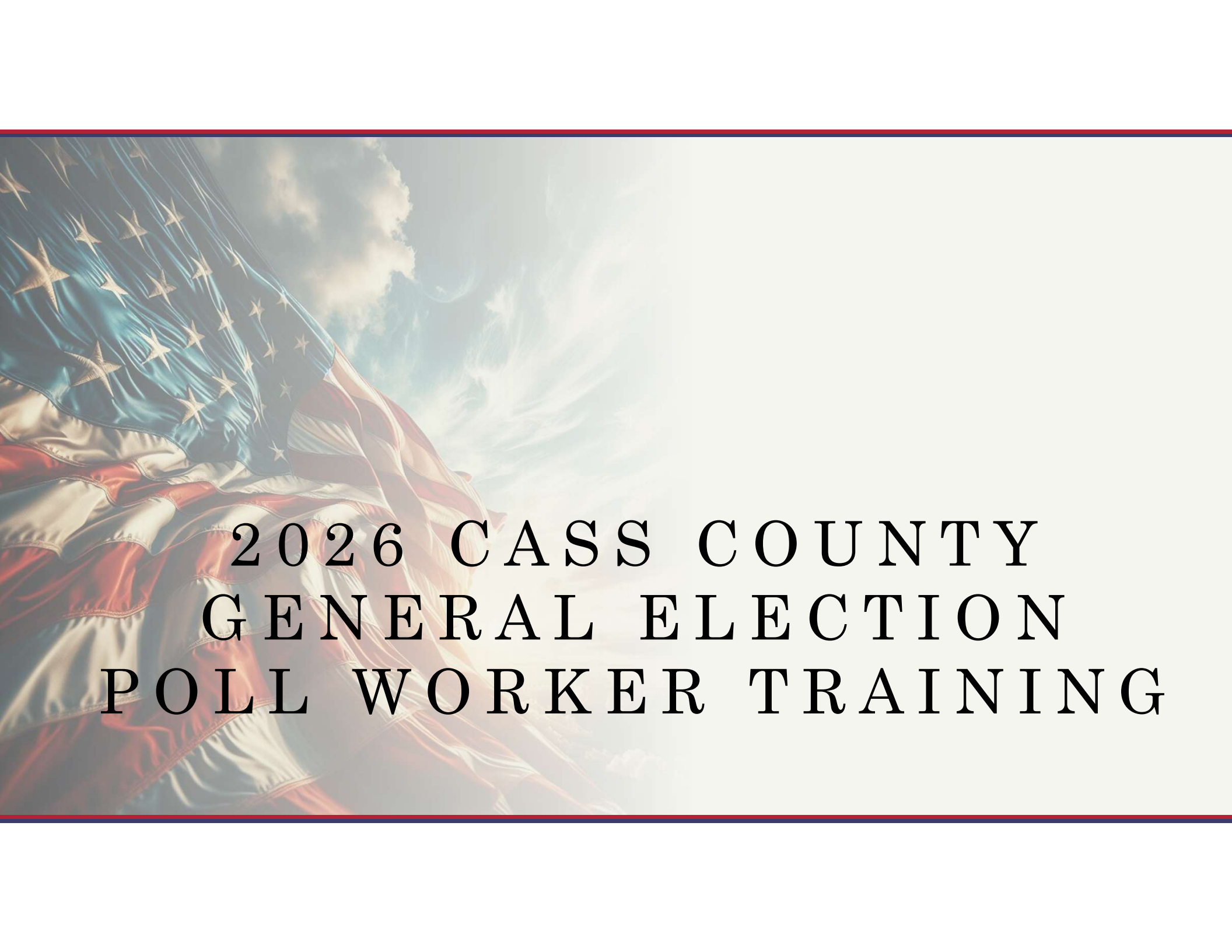


An American flag is shown waving in the wind against a bright, cloudy sky. The flag's stars and stripes are clearly visible, and the overall tone is patriotic and formal.

2026 CASS COUNTY GENERAL ELECTION POLL WORKER TRAINING



There are very important changes with Ballots and pick up & drop off for the ballots and supplies!!!

Election Day Contacts

**Election Office -145 N. 4th St, Room 201
402-296-9309 or 800-689-9512**

District Inspectors

East -Sabrina Parriott 402-510-8281

West -Alan Vervaecke 402-670-8612

Accident/Incident/Injury/Safety Concern

Call the Election Office or 911 if required

Compensation

- If you complete training and return your quiz, you will be paid \$20.00
- Clerks/Judges receive \$15.00 per hour
- Inspectors receive \$18.00 per hour
- Mileage pay only for supply pick up and drop off (Precinct Inspectors)
- It takes approx. 4-6 weeks for checks to be mailed

Before Election Day

- Notify Employer of election duty immediately (§32-241)
- Complete training (§32-235)
- Vote Early (in Election office or by mail, if you are not working in your home precinct)
- If you are a Clerk/Judge and have not heard from your Precinct Inspector, please contact the Election Office
- Precinct and District Inspectors will pick up their supplies/ballots the day before the election

Time off for Election Day

According to Nebraska State Statute (32-241), no employee shall be subject to:

- Discharge from employment
- Loss of pay
- Loss of sick leave
- Loss of vacation time
- Threat of any action or penalty
- Any other form of penalty

❖ Any issues regarding employment protection, please immediately reach out to our office or the Nebraska Secretary of State

Nebraska does have employee protection rights for those individuals working on elections, our office can send a letter to employers if they have any issues with your request for time off.

General Information

General Election: First Tuesday following the first Monday in November (§32-403)

Working Hours: 7:00 a.m. – 8:30 p.m. (approx.)

Polls Open: 8:00 a.m. – 8:00 p.m. (§32-908, Polls must open at 8 am)

Appointment Tenure: 2 Years (§32-231; §32-236)

The General Election will be held on Tuesday, November 3, 2026

- ❖ *Special Elections which require polling sites to be open seldom occur; however, be aware they may happen (i.e., 2022 Congressional District 1 Special Election)*

Conduct at the Polls

Treat all voters with:

- Kindness
- Courtesy
- Dignity
- Respect

- Refrain from excessive and loud visiting with voters and among yourselves
- DO NOT engage in any political conversations while conducting the election
- Do not have food or beverages by the Clerk's books or BALLOTS
- **Be professional and business like even when voters are not present!!!**
- Be prepared to deal with any situation Ex: Voter with campaign buttons, shirts, etc.

Because of political advertisements

- No TV's
- No Radio's allowed

Where do I Vote?

- You will get voter's that are not sure where they are supposed to vote.
- They may have moved and not updated with the Election Office.
- Refer them to Voter Check to find out, look it up for them or call the Election Office.
- It might be best to check both, their Name (to make sure they are registered in Cass County) and Address (to make sure they vote in the correct precinct).

Where do I vote?

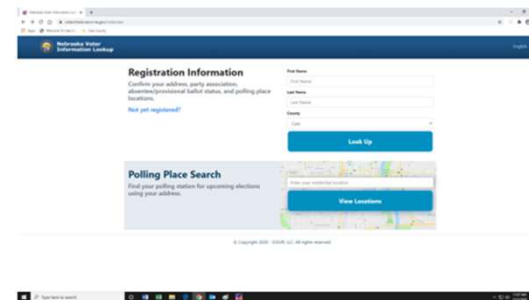
Each voter must cast their ballot at their assigned polling place.

Call the Election Office or go to 1 of the following websites. Use the "Polling Place Search" Option (Put in the address, it will tell you which precinct and location)

votercheck.necvr.ne.gov

ne.gov/go/votercheck

sos.ne.gov (Elections-Voters-Voter Information Lookup)



The screenshot shows the Nebraska Voter Information Lookup website. It features two main sections: "Registration Information" and "Polling Place Search". The "Registration Information" section includes fields for First Name, Last Name, Date of Birth, and County, with a "Look Up" button. The "Polling Place Search" section includes a text input for the address and a "Where Locations" button. The website is titled "Nebraska Voter Information Lookup" and has a copyright notice at the bottom: "© Copyright 2005 - 2008 NE All Rights Reserved".

Where do I Vote?

- Name-Enter First & Last Name and Cass, Click on Look Up
- Address-Enter their current residential address, Click on correct address, Click on View Locations
- You will see the Polling Location and their Ballot Style
- If they are at the correct precinct, double check the Black Book, if not found, they will vote Provisionally.
- If they are not at the correct precinct, give them the name and address of the precinct they need to go to.

Registration Information

Confirm your address, party association, absentee/provisional ballot status, and polling place locations.

[Not yet registered?](#)

First Name

First Name

Last Name

Last Name

County

Look Up

Polling Place Search

Find your polling station for upcoming elections using your address.

Enter your residential location

View Locations

Polling Place Search

Find your polling station for upcoming elections using your address.

12413 24th
12413 24th Avenue Plattsmouth, 68048
12413 24th Road Elm Creek, 68836
12413 24th Street Plattsmouth, 68048

12413 24th Street Plattsmouth, 68048

View Locations

[Back to Lookup](#) / Where To Vote

Where To Vote

Residential Address
12413 24th Street Plattsmouth, 68048

Precinct
020 - South Plattsmouth
020.2

Election

11/05/2024 2024 General Election

Polling Location

020 South Plattsmouth-Woodhouse Ford South

2288 Osage Ranch Blvd Plattsmouth, NE 68048

Use door on WEST side of building which leads to voting area



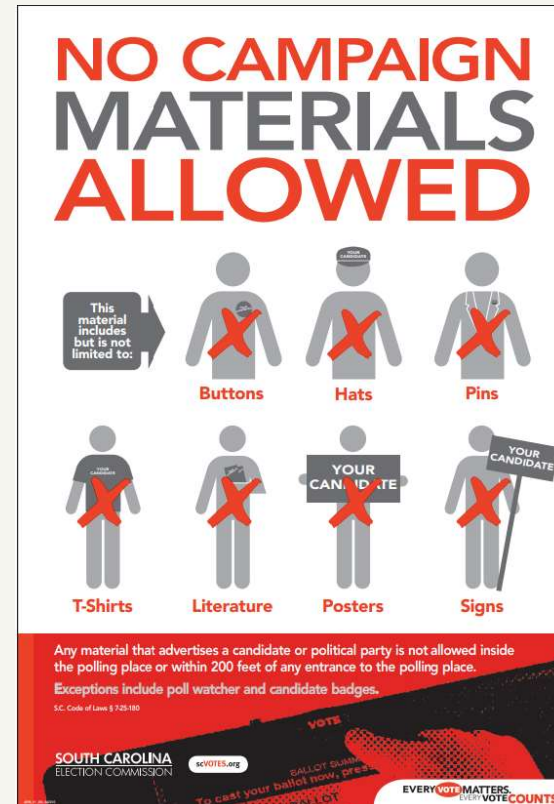
Ballot Styles

20.2

NO Campaign Material Allowed in Polling Facility

If someone has any Material that pertains to a Candidate that is **ON THE BALLOT**, it needs to be removed from the polling facility.

With the large volume of campaign literature sent to the public you will need to occasionally check the polling facility and in the voting booths for any media or campaign literature that has been left behind.



Media



- **ONLY THE PRECINCT INSPECTOR** may answer media questions from the media regarding the number of people who have voted.
- TV Cameras ARE allowed as long as they're not disturbing the voters or the voting process.
- They should get permission from the individuals before filming them.
- Press representatives should contact the Election Commission as well as the judge of election or another poll worker at the site of their plans. Press representatives should have their credentials available.
- Press representatives are not to be disruptive at the polling place. As with all others, members of the media are prohibited from wearing or displaying campaign materials in the polling place.
- With regard to photography (including video) official ballots either blank or voted should not be photographed. A photo of the sample ballot may be an appropriate substitute.
- The photographer should obtain permission from any voter, poll worker, or others that will appear in the photograph (or video). Voters are entitled to an expectation of privacy within their polling place.
- Any interviews with voters or videotaping standups or live broadcasts should be conducted outside the polling place so not to disrupt the voting process inside.

Exit Polls

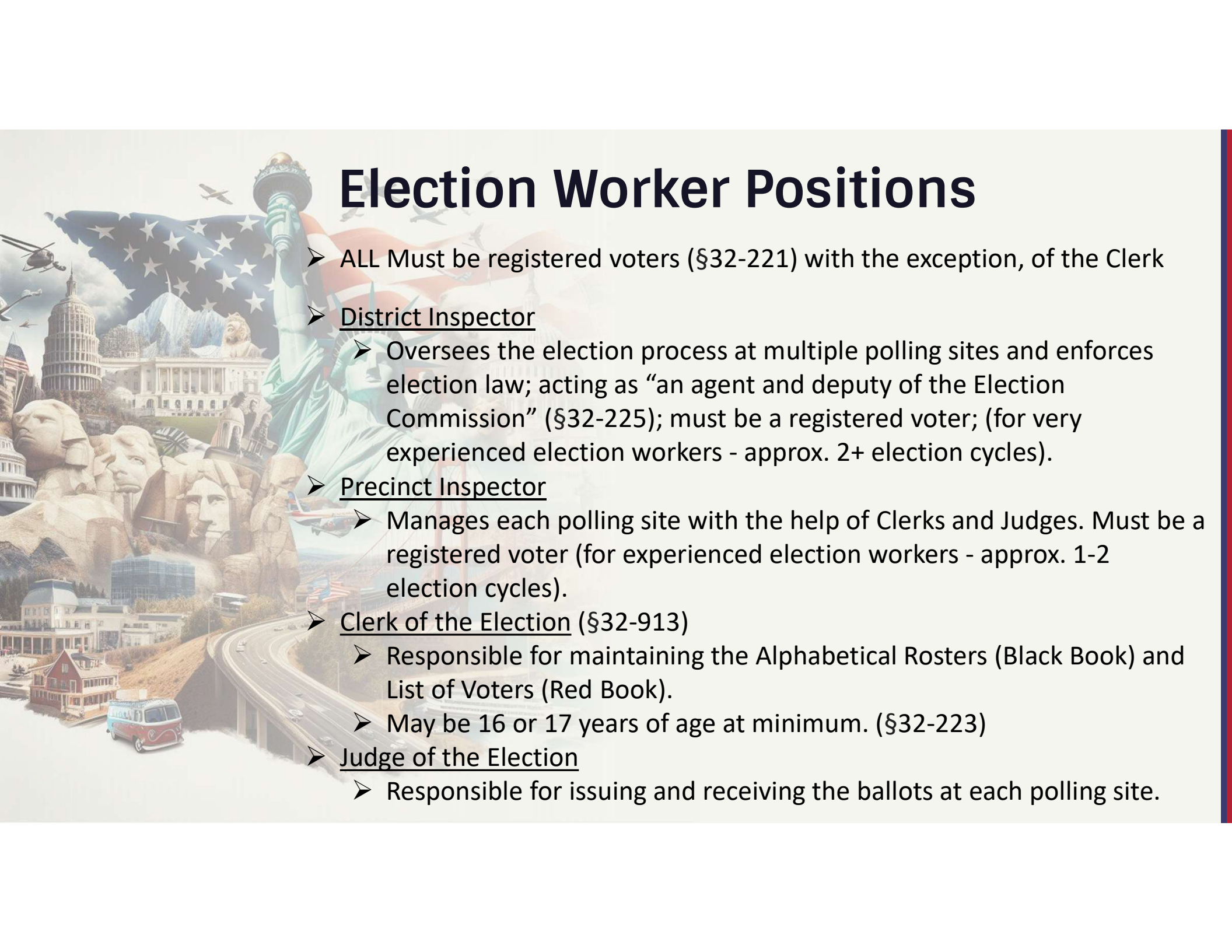
Polling and interviews; prohibited acts; penalty. (Statute 32-1525)

No person shall conduct an exit poll, a public opinion poll, or any other interview with voters on election day seeking to determine voter preference within twenty feet of the entrance of any polling place or, if inside the polling place or building, within one hundred feet of any voting booth. Any person violating this section shall be guilty of a Class V misdemeanor.



What to grab in an Emergency, if time permits

- ✓ Personal belongings
- ✓ Ballot Box
- ✓ Precinct Roster(s) black notebooks
- ✓ List of Voters-red notebooks
- ✓ Unused ballots
- ✓ Provisional Roster
- ✓ Necessary forms & materials to allow voting to continue such as Provisional balloting materials



Election Worker Positions

- ALL Must be registered voters (§32-221) with the exception, of the Clerk
- District Inspector
 - Oversees the election process at multiple polling sites and enforces election law; acting as “an agent and deputy of the Election Commission” (§32-225); must be a registered voter; (for very experienced election workers - approx. 2+ election cycles).
- Precinct Inspector
 - Manages each polling site with the help of Clerks and Judges. Must be a registered voter (for experienced election workers - approx. 1-2 election cycles).
- Clerk of the Election (§32-913)
 - Responsible for maintaining the Alphabetical Rosters (Black Book) and List of Voters (Red Book).
 - May be 16 or 17 years of age at minimum. (§32-223)
- Judge of the Election
 - Responsible for issuing and receiving the ballots at each polling site.

District Inspectors

- Will go to their assigned precincts and check to see how everything is going and answer any questions you might have
- Will make sure Express Vote machines are set up and ALL required materials are displayed
- Will have extra supplies if you are running low on anything

Legislature update effective 7-18-2026

32-1010 Ballots; where counted; delivery; requirements.

Ballots shall be counted at a centralized location or at polling places as provided in sections [32-1012](#) to [32-1018](#). If counting takes place at a centralized location:

- (1) The receiving board shall deliver the ballot box and other election materials to the centralized location as directed by the election commissioner or county clerk;
- (2) The election worker delivering the ballots shall deliver the ballots directly to such centralized location and shall make no stops other than at the centralized location or a polling location;

East Districts	West Districts
Buccaneer Bay	Tipton (Eagle)
Eight Mile Grove	McKelverly (Alvo)
Nehawka	Salt Creek (Greenwood)
Liberty (Union)	Stove Creek (Elmwood)
North Rock Bluff	Murdock
South Rock Bluff	South Bend
West Rock Bluff	Center (Weeping Water)
North Plattsmouth	East Louisville
South Plattsmouth	West Louisville
1st Ward Plattsmouth	Avoca
2nd Ward Plattsmouth	Weeping Water
3rd Ward Plattsmouth	
4th Ward Plattsmouth	

Effective 7-18-2026

All Precinct Inspectors will deliver their ballots and supplies back to the election office.

Precinct Inspectors

- Precinct Inspectors act as the Personal Agent and Deputy of the Election Commission
- Precincts with two (2) Precinct Inspectors-**YOU MUST** work together with **ALL** responsibilities (before & throughout Election Day)!!!
- Pick up and Return ballots and supplies
- **MUST** contact Election Team Members and Polling Site
- Responsible for proper conduct (kindness, courtesy, dignity & respect) with team members and voters
- Enforces the laws relating to elections
- Responsible for proper completion of Setup of Express Vote Machine, Board Payroll, Oaths, Certifications, Provisional Voters and all other paperwork associated with the election
- Will assign job duties

Location for Pickup and Dropoff

***All ballots and supplies will be available to you Monday November 2nd at the **FUTURE** Election Office (446 Main St, Room 200. The old First State Bank, 2nd Floor) 9am-11:30am and 1pm-4:30 pm. If you need to arrange another time, please contact the Election Office (402-296-9309).

Pick Up Location – New Location for PICK UP & DROP OFF!!!



Future Election Office
West Entrance
446 Main Street
Room 200
Plattsmouth



Return Location 446 Main St. Plattsmouth-West Entrance



Inspectors Handbook

INSPECTOR'S HANDBOOK

CONTENTS

- CASS COUNTY POLLING LOCATIONS
- INSPECTOR'S NOTES
- OPENING/CLOSING THE POLLING SITE
- EAST-WEST DISTRICTS
- PRECINCT SUPPLIES
- OATH OF ELECTION BOARD
- PAYROLL SHEET
- COMMENT SHEET
- NOTATION SHEET
- ELECTION WORKER COMPENSATION WAIVER
- NEBRASKA VOTER CANCELLATION FORM
- OATH BY RELATIVE, FRIEND ASSISTING VOTER
- CHALLENGE OATH
- EMERGENCY PROCEDURES
- INCIDENT REPORT
- BOMB THREAT INFORMATION/REPORT
- STATUTES REGARDING FIREARMS
- Q & A FROM PREVIOUS ELECTIONS
- ANSWERS FROM TRAINING QUIZZES
- CASS COUNTY PRECINCT MAPS

CASS COUNTY ELECTION COMMISSION
Phone 402-296-9309

Prior to 8am

- Oath of the Election Board needs to be read and signed by ALL workers. You will not receive your check until you sign the Oath.
- Payroll Sheet needs your name, address, signature and the time you arrived at your precinct. You will write your time out, after the polls are closed and your duties are completed.
- Leave these in the Inspector's Handbook

Precinct _____ Election _____

OATH OF ELECTION BOARD

I, ... do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies.

Payroll Sheet

Election: General 20
Primary 20
Special 20

Precinct Name: _____

Please designate all 'In' and 'Out' times to the nearest ¼ hour.

Inspector Name: _____ Mileage: _____ Time In: _____

Mailing Address: _____ Time Out: _____

Signature: _____ Total hrs: _____

Printed Name: _____ Time In: _____

Mailing Address: _____ Time Out: _____

Signature: _____ Total hrs: _____

Precinct Supply List

Precinct Supplies

Ballot Box-Regular Ballots, Express Vote Ballots, Ballot Certification & Audit Report and Envelope with Seals

Express Vote- Headphones & Covers, Braille "How to Guide" and Folder with Opening & Closing Procedures and Misc. Information

Clerk Books-List of Eligible Voters (Black) and List of Voters (Red)

Inspector's Handbook-See front cover for Contents

Ballot Sleeves & Privacy Screens

Outdoor signs

Key for Express Vote

Tote-

Envelopes

Sample Ballots	Spoiled Ballots	Completed Forms
P-VIV (White)	Provisional	

Provisional Folder

Sign-In Roster	Instructions	Who is a Provisional Voter?
Provisional Ballot Application Forms	PIN Cards	

P-VIV & RIC Folder

Voter Identification Verification Form
Reasonable Impediment Certification

Precinct Supplies

Accordion Folder

Required Signs to Post	Individual Precinct Maps
Misc. Signs to Post	Judges Instructions
Voting Instructions	Opening/Closing the Polling Site
Where Do I Vote?	Interactions with People
Communicating w/the Deaf	Voting Access for Citizens w/Disabilities
Copy of Training Manual	Voter ID Flip Chart
What to do if...	Web Site Information (will need to be cut)
Voter Survey	Poll Worker Applications
We Want You Sign	Polling Place Survey
Name Tags (<u>DO NOT</u> put more than one I Voted sticker on name tag)	

Office Supplies

10 Key Calculator & Paper	Clips-Paper/Binder	Hand Magnifier
Highlighter/Markers	Mounting Putty	Pens (Black & Red)
Pencil	Post-its	Rubber Bands
Rubber Fingers	Ruler	Scissors
Scratch Paper	Sort Kwik	Stapler/Staples
Tape-Scotch & Blue	White-out	Wire Cutters

Miscellaneous

Antiseptic Wipes	Bag(s) for Unused Ballots
Band aids	Extension Cord & Adaptor
"I Voted" Stickers	Need Assistance Pins
Split/Party Tags for Voters	Stylus for Express Vote
200 Foot String (use to measure distance on campaign signs if looks to close)	

Comment Sheet & Notation Sheet

Comment Sheet
is where you would
write:

- Any questions or concerns you have that don't require immediate answers
- Anything out of the ordinary that happened throughout the day that we would need to know about.

[illegible]

Notation Sheet is where you would write:

- If something happened with a voter (ex. might have given the wrong ballot)
- Someone is in the Black Book and they have passed away. We will then look for their Obituary
- You can write if someone has moved out of Cass County, however, we can't remove them without a voter cancellation form filled out by the voter

[illegible]

Leave both of these in the Inspector's Handbook

Voter Assistance & Voter Cancellation Form

- This is the form you would give to anyone that Assists a Voter at the Polls.
- They will need to sign this Oath before helping the Voter.
- Put in Completed Forms Envelope

32-918 Oath by Relative, Friend (or Designee) Assisting Voter

State of Nebraska
County of CASS

_____ hereby swears that he or she is a friend or
(Name of person assisting voter)

relative (or designee) of _____, a disabled registered voter who requested assistance in casting the ballot, that he or she did enter the voting booth, or aid such voter outside of the voting booth, and marked the ballot according to the intentions and desires of the registered voter, that he or she has kept the ballot at all times in his or her possession, and that the ballot was duly delivered to the judge of election on this _____ day of _____, 20____.

(Signature of Person Assisting Voter)

Subscribed and sworn to before me, an election worker, at _____ in
County on this _____ day of _____, 20____.

(Signature of Election Worker)

December 2022

- Voter Cancellation Form is used for anyone that has moved out of Cass County or expresses that they no longer want to be a registered Voter.
- Put in Completed Forms Envelope

Nebraska Voter Cancellation Form

According to Nebraska Revised Statute §32-326, the election commissioner or county clerk shall remove the name of a registered voter from the voter registration register and cancel the registration of such voter if:

(1) the voter is deceased,
(2) the voter requests in writing that his or her name be removed, or
(3) the voter has moved out of the state.

Voter's Printed Name: _____
First and Last Name

Date of Birth: ____/____/____
MM DD YYYY

Residential Address: _____
Street Address

City, State, and Zip Code

I hereby request the above voter be removed from the Nebraska list of registered voters for one of the following reasons:

☐ I, the undersigned, have moved out of state (requires voter's signature or mark);

☐ I, the undersigned, request that my name be removed (requires voter's signature or mark);

☐ The voter is deceased (requires obituary or death certificate).

Signature* _____ Date ____/____/____

Relationship to Voter _____ Phone / Email if County has Questions _____

*If your registered name is different from your current name, please sign both last names.

Please sign, date, and return this form to your county election official via mail, fax, or email.

§32-326 Updated Nov. 2022

Opening the Polling Site



OPENING THE POLLING SITE

- ✓ Read and sign Oath of Election Board
- ✓ Fill out Payroll sheets
- ✓ Brief your workers of responsibilities
 - Remember to address
 - Conduct
 - Attitude-Etiquette
 - Sensitivity to cultural & disability
- ✓ Put on name badges
- ✓ **POST ALL REQUIRED INFORMATION**
 - Located behind the tab in the Accordion Folder labeled "Required Information to Post Per State Statute (32-902)"
- ✓ Post Misc. Signs
 - Located behind the tab in the Accordion Folder labeled "Misc. Signs to Post"
- ✓ Set Up Privacy Screens/Poll Booths
- ✓ Set Up Express Vote
- ✓ Cut off the seals and open the ballot box. Take the new seals out of the envelope and place the old seals in the envelope.
- ✓ Count ballots-Record numbers on Ballot Certification & Audit Report.
- ✓ Judges start initialing some of the ballots (2 sets of initials in **RED** ink)
- ✓ When 1st Voter comes in, publicly display ballot box to show it is empty. Put the envelope with the old seals in the ballot box. **Put 1 new seal on the zippers!!! The other seal will be used at the end of the night (put someplace safe)!!**
- ✓ Voting begins!!!
- ✓ Call the election office with any problems, discrepancies or concerns

SECURITY SEALS

- Verify that the security seal numbers recorded on the ballot certification & audit report all match.
 - If they do not match, call the election commission immediately
- Keep the new seals out of the envelope.
- After you cut the security seals from your ballot box place them inside this envelope.
- After you publicly display that the ballot box is empty place the envelope with the old seals inside the ballot box.
- Zip the ballot box and secure the ballot box with one of the new seals
- **THE BALLOT BOX WILL NOT BE OPENED AGAIN** until it reaches the election commission for tabulation.
- **AT THE END OF THE NIGHT** after your ballot certification & audit report and provisional voter sign in roster are in the ballot box. Close the flap and secure with the other seal.

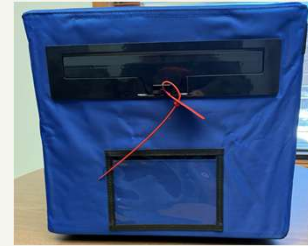
Ballot Box

- You will cut both red seals off and unzip the top of the ballot box. The padlock will not be removed!! (figures 1-3)
- Take the ballots, ballot certification & audit report and envelope out.
- Take the new seals out of the envelope and put the ones you cut off in the envelope.
- Place the envelope in the ballot box after publicly displaying the box is empty. (fig. 4)
- Zip the top of the ballot box closed and place one of the new seals through the zipper and secure it tight. (figure 5)
- The other seal will be put on after the polls close, so keep it someplace safe.
- Open the flap so you can deposit ballots. (figure 6)
- Once the polls are closed and you have put your ballot certification & audit report and the provisional ballot sign in roster into the ballot box, close the flap and secure it with the other seal. (figure 7)

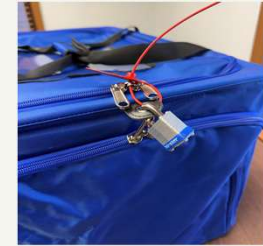
1



2



3



4



5



6



7



We continue to work on improvements for our new ballot boxes.

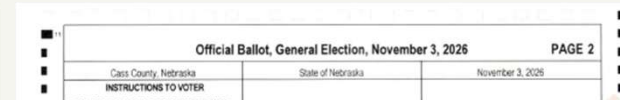
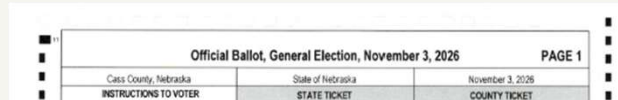
General Ballots

Page 1 and Page 2

Front side of ballot, in top right corner

Due to an Amendment and Initiative Measures, **ALL Ballots are 2 pages!!**

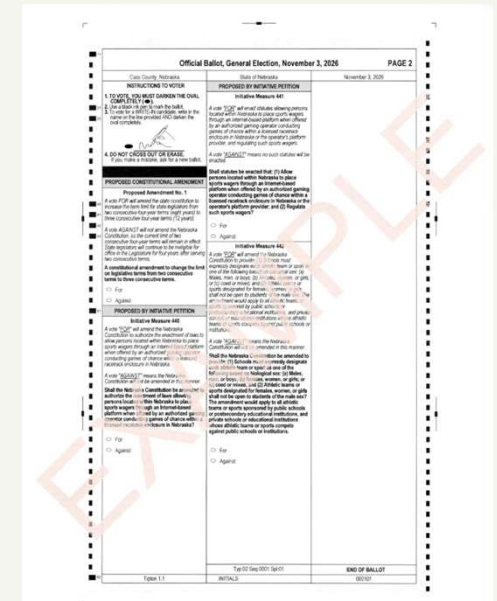
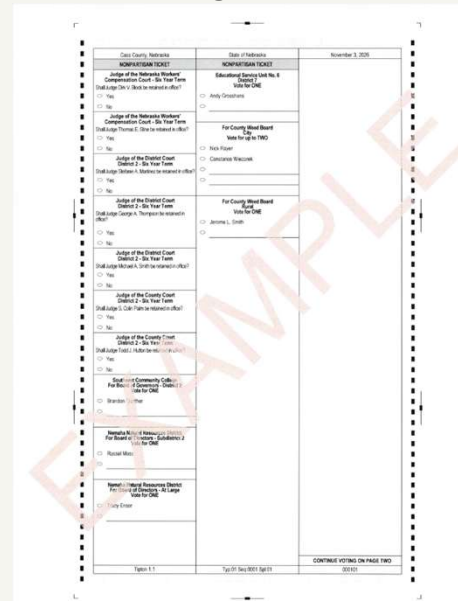
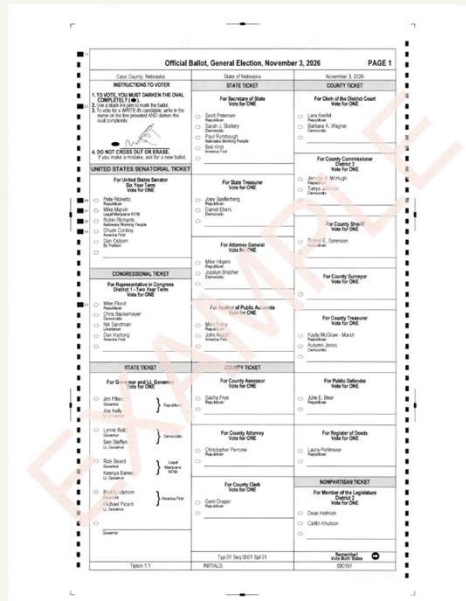
Make sure the voter gets both pages!!



Back of
Page 1

Page 2

Page 1



Ballot Certificate & Audit Report

This form will be located in your ballot box.

- The **Issued** ballots will be filled out by the Election office. This total includes the total number of pages you have. (Ex. 20 2-page ballots, **Issued** total will be 40)
- The **Received** ballots are your counts on the ballots received. These need to be counted and recorded prior to opening at 8am
- The **Unused** column will be filled out once the poll close

General Ballot Certification & Audit Report

I, Gerri Draper, Cass County Clerk, do hereby certify that the following number of ballots have been delivered to **000-Training** Precinct for the **General Election November 3, 2026**.

Seal Numbers on Ballot Box sent	123456	789012
Seal Numbers on Ballot Box returned	345678	901234

Issued **Received** **Unused**
Due to 2-page ballots, the totals include both pages for all ballot styles

0.1 (10 ballots)	20		
0.2 (20 ballots)	40		
0.3 (5 ballots)	10		
0.4 (5 ballots)	10		
0.5 (5 ballots)	10		
0.6 (5 ballots)	10		
0.7 (5 ballots)	10		
0.8 (10 ballots)	20		
ExpressVote	50		

Total Number of Ballots Election Office Issued
180

Total Number of Ballots Precinct Received

Total Number of Ballots Unused

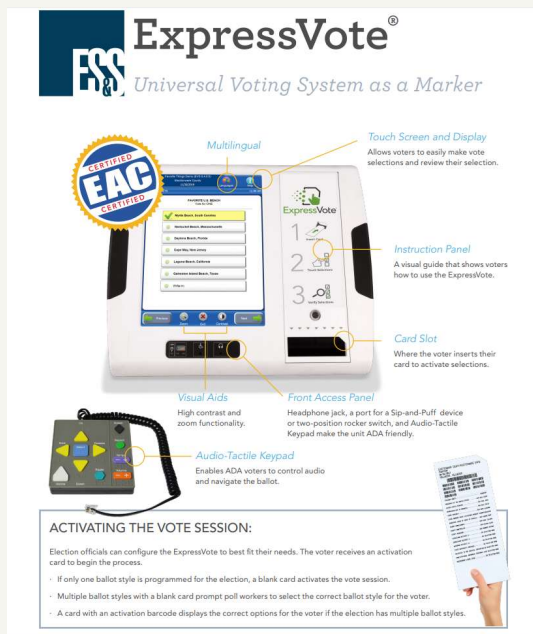
Verify the Seal Numbers on the ballot box match what is recorded on the Ballot Certification & Audit Report.

Remove ballots from the ballot box, count them and record the totals in the green "Received" column. These numbers should match the numbers in the "Issued" column. If they do not match, please count again to make sure numbers are accurate!

Record the total of all ballots, including the Express Vote ballots

Express Vote

- Express Vote machines **MUST** be setup!!
Even if you never get any requests to use it.
- Run a test ballot to ensure it is working properly. Write Test on the ballot and put in the Spoiled Envelope.



Express Vote Ballot

- This is what the Express Vote ballots look like
- Leave these ballots in the envelope until needed, they shouldn't be exposed to light for an extended period of time
- The only printing on the Express Vote ballot is the initials box
- The initials box is on the back of the ballot
- **ONLY initial if a voter wants to use the Express Vote machine**



Clerk 1 Instructions

Rosters (Black Book) Clerk 1-General Election

1. Smile and greet the voter.
2. Ask for the voter's name (even if you know them) and their address (do not provide the address to the voter). Look up the voter's name and address in the List of Eligible Voters Book (Black Book). **If name isn't found, go to WHAT IF's**
3. If name and address are correct, proceed. **If not, go to WHAT IF's**
4. Ask for their ID. Compare picture to voter. If picture and name match, proceed. **If no ID or picture doesn't resemble voter, get assistance from your Precinct Inspector. Go to WHAT IF's if name differs.**
5. Look at the VOTER STATUS, if the box is blank, proceed. **If not, go to WHAT IF's**
6. If you have Splits, determine what ballot is to be issued to the voter.
 - A. The ballot style is listed under BALLOT NUMBER.
 - B. Give the voter the card that matches the ballot style listed. They will give the card to the Judge to get their ballot.
7. Have the voter sign their name on the line that corresponds to their printed name on the left (**DO NOT** turn the book around for them to sign, **signatures will be upside down in the book**). You can put an X on the line they are to sign to ensure they sign the correct line.
8. Clerk 2 will write the voters name in the **RED BOOK** and give you the line number, which you will write in the box (BOOK 2 LINE NO) on the same line with their name.

WHAT IF's

NAME

If their name isn't found, have them talk to the Precinct Inspector.

If their last name has changed, have them fill out a Provisional Ballot Application Form (Voter Registration Application Form), mark the box that says "Name Change" put in "Completed Forms" envelope and process as normal.

If the first name in the Roster and their ID differ (ex. James and Jim) you can process as normal. They might have their whole middle name on their ID, but the way the Rosters are set up, only the middle initial will be printed.

ADDRESS

If the address is different, they will have to go through the Provisional process. **DO NOT** have them sign the black book!!!!

VOTER STATUS

***EARLY VOTING BALLOT SENT VOTE PROVISIONALLY**, they will have to go through the Provisional process.

***ADDRESS CONFIRMATION REQUIRED**, have them **verbally** tell you their address again.

***If it matches what is in the book, write your initials next to the address and proceed.**

***If it is different, they will have to go through the Provisional process. DO NOT** have them sign the black book!!!!

BALLOT NUMBER

If they want a different split than what is listed, they will have to vote Provisionally.

Clerk 1-Black Book

000-Training		LIST OF ELIGIBLE VOTERS-BOOK 1				BALLOTS CAST _____	
		11/3/2026				PAGE 1 OF 2	
STEP: 1		2	3	4	5	6	7
NAME: LAST FIRST MI	BIRTH YEAR	ADDRESS	VOTER STATUS	BAR CODE/ID NUMBER	BOOK 2 LINE NO	VOTER'S SIGNATURE	BALLOT NUMBER
Bell Blake	REP 1950	506 Chiefs St USA, NE 68048	EARLY VOTING BALLOT SENT VOTE PROVISIONALLY	 Blake Bell 123456		XXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXX	Ballot 0.1
Butker Harrison	DEM 1963	206 Kicker Cir USA, NE 68048		 Harrison Butker 987654		-----	Ballot 0.7
Clark Frank	LIB 1947	6250 Football Blvd USA, NE 68048		 Frank Clark 432654		-----	Ballot 0.8
Edwards-Helaire Clyde	LMN 1985	3792 Grand Dr USA, NE 68048		 Clyde Edwards-Helaire 375862		-----	Ballot 0.4
Gray Noah	NONP 1976	576 Missouri Blvd USA, NE 68048		 Noah Gray 625706		-----	Ballot 0.5
Henne Chad	REP 1997	7654 Kansas City Ave USA, NE 68048		 Chad Henne 386752		-----	Ballot 0.2
Hill Tyreek	DEM 1940	12768 Touchdown Ave USA, NE 68048	ADDRESS CONFIRMATION REQUIRED	 Tyreek Hill 500398		-----	Ballot 0.6
Jones Chris	NONP 2003	1743 Tomahawk St USA, NE 68048		 Chris Jones 611364		-----	Ballot 0.2
Kelce Travis	LIB 1980	4837 Arrowhead Cir USA, NE 68048		 Travis Kelce 976850		-----	Ballot 0.3
Mahomes Patrick	NONP 1955	2020 Chiefs Kingdom Blvd USA, NE 68048		 Patrick Mahomes 153299		-----	Ballot 0.8

Split Cards

If you have more than one ballot split, you will have split cards. Located inside your tote in a bright pink envelope. Each voter will get a split card (if applicable). Their split is in the Roster (Black Book) in column 7.

Split Cards

BALLOT 1.1	BALLOT 1.2
BALLOT 1.3	BALLOT 1.4
BALLOT 1.5	BALLOT 1.6
BALLOT 1.7	BALLOT 1.8

Roster

7
BALLOT NUMBER
Ballot 1.1
Ballot 1.7
Ballot 1.8
Ballot 1.4
Ballot 1.5
Ballot 1.2

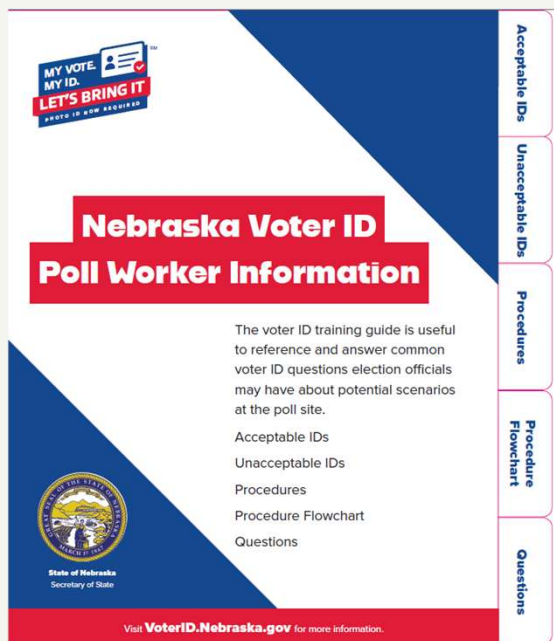
Ballots

	Typ:01 Seq:0001 Spl:01	Remember! Vote Both Sides
Tipton 1.1	INITIALS:	000101
Tipton 1.2	INITIALS:	000102
Tipton 1.3	INITIALS:	000103
Tipton 1.4	INITIALS:	000104
Tipton 1.5	INITIALS:	000105
Tipton 1.6	INITIALS:	000106
Tipton 1.7	INITIALS:	000107
Tipton 1.8	INITIALS:	000108

Splits

Voter ID

This flip book, located in the accordion folder, has the acceptable forms of ID that can be accepted!



A valid photo ID **MUST** have the voters Name & Photo. The ID can be expired.

EXAMPLES: Not limited to just these

Acceptable ID's

- **Nebraska** Driver's License, State ID, College ID & Political Subdivision ID
- United States Passport (Book or Card)
- Military ID

NOT Acceptable ID's

- Birth Certificate
- Social Security Card
- Out of State Driver's License or College ID
- Store Membership Card
- Bank Statement

1-A voter comes in, name is in roster, address is correct and they show ID. They vote normally. This is not a provisional or P-VIV voter.

2-A voter comes in, name isn't in roster, address is verified and they are in the correct precinct, they show their ID. They vote provisionally. The voter is entitled to vote a provisional ballot. The voter signs in register for provisional voters. The voter will then complete and sign a provisional ballot application form and envelope before voting. Then the voter will enclose the voted ballot in the provisional ballot envelope and select a PIN so they can access the website to find out whether the ballot was counted or rejected after the election.

3-A voter comes in, name is in roster, address is correct, they forgot/don't have ID.

The voter may go home to retrieve their photo ID, without signing in, and return with their ID prior to the close of polls to cast a regular ballot.

OR

- 1- The voter and poll worker fills out and signs the voter identification verification form (with RIC, if applicable).
- 2- Voter signs their name in the provisional sign in roster (not the black book).
- 3- Staple or tape the forms (voter identification form and RIC, if applicable) to the white envelope.
- 4- The voter's completed ballot goes into the white P-VIV envelope and placed in the ballot box.
- 5- Inform the voter they need to present an acceptable form of photo ID to their county election office, in person, on or before the Tuesday after the election for the ballot to be counted or the RIC voter that their signature will be verified by the county election official against their registration signature on file for the ballot to count. No other action is needed by the RIC voter.

4-A voter comes in, name isn't in roster, address is verified and they are in the correct precinct, they forgot/don't have ID.

The voter may go home to retrieve their photo ID, without signing in, and return with their ID. Once they come back they will vote provisionally.

OR

- 6- They vote provisionally AND the voter and poll worker fills out and signs the voter identification verification form (with RIC, if applicable).
- 1- Fold the provisional envelope (after it's completed) and place inside the white envelope.
- 2- Voter signs their name in the provisional sign in roster.
- 3- Staple or tape the forms (provisional ballot application, voter identification form and RIC, if applicable) to the white envelope.
- 4- The voter's completed ballot goes into the white P-VIV envelope and placed in the ballot box.
- 5- Inform the voter they need to present an acceptable form of photo ID to their county election office, in person, on or before the Tuesday after the election for the ballot to be counted or the RIC voter that their signature will be verified by the county election official against their registration signature on file for the ballot to count. No other action is needed by the RIC voter.

Inform voters they can check the status of their P-VIV and provisional ballot on the Secretary of State's website, ne.gov/go/votercheck, using the PIN they created on the outside of the envelope.

New Design for Nebraska Drivers License and Identification Card

Previous Driver's License and State ID Card Designs Are Acceptable Forms of Photo ID for Voting Purposes

Previous 2021 Design – Driver's License



New 2026 Design – Driver's License



Previous 2021 Design – Identification Card



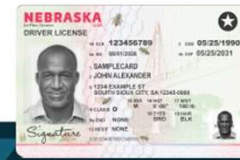
New 2026 Design – Identification Card



Note: Expired IDs with a design prior to 2021 can also be accepted for voting purposes.

Rev. Mar. 11, 2026

NEBRASKA'S NEW DRIVER LICENSE AND ID CARDS ARE HERE!



Nebraska has introduced a new generation of driver licenses and state identification cards designed to enhance security, durability, and ease of verification for businesses and institutions that rely on trusted identity credentials.

What's New and Why it Matters

New Card Construction

Nebraska's new credentials are produced using 100% polycarbonate, a material recognized for its strength and security. Unlike traditional layered cards, polycarbonate cards are formed as a single solid structure, making them extremely difficult to alter or separate.

Why this matters for verifiers:

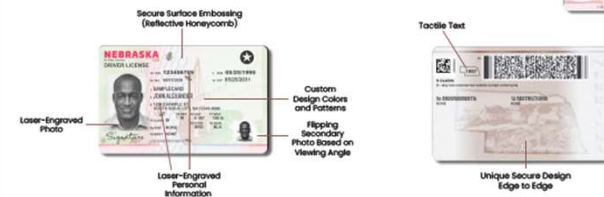
- Increased resistance to bending, peeling, and delamination
- Longer card lifespan with less visible wear makes verification easier
- Stronger protection against counterfeit modifications resulting in a more trusted credential

Laser-Engraved Photograph

The cardholder's photograph is laser-engraved directly into the card body, rather than printed or layered. Any attempt to tamper with the image will be easily noticed by authenticators.

Verification advantages:

- Clear, high-contrast image that remains visible in low-light conditions for easy verification
- A Secondary photo flips based on viewing angle, a security feature that is extremely difficult and costly to replicate
- Textured elements embedded in the card allow for easy verification and trust when handling the credential



Learn more about new identity cards today at dmv.nebraska.gov

Clerk 2 Instructions & Red Book Insert

List of Voters

Clerk 2 (Red Book)

General Election

1. Print the Voters name as they are registered (Look at Black Book).
2. Give the Line Number you print their name on to Clerk 1 to record in the black book.
3. **Express Vote:** Print the Voters name, place a 1 in the box under "Express Vote". Give the line number to Clerk 1 to record in the black book. If a Provisional or P-VIV voter, give the line number to the Precinct Inspector to write in the Provisional Sign-In Roster.
4. **Provisional & P-VIV (No ID) Voters:** Print the Voters name, place an X in the box under "Provisional and/or P-VIV". Give the line number to the Precinct Inspector to write in the Provisional Sign-in Roster.
5. If you cross out a name, reuse the line for another name. Do not skip a line. (This will save confusion at the end of the night)
6. Once the last voter has voted, record the number of voted ballots on the Ballot Certification and Audit Report.

PRECINCT NAME:

Check the appropriate box below if applicable.

Voter's Printed Name		Express Vote	Provisional and/or P-VIV
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Total			

Judges

Judges

1. Cut both seals off and unzip the ballot box. The padlock will not be removed. Take the ballots, ballot certification & audit report and envelope out. Take the new seals out of the envelope and put the ones you cut off in the envelope.
2. Initial ballots with **RED INK** (2 sets of initials are required). **DO NOT INITIAL ALL THE BALLOTS**. All initialed ballots that are not used at the end of the night will go in the Spoiled Ballot Envelope. You will need to write **SPOILED** on them.
3. When 1st voter comes in, publicly display ballot box to show it is empty. Place the envelope with the removed seals in the ballot box. Zip the ballot box and put on one of the **NEW SEALS!!!**
4. Provide the proper ballot and procedural instructions to the voter for casting a ballot.
5. Inspect voted ballots being returned for initials prior to placing ballot in the ballot box.
6. Oversee that ballots are not damaged in any way.
7. Any ballot that is spoiled by the voter, put in the "Spoiled Ballot Envelope" and keep a tally.
8. **DO NOT leave the ballots or ballot box unattended!!!**
9. After the last voter has voted:
Count all the Unused Ballots (this would only be the ballots with no initials) and record the numbers on the Ballot Certification & Audit Report. **Put all Unused Ballots in the Navy Blue Bag(s) Provided.**
Count all the Spoiled Ballots (this would include all initialed ballots that weren't given to a voter and the ballots that were spoiled by voters) and record the number on the Ballot Certification & Audit Report. **All Spoiled Ballots go in the Spoiled Ballot Envelope.**
10. Put the completed Ballot Certification & Audit Report and Provisional Sign In Roster in the ballot box. Close the flap and secure with the seal. |

Ballots

- Once a ballot is initialed it becomes an *Official Ballot* and must be spoiled if not used. **DO NOT initial all the ballots!!**
 - 2 sets of initials must be on every ballot that is given to a voter. *This includes Page 2 and Express Vote ballots.*
 - Only use **RED** ink in case writing gets into the timing track (the series of black boxes across the bottom). The machine will still tabulate the ballot.
- 
- If a voter needs a new ballot due to a mistake, change of mind etc., they may receive up to 4 ballots (8 pages). They must write **INVALID** or **VOID** across page 1 & 2 before receiving a new ballot. Place the invalid or voided ballot in the Spoiled Ballot Envelope. Keep a tally (of the pages) for the spoiled ballots as you will need the total at the end of the night. (32-917) **With the 2-page ballots, both pages get spoiled and 2 new pages are issued!!**
 - Ballot sleeves should be given to every voter.
 - Voters wishing to vote without the use of a booth is permitted. Keep control of the situation at all times.

Judge 1

Judge 1 Duties

- Use the card given to you to select the voter's correct ballot
- Hand the initialed 2-page ballot, black pen and ballot sleeve to the voter
- Read the voting instructions to the voter (located in the accordion folder)
- Write-In Candidates: All you can tell them is what is listed on #4. You **CAN NOT** answer any questions about write in candidates. The voter must contact the candidate!!

VOTING INSTRUCTIONS

1. TO VOTE YOU MUST DARKEN THE OVAL (●) COMPLETELY.
2. USE ONLY THE MARKING DEVICE PROVIDED.
3. **DO NOT CROSS OUT IF YOU MAKE A MISTAKE.** If you make a mistake or change your mind, exchange your ballot for a new one.
4. **TO WRITE-IN A NAME**-you must darken the oval (●) to the left of the line provided and write in the name in the space provided.
5. If the directions for a specific race instruct you to vote for more than one, each oval you fill in counts as one vote. If you are directed to "Vote for Five" you may fill in ovals for one, two, three, four or as many as five individuals. **DO NOT OVERVOTE** or **NONE** of your votes cast in that race will be counted.
6. **It is not required to vote on all issues and races on the ballot.** If you choose to vote on only one issue or race, your ballot will count.
7. Vote both sides of ballot (if applicable)
8. **AFTER VOTING**-Insert ballot(s) in the ballot sleeve so that the **RED** initials appear at the bottom.

DO NOT FOLD THE BALLOT

Statute 32-921- A registered voter shall not occupy a voting booth for more than ten (10) minutes

Judge 2

Judge 2 Duties

- When the voter completes their ballot, they must return the ballot to you
- You must inspect the ballot for the proper initials
- If the initials do not show only the voter can remove the ballot and replace it correctly so you can view the initials
- Place the ballot in the ballot box
- Take the pen from the voter and Thank them for voting!
- Stickers and Election Results website information is available to the voters



Cass County Election Results will be available after 8:00 pm on Election Night

Cass County Website casscountyn.e.gov
Secretary of State Website sos.nebraska.gov

Provisional Voters

Voters whose voter registrations are not up to date in our data base or voters that have been issued an Early Voting ballot.

This information is in the **ORANGE** FOLDER
Flip chart Who is a Provisional Voter??

There are 2 different sets of instructions on how to Process a Provisional Voter



Who is a Provisional Voter??

- 1) Name is NOT in the Black Book
- 2) Someone comes in with a Provisional Ballot Application Form they got at another precinct.
- 3) Name is in Black Book BUT Voter Status is "Early Voting Ballot Sent, Vote Provisionally"
- 4) Name is in the Black Book BUT Different Address, Different Precinct
- 5a) Name is in Black Book BUT Different Address, Same Precinct
- 5b) Name is in the Black Book BUT Their Name has changed
- 6) Primary Election-Voter wants a different Political Party Ballot than how they are currently registered.
- 7) General Presidential Election Only-Voters name is not in the List of Eligible Voters (Black Book).

"PROCESSING A PROVISIONAL VOTER"

1. Voter needs to fill out Step 1 of the Provisional Ballot Application Form.

Make sure the following is filled out before proceeding

Lines 1 & 2 must both be check "YES"

- a. Last name, First name and MI
- b. **Nebraska** Driver License # or Last 4 of SS#
- d. Date of Birth
- e. Phone Number
- f. **FULL Residential Address** (Double check that it's in our County)
- g. Party Affiliation
- h. Applicant's Signature & Date

2. The Election Worker that is handling this needs to fill out the information in Step 2!!

3. If the voter wants to check the status of their ballot, they need to select a 5 digit pin number and write it in the boxes in Step 3. Give them the information (PIN) card that is in the folder.

4. Voter fills out the information and signs the Oath on the Provisional Envelope. **If not signed it will be rejected.**

5. **STAPLE** the Provisional Ballot Application Form to the outside of the envelope.

5. Have the voter sign their name in the Provisional Voter Sign-in Roster under "Signature of Voter". The rest of the line needs to be filled out by the Election Worker.

6. Print their name in the List of Voters (Red Book) and place an "X" in the Provisional Column.

7. Provide the correct ballot and a ballot sleeve. If you are unsure of the correct ballot split, call the election office.

8. Once completed have them slide their ballot into the Provisional Envelope, seal it and put in the ballot box.

"PROCESSING A PROVISIONAL VOTER"

A. Provisional Ballot Application Form (Voter Registration Application Form)

Step 1: Provisional Voter Must Complete Voter Registration Application

Voter needs to fill out 1, 2, 3, 4 & 5.

Step 2: Provisional Voter Must Vote at the Precinct Designated for Their Current Address
Election Worker needs to fill out this information.

Step 3: Provisional Voter Selects PIN (Personal Identification Number)

If the voter wants to check the status of their ballot, have them write a 5 digit pin number and write it in the boxes. Give them the information (PIN) card that is in the folder.

B. Provisional Ballot Certification Envelope

Voter fills out the information and signs the Oath on the Provisional Envelope. **If not signed it will be rejected.**

C. Provisional Voter Sign-in Roster

Have the voter sign their name in the Provisional Voter Sign-in Roster under "Signature of Voter". The rest of the line needs to be filled out by the Election Worker.

D. List of Voters (Red Book)

Print their name in the List of Voters and place an X in the Provisional Column.

STAPLE the Provisional Ballot Application Form to the outside of the envelope.

Provide the correct ballot and a ballot sleeve. If you are unsure of the correct ballot split, call the election office.

Once completed have them slide their ballot into the Provisional Envelope, seal it and put in the ballot box.

What is RIC & P-VIV

New Definitions

Definitions of new terminology:

Reasonable Impediment Certification (RIC):

A RIC is a form that can be completed when a voter has a reasonable impediment preventing the voter from obtaining valid photographic identification:

- Inability to obtain an acceptable form of ID due to:
 - Disability or illness that prevents the voter from obtaining valid photographic identification.
 - Lack of birth certificate or other required documents and an inability to obtain a birth certificate or other required documents without significant difficulty or expense.
- Religious objection to being photographed.

Provisional Voter Identification Verification (P-VIV):

A P-VIV envelope is a provisional procedure for voters who do not present an acceptable form of photo ID at the poll site on election day. The voter completes their ballot, places it inside the P-VIV envelope, fills out and signs provisional voter's certification on the front of the envelope or attached form. The judge will place the P-VIV envelope in the ballot box. The voter presents an acceptable form of photo ID on or before the Tuesday after the election.

Click below to hear the
Secretary of the State
Deputy Wayne Bena
explaining RIC and P-Viv



Voter ID Poll Worker Training
Nebraska Secretary of State, Elections Division

RIC & P-VIV Forms

These forms are located in the **RED** RIC & P-VIV Folder

When a Voter has no ID and not able to get one.

- Voter will fill out the RIC and P-VIV forms
- Voter will NOT sign the Roster (Black Book)
- They will sign in the Provisional Roster
- Their ballot will go in the WHITE envelope
- Attach both forms to the outside of the envelope
- Envelope will go into the ballot box

When a Voter has an ID but didn't bring it with them

- Voter will fill out the P-VIV form
- Voter will NOT sign the Roster (Black Book)
- They will sign Provisional Roster
- Their ballot will go in the WHITE envelope
- Attach the form to the outside of the envelope
- Envelope will go into the ballot box

Nebraska Secretary of State's Official Reasonable Impediment Certification		RIC—IN PERSON										
! Include this certification with your provisional voter identification envelope. <i>Your signature on this reasonable impediment certification will be matched to your signature on your voter registration record.</i> After seven (7) business days following the election, you may check the status of your provisional ballot at: ne.gov/go/votercheck or call the Nebraska Secretary of State by phone at 402-471-2555 or toll free at 888-727-0007.												
Voter Information Please print.	Last _____ First _____ 1 Middle (name or initial) _____ Suffix (jr, III, if any) _____ Date of Birth (mm/dd/yyyy) <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											
Address Where Voter Lives	2 Street Address _____ Apartment or Lot (if any) _____ City, State, ZIP _____											
Reasonable Impediment <i>Must select one.</i>	3 I certify that I have one (1) of the following reasonable impediments that prevents me from presenting a form of photo identification: ☐ Religious objection to being photographed OR ☐ Inability to obtain valid photographic identification due to: ☐ Disability or illness; or ☐ Lack of a birth certificate or other required documents											
I hereby declare, under penalty of election falsification, that the above information is true. ! WARNING: The penalty for election falsification is up to two years imprisonment and twelve months post-release supervision, a fine of up to ten thousand dollars, or both.												
Signature of Voter X _____		Date _____										
Nebraska Revised Statute §32-912.02		Updated March 2024										

VOTER IDENTIFICATION VERIFICATION §32-915.03						
FOR VOTER	FOR POLL WORKER					
(1) VOTER'S PRINTED NAME: _____	☐ 1. Check this box once the voter has printed their name in section (1).					
(2) VOTER'S ADDRESS: _____ (STREET ADDRESS, CITY, STATE, ZIP CODE)	☐ 2. Check this box once the voter has printed their address in section (2).					
(3) Select one of the following: ☐ (A) I did not provide valid photographic identification as required by law OR ☐ (B) I have a reasonable impediment preventing me from presenting valid photographic identification (please see below).	☐ 3. Check this box once the voter has marked either (A) or (B) in section (3).					
Voters checking box (B) must complete a reasonable impediment certification.	REASONABLE IMPEDIMENT ONLY ☐ 4. If the voter marked (3)(B), check this box once the voter has completed and signed a reasonable impediment certification and enclosed it in the pocket.					
I swear or affirm the following: 1. I am registered to vote at the address listed above; 2. I am eligible to vote in this election and I have not voted and will not vote in this election except by this ballot; and 3. I acknowledge that my ballot will not be counted if: a. I do not provide valid photographic identification to my county election office on or before the Tuesday after the election; or b. I have a reasonable impediment that prevents me from presenting valid photographic identification and: i. I do not complete a reasonable impediment certification; or ii. My county election official cannot verify the signature on my reasonable impediment certification.	5. Write the voter's 5-digit PIN below. This PIN allows the county election office to ensure voter privacy when accessing provisional information: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td></tr></table> ☐ 6. Check this box once the voter has signed this form.					
	7. Complete the box below: ELECTION DATE: _____ PRECINCT: _____ LINE #: _____ BALLOT STYLE: _____ PARTY (PARTISAN PRIMARY ONLY): _____					
	☐ 8. Check this box if the voter also completed a separate provisional ballot envelope.					
	9. Print your name: _____					
	10. Instruct voter to place their ballot or provisional envelope into this envelope when done with voting. Judge will seal envelope and place in ballot box.					
FOR COUNTY ELECTION OFFICE						
CURING						
VOTER PRESENTED ID ON: _____						
EMPLOYEE NAME: _____						
REVIEW						
REGISTRANT ID #: _____						
INITIALS: ☐ COUNTED ☐ NOT COUNTED						
REJECTION CODE (IF APPLICABLE): _____						

VOTER MUST SIGN HERE

SIGNATURE OF VOTER _____

What to do if...



Election Day Situations at the Polls

What to do if.....

- 1) A person asks to return an Early Voting Ballot.
- 2) A member of the media comes to the polling place.
- 3) A Watcher or Observer arrives at your precinct.
- 4) A voter with a disability is unable to enter the polling place.
- 5) A member of the public challenges a voter as unqualified.
- 6) Voted ballots being returned do not have 2 sets of initials on the ballot(s).
- 7) A voter enters the polling place and ask for assistance.
- 8) A voter says they made a mistake on their ballot.
- 9) A voter thinks they were given the wrong ballot.
- 10) A voter is taking too long in the booth or causing a disturbance.
- 11) Voter in List of Eligible Voters (Black Book) Moved out of Cass County.
- 12) How should the polling location be set up and/or what signs need to be posted?
- 13) We received the wrong ballots, clerk books and/or missing supplies. We are running out of ballots and/or supplies.
- 14) Emergency/Accident/Bomb Threat Procedures

If you have any further questions please call the Election Office!!!

Closing of the Polls – 8:00 pm



CLOSING THE POLLING SITE

- ✓ Polls close at 8:00 pm
- ✓ Anyone who is in line at 8:00 pm must be allowed to vote
- ✓ **DO NOT OPEN THE BALLOT BOX**
- ✓ Count Spoiled Ballots and record on Ballot Certification & Audit Report
- ✓ Count Unused Ballots (no initials)-Including Express Vote Ballots and record on Ballot Certification & Audit Report. Put in **navy blue bag(s)** provided
- ✓ Complete the rest of the Ballot Certification & Audit Report
- ✓ Items to put in the Ballot Box
 - Completed Ballot Certification & Audit Report
 - Provisional Voter Sign In Roster
- ✓ Close the flap where ballots were entered and put the seal on to secure the ballot box
- ✓ Items to go in the **RED** bags
 - Completed forms envelope
 - Spoiled ballot envelope
 - Clerks Books (Black & Red)
 - Inspectors book (make sure oath and payroll sheets are filled out & signed)
- ✓ Put the Ballot Sleeves and Privacy Screens back in the bags
- ✓ Put polling place back in order
- ✓ Help Inspector load everything in their vehicle.
- ✓ Inspector will deliver everything to the designated drop off location

Ballot Certificate & Audit Report

General Ballot Certification & Audit Report

I, Gerri Draper, Cass County Clerk, do hereby certify that the following number of ballots have been delivered to **000-Training** Precinct for the **General Election November 3, 2026**.

Seal Numbers on Ballot Box sent	<u>123456</u>	<u>789012</u>
Seal Numbers on Ballot Box returned	<u>345678</u>	<u>901234</u>

	Issued	Received	Unused
Due to 2-page ballots, the totals include both pages for all ballot styles			
0.1 (10 ballots)	<u>20</u>	<u>20</u>	<u>14</u>
0.2 (20 ballots)	<u>40</u>	<u>40</u>	<u>22</u>
0.3 (5 ballots)	<u>10</u>	<u>10</u>	<u>4</u>
0.4 (5 ballots)	<u>10</u>	<u>10</u>	<u>8</u>
0.5 (5 ballots)	<u>10</u>	<u>10</u>	<u>10</u>
0.6 (5 ballots)	<u>10</u>	<u>10</u>	<u>4</u>
0.7 (5 ballots)	<u>10</u>	<u>10</u>	<u>10</u>
0.8 (10 ballots)	<u>20</u>	<u>20</u>	<u>14</u>
ExpressVote	<u>50</u>	<u>50</u>	<u>46</u>

Total Number of Ballots Election Office Issued	<u>180</u>
Total Number of Ballots Precinct Received	<u>180</u>
Total Number of Ballots Unused	<u>132</u>

Ballot Accounting

- Number of Spoiled Ballots-Page 1 & Page 2 (This includes unused Initialed and any that were placed in the Spoiled Ballots Envelope) 12
- Total Number Unused 132
- Total Number of Spoiled and Unused 144
- Total Number Received 180
- Total Spoiled and Unused (from #3) 144
- Total Voted Pages/Ballots 36
Should match Total Number from Clerks Red Book(s)
Total Number of Voters from Clerks Red Book(s) 18 $\times 2 = 36$ Should match Total Voted Pages/Ballots
- TOTAL PAGES/BALLOTS TO BE COUNTED ELECTION NIGHT
Total Voted Pages/Ballots from Line 6 36
Provisional Voters 2 $\times 2 =$ 4
32

Election Worker Signatures: _____

PRECINCT NAME: 000 Training

Check the appropriate box below if applicable.

Voter's Printed Name	Express Vote	Provisional under 18 or VYV
1 XXXXX		
2 XXXXX		
3 XXXXX		
4 XXXXX		
5 XXXXX		
6 XXXXX		X
7 XXXXX		
8 XXXXX		
9 XXXXX		
10 XXXXX		
11 XXXXX		
12 XXXXX		
13 XXXXX		
14 XXXXX		X
15 XXXXX		
16 XXXXX		
17 XXXXX		
18 XXXXX		
19		
20		
Total	<u>2</u>	<u>2</u>

Once the unused & spoiled ballots have been counted & recorded and the number from the clerk's book recorded, start cleaning up your polling place and let the Precinct Inspectors finish the calculations.

Items to go in Ballot Box before being returned to the Election office

- Provisional Voter Sign In Roster
- Completed Ballot Certificate & Audit Sheet

Provisional Voter
Sign in Roster

General Ballot Certification & Audit Report

I, Gerri Draper, Cass County Clerk, do hereby certify that the following number of ballots have been delivered to **000-Training Precinct** for the **General Election November 3, 2026**.

Seal Numbers on Ballot Box sent	<u>123456</u>	<u>789012</u>
Seal Numbers on Ballot Box returned	<u>345678</u>	<u>901234</u>
	Issued	Received
Due to 2-page ballots, the totals include both pages for all ballot styles		
0.1 (10 ballots)	<u>20</u>	<u>14</u>
0.2 (20 ballots)	<u>40</u>	<u>22</u>
0.3 (5 ballots)	<u>10</u>	<u>4</u>
0.4 (5 ballots)	<u>10</u>	<u>8</u>
0.5 (5 ballots)	<u>10</u>	<u>10</u>
0.6 (5 ballots)	<u>10</u>	<u>4</u>
0.7 (5 ballots)	<u>10</u>	<u>10</u>
0.8 (10 ballots)	<u>20</u>	<u>14</u>
ExpressVote	<u>50</u>	<u>46</u>

Total Number of Ballots Election Office Issued
180

Total Number of Ballots Precinct Received
180

Total Number of Ballots Unused
132

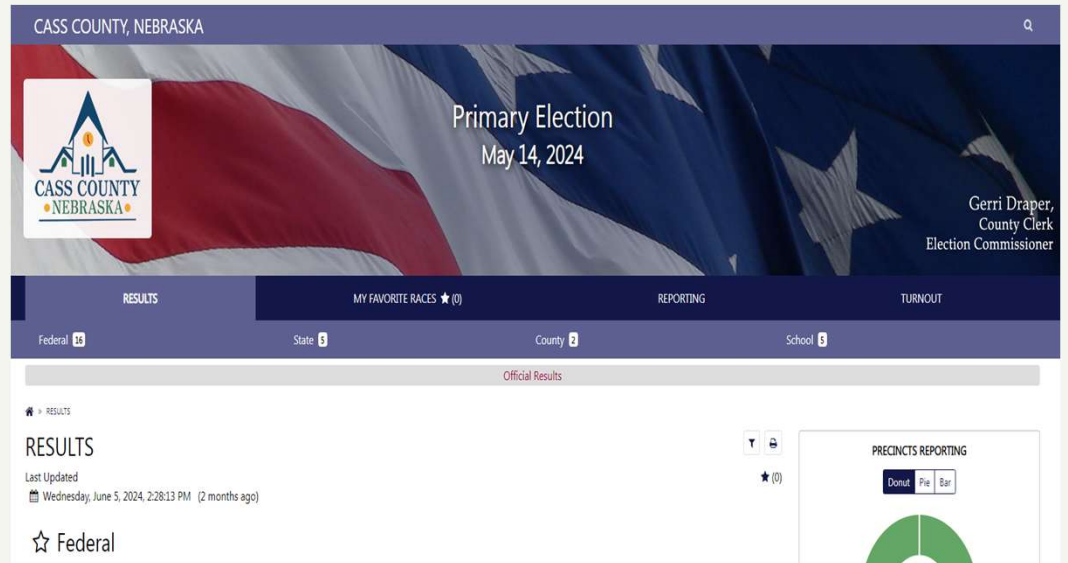
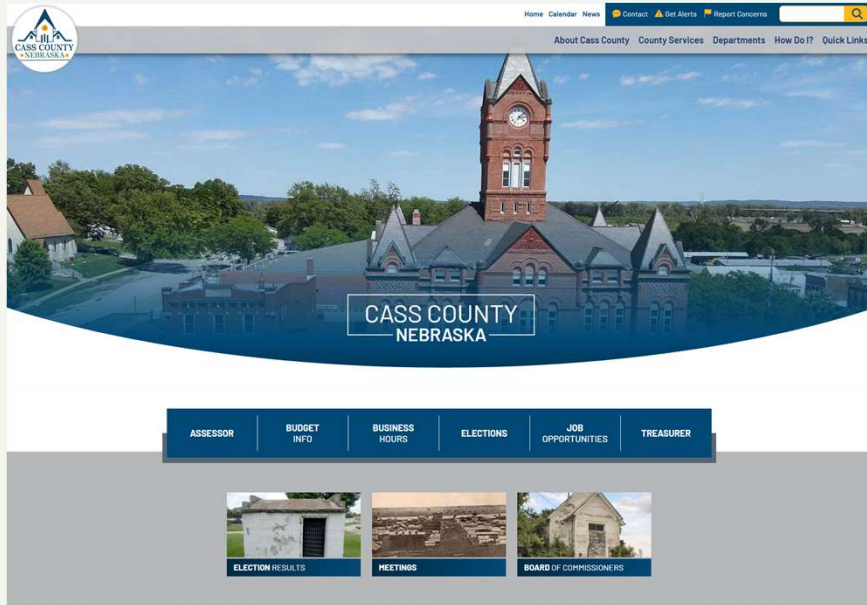
Ballot Accounting

- Number of Spoiled Ballots-Page 1 & Page 2 (This includes unused Initialed and any that were placed in the Spoiled Ballots Envelope) 12
- Total Number Unused + 132
- Total Number of Spoiled and Unused = 144
- Total Number Received 180
- Total Spoiled and Unused (from #3) - 144
- Total Voted Pages/Ballots = 36
Should match Total Number from Clerks Red Book(s)
Total Number of Voters from Clerks Red Book(s)
18 x 2 = 36 Should match Total Voted Pages/Ballots
- TOTAL PAGES/BALLOTS TO BE COUNTED ELECTION NIGHT
Total Voted Pages/Ballots from Line 6 36
Provisional Voters 2 x 2 = 4
= 32

Election Worker Signatures: _____

County Website and Results

casscountyne.gov





Need some help with your Quiz?

GN26 POLL WORKER TRAINING QUIZ

Section 1 – Basics Before Election Day

1. If I received a polling site assignment, I need to report to my assigned location at 7:00am on Tuesday morning of the election. TRUE FALSE **SLIDE 5**
2. I need to notify my employer of my election duty immediately. TRUE FALSE **SLIDE 3**

Section 2 – Before the Polls Open

1. The Express Vote machine only needs to be set-up if someone requests it. TRUE FALSE **SLIDE 21 & 25**
2. The “Received” portion of the Ballot Certificate and Audit Report should be completed before the polls open. TRUE FALSE **SLIDE 21 & 24**
3. If you do not have the polling site completely set up by 8:00am, it is permissible to keep the doors locked until you are ready. TRUE FALSE **SLIDE 5**

Section 3 – Clerks

1. Clerk 1 will check voters in and make sure every voter who votes a regular ballot, signs in the Roster. TRUE FALSE **SLIDE 26**
2. If a voter is not listed in the Roster, they cannot vote. TRUE FALSE **SLIDE 26**
3. The voter’s address on their photo ID must match what is listed in the Roster. TRUE FALSE **SLIDE 26**
4. Clerk 2 will keep track of ballots issued in the List of Voters book (red book). TRUE FALSE **SLIDE 31**

Section 4 – Voter ID

1. Acceptable photo IDs can be expired. TRUE FALSE **SLIDE 29**
2. Birth certificates, Security cards and out-of-state college IDs are all acceptable forms of ID for voting purposes. TRUE FALSE **SLIDE 29**
3. If a voter forgot their ID and votes provisionally (P-VIV), they must present an acceptable form of ID to their county election office on or before the Tuesday after the election. TRUE FALSE **SLIDE 37**

Section 5 – Judges

1. Judges are responsible for issuing and receiving ballots. TRUE FALSE **SLIDE 32**
2. Judges must verify that there are 2 sets of initials on every ballot before giving them to the voters. TRUE FALSE **SLIDE 32**
3. The voter may place the ballot in the ballot box. TRUE FALSE **SLIDE 34**

Section 6 – Provisional Voting

1. Provisional voters must complete a Provisional Ballot Application Form/Voter Registration Form as part of the provisional voting process, even if the only reason they are voting provisionally is because they were marked as “Early Voting Ballot Sent”. TRUE FALSE **SLIDE 35**
2. Provisional voters will only sign in the Provisional Sign In Roster. TRUE FALSE **SLIDE 35**

Section 7 – After the Polls Close

1. After the polls close at 8:00pm, any voters in line that have not been issued a ballot shall not have the opportunity to vote. TRUE FALSE **SLIDE 40**
2. Spoiled and unused ballots (including Express Vote ballots) will need to be counted after the polls close. TRUE FALSE **SLIDE 40**
3. The precinct inspector will deliver voted ballots, the Express Vote, and supplies back to the Election office immediately after all the paperwork is completed and items are packed up. TRUE FALSE **SLIDE 16 & 40**

Printed Name: _____ Date: _____ Email Address: _____



**If you have any questions,
please call us 402-296-9309**

Thank you for your time

Please take the quiz

**You will be paid \$20.00 for
completing and returning your quiz**