SOMERSET COUNTY BOARD OF ELECTIONS
MASTER BOARD WORKER CHECKLIST
General Election  11/3/2015

MUNICIPALITY_________ WARD ___ DISTRICT ___ POLL LOCATION______________

1.  FLAG DISPLAYED.  Y/N
2.  SAMPLE BALLOTS POSTED.  Y/N
3.  INSTRUCTIONAL SIGNS POSTED.  Y/N
4.  ALL BOARD MEMBERS PRESENT.  Y/N #_____
5.  CHALLENGERS PRESENT/WERE PERMITS GIVEN TO BOARDWORKER.  Y/N
6.  IF PROVISIONALS ARE USED DID THEY COMPLETE AND SIGN THE CERTIFICATE.  Y/N
7.  “WHAT TO DO” BOOKLET ON TABLE (BLACK BINDER).  Y/N
8.  ANY PROPERLY CREDENTIALED “EXIT POLLERS”.  Y/N
9.  WERE THERE ANY EMERGENCY BALLOTS USED?  Y/N District______ How many_______

POLLING PLACE ACCESSIBILITY

1.  MAIN ENTRANCE IS ACCESSIBLE FOR VOTERS WITH DISABILITIES  Y/N
2.  IF MAIN ENTRANCE IS NOT ACCESSIBLE, IS THERE AN ALTERNATE ENTRANCE?  Y/N
   ARE THERE SIGNS DIRECTING VOTERS TO THE ALTERNATE ENTRANCE?  Y/N
   (MAKE SURE DOOR IS NOT LOCKED)
3.  DESIGNATED HANDICAPPED PARKING SPOTS (MIN.1) WITH SIGNS  Y/N
4.  CURB CUT SO DISABLED VOTERS CAN MOVE FROM PARKING LOT TO ENTRANCE  Y/N

SPECIAL INSTRUCTIONS
REMIND ALL BOARD WORKERS TO POST VOTING MACHINE INSTRUCTIONS AND TO INDICATE THE NUMBER OF PROVISIONAL BALLOTS USED ON THE FORM ATTACHED TO THE OUTSIDE OF THE PROVISIONAL BALLOT BAG.

NAME: ________________________________________________

SIGNATURE: __________________________________________

COMMENTS __________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________