged voters.**



## ■ Other Updates-Election Day

Provides information regarding:

- Updates on election.
- **Withdrawn candidates.**
- Changes in amendments.
- **Court orders.**



## 6. Safety Inspection

- Do not overload outlets.
- **Make sure all poll workers are aware of the location of emergency exits and telephones.**
- Make sure that all poll workers know to call 911 and the Supervisor of Elections office in emergencies.
- **Make sure floors are level, firm, stable, and slip-resistant.**



## 7. Post Legislatively Mandated Information

- Two sample ballots
- **Two Instructions to Voter posters**
- Voter's Bill of Rights and Responsibilities poster
- **Voter fraud notice**
- Constitutional amendments or issues if needed



## 8. Open the Polls

- Open the doors at 7:00 a.m.
- **Make sure all poll workers are in their assigned locations before the doors open**





## TOPIC 5: DETERMINING IF A VOTER IS ELIGIBLE

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## ■ The Goal of This Topic

**... to allow poll workers to know the proper procedures for determining if a voter is eligible to vote and properly processing the voter so that he or she may vote.**



## ■ The Voter Arrives

1. Greet voters courteously and cheerfully.
  - Give voters your full attention.
  - Remember that you are a public servant.



## 2. The Inspector Locates the Voter's Name in the Precinct Register

- Ask the voter's name and request identification.
- If the address on their I.D. matches the address on the precinct register, **Do not ask the voter to verify their address.**



- If the address does not match, or in the case of a passport where there is no address listed, you may read the address in the register to the voter. Ask the voter if their address has changed. **The voter does not have to respond.**
- Have the voter sign in the space provided in the precinct register.



## ■ Voter Presents I.D.

- Valid Florida driver's license
- Florida I.D. card issued by the Department of Highway Safety and Motor Vehicles
- US Passport
- Debit /Credit Card
- Military ID





## Voter I.D

- Student I.D.
- Retirement center I.D.
- Public assistance
- Neighborhood association I.D.
- As long as the above listed identification has a photo and signature of the voter. Two ID's may be used to obtain the Photo and signature requirement.



## ■ If the Voter's Name is Not in the Precinct Register.

- Recheck for name variations.
- **Check precinct register updates.**
- Ask the voter if his or her name has changed.
- **Voter's former name appears in the precinct register or electronic database:** Voter must complete a Change of Name Affirmation/Voter Registration Application.



# Blue Change Form

Please print using a black ballpoint pen.

1 Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, you cannot register to vote.		2 I affirm I am not a convicted felon or if I am, my rights relating to voting have been restored.		3 I affirm I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my competence has been restored.	
4 Check boxes that apply: <input type="checkbox"/> New Registration <input type="checkbox"/> Address Change <input type="checkbox"/> Party Change <input type="checkbox"/> Name Change <input type="checkbox"/> Replacement		5 Date of Birth (month/day/year)			
6 Last Name		Suffix (circle) Jr. Sr. II III IV		7 First Name Middle Name/Initial Sex (circle) M F	
8 Address Where You Live (legal residence). DO NOT GIVE P.O. BOX				9 Apt./Lot/Unit City/Town/Village Zip Code	
9 Address Where You Get Your Mail (if different from #8)				10 City Zip Code County Where You Live (legal residence)	
11 Address of property for which you have been granted homestead exemption				12 City Zip Code	
12 Last 4 digits - SSN		13 Race/Ethnicity - (see instructions)		14 Daytime Phone No.	
16 Party Affiliation - check one box only (see instructions) <input type="checkbox"/> Democratic Party <input type="checkbox"/> Other Party (write name below) <input type="checkbox"/> Republican Party <input type="checkbox"/> No Party Affiliation		<b>20 OATH:</b> I do solemnly swear (or affirm) that: • I will protect and defend the Constitution of the United States and the Constitution of the State of Florida. • I am qualified to register as an elector under the Constitution and laws of the State of Florida. • I am a U.S. citizen. • I am a legal resident of Florida. • All information on this form is true. I understand that if it is not true, I can be convicted of a felony of the third degree and fined up to \$5,000 and/or imprisoned for up to five years. <b>SIGNATURE - Sign or mark on line in box below. (Invalid without signature)</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
17 Former Name If Making A Name Change					
18 Your Name and Residence Address Where You Were Previously Registered (if applicable) Name _____ Address _____ City _____ County _____ State _____ Zip Code _____					
19 Do You Need Assistance to Vote? <input type="checkbox"/> Yes <input type="checkbox"/> No					

- This form may be used to change a voter's address or name. This is also referred to as an affirmation. Voters may be assisted in completing this form. Voters must sign the form.



## If the Voter's Address Has Changed

### ■ Send the voter to the clerk

- If the voter's address is different from what is in the precinct register:
- **Voter's name appears in the precinct register but he or she indicates a different address:**

**The voter must complete a Change of Address Affirmation, Blue Change Form, or a Voter Registration Application/Form.**





- The clerk will confirm that the voter should be allowed to vote by using the EVID or calling the elections office.
- The clerk should collect the following information prior to calling; the voter's name, date of birth, new address.
- The elections office will confirm the voter's eligibility to vote and give you the voter's registration number. The party will be given for primary elections.



- The voter must complete a Change of Address Affirmation, (**Blue Change Form**, or a Voter Registration Application/Form). The clerk will bring the voter back to the inspector and have the inspector write the information on the blue sheets in the back of the poll register.





## Address Change inside precinct

- If the voter has moved within the precinct, complete the blue change form, or VR application form.
- Bring the voter back to the inspector and have the inspector write the information on the blue sheets in the back of the poll register.



## Address Change outside precinct

- If the voter has moved outside your precinct, if time permits, complete the [blue change form](#), or the [VR application](#), and direct the voter to the proper precinct. If it is after 6:00 PM the form can be completed at the proper precinct.



- To find the voter's correct polling place use the EVID or the purple street index.
- If you are not sure, call the elections office.



- Voters renting mail boxes are allowed by the business to use the business address as a physical address for mail deliveries.
- These addresses may **Not** be used for a voting residential address.
- Physical does not equal RESIDENTIAL.
- We need the voter's current **RESIDENTIAL** address & mailing address.



## NEW! 2014

If the voter has moved from another FL county, **and is changing their address at the polling place**, the voter shall then be allowed to vote a provisional ballot .

\* Note - if the voter's new address corresponds to a different precinct , direct the voter to that precinct to vote.





## ■ Possible Precinct Register Notations and What to Do

### Address Protected

- Ask the voter only if his or her address has changed. If not, continue the voting process.
- If yes, send the voter to the clerk for processing. Complete address change form.

### Absentee Ballot Requested

- Send the voter to the clerk.





## Voted Absentee

- **Send to Clerk. Clerk should call the Election Office.**

## Address Update Required

- **Send to Clerk. Update voters address. Blue change form required even if no changes are made to address. If the voter does not want to complete the blue change form, have the voter vote a provisional ballot.**



## Assistance Required

- If voter has no one to assist, the clerk shall provide two poll workers to provide assistance.
- Assistance may be given in completing required forms such as, change of address or Provisional Envelopes. The Voter must sign.



### **3. Voter Signs Precinct Register**

- Direct the voter to sign the precinct register.
- Compare the voter's signature with the signature in the precinct register.
- If the signature does not match, have the voter sign the affidavit "When Signature Is Different".
- If the difference is not due to a temporary situation and is a permanent signature change, have the voter also sign a blue change form.



To be  
signed by  
voter.

**AFFIDAVIT OF ELECTOR  
WHEN SIGNATURE IS DIFFERENT**

(Section 101.49(1), Florida Statutes)

State of Florida

County of Monroe

I do solemnly swear (or affirm) that my name is [print name]:

\_\_\_\_\_  
that I am \_\_\_\_\_ years old; that I was born in the State of  
\_\_\_\_\_, that I am registered to vote,  
that I am a qualified voter of the county and state aforesaid and have  
not voted in this election.

\_\_\_\_\_  
(Signature of Voter)

Sworn and subscribed to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Clerk or Inspector of Election)

Precinct No. \_\_\_\_\_, Monroe County

This form must be filled out by the voter in his/her own handwriting,  
or with assistance from a member of the election board. Persons failing  
or refusing to fill out or file this affidavit shall be entitled to vote a  
provisional ballot.

1/1/2006



#### 4. Voter Authorized to Vote

If the voter is in the proper precinct,

**AND**

If the voter has the proper identification,

**AND**

The inspector is satisfied the person  
is entitled to vote,

**THEN**

The voter may continue the voting process.





- **The inspector should record the ballot stub number and initial the poll register.**
- **The voter should be issued a ballot, security folder, and Audit Ticket.**
- **Audit ticket should be taken from voter by ICE clerk prior to inserting ballot into Tabulator.**





**The voter should be given an explanation of the voting procedures.**

- ***Take your ballot to the voting booth***
- ***Fill in the oval next to your choice completely. Point to example.***
- ***Give the Audit ticket to the ICE Clerk, and place your ballot in the tabulator***
- ***After the bell rings, you may leave.***




# Audit Ticket

**AUDIT TICKET**

A. Voters, go to the privacy booth and mark ballot.  
Fill in the ovals completely.

B. Voters, give this slip to the inspector and insert ballot into  
the ICE tabulator.

Example, 



## 5. Voter Votes Ballot

**After receiving the voter's Audit Ticket, the ICE Clerk should inform the voter to insert their ballot into the tabulator and to wait for the bell before leaving.**

**If they make an error on the ballot, they may choose to vote another ballot, up to 3 attempts to vote a proper ballot. The ballot with the error is spoiled.**

**Once the voter has cast their ballot, ICE clerk will give the voter their "I Voted" sticker.**



6. **Never look at a voters ballot for any reason.**  
**If the ballot is rejected, look on the tabulator's monitor for the reason of the rejection. Inform the voter of the reason. The voter may need to see Clerk to spoil the ballot and receive a new ballot.**
7. **Voter Leaves.**



# TOPIC 6: SPECIAL SITUATIONS: WHAT TO DO IF...





## ■ The Goal of This Topic

**... to allow poll workers to know the proper procedures regarding special situations when the normal processing of a voter presents questions and complexities.**





## ■ Absentee Ballot Procedures on Election Day

Precinct Register Indicates

### That a Voter Received an Absentee Ballot

- If the register indicates that the voter has voted, call the elections office to see if the voter's absentee ballot was received and opened.
- If the status of the voter's absentee ballot cannot be verified or if the voter challenges the status, allow the voter to vote a provisional ballot.



## Requested Absentee/Surrender of Ballot

- If the voter has their absentee ballot, at the polling place: they surrender the absentee ballot to the clerk and is permitted to vote a precinct ballot. The clerk need not call the Elections office to report the surrendered ballot. The clerk will write VOID on the absentee ballot that was surrendered and place it with supplies to be returned election night
- Voted absentee ballots that the voter wants to have counted may not be dropped at any precinct.



## Requested Absentee/Surrender of Ballot

- If the voter does not have the ballot, call the election office.
- If the voter's ballot has not been received by the election office, inform the Deputy SOE that you are going to allow the voter to vote at the polling place.



## Precinct Register Indicates That Voter Voted Early

- If the voter believes that he or she did not vote at an early voting site, call the Elections office to verify.
- If the voter's status cannot be verified or if the voter challenges the status, allow the voter to vote a provisional ballot.



## Pre-Challenged Voter/Voter Challenged at the Polls

- The person challenging a voter must complete a written oath outlining the reasons why the voter should not be allowed to vote.
- The person challenging the voter gives one completed oath to the poll worker and one to the voter.
- The Clerk then signs and dates the oath.





## Pre-Challenged Voter/ Voter Challenged at the Polls

- **The poll worker gives a copy of the completed oath to the person being challenged.**
- **Any elector or poll watcher may challenge the right of any voter to vote not sooner than 30 days before an election by filing a completed copy of the oath with the Supervisor of Elections office.**
- **The challenged voter, whether challenged at the polling place or prior to Election Day, shall be permitted to cast a provisional ballot.**





## Voter Challenged at the Polls

- If the basis of the challenge is that the **voter's legal residence** is not in the precinct, the challenged voter shall be given the opportunity to execute a change of address.
- If the change places the voter in the same precinct, **the voter shall be allowed to vote a regular ballot**. If another precinct, the voter shall be directed to the proper precinct. You may send a blue change form with voter if time allows.



## Voter Challenged at the Polls

- If the challenged voter does not execute an address change or insists on voting in the current precinct despite a precinct change caused by the address change, the challenged voter **must then be allowed to vote a provisional ballot.**



# Challenge

**To be filled out  
by the person  
making the  
challenge.**

**Challenged voter  
shall vote a  
Provisional  
Ballot.**

## OATH OF PERSON ENTERING CHALLENGE OF VOTER

State of Florida  
County of Monroe

I do solemnly swear that my name is \_\_\_\_\_;

that I am a member of the \_\_\_\_\_ Party; that I am a registered voter or pollwatcher; that my

residence address is \_\_\_\_\_; in the municipality of \_\_\_\_\_;

and that I have reason to believe that \_\_\_\_\_

is attempting to vote illegally and the reasons for my belief are set forth to wit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Challenging Voter

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Clerk of Election

The clerk or inspector shall immediately deliver to the challenged person a copy of the oath of person entering the challenge,  
and the challenged voter shall be allowed to cast a provisional ballot.



## ■ Voter Needs Another Ballot/Spoiled Ballot

- A voter is allowed up to three ballots total, including the original ballot.
- A voter may NOT receive another ballot after his or her ballot has been counted, even if the voter indicates he or she made a mistake while voting.



- Voter Signs in but Leaves Before Getting a Ballot
- **Notify the Election Office and Document the incident.**





## • **Ambiguous Mark**

- **An ambiguous mark will not go through the tabulator. If a tabulator indicates that a ballot has an ambiguous mark the ballot must be spoiled and the voter given a new ballot.**





## • Voter Leaves Voting Booth without Casting Ballot

- If it is clear that the voter wanted to cast their ballot, the ICE Clerk, **with the Poll Clerk as a witness**, will push the ballot through the ICE tabulator.
- If the voter expressed that they did not want to cast their ballot, spoil the ballot.



## ■ Voter Attempts to Take the Ballot from Polling Place

- Advise the voter that it is against the law to take a ballot from a polling place.
- Explain to the voter that the ballot can be “spoiled” if the voter does not wish to have it counted.
- If the voter leaves with the ballot, document the removal, call the Election Office. **104.20 Misd. 1<sup>st</sup> degree.**



# Spoiled Ballot

<h2 style="text-align: center;">SPOILED BALLOT ENVELOPE</h2> <p>Enter Ballot Stub No. of SPOILED BALLOT</p> <p style="text-align: center;">→ _____</p> <p>Enter Ballot Stub No. of NEWLY ISSUED BALLOT</p> <p style="text-align: center;">→ _____</p> <p>Have voter sign across back flap.</p>	<p><i>Note to Precinct Clerk: Under Florida State Law, no voter may receive a total of more than three (3) sets of ballots including the original ballot issued. (Sec. 101.011)</i></p> <hr/> <h3 style="text-align: center;">NOTICE TO VOTER</h3> <p>This envelope is provided to ensure the secrecy of your vote in the event you have spoiled your ballot. Ballot Stub number information is required for ballot reconciliation purposes only.</p> <p>Section 104.23, Florida Election Code, states that it is a felony of the third degree for an Election Official to disclose the way you have voted, except upon trial in court.</p> <p>This envelope will not be opened after being sealed by you and shall be destroyed without opening unless ordered to do so for a court trial.</p>
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## ■ Interference with Voters

Florida law prohibits:

- **Unlawful deprivation of voting rights.**
- **Voter intimidation inside the polls.**
- **Voter intimidation outside the polls.**





## ■ What to Do If the Voter Does Not Have the Proper I.D.

- **Notify the clerk.**
- **Allow the voter to vote a provisional ballot.**
- **If you allow any voter to vote without providing proper Identification, you are in violation of Florida Law.**



## ■ Provisional Ballots

### Who Gets a Provisional Ballot?

- **A voter who does not have acceptable I.D.;**
- **A voter whose name is in the precinct register, *but*:**  
**There is an indication that the voter was sent an absentee ballot, and you are unable to determine the status of the absentee ballot or the voter disputes the status;**





## Who Gets a Provisional Ballot?

- **An indication that the voter voted early**, and you are unable to determine the voter's status or the voter disputes the status;
- **The voter's driver's license, Florida identification card, or the last 4 digits of the social security number have not been verified by the Department of State.**



## Who Gets a Provisional Ballot?

- A voter whose name **is not in the precinct register, and:**
- **You are unable to verify whether the person is an eligible voter,** or the voter disputes the determination;
- **You verify that the voter is not registered to vote** and the voter disputes your determination.



- **A person whose signature differs from that in the poll register,** and the person refuses to complete the affidavit.
- **A voter whose identity is in question** based on the photo identification provided.
- **A challenged voter.**
- **A voter who has moved from another county and has not updated their address with the Elections Office**



## Provisional Ballot

### Must Be Cast in the Correct Precinct

1. **Remind voters that a provisional ballot will be counted only if:**
  - **The voter is a registered voter;**
  - **The provisional ballot is cast in the correct precinct; and**
  - **The voter's signature on the provisional envelope and the voter's registration record match.**



## **Provisional Ballot Demonstration.**

- Procedures to follow to properly assist voters who are required to vote a provisional ballot.



## Mini Balance

- Throughout the day Clerks should be performing Mini Balances.
- It is easier to find a mistake when it just happens.
- This will also make balancing at the end of the night easier.





## Topic 7

- Primary Elections.



## ■ Primary Elections

Remember:

- **Generally**, in a primary election, a voter may only vote for candidates of the party in which he or she is **registered**.
- Exception, County And Circuit Court Judges and School Board Members, **(Non-partisan)**
- **No changes in party affiliation may be made at the polls.**
- Make sure the voter is given the proper ballot based on his or her **party affiliation**.



## Universal Primaries

All candidates for an office have the **same party affiliation** and the winner will have **no opposition** in the general election.

**All** qualified voters, **regardless** of party affiliation, may vote in the primary elections for that office.



## Closed Primaries

- Voters who are registered as **Republicans** receive a Republican ballot.
- Voters who are registered as **Democrats** receive a Democratic ballot.
- **Minor political party affiliated voters will receive their party ballot if they have candidates running in the primary.**
- Voters who are registered with **no party affiliation** or with a minor political party, **(and no primary candidates)**, can only vote on nonpartisan candidates and issues.



## Ballot Styles for a Primary Election

- Republican
- Democrat
- **Minor Political Party**
- Non-partisan
- **Ballots by precinct. Make sure your precinct ballots are designated for your precinct.**



## ■ General Election

**Elections held on the first Tuesday after the first Monday in November in even-numbered years.**





## TOPIC 8: CLOSING THE POLLS

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## ■ The Goal of This Topic

**... to allow poll workers to know how to properly close the polls.**



## ■ Poll Closing Time

The polls are mandated to close at 7:00 p.m.

- The clerk or other designated elections official shall announce that the polls are closed.
- The poll deputy stands at the end of the line to establish a cut-off point.



## Closing the Polls

- All eligible voters who are standing in line at the polling place at 7:00 p.m. are allowed to vote.
- Once all voters have voted, the Election Board must secure the voting device so that no more ballots may be cast.



## Closing the Polls Tasks

**Follow the clerk's instructions,  
but as a general guide:**

- **Take down the signs, the display boards, easels and other materials.**
- **Neatly pack the supply box.**
- **Rearrange tables and chairs as you found them.**



Follow the clerk's instructions, but as a general guide:

- **Leave the polling room and outside area neat, clean and in order.**
- **Follow specific instructions for lights, air conditioning/heating, and door keys.**
- **Lock the doors when leaving.**
- **Do not leave anyone alone at the polling place.**





## **Before ballot accounting begins:**

**The polls must be announced as closed.**

**All voters in line must have voted.**

**The voting equipment must be locked  
against further voting.**

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## Closing the Polls Procedures

### Ballot Accounting

- Ballot Accounting.
- After the polls close, the inspectors/election officials shall allow as many as three persons near to them to see ballots are being reconciled correctly. Do not lock polling place doors. Ballot Accounting may be viewed by the public.
- Violation= misdemeanor of first degree.



## Closing Polls/Ballot Accounting

- After the polls have closed, the election board will verify the:
- **number of voted ballots,**
- **unused ballots,**
- **provisional ballots,**
- **and spoiled ballots**

to make sure that the number of those ballots corresponds with the number of ballots issued by the Supervisor of Elections.



## Closing the Polls/Ballot Accounting

- If there is a difference, the clerk shall report such difference to the election office, with the reason, if known, at the time they turn in the polling place supplies.



## Closing the Polls/Write-In Votes

- Ballots that have write in votes will automatically be sorted to the Write-In compartment of the ballot box.



## Closing the polls/Write-In Votes

- At the close of polls, remove the ballots from the **write-in compartment**, and place them in the envelope provided for write in ballots.
- Complete “Write-In-Tally” Form.





Closing the Polls/ You Must Not:

## You Must Not:

- Allow anyone to pressure you for results.
- **Allow anyone to interfere with the closing of the polls in any manner.**
- Allow anyone to interfere with the counting of the ballots.
- **Allow anyone who is not part of the Election Board to touch any ballot or voting device.**



## Damaged Supplies

- During the day please toss out pens that don't work, light bulbs that have burned out, and any other used up, burned out, broken down equipment.
- Tag booths that are not usable.



## ■ Delivery to Elections Office

### 1. Chain of Custody Issues

- **Two or more poll workers will travel directly to the Elections Office.**
- **Turn in the materials and equipment ie. Ballots, tapes, etc.**



## ■ Incident Report

Required for:

- **Equipment malfunctions and steps taken to correct these malfunctions;**
- **Staffing shortages or procedure violations;**
- **Problems with ballot count;**
- **Irate voters who caused disruptions.**



## ■ Extended Hours

- You will be notified by the elections office if extended hours are ordered.
- If voting hours are extended past 7:00 p.m.:
  - The poll deputy shall stand in line behind the last person in line at 7:00 p.m.
  - Voters in line behind the Deputy at 7:00 p.m. will vote a provisional ballot.



## Extended Hours You must:

- **Complete the “Extended Hours Only” section of the provisional ballot envelope.**
- **Place sealed provisional ballot envelopes into the storage envelope provided.**
- **Keep extended hours provisional ballots separate from all other provisional ballots.**





# TOPIC 9: CONFLICT RESOLUTION

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## ■ The Goal of This Topic

**... to allow poll workers to be prepared to resolve conflicts that may arise on Election Day or early voting days.**



## ■ The Three Principles of Conflict Management

1. Consciously Choose Positive Thoughts.
2. Say the Right Words.



**Use positive phrases such as:**

So what  
you're  
saying is...

I  
understand  
.

Thank  
you.

Let's fix this  
for you.



### **3. Be Aware of Nonverbal Communication.**

- **Do not roll your eyes**
- **Suck your teeth**
- **Scowl or Grimace**



## ■ When the Unexpected Happens

### Guidelines on How Poll Workers Can Deal with Frustrated orirate Voters

- Stay calm.
- Establish eye contact.
- Keep your voice down.
- Keep your body language non-threatening.





- **Show concern using your facial expressions, posture, and tone of voice.**
- **Listen to and acknowledge what the voter is telling you.**
- **Allow at least 2 to 3 feet between you and the voter.**



- **If the voter is disturbing others, ask him or her to step to another area.**
- **Let the voter know that you want to help them.**
- **Use the person's name.**
- **Ask questions.**
- **Be polite.**



- Deal with the voter's feelings.
- If necessary, ask the clerk or poll deputy to assist you.
- Deal directly with the voter's issue.
- Share information with the clerk or with the Supervisor of Elections office.



- If you cannot do exactly what the voter wants, offer a choice or explain what you are able to do.
- **Explain what you are going to do and how long it will take.**
- Reassure the voter that you will work with him or her to solve the problem.



# TOPIC 10: VOTERS WITH SPECIAL NEEDS

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## ■ The Goal of This Topic Sensitivity Training

**... to allow poll workers to understand sensitive and effective ways to serve voters with special needs.**





# Sensitivity Training

## ■ General Information

Access standards are required at each polling place:

- One or more signed accessible parking spaces for disabled persons (for polling places that provide parking spaces for voters);
- **Signage identifying an accessible path of travel to the polling place;**
- **Bring voters with a disability to the front of the voter check in line.**



- An unobstructed path of travel to the polling place;
- **Level, firm, stable, and slip resistant surfaces;**
- An unobstructed area for voting;
- **Sufficient lighting along the accessible path of travel and within the polling place.**



## ■ Everything Possible Must Be Done to Accommodate All Voters

- Any voter who requests assistance is entitled to receive it.
- **You should never ask a voter WHY they need help. It is Federal Law.**
- Part of your responsibility is to ensure that voters know they are allowed to receive assistance.



## ■ The Procedure for Voters Who Need Assistance

- Determine if the Declaration to Secure Assistance is on file. (noted in poll register)
- **Have the voter complete the form prior to voting if necessary.**
- The voter may have a person of his or her own choosing provide assistance.



## Sensitivity and Etiquette for Voters with Special Needs

### Tips on Interacting with People with Disabilities

- **Focus on the voter, not the voter's disability.**
- **Before you act to offer assistance, ask the person how best to help them.**
- **Be considerate of the extra time it might take for a person with a disability to vote.**





- **Give attention to a person who has difficulty speaking.**
- **Speak calmly, slowly and directly to the voter.**
- **Include people with disabilities in any conversation or activity you may be engaged in within their vicinity.**





## How Best to Communicate

- **Focus on the individual in your language:**
  - **Say “person with a disability” rather than “disabled person”**
  - **Say “wheelchair user,” not “wheelchair bound”**
  - **Say “person who is blind” rather than “blind person”**



- **Realize that many people with disabilities may not like jargon such as “differently abled.”**
- **Do not use “they” or “them” to refer to people with special needs.**



## How to Help

- **Ask first if the person with a disability wants help, then ask how you can best help.**
- **Respect the personal space of a person with a disability.**
  - **Gently touch them on the shoulder or offer your arm**
  - **Do not touch a person's wheelchair without permission**



## ■ Voters Who Are Mobility Impaired

- Be aware that people in wheelchairs have different levels of ability.
- **Do not lean across a wheelchair.**
- Never set anything personal, like a drink, on the tray table that may be attached to some wheelchairs.
- **Do not touch or pull a person's wheelchair, cane, or other device without their permission.**



- **Make sure there are clear paths in the polling room for wheelchairs.**
- **Stand at a distance or sit so a person in a wheelchair does not have to strain to make eye contact.**
- **Make sure ramps provide the closest accessibility to the polling place.**



- **Make sure ramps, doorways and hallways are not obstructed.**
- **Be aware of the reaching limits of people in wheelchairs.**
- **Step around a high counter or table to conduct your business with a person in a wheelchair.**





## ■ Voters Who Are Blind or Visually Impaired

- Identify yourself and others who may be with you.
- **Acknowledge if you are entering or leaving a room.**
- Be prepared to offer assistance in orienting the individual to the room and objects within it.
- **Be prepared to offer the voter assistance in reading.**



- **Let the individual take your arm if you are to lead.**
- **Provide a guiding device such as a ruler or card to help with signing forms.**
- **Be specific and non-visual with directions.**
- **Offer magnifying sheets for visually impaired voters.**



## ■ Service Animals

- Do not automatically assume that a voter with a service animal is blind.
- **Do not pet the animal.**
- Excuse yourself and move away from the service animal if it makes you uncomfortable.
- **Should someone complain, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.**



## ■ Voters Who Are Deaf or Hearing Impaired

- **Speak clearly.**
- **Keep your face, especially your mouth, unobstructed.**
- **If you speak through an interpreter, face the voter who is deaf when you speak.**
- **Listen attentively.**



- **Do not finish sentences for the person.**
- **If you do not understand the person, do not pretend that you do.**
- **You may find it helpful to communicate in gestures or writing.**
- **To get the attention of someone who is deaf, gently tap his or her shoulder.**



## ■ Voters Who Are Mentally Impaired

- Be patient.
- **Speak slowly.**
- Do not “talk down.”





## ■ Voters Who Speak a Foreign Language

### General Strategies for Accommodating Foreign Language Voters...

- Talk to the individual, not the interpreter.
- **Avoid long, complex sentences.**
- Pause more frequently than normal.



- **Watch to make sure the interpreter is keeping up with you.**
- **Only interrupt the interpreter when absolutely necessary.**
- **Avoid excessive gestures and body language.**



# TOPIC 11: EMERGENCY SITUATIONS

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## ■ The Goal of This Topic

**... to allow poll workers to be prepared for many of the possible emergency situations that may occur during Election Day or early voting days.**



# Things to Think About When There Is an Emergency

1. **Call 911.**
2. **Call the Supervisor of Elections office.**
3. **Call the building/facility owner or manager.**
4. **Determine whether it is necessary to vacate the building.**



5. **Aid the Supervisor of Elections in determining if it is possible to move the machines, signage, supplies, etc., to permit voting to continue.**
6. **If evacuation is necessary, the clerk, with help from the poll deputy and emergency personnel, must make sure everyone leaves safely.**





**7. If evacuation is necessary and there is no imminent danger, the clerk should:**

- **Record the counters on each machine.**
- **Secure materials.**
- **Close the voting equipment and secure it with plastic seals.**



## Specific Emergency Situations and Steps to Handle Them

### Angry Voter or Threat of Bodily Harm

- Remain calm
- **Use conflict resolution techniques**
- Note the threatening person's physical characteristics
- **Comply with threatening demands**
- Call 911 and the Supervisor of Elections office as soon as it is safe to do so



## Bomb Threat

- Remain calm
- Call 911 from a land line
- Evacuate the building
- Call the Supervisor of Elections office
- If possible, clerk should take voting materials and power off the voting equipment



## Choking

- Use appropriate first aid
- **Call 911**
- Call the Supervisor of Elections office



## Environmental Emergency with or without Evacuation

- **Remain calm**
- **Follow all emergency instructions concerning ventilation and personal safety**
- **Evacuate as necessary**
- **Call the Supervisor of Elections office**



## Fire

- Call 911 as needed
- Evacuate as necessary
- Use the fire extinguisher if it is safe to do so
- If you extinguish the fire, place any burned objects outside
- Call the Supervisor of Elections office





## Flooding (Sprinkler System Activation)

- **Verify that there is no fire**
- **Remove precinct materials and voting equipment**
- **Call 911 if needed**
- **Call the Supervisor of Elections office**



## Heart Attack, Stroke or Illness

- **Call 911**
- **Perform appropriate first aid or follow emergency instructions**
- **Call the Supervisor of Elections office**



## Loss of Electricity

- Ask everyone to remain calm and in place
- Research the problem and call for assistance as needed
- Call the Supervisor of Elections office
- If there is sufficient light, escort voters in and out to continue voting. Tabulating equipment is battery operated.



## Tornado / Waterspout Warning

- Move everyone to positions of safety
- **Secure voting materials**
- Call 911 when it is safe to do so
- **Call the Supervisor of Elections office when it is safe to do so**



## Vehicle Crash

- Call 911
- **Perform appropriate first aid procedures**
- Call the Supervisor of Elections office

## A Voter Falls

- Call 911
- **Perform appropriate first aid procedures**
- Call the Supervisor of Elections office
- Complete form in Clerks book.



## **NEW – 2014**

### **“Report of Incident Form”**

**Complete this form if there is an incident where staff or a voter is injured.**

Form found in clerk's white three ring forms book





# TOPIC 12:

## Early Voting



## ■ The Goal of This Topic

... to allow poll workers to know the specific differences of how to properly handle the work and procedures of early voting days.



## ■ General Guidelines for Early Voting Procedures

- Open the polls
- Prepare the voting equipment
- Greet voters
- Have voters complete the Early Voting Certificate
- Request I.D. from voters



- **Note count numbers at the beginning and ending of shifts**
- **Reconcile the number of Early Voting Certificates with the number of votes at each shift change**
- **Report discrepancies to the Supervisor of Elections office**
- **Record the counts on early voting logs each day**



## Final Reminders

- Did you sign today's payroll?
- Do not be late to polling place. You must be inside at 6:00 am.
- Any Questions?



**End of Slides**