Monmouth County

Board of Elections

Poll Worker Manual

2022 Edition

Board of Elections	(732) 431-7802 x7150
Voting Machine Warehouse	(732) 431-7291
Voter Registration	(732) 431-7802 x7775

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THANK YOU FOR BEING A POLL WORKER

The commissioners and staff of the Monmouth County Board of Elections would like to recognize the hard work and diligence that our poll workers put toward upholding the sanctity of our election process.

Efficient and secure elections are the cornerstones of our democracy and without the concentrated efforts of our poll workers, we would not be able to hold our elections to the high standards that all members of our county expect and deserve.

Thank you for your contributions to a pivotal role in our election process.

-Monmouth County Board of Elections Staff

SCOPE OF THIS GUIDE

This guide will cover the rules and requirements to uphold at the poll place in addition to the procedural steps that should be taken to successfully operate the polls.

For instructions detailing the step-by-step opening and closing of the equipment at the polls, please see the equipment guide from the webpage below.

PDF COPIES OF INSTRUCTIONS

Equipment Guide

For specific step-by-step instructions on the opening and closing of the pollbooks/ voting machines/wi-fi devices at your poll location, please view the equipment guide found on the webpage below.

Poll Worker Manual

PDF copies of this Poll Worker Manual may also be found at the link below. Scan the link with a smartphone camera, or enter the URL to be taken to our webpage.

https://www.co.monmouth.nj.us/page.aspx?ID=3704

PDF Guides

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POLL WORKER RESPONSIBILITIES

Responsibilities before the opening of polls:

- Familiarize yourself with the procedures in this handbook before you arrive at your designated poll place.
- **Arrive at 5AM** to begin setup at your location.
    - Follow each step in the "Opening Checklist" on page: 9
    - Polls must be open to voters by **6AM.**
    - Hang all signs and posters located inside the supply kits.
    - Ensure there are no obstructions for voters inside and around the poll place.
    - Ensure pathways for handicapped voters are accessible.

For an additional $25, one or more designated poll workers must pick up a supply bag at the local Municipal Clerk's office. They will be responsible for delivering this bag to the poll location the morning of election day, and for returning it at the end of the day.

Responsibilities during the polling period:

Voter processing & documenting incidents
Poll workers should maintain order at the polls and process voters in an accurate and timely fashion.

Workers are provided "Incident reports" within the blue envelope in case of any issues, mistakes, or problems experienced during the day. Please clearly document any troubles that are experienced throughout the day.

Electioneering
Monitor the poll place for electioneering. **No electioneering is permitted** within one hundred feet of the polling place entrance.

Electioneering applies to any circulars or printed matter, including clothing, in support of any candidate/party/public question within the polling place or within 100 feet of the entrance to the polling place.

There should not be any discussions concerning political preferences or opinions at the polling place. Social or fundraising activity of any group or organization is not permitted within 100 feet of the entrance to any polling place on Election Day.

If officials will be present to conduct **"Exit Polling"**, the Board of Elections will notify your district. You will also be notified if representatives from the media will be present on Election Day.

Posting the 2hr check-in count
Poll workers are responsible for posting the voter turnout every 2 hours following the opening of polls. Follow the instructions on page: 29 for more details.

Responsibilities after the closing of polls:

Marking the line at the closing of polls

- At the closing of polls, voters already in line must be permitted to vote. A poll worker should stand at the end of the line at 8 p.m. to prevent latecomers from entering the line.
- After the last voter finishes voting and the machine is locked, observers may view the closing procedures. Official challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

Shutting down all equipment

- Follow each step in the "Closing Polls" checklist on page: 27
    - Follow along with the separate "Equipment Guide" booklet for detailed instructions, and pictures on the steps that should be taken to close all equipment. You may scan the QR code on page 2 for a copy.
- After the "close polls" button has been pressed on the voting machine, the results will be saved to a flash drive inside the top compartment of the voting machine. Remove this drive and place it inside the results drive case within the clear envelope.
- Ensure all copies of zero proof reports are returned in the clear envelope provided in the blue supply bag.

Final Results Report

- Each machine will print 4 copies of the final results report.
- Ensure all copies of the final results reports are singed by all poll workers.
- One copy from each machine is to remain at the polling place for viewing by the public.
- All remaining copies are to be returned in the clear envelope provided in the blue bag.

County Elections Offices:

Monmouth County has three distinct election offices who are responsible for different roles in the election process. These offices are the:

- Board of Elections
- Superintendent of Elections
- Clerk of Elections

These three offices are independent of each other, but work in partnership to facilitate the election process within Monmouth County.

What duties are each office responsible for?

Board of Elections:

- Polling Locations
- Poll Workers
- Challengers
- Tabulation of vote by mail ballots
- Redistricting

Phone number: (732) 431-7802 Ext. 7150

Superintendent of Elections:

- Voter Registration
- Party Affiliation
- Voting Machines
- Poll Books

Phone numbers:
Voter Registration: (732) 431-7802 Ext. 7775
Voting Machine Warehouse: (732) 431-7291

Clerk of Elections:

- Sample ballots
- Vote by mail applications
- Candidate petitions
- Tabulation of totals
- Certification of Results

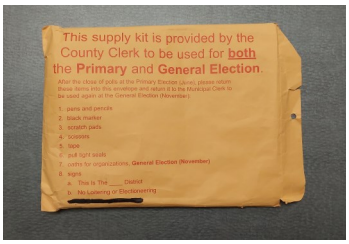
Phone number: (732) 431-7790

POLL WORKER SUPPLIES

Supply Kit Contents:

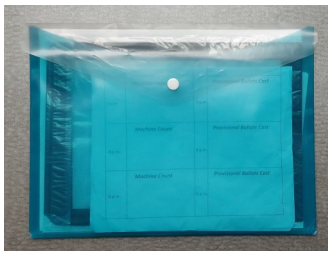
Manila envelope from the Clerk of Elections:

- Oath of Office
- Sample Ballot (to be posted)
- Voting District Signs
- American Flag Poster (to be posted)
- Pens, tape, scissors and supplies
- Zip tie to string voting authorities



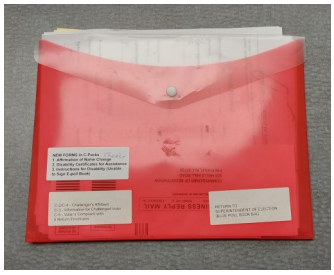
Blue envelope from Board of Elections:

- **Password sheets**
- Poll Worker Badges (Please return)
- Handicap Accessibility Sign (to be posted)
- NJ Voter's Bill of Rights— to be posted
- Instruction Book
- Pay Voucher
- Incident Report (to document all issues)
- Map
- Instructions to Voters Sheet
- Voter Turnout Form



Red envelope from the Superintendent of Elections:

- Affirmation of Residency Forms
- Challenge Forms
- Voter complaint form
- Name Change Form
- Assistor Form



Clear Envelope for returning:

- Results USB sticks
- All copies of zero proof reports
- 3 copies of results report
- Emergency Ballot Tally Sheet (if used)

Equipment that will be at the poll location upon your arrival will include:

- 2 pollbooks allocated per district
- 2 voting machines allocated per district
- Extension cords and surge protectors
  - (located in rear compartment of the voting machines)
- 1 Wi-Fi hotspot (Nighthawk) will be provided to each voting location. Hotspots are distributed per-location, and not per-district.
  - (located in the rear compartment of the voting machine)
- Tables and chairs for poll workers, and challengers.

OPENING CHECKLIST

Please begin to complete the steps on this checklist upon arrival to your designated poll location at 5AM. Voters may not be checked in until the polls open at 6AM.

Consult the equipment guide if necessary for specific instructions on the steps to open the pollbooks, voting machines, and Wi-Fi devices.

- ☐ Remove voting machine keys from supply bag. Grab password sheet from the blue folder inside the supply bag.
- ☐ Open rear compartments of all voting machines. Remove surge protectors, extension cords, activation cards, and place the ADA equipment.
- ☐ One or more Wi-Fi device(s) will be provided to your voting location within the rear compartment a voting machine. Remove the device for your poll location, and ensure it is plugged in and turned on immediately.
- ☐ Locate the password sheet inside the blue folder within the supply bag.
- ☐ Set up appropriate pollbooks for your district, and ensure green icons are displayed across the top of the screen*
- ☐ Set up appropriate voting machines to your district. Sign all zero proof reports and file them inside the clear envelope in the supply bag.
- ☐ Set up seating for voters to fill out provisional paperwork. Ensure privacy screens are set up.
- ☐ Set up seating for challengers, if any are present.
- ☐ Display the following signage located inside the supply bag:
  - Blue Envelope
    - ☐ Bill of rights poster
    - ☐ District map
    - ☐ Handicap accessibility sign
    - ☐ 2hr Count sheet (voter turnout form)
    - ☐ 3 simple steps to voting
  - Manila Envelope
    - ☐ Sample ballot
    - ☐ American flag poster
- ☐ Have all workers sign the pay voucher located in the blue folder within the blue supply bag.

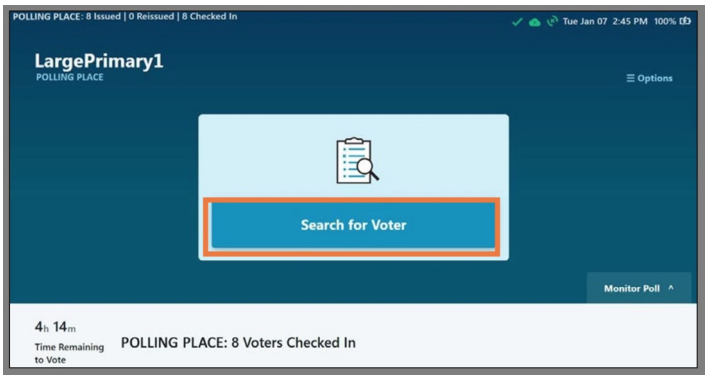
Refer to equipment guide booklet for instructions if necessary

SEARCHING FOR A VOTER

Click the "Search for Voter" button to begin a search.

If a voter wishes to scan the barcode on their drivers license or sample ballot, they may hold the barcode to the scanner near the base of the machine.

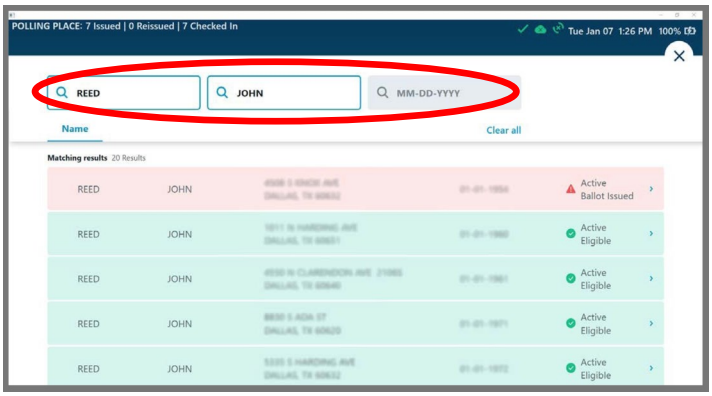
Poll workers are **not** permitted to request ID to search for a voter. Voter's are free to scan their own ID's or sample ballots if they choose to do so.



Begin to type the voter's information into the search boxes across the top of the screen. As you type, check the results that appear on-screen.

If the voter appears in the search, verify their information is correct, then select the voter by clicking anywhere on their entry.

NOTE: In some cases more than one voter with the same name may appear. Use their address and date of birth to confirm you are making the correct selection.



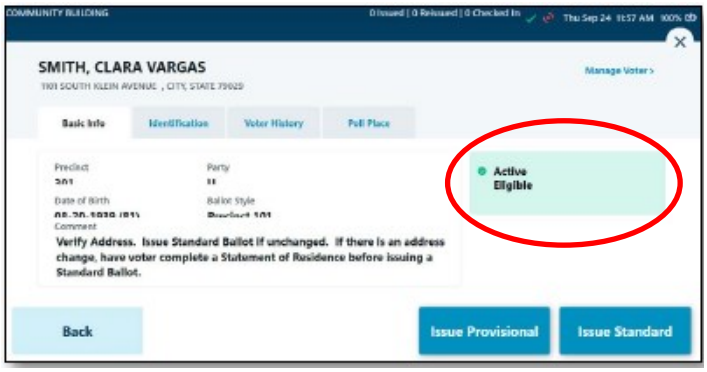
Observe the voter status on the right side of the voters profile, then follow the guide on the next page to determine how to proceed.

Note the color coding system:

Green—Standard voter

Yellow-An action is needed to determine if the voter should be issued standard or provisional

Red—This voter may not vote a standard ballot (unless they are being reissued a ballot after spoiling their original)



Active Eligible:

Click the "Issue Standard" button for green voters.

Affirm Address:

1. Have the voter complete a Affirmation of Residency form located inside the red folder. If necessary, see page: 30 for instructions on how to complete the form.

2a. If the voter fills out an address that matches the pollbook, click **"Issue Standard."**

2b. If the address does not match, but the voter indicates on the form that they have moved less than 29 days before this election, the voter can be issued a standard ballot.

2c. If the address does not match, and the voter moved more than 29 days ago, provide the voter a provisional affirmation statement then follow along with the "Issuing a Provisional" instructions on page: 15.

Active Need ID:

1. Have the voter provide a valid form of ID. Valid ID includes, but is not limited to:

- Any photo ID (gov issued or otherwise)
- Car registration
- Public assistance card
- Utility bill
- Rent receipt
- Paycheck stub
- Government check

2. If the voter provides valid ID issue a standard ballot, otherwise follow along with the "Issuing a Provisional" instructions on page: 15.

Active Mail-in:

If the voter is a registered mail-in voter, but claims they never applied for, received, or returned a mail-in ballot, they may vote provisionally at the polls. If no mail in ballot is received from that voter, their provisional ballot will be counted. Provide the voter a provisional affirmation statement then follow along with the "Issuing a Provisional" instructions on page: 15.

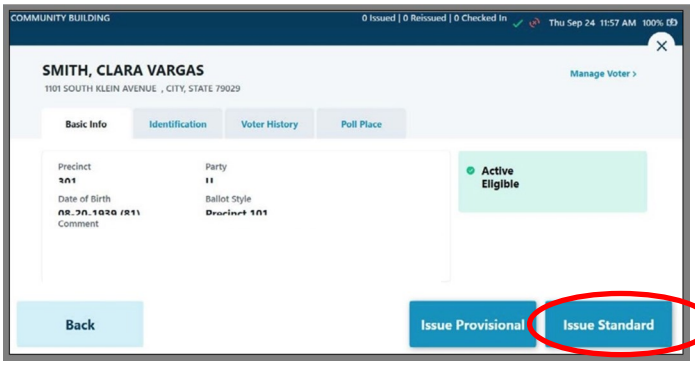
Active Ballot Issued:

Voters with this flag have already been checked in and issued a ballot. If the voter cancelled their vote and returns **with a cancelled ballot**, you may spoil the ballot (instructions on page: 18 and reissue a ballot of the same type. Otherwise, they may not be issued an additional ballot.

Issuing a Standard Ballot

(If you are working a Primary Election, make note of the voter's party on this screen. UNA or "Unaffiliated voters" may declare the party they wish to vote. Their party affiliation will be changed to the selected party for future elections.)

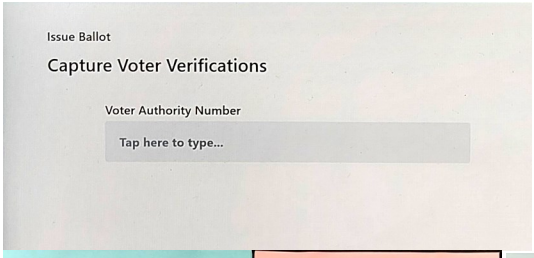
Click the "Issue Standard" button located in the bottom right corner of the screen.

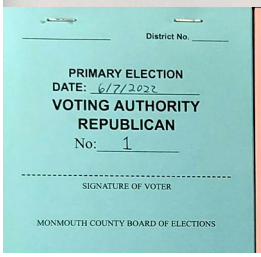


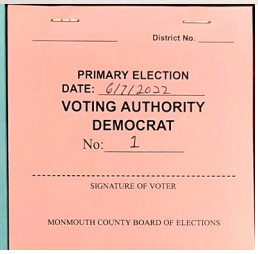
The pollbook will prompt you for a voting authority number.

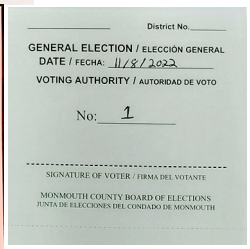
Input the number of the next available voting authority.

(Make note that there are separate voting authority tickets for each party in Primary Elections. **Republican tickets are blue, and Democrat tickets are Red**. For a General election all voting authorities will be white.)









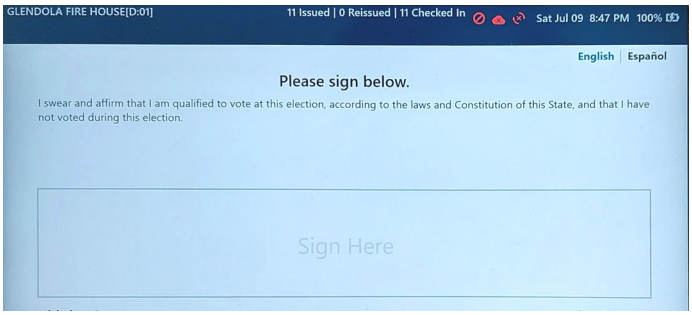
Swivel the pollbook toward the voter, and have them sign the screen with a stylus.

After they are finished, swivel the pollbook back to you and compare the signature on file with the signature the voter performed.

Note: Please ensure the voters do not accept their own signature. If they do, click the back button **once** (if available). Clicking **once** will allow you to compare the signature the voter performed without erasing it.

If the back button is not available, you will need to print a ballot, then immediately spoil it.

After spoiling, search the voter again to reissue a ballot. Ensure their signature is verified prior to printing.

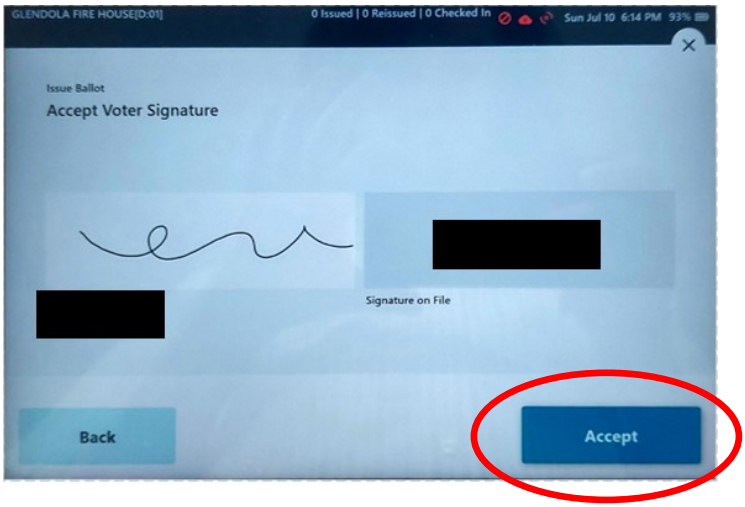


Issuing a Standard Ballot

Make a determination on if the signature has enough matching characteristics to be accepted.

If the signature is a match, select "Accept."

If the signature does not match, begin the challenge process outlined on page: 32.



Primary Only
(Skip this step for all other elections)

Select the voter's party from the dropdown menu.

Unaffiliated voters are allowed to vote in a primary if they declare the party they wish to vote. Their party affiliation will be changed to the selected party for future elections. Select the declared party from the dropdown menu.

The pollbook will prompt you to print an activation card.

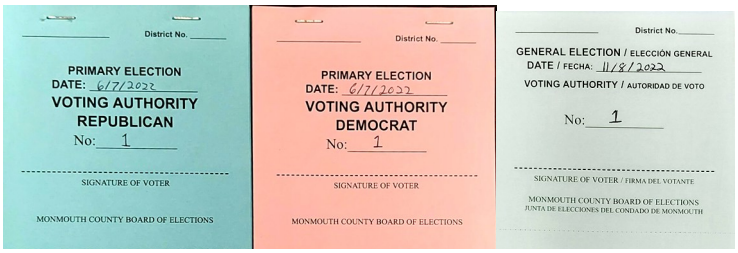
Align the activation card so that the angled corner is in the upper-right position.

Gently place the activation card into the printer. You will feel the printer grab the card. Remove the card after it is finished printing.

Issuing a Standard Ballot

Have the voter sign the voting top authority ticket, then tear the bottom at the perforation.

Hand the voter both the activation card, and the voting authority ticket. The voter may now proceed to vote on the machine.



Tips and FAQ's

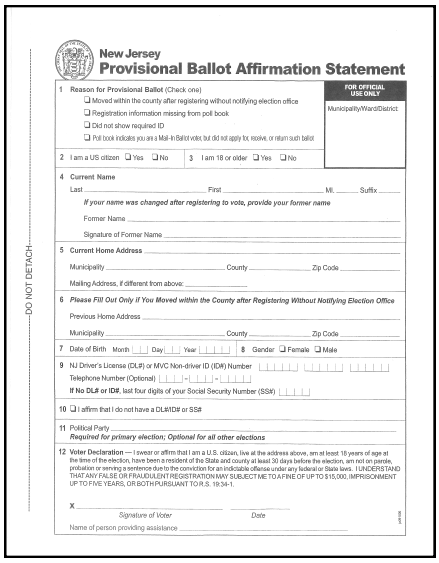
- Inform each voter to be sure they do not accidentally "accept" their own signature when the pollbook is facing them.
    - If a voter accepts their own signature:
        - Click the back button **once** (if available).
        - If the back button is not available, you will need to print a ballot, then immediately spoil it.
        - Search for the voter again, and issue them a new ballot and ensure that the signature is verified.
- **Never** allow a voter to search for themselves in the pollbook.
- Voters do not need to provide ID to vote unless the pollbook specifically flags the voter as **"Need ID"**
- If a voter wishes to scan their sample ballot, ensure that the sample ballot they brought does not belong to a friend/family member. Double check the record that appears on the pollbook is correct.

Issuing a Provisional Ballot

Once you have established that the voter needs to be issued a provisional ballot, have the voter complete a **Provisional Affirmation Statement** at a privacy booth. Provisional Affirmation Statements can be found inside the bright orange "Provisional Bag." Each affirmation statement will have a empty envelope attached to the back of it.

Count the Provisional affirmation statements in the bag when the seal is broken. Verify that all copies are in the bag.

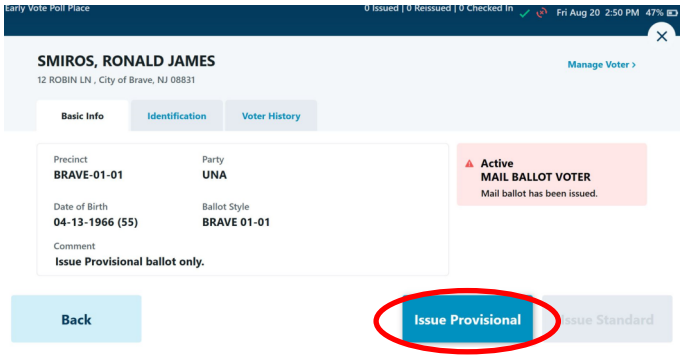
Instruct the voter to return to you after completing the form.



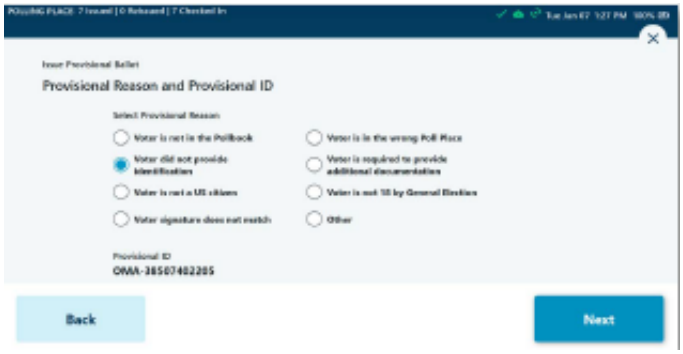
New Jersey
Provisional Ballot Affirmation Statement

After the voter returns to you with the Provisional Affirmation Statement, **check it for completion**. (If the form isn't completed entirely, their vote may not be accepted.)

Search for the voter again, and select "Issue Provisional" from the bottom left corner of the screen.



Select a reason for issuing a provisional. If your reason is not listed, select the one that most closely applies.

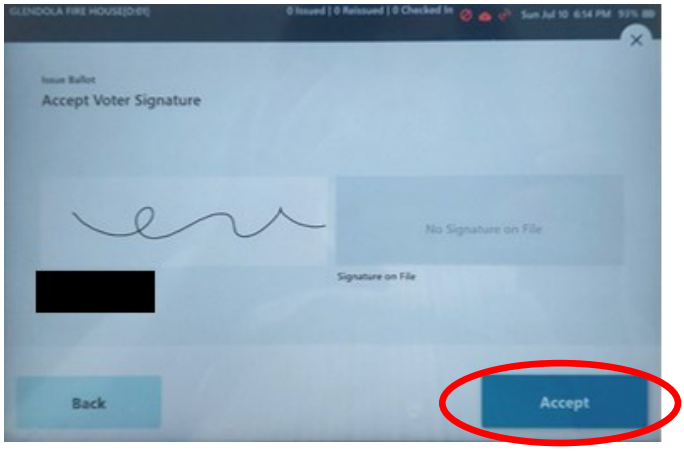


Have the voter sign the pollbook.

After comparing the signature, make a determination on if the signature has enough matching characteristics to be accepted.

If the signature is a match, select Accept.

If the signature does not match, begin the challenge process outlined on page: 32.



Issuing a Provisional Ballot

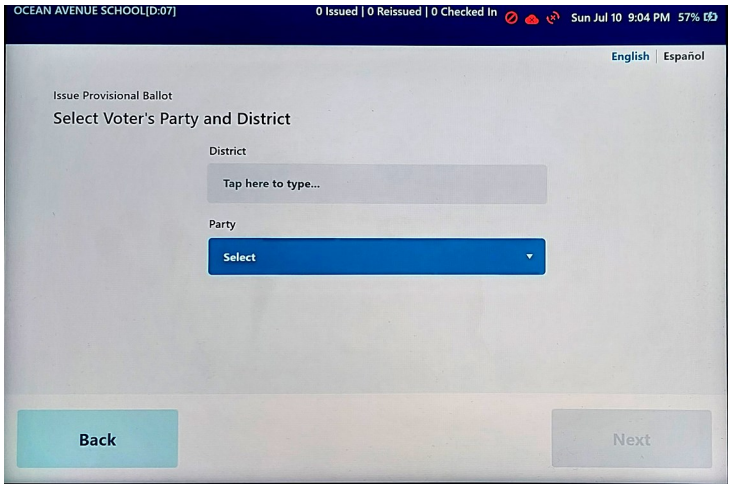
Begin typing the district of the voter and location you are working in . It will be formatted as:
(District Number) (Town Name)

For example: 01 Aberdeen

This code will also be provided on the password sheet.

Make note that your district will have a '0' before it if you are working in district 1-9.

If you are working in a primary, select the party of the ballot you are issuing on this screen.



The pollbook will prompt you to print an activation card.

Align the activation card so that the angled corner is in the upper-right.

Gently place the activation card into the printer. You will feel the printer grab it. Remove the card after it is finished printing.

After the card is finished printing, hand the voter their provisional affirmation statement, along with their ballot.

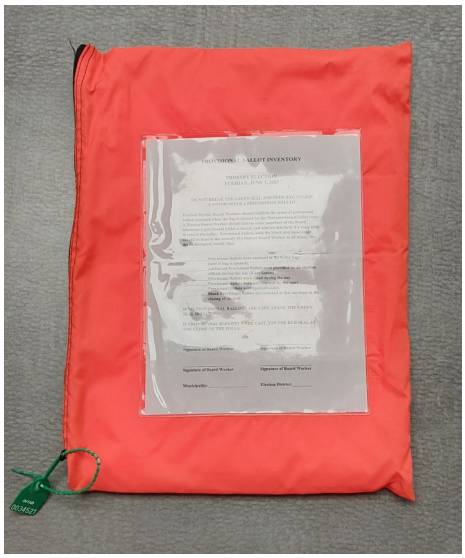
Inform the voter that their ballot will be ejected from the machine after it is marked.

The voter should then fold the ballot in half, and seal it inside the envelope attached to the provisional affirmation statement.

Note: Do not issue a voting authority ticket to provisional voters.

Issuing a Provisional Ballot

After the voter has returned with their marked and sealed ballot, place it inside the orange provisional bag.



Tips and FAQ's

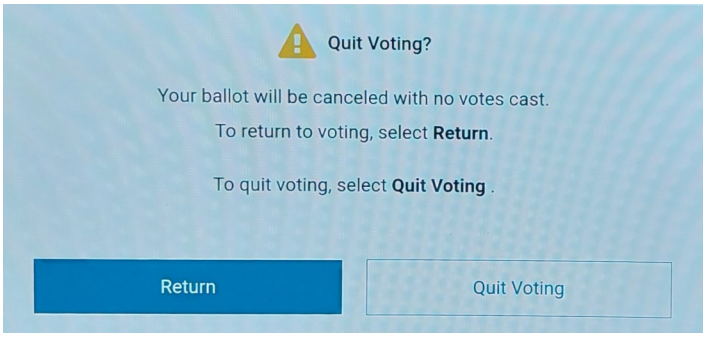
- Do not provide voting authority tickets for provisional ballots.
- Ensure provisional ballots envelopes remain attached to the provisional affirmation statement when placing them inside the provisional ballot bag.
- You may check your password sheet to locate the district code that should be entered when issuing provisional ballots, if you are uncertain what to enter. Do not forget to include any leading zero's in the number.

REISSUING A BALLOT

After the voter completes marking their ballot on the machine, they can review their choices on the printed ballot.

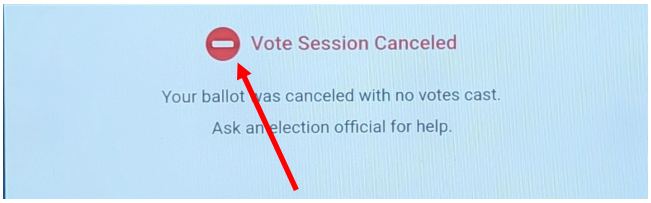
If they do not like the choices they made, they can cancel {find exact verbiage/steps on machine} their ballot in order to be reissued a new one.

NOTE: The voter is allowed to cancel their ballot up to 3 times. Subsequent reissues will have to be provisional.



The machine will beep to notify the poll worker to assist the voter.

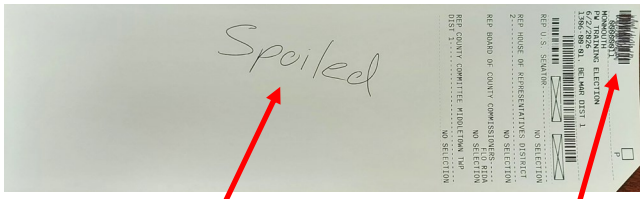
Press the red circle indicated in the photo to silence the warning and eject the ballot. The machine will ask for the "Election password" this is the same password used during setup of the machines. After the ballot is ejected, you must spoil the ballot, so it can not be re-inserted into a machine.



Click the red circle icon to silence the warning

Spoiling a ballot instructions:

Take the ejected ballot and write "spoiled" across the ballot. Destroy the barcode across the top of the ballot by scribbling several vertical lines through it with a pen, and place the ballot inside the provided clear spoiled ballot bag.

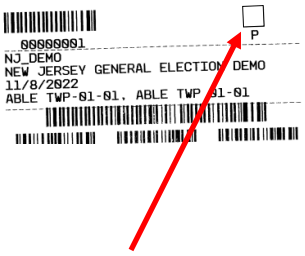


"Spoiled" written across ballot.

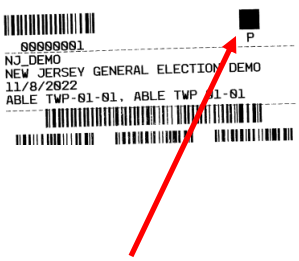
Barcode destroyed with pen

Return to the pollbook, and search the voter again. Their entry will appear red, and indicate a ballot was already issued.

Make note of the type of ballot you are reissuing. If the box above the "P" in the upper right corner of the ballot is filled in, it is a provisional ballot. If the box is hollow, it is a standard ballot. Reissue the same type of ballot to the voter.



Box **not filled** in.
This is a **standard** ballot



Box **is filled** in.
This is a **provisional** ballot

Do not reissue a new voting authority for reissued ballots.

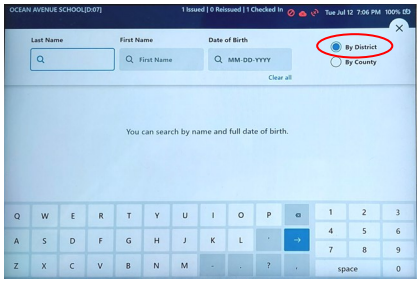
If the pollbook asks for a voting authority number, enter the number 0 on the pollbook.

REDIRECTING A VOTER TO THEIR PROPER POLL LOCATION

Some voters may not know which district they belong to, or if they are at the proper polling location. You can search for a voter using the steps below and redirect them to the correct location if necessary.

Begin by searching for the voter in your pollbook.

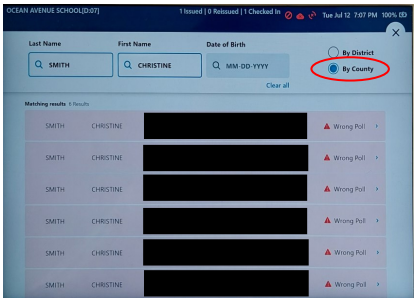
The pollbook will search the list of voters assigned to your district by default. This is indicated by the "By District" selection in the upper right corner of the screen.



If the voter appears in the search (and is not a Mail-In voter) they are in the correct location to vote.

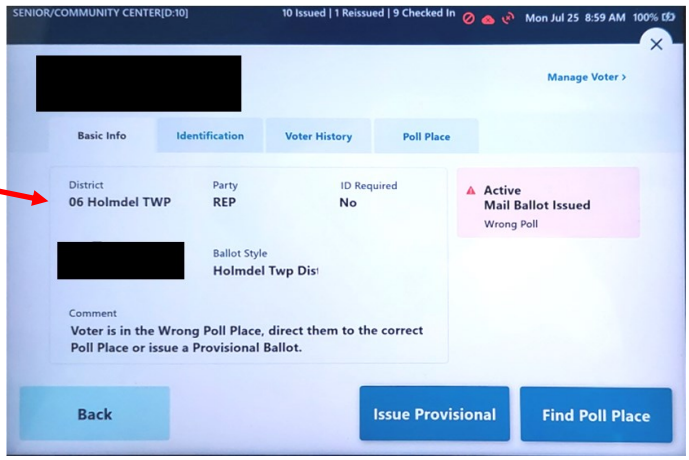
If the voter does not appear in the search, expand the search to "By County" by clicking the toggle switch in the upper right corner of the screen.

When their entry appears, it will indicate "Wrong Poll." Select the voter's name from the list.



After selecting the voter, the voter's district will be displayed in the upper left corner of the "Basic Info" page.

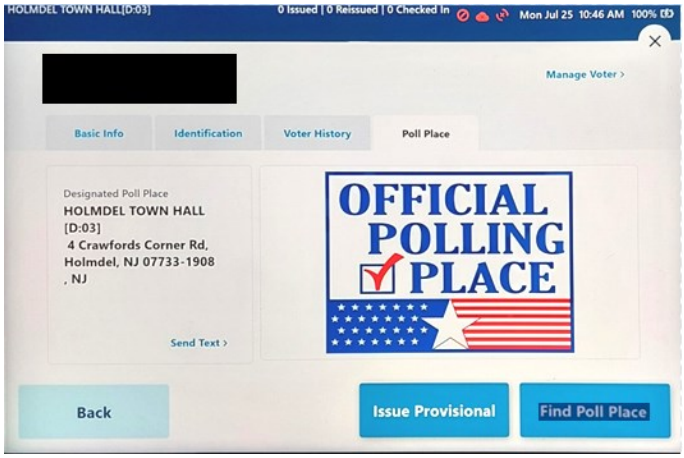
The Find Poll Place button will appear in the lower right corner of the screen. Click this button to view the district & poll location for the voter.



The voter's poll place will display in the window on the left.

If the voter gives you permission, you may have the pollbook send the name and address of the poll place to their cell phone.

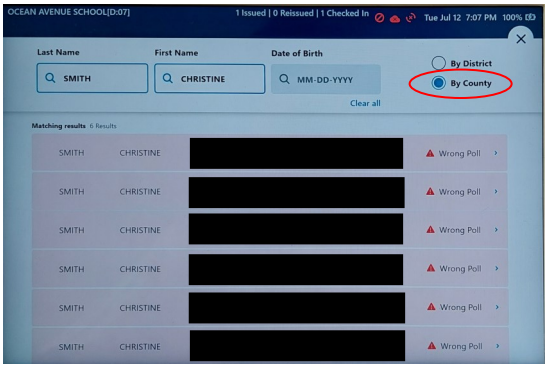
Click the "Send Text" button, then type the voter's phone number to send it to them.



VOTER NOT FOUND 1/2

By default the pollbook will only search for voters located inside the district you are working in.

If a voter does not appear in the search, expand the search to “by county” and re-check if they appear. Redirect the voter to the appropriate voting location if necessary. See page: 19.



Before adding the voter to the pollbook please try the following steps to ensure that the voter’s information is truly not within the pollbook:

1. As the voter’s name is typed in, check for results as each character is added.

2. For names with hyphens, spaces or prefixes (Ex: McConnell) omit the portion of the name including and after the hyphen, space, apostrophe's or prefix. For example:
   Search for **“Jake McConnell”** as **“Jake Mc”**
3. Enter the voter’s date of birth in MM DD YYYY format, and check if they appear on the list. If too many results appear, add characters from their first and last name to narrow down the results.

After exhausting all search options, if the voter cannot be found in the database the voter will be issued a provisional ballot.

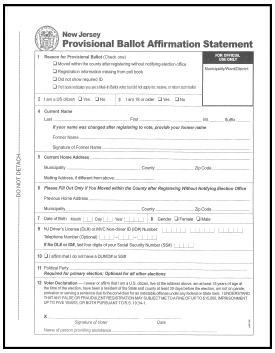
Have the voter complete a provisional affirmation statement located inside the orange provisional bag.

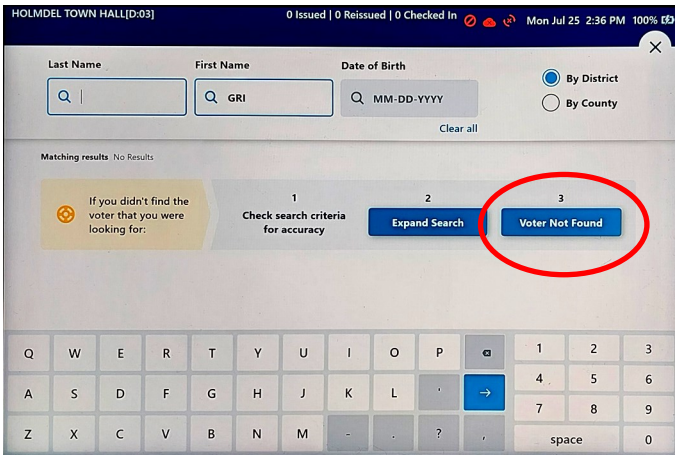
When the voter returns with the completed form, check it for completion, then return to the pollbook.

When no results are found in the pollbook, it will prompt you with a “Voter not Found” button.

An easy way to make this screen appear is by typing a number into the first or last name field.

When the button appears, click it.





VOTER NOT FOUND 2/2

Using the information provided on the provisional affirmation statement, enter the voter's details on the following screen.

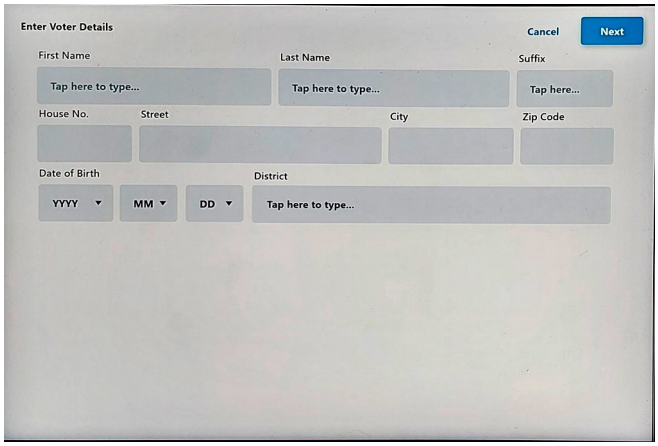
The pollbook will ask for a District. Type the district code which is on your passwords sheet.

This district code will contain the number of the district you are working in followed by the town name.

For example:
01 Aberdeen Twp

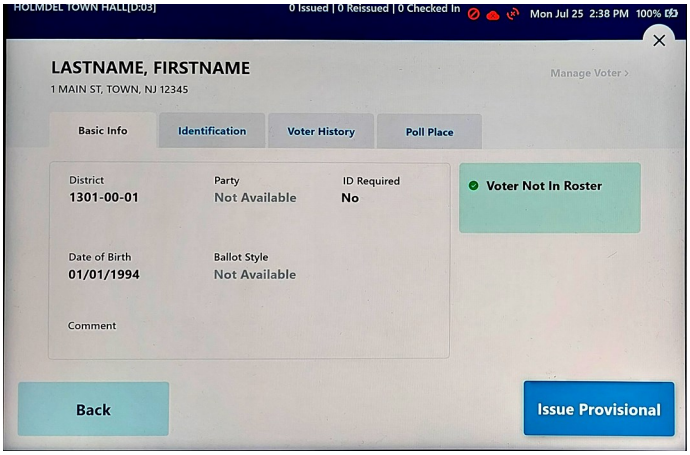
Make note of any leading zeros in the district number.

Click Next in the upper right corner of the screen to continue.



On the next screen you will be able to select "Issue Provisional."

Print the provisional ballot and have the voter complete the rest of the process as normal. See page: 15 for further instructions on issuing a provisional ballot, if necessary.



CHALLENGER INFORMATION

What are Challengers?

A Challenger is a person who is appointed by a candidate, political party chair, or a proponent or opponent of a public referendum. A challenger is permitted by law to observe the voting process in a polling place and can "challenge" a voter's right to vote if they know, suspect, or reasonably believe that a voter is not qualified to vote.

Only one Challenger per candidate can be present at the polls at a time. A challenger badge (pictured right) will identify the candidate and district in which the Challenger is serving. This badge must be worn by the challenger at all times. If a candidate is serving as a challenger for themselves, they are not required to wear a challenger badge. You may ask for identification if necessary.

When can challengers exercise their right to challenge a voter?

Challengers can challenge a voter if the challenger believes the voter is *not qualified to vote*. In order to vote a person must be:

- a United States citizen
- 18 years of age or older
- a resident of the County for at least 30 days before the election
- registered to vote

A challenger must sign an affidavit stating the reason for the challenge.

What are challengers not allowed to do?

1. Challengers cannot challenge a voter for any of the following reasons:
   a. they think they know how the voter is going to vote
   b. the race or ethnic origin of the voter
   c. the voter resides in a particular section of the municipality or county
   It is a criminal offense for a challenger to challenge a voter for any of the above 3 reasons.
2. Sit with the district board workers or touch the election materials
3. Sit or stand near the voting machine during the voting hours
4. Challenge the voter directly. Only the poll workers can ask the voter questions.
5. Wear any campaign buttons, signs or any campaign clothing
6. Harass or intimidate any voters; or cause disturbances in the polling place.
7. Challenge a voter because the district board asks the voter to affirm his or her residence or asks a first-time registrant by mail to show identification.

CHALLENGER INFORMATION

What accommodations are made for challengers?

Challengers should be seated at a table that is separate from the poll workers. Each voter's name should be announced in order to allow the Challenger to hear, and make a determination on if they need to challenge a voter. For Primary Elections, the voter's name and political party should be announced.

Please reference the diagrams below as two references of possible poll place layouts.

Figure 1

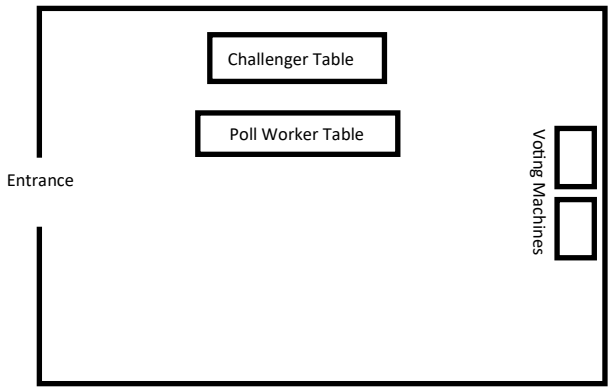
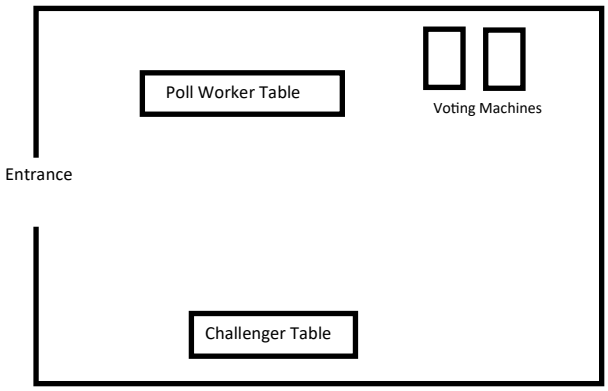


Figure 2



How does the challenge process work?

1. Challenge is Initiated

- If a challenger wishes to exercise their right to challenge a voter, they must notify the poll worker. All questions and remarks they make must be directed to the Poll Worker and not the voter.

2. Paperwork—Affidavit Form

- A **Challenger Affidavit Form** (page: 32) must be filled out.
- The challenger must complete the top portion of the form, where they specify the reason for challenging the voter.
- The information sheet must be read to the voter, which explains the voter's rights.
- The challenged voter should then complete the second section of the Challenger Affidavit Form and provide one of the specified forms of ID if possible.

3. Poll worker vote

- After reviewing both the form and the requested identifying document, the poll workers shall take a vote on whether or not the voter should be permitted to vote.

4. Outcome

- If the majority of the board members vote against the challenge, or if the vote is a tie, the voter is permitted to vote.
- If a majority of the board members vote to uphold the challenge, the voter is not permitted to vote. (The voter is not permitted to vote provisionally either)
    - If the challenge is upheld, the voter must be informed of their right to appeal to a Superior Court Judge at the Monmouth County Courthouse in Freehold on Election Day. The voter is permitted to seek a court order to restore his or her right to vote on the machine.

EMERGENCY PAPER BALLOTS

Emergency Ballots are only to be used with specific authorization from the Superintendent of Elections.

An AUTHORIZATION NUMBER must be obtained from the Superintendent of Elections (732-431-7780 x1) prior to use.

Emergency Ballots are provided as a backup in the event that there are mechanical issues with the voting machines.

TO USE EMERGENCY PAPER BALLOTS:

- Break the green numbered seal and empty the Emergency Ballot box containing the following items:
    - 30 Emergency paper Ballots and 30 plain white envelopes
    - Envelope containing instructions for the use of 1 white and 1 red seal
    - Emergency Ballot tally sheet
    - Statement for Emergency Paper Ballots Voted
    - Privacy Screen (for voters), pencils
- Close the Emergency Ballot Box and secure it with a white numbered seal.
- Place the green numbered seal inside the machine key pouch.
- Complete the *"Statement for Emergency Ballots"* (Form E) when the voting machine becomes inoperable.
- Place the Emergency Ballots and plain white envelopes on a table near the voting machine. Do not leave ballots unattended.
- Process the voter as usual. The voter signs the Poll Book and is issued a Voting Authority to sign and take to the Poll Worker who is stringing the Voting Authorities. *(This poll worker is now in charge of the Emergency Ballot Box and the Emergency Ballots)*
- After the Poll Worker strings the Voting Authority, he will give the voter an Emergency Ballot and a plain white envelope.
- Direct the voter to the polling booth or the area where a privacy screen has been set up. If a voter spoils a ballot, upon return of the spoiled ballot in the white envelope, the voter shall receive a second ballot. The poll worker marks "spoiled" on the plain white envelope, signs and dates the envelope and places it in the Emergency Ballot box.
- **Emergency Ballots may only be placed in the ballot box by poll workers.**

EMERGENCY PAPER BALLOTS

IMPORTANT: Secure **unvoted** paper ballots and plain white envelopes with your election supplies until (or if) needed again.

Once the voting machine has been replaced or repaired, resume voting on the machine.

The Emergency Ballot box, secured with the numbered white seal, must remain in full view of the poll workers at all times.

On the "Statement for Emergency Paper Ballots Voted," you must record the Voting Authority number of the last voter to use an Emergency Paper Ballot.

If a voting machine fails to operate on multiple occasions during any election or it becomes necessary to use Emergency Ballots (with authorization from the Superintendent of Elections office), a "Statement for Emergency Paper Ballots" **must** be completed **each time.**

To Count Emergency Paper Ballots

After the polls close and the final Results Reports have been printed, count the Emergency Ballots in the following manner:

A. Remove WHITE seal and open ballot box in full view of the public.

B. The Judge of the District Board removes the ballots one at a time. While holding the ballot, the Judge will read the vote cast therein, in view of the Inspector, who will examine the ballot to make sure it is read correctly.

C. The District Board Workers shall record all votes cast by Emergency Ballot onto the tally sheet provided. (If an envelope marked "Void/Spoiled" is removed, it should be temporarily set aside as is). Before taking the next ballot from the ballot box, the District Board Judge must return the ballot he/she just read to its plain white envelope, number it in sequential order (example: 1, 2, 3, etc.), and hand it to the Inspector.

D. The Tally Sheet must be signed by all four poll workers. One copy of the tally sheet is to be placed in the Emergency Ballot box and one returned to the Municipal Clerk along with the Zero Proof and final Results Reports and voting machine cartridges in the clear plastic envelope provided.

After all voted paper ballots are counted and tallied, place all voted ballots in numerical order. Place all plain white envelopes marked "spoiled" at the end of the same batch. Place all Emergency paper ballots, VOTED, UNVOTED AND SPOILED as well as unused white envelopes in the ballot box and immediately secure the box with the RED numbered seal.

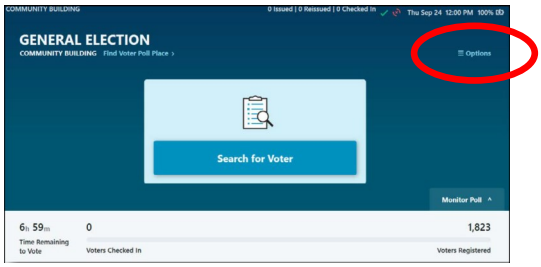
CLOSING OF POLLS

The polls close at 8:00 p.m. **(Voters already in the Polling Place must be permitted to vote before the machines are closed).** An Election Official should stand at the end of the line at 8 p.m. to prevent latecomers from entering the line. After the last voter finishes voting, observers may view the closing procedures. Official Challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

Pollbooks

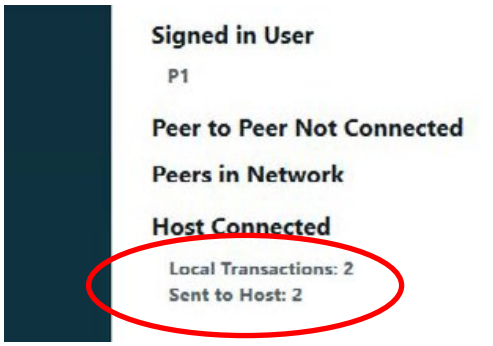
Prior to pollbook shutdown:

Click the options button in the top right corner of the pollbook screen. Verify that the **local transactions**, and **sent to host** numbers match. These numbers should be documented in the space provided at the bottom of the voter turnout form.



If the numbers do not match:

- Ensure the Wi-Fi device for your location is still turned on and near the vicinity of the pollbooks.
- If you still do not have connectivity reboot the pollbook then check again for green icons across the top of the screen.



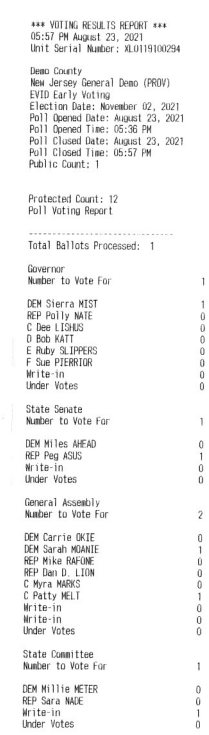
After writing down the numbers in the previous step, **click the monitor polls button, then press "Close Polls."** Performing this action notifies the Board of Elections that you have successfully begun to close your polling location.

- Shut down the pollbook, then package all pollbooks inside their respective cases

Voting Machines

Results Reports

- The Voting Machine is programmed to print out four copies of the "Voting Results Reports" at the close of polls.
- Each Poll Worker must sign the bottom of *ALL* Results Reports.
- One copy is to remain at the polling place for viewing by the public.
- The remaining copies are to be returned to the Municipal Clerk in the clear envelope provided inside the supply bag.



*** VOTING RESULTS REPORT ***
05:57 PM August 23, 2021
Unit Serial Number: XL01191100294

Demo County
New Jersey General Demo (PROV)
EVID Early Voting
Election Date: November 02, 2021
Poll Opened Date: August 23, 2021
Poll Opened Time: 05:36 PM
Poll Closed Date: August 23, 2021
Poll Closed Time: 05:57 PM
Public Count: 1

Protected Count: 12
Poll Voting Report

Total Ballots Processed: 1

Governor
Number to Vote For 1

DEM Sierra MIST 1
REP Polly NATE 0
C Dee LIGHUS 0
D Bob KATT 0
E Ruby SLIPPERS 0
F Sue PIERRIOR 0
Write-in 0
Under Votes 0

State Senate
Number to Vote For 1

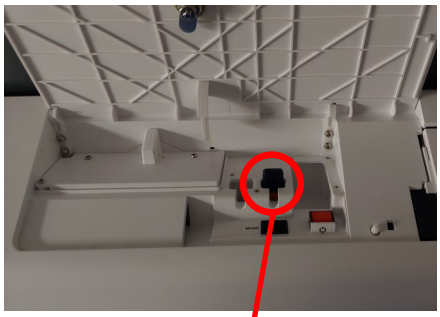
DEM Miles AHEAD 0
REP Peg ASUS 1
Write-in 0
Under Votes 0

General Assembly
Number to Vote For 2

DEM Carrie OKIE 0
DEM Sarah MOANIE 1
REP Mike RAFONE 0
REP Dan D. LION 0
C Myra MARKS 0
C Patty MELT 1
Write-in 0
Write-in 0
Under Votes 0

State Committee
Number to Vote For 1

DEM Millie METER 0
REP Sara NADE 0
Write-in 1
Under Votes 0



Results Flash Drive

- The voting machine will indicate that it has saved results to a flash drive within the top compartment of the machine.
- Retrieve this flash drive after shutting down the machine, then place it inside the clear envelope, along with the 3 copies of the results report and the zero proof reports from each machine.

CLOSING CHECKLIST

Voting machines may not be shut down prior to the close of polls at 8PM.

Please complete the steps in this checklist after all eligible voters remaining in the poll place have finished voting.

- ☐ Complete the bottom section of the 2hr count sheet. Indicate if the "Local Transactions" and "Sent to host" fields match.
- ☐ Ensure the close polls button on each pollbook has been pressed. Follow the closing procedure for the pollbook and neatly pack all components within the case.*
- ☐ Ensure the close polls button on all voting machines has been pressed. Follow the closing procedure for the voting machines and be sure results drives are removed from the top compartment of the machine.
- ☐ Sign final results tapes.
  - Post 1 copy of the final results tape from each machine at the poll location.
  - Place the remaining 3 copies of final results tapes from each machine inside the clear envelope.
- ☐ Place the results flash drive inside the storage box within the clear plastic envelope*
- ☐ Turn off the Wi-Fi device, and pack it neatly inside its container.
- ☐ Place all used and unused voting authorities inside the blue supply bag.
- ☐ Place pens, tape, scissors, etc. inside the manila envelope.
- ☐ Collect all posters and signage and return inside the blue supply bag:
  - ☐ Blue Envelope
    - ☐ Bill of Rights poster
    - ☐ District map
    - ☐ Handicap Accessibility Sign
    - ☐ 2hr Count sheet (voter turnout form)
    - ☐ 3 simple steps to voting
  - Manila Envelope
    - ☐ Sample ballot
    - ☐ American flag poster

Refer to equipment guide booklet for step-by-step instructions if necessary

FORMS INDEX

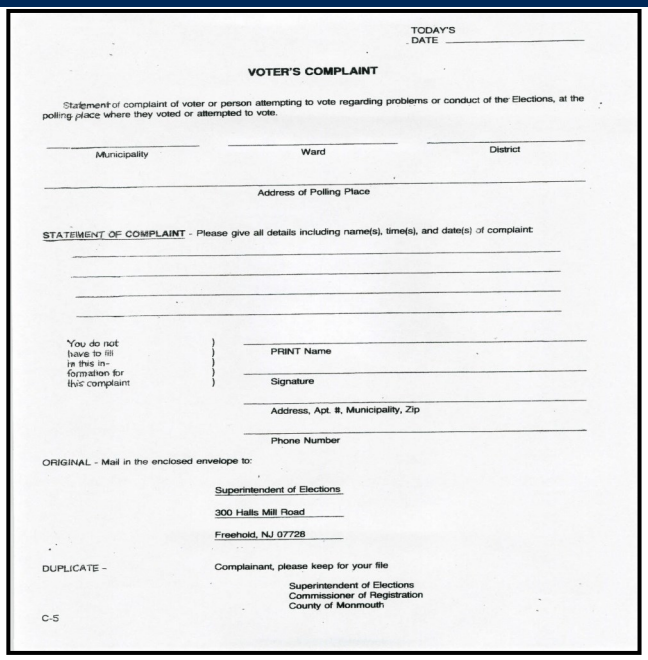
VOTER COMPLAINT FORM (C-5)

Purpose:

In the event that a voter would like to file a complaint, please provide them the voter complaint form located inside the red envelope in the supply bag.

Location: Red Envelope

How to return: Place completed forms in the blue canvas bag.



TODAY'S DATE _____

VOTER'S COMPLAINT

Statement of complaint of voter or person attempting to vote regarding problems or conduct of the Elections, at the polling place where they voted or attempted to vote.

_____ Municipality _____ Ward _____ District

_____ Address of Polling Place

STATEMENT OF COMPLAINT - Please give all details including name(s), time(s), and date(s) of complaint:

_____

_____

_____

_____

You do not have to fill in this information for this complaint

_____ PRINT Name

_____ Signature

_____ Address, Apt. #, Municipality, Zip

_____ Phone Number

ORIGINAL - Mail in the enclosed envelope to:

Superintendent of Elections
300 Halls Mill Road
Freehold, NJ 07728

DUPLICATE - Complainant, please keep for your file

Superintendent of Elections
Commissioner of Registration
County of Monmouth

C-5

DISABILITY CERTIFICATES FOR ASSISTANCE

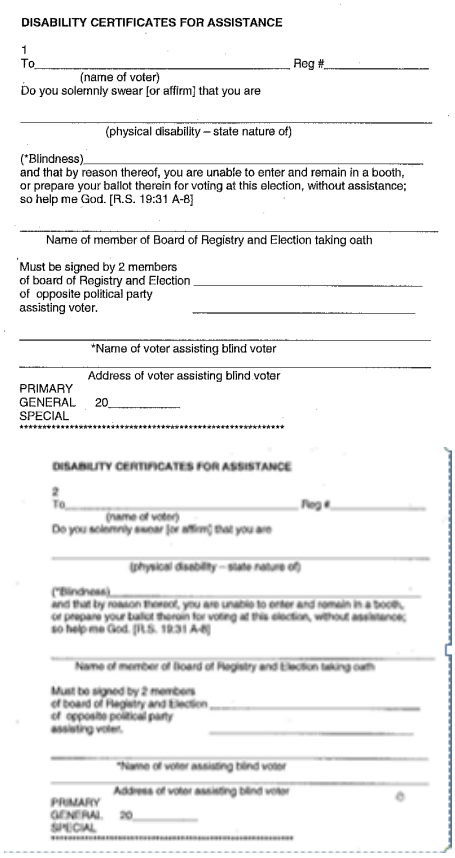
Purpose:

This form should be completed any time a voter requires another person (over the age of 18) to assist them in casting their vote within the machine. The voter may have the assistance of a poll worker or anyone they select **EXCEPT** for the following:

- A candidate on the ballot
- The voter's employer
- A union official

Location: Red Envelope

How to return: Place completed forms in the blue canvas bag.



DISABILITY CERTIFICATES FOR ASSISTANCE

1
To_____ Reg #_____
(name of voter)
Do you solemnly swear [or affirm] that you are

_____
(physical disability – state nature of)

(*Blindness)_____
and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-8]

_____
Name of member of Board of Registry and Election taking oath

Must be signed by 2 members of board of Registry and Election _____ of opposite political party assisting voter. _____

_____
*Name of voter assisting blind voter

_____
Address of voter assisting blind voter

PRIMARY
GENERAL 20_____
SPECIAL

****

DISABILITY CERTIFICATES FOR ASSISTANCE

2
To_____ Reg #_____
(name of voter)
Do you solemnly swear [or affirm] that you are

_____
(physical disability – state nature of)

(*Blindness)_____
and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-8]

_____
Name of member of Board of Registry and Election taking oath

Must be signed by 2 members of board of Registry and Election _____ of opposite political party assisting voter. _____

_____
*Name of voter assisting blind voter

_____
Address of voter assisting blind voter

PRIMARY
GENERAL 20_____
SPECIAL

****

FORMS INDEX

VOTER TURNOUT FORM

Poll workers are required to report the number of voters who have voted at each district **every 2 hours**.

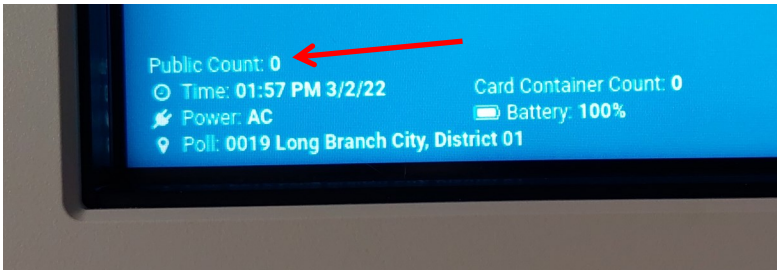
Voter turnout forms are enclosed in the blue kits. These forms should be posted publicly in the poll location.

At the end of the day return the voter turnout form inside the blue bag.

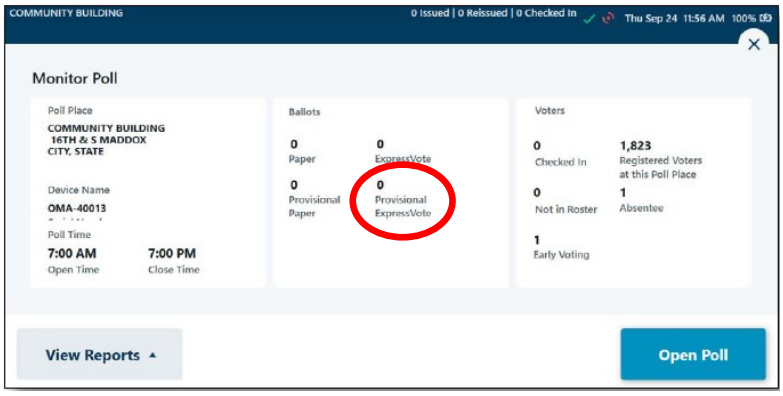
Finding the voter totals.

Voting Machine Counts – Add the "Public Count" totals from both voting machines.

The public count is located in the lower left corner of the voting machine screen.



Provisional Ballot Counts - Select **Monitor Poll** from lower right corner of the main screen. Find the Provisional ExpressVote field on screen and write the number on the turnout form. (Both pollbooks in the district should be synchronized and should display the same number).



Note: If any Provisional ballots have been reissued, subtract the number of reissued Provisionals from this total.

Write the new cumulative total of votes for each hour in the chart.

If an hour is accidentally skipped, write the total as soon as you remember.

Voter Turnout - General Election 2018

Municipality **Freehold Township** District **1**

	Machine Count		*Provisional Ballots Cast*
8 a.m.	107	8 a.m.	1
10 a.m.	253	10 a.m.	2

Prior to the shutdown of the pollbooks, complete the bottom portion of the turnout form.

On the pollbook, click the options button in the upper right corner of the screen.

At the bottom of the sidebar, verify that the numbers beside **"Local Transactions"** and **"Sent to Host"** match. If they do not match:

1. Ensure the Wi-Fi device for your location is turned on and within proximity of the pollbooks.
2. If the Wi-Fi device is nearby and on, reboot the pollbook. Once you have logged in again, copy the numbers besides "Local Transactions" and "Sent to Host" on the bottom of the turnout form, even if they do not match.

FORMS INDEX

AFFIRMATION OF RESIDENCY

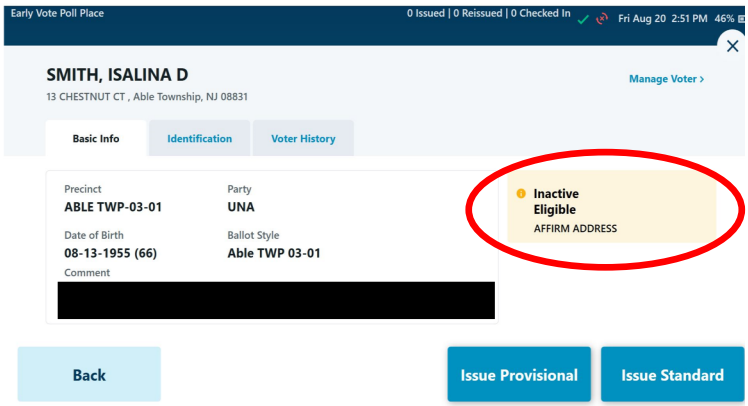
Purpose:

- If voter's name appears yellow in the pollbook and their record is indicates "Affirm Address" the voter must complete this form to rectify their address information.
- When the form is returned to you take the following steps:
    - Issue the voter a standard ballot if either of the following are true:
        - the address on the form **matches** the address indicated in the pollbook.
        - the voter indicates they have moved less than 29 before this election.
    - Issue the voter a provisional ballot if the address on the form **does not match** the address indicated in the pollbook.
- No not ask the voter for ID to confirm their address.

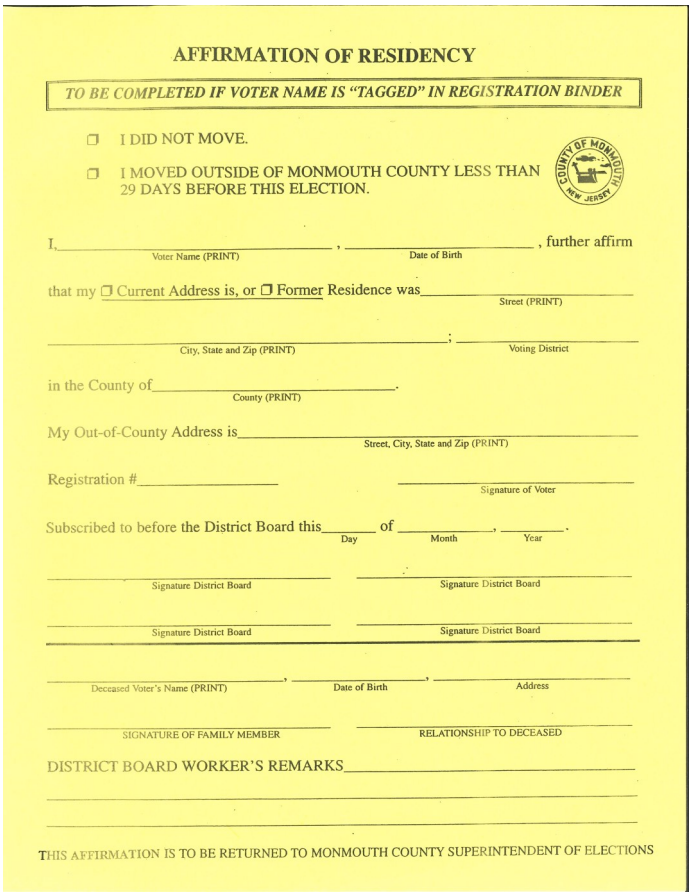
Location: Red Envelope

How to return:
Retain all of the "Affirmation of Residency" forms and return them in the blue canvas bag.

Note: Deceased Voter
If information is given to you that a voter is deceased, have a family member use the space provided on the "Affirmation of Residency" form to notify the Superintendent of Elections. The signature of a relative is needed to confirm a deceased voter. Return the form with you blue supply bag.



Example of a voter who requires the affirmation of residency form. Note the yellow "Affirm Address" warning.



AFFIRMATION OF RESIDENCY

TO BE COMPLETED IF VOTER NAME IS "TAGGED" IN REGISTRATION BINDER

❒ I DID NOT MOVE.

❒ I MOVED OUTSIDE OF MONMOUTH COUNTY LESS THAN 29 DAYS BEFORE THIS ELECTION.

I,_____ (Voter Name (PRINT)), _____ (Date of Birth), further affirm that my ❒ Current Address is, or ❒ Former Residence was_____ (Street (PRINT)) _____ (City, State and Zip (PRINT)); _____ (Voting District) in the County of_____ (County (PRINT)).

My Out-of-County Address is_____ (Street, City, State and Zip (PRINT))

Registration #_____ _____ (Signature of Voter)

Subscribed to before the District Board this_____ (Day) of _____ (Month), _____ (Year).

_____ (Signature District Board) _____ (Signature District Board)

_____ (Signature District Board) _____ (Signature District Board)

_____ (Deceased Voter's Name (PRINT)), _____ (Date of Birth), _____ (Address)

_____ (SIGNATURE OF FAMILY MEMBER) _____ (RELATIONSHIP TO DECEASED)

DISTRICT BOARD WORKER'S REMARKS_____

THIS AFFIRMATION IS TO BE RETURNED TO MONMOUTH COUNTY SUPERINTENDENT OF ELECTIONS

PROVISIONAL AFFIRMATION STATEMENT

What are Provisional Ballots?

Provisional ballots are used in the polling place for persons whose eligibility is at issue and which must be resolved by the county election officials, not the district board workers at the polling place. N.J.S.A. 19:53C-1 et.seq.

What happens to a ballot that is voted Provisionally?

Provisional ballots are brought back to the county Commissioner of Registration for verification and counting by the county Board of Elections. This process occurs in the following days after election day. If the county commissioner of registration determines the person is not a properly registered voter, the provisional ballot is not counted, but the affirmation statement is processed as a voter registration form for future elections.

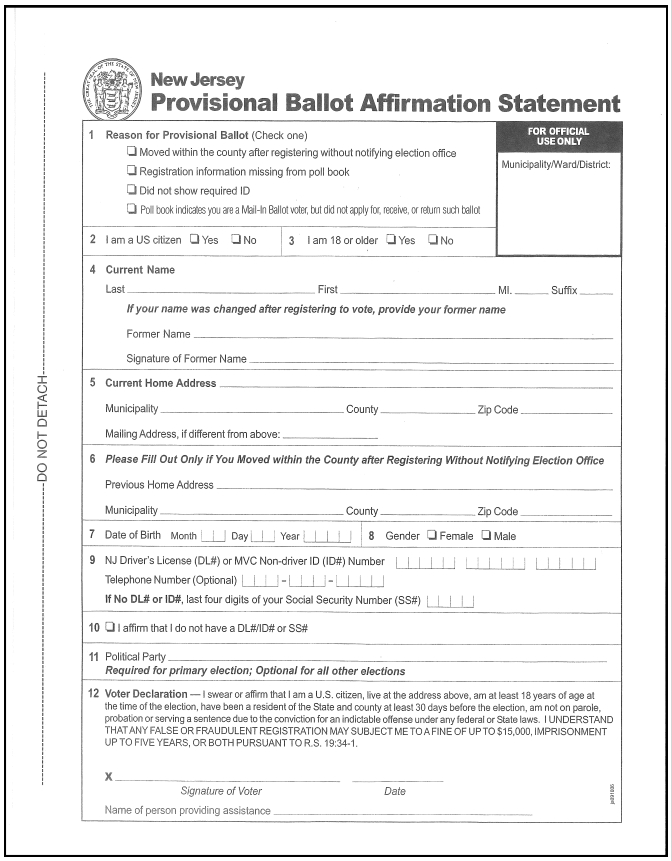
How do I process a provisional ballot?

Once you have established that the voter needs to be issued a provisional ballot, have the voter complete a **Provisional Affirmation Statement** at a privacy booth. Provisional Affirmation Statements can be found inside the bright orange "Provisional Bag." Each affirmation statement will have an empty envelope attached to the back of it.

After the voter completes the statement, have them return to you, so you may issue them a provisional ballot through the pollbook.

The voter will mark the ballot on the voting machine. The voting machine will automatically eject a provisional ballot so it may be sealed inside the envelope attached to the affirmation statement.

Ensure the affirmation statement remains attached to the ballot envelope, and place all completed provisional ballots inside the orange provisional ballot bag.



New Jersey
Provisional Ballot Affirmation Statement

DO NOT DETACH

1 Reason for Provisional Ballot (Check one)
- ❑ Moved within the county after registering without notifying election office
- ❑ Registration information missing from poll book
- ❑ Did not show required ID
- ❑ Poll book indicates you are a Mail-In Ballot voter, but did not apply for, receive, or return such ballot

FOR OFFICIAL USE ONLY
Municipality/Ward/District:

2 I am a US citizen ❑ Yes ❑ No
3 I am 18 or older ❑ Yes ❑ No

4 Current Name
Last ____ First ____ MI. ____ Suffix ____
If your name was changed after registering to vote, provide your former name
Former Name ____
Signature of Former Name ____

5 Current Home Address ____
Municipality ____ County ____ Zip Code ____
Mailing Address, if different from above: ____

6 *Please Fill Out Only if You Moved within the County after Registering Without Notifying Election Office*
Previous Home Address ____
Municipality ____ County ____ Zip Code ____

7 Date of Birth Month ___ Day ___ Year ____
8 Gender ❑ Female ❑ Male

9 NJ Driver's License (DL#) or MVC Non-driver ID (ID#) Number ____
Telephone Number (Optional) ___-___-____
If No DL# or ID#, last four digits of your Social Security Number (SS#) ____

10 ❑ I affirm that I do not have a DL#/ID# or SS#

11 Political Party ____
Required for primary election; Optional for all other elections

12 Voter Declaration — I swear or affirm that I am a U.S. citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not on parole, probation or serving a sentence due to the conviction for an indictable offense under any federal or State laws. I UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO A FINE OF UP TO $15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S. 19:34-1.

X ____ ____
Signature of Voter *Date*

Name of person providing assistance ____

FORMS INDEX

CHALLENGER FORM

Purpose:

This form is to be filled out when a challenge is initiated by a certified challenger, or a poll worker when they believe that a voter does not have the right to vote.

The individual initiating the challenge needs to fill out the top portion of the form, and the voter will complete the bottom portion of the form.

After reviewing both the form and the requested identifying document, the poll workers shall take a vote on whether or not the voter should be permitted to vote.

If the majority of the board members vote against the challenge, or if the vote is a tie, the voter is permitted to vote.

If a majority of the board members vote to uphold the challenge, the voter is not permitted to vote. (The voter is not permitted to vote provisionally either)

If the challenge is upheld, the voter must be informed of their right to appeal to a Superior Court Judge at the Monmouth County Courthouse in Freehold on Election Day. The voter is permitted to seek a court order to restore his or her right to vote on the machine.

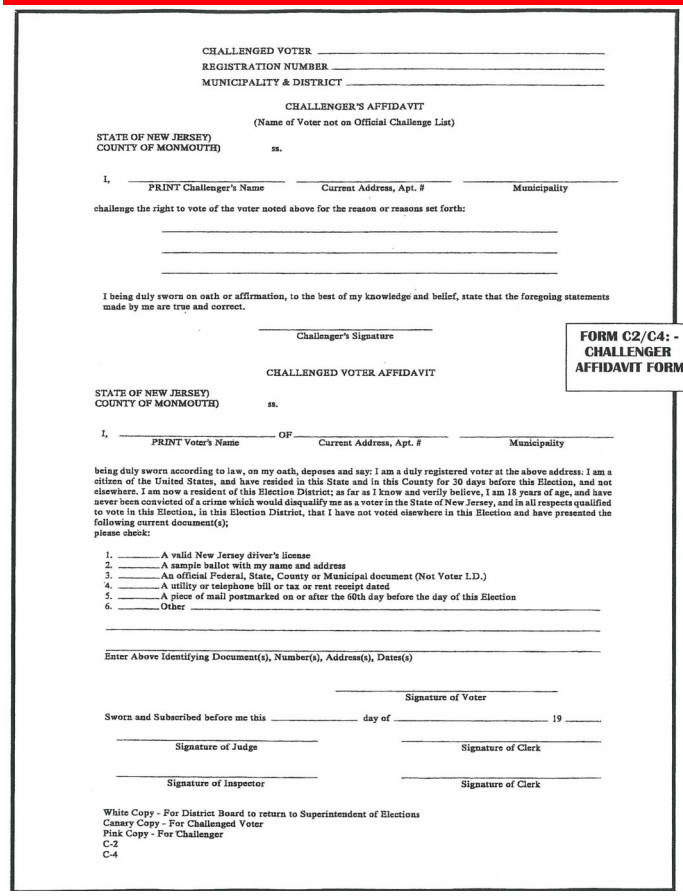
Location: Red Envelope

How to return:

Retain all of the "Challenged Voter Affidavit Forms" and return them in the blue canvas bag.

Note: The information sheet for challenged voters should be read aloud to the voter to inform them of their opportunity to establish their right to vote.

SAMPLE CHALLENGED VOTER AFFIDAVIT FORM C-2/C-



CHALLENGED VOTER _____
REGISTRATION NUMBER _____
MUNICIPALITY & DISTRICT _____

CHALLENGER'S AFFIDAVIT
(Name of Voter not on Official Challenge List)

STATE OF NEW JERSEY)
COUNTY OF MONMOUTH) ss.

I, _____ PRINT Challenger's Name _____ Current Address, Apt. # _____ Municipality

challenge the right to vote of the voter noted above for the reason or reasons set forth:

_____
_____
_____

I being duly sworn on oath or affirmation, to the best of my knowledge and belief, state that the foregoing statements made by me are true and correct.

_____ Challenger's Signature

FORM C2/C4: - CHALLENGER AFFIDAVIT FORM

CHALLENGED VOTER AFFIDAVIT

STATE OF NEW JERSEY)
COUNTY OF MONMOUTH) ss.

I, _____ PRINT Voter's Name OF _____ Current Address, Apt. # _____ Municipality

being duly sworn according to law, on my oath, deposes and say: I am a duly registered voter at the above address. I am a citizen of the United States, and have resided in this State and in this County for 30 days before this Election, and not elsewhere. I am now a resident of this Election District; as far as I know and verily believe, I am 18 years of age, and have never been convicted of a crime which would disqualify me as a voter in the State of New Jersey, and in all respects qualified to vote in this Election, in this Election District, that I have not voted elsewhere in this Election and have presented the following current document(s);
please check:

1. _____ A valid New Jersey driver's license
2. _____ A sample ballot with my name and address
3. _____ An official Federal, State, County or Municipal document (Not Voter I.D.)
4. _____ A utility or telephone bill or tax or rent receipt dated
5. _____ A piece of mail postmarked on or after the 60th day before the day of this Election
6. _____ Other _____

_____
_____
Enter Above Identifying Document(s), Number(s), Address(s), Dates(s)

_____ Signature of Voter

Sworn and Subscribed before me this _____ day of _____ 19 _____

_____ Signature of Judge _____ Signature of Clerk

_____ Signature of Inspector _____ Signature of Clerk

White Copy - For District Board to return to Superintendent of Elections
Canary Copy - For Challenged Voter
Pink Copy - For Challenger
C-2
C-4

INFORMATION (C-3) SHEET FOR CHALLENGED VOTER

INFORMATION FOR CHALLENGED VOTER

Copy for Boardworker to read aloud

Copy for Challenged Voter to read along

IF YOUR RIGHT TO VOTE IS CHALLENGED. . . . . .

A. You may seek to establish your right to vote by:
(a) Swearing out and signing the Challenge & Voter Affidavit.
(b) Providing a suitable identifying document for inspection, which may be, but is not limited to the following:

1. A valid current New Jersey Driver's License.
2. A current sample ballot with your name and address.
3. An official Federal, State, County or Municipal current document. (Not voter ID).
4. A currently dated utility telephone bill, tax or rent receipt.
5. A piece of mail postmarked on or after the 60th day before the date of this Election.
6. Other current Identification _____

FORMS INDEX

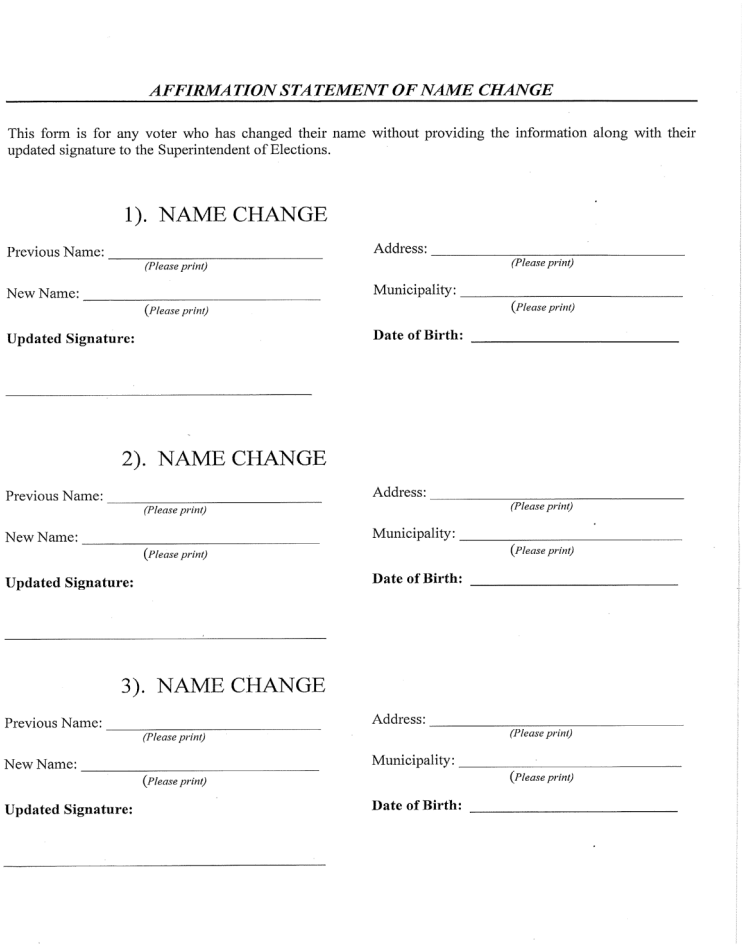
AFFIRMATION STATEMENT OF NAME CHANGE

Purpose:

This form is to be filled out when a voter indicates that their legal name has changed, and the updated records have not been provided to the Superintendent of Elections office.

Location: Red Envelope

How to return:
Retain all of the "Affirmation Statement of Name Change" and return them in the blue canvas bag.



AFFIRMATION STATEMENT OF NAME CHANGE

This form is for any voter who has changed their name without providing the information along with their updated signature to the Superintendent of Elections.

1). NAME CHANGE

Previous Name: _____ *(Please print)*

New Name: _____ *(Please print)*

Updated Signature:

_____

Address: _____ *(Please print)*

Municipality: _____ *(Please print)*

Date of Birth: _____

2). NAME CHANGE

Previous Name: _____ *(Please print)*

New Name: _____ *(Please print)*

Updated Signature:

_____

Address: _____ *(Please print)*

Municipality: _____ *(Please print)*

Date of Birth: _____

3). NAME CHANGE

Previous Name: _____ *(Please print)*

New Name: _____ *(Please print)*

Updated Signature:

_____

Address: _____ *(Please print)*

Municipality: _____ *(Please print)*

Date of Birth: _____

FORMS INDEX

INCIDENT REPORT

INCIDENT REPORT:

Any incident that interferes with the normal flow of voting should be recorded on this sheet, i.e. machine breakdown, accidents, electioneering, unusual errors, etc.

Allentown

DISTRICT: 2 DATE: June 4, 2019

In case of voting machine breakdown, be certain you record both the TIME and the VOTING AUTHORITY NUMBER on this report. (Same applies to when voting machine is again operable).

TIME	INCIDENT	ACTION YOU TOOK	YOUR INITIALS

INCIDENT/PMG2002

Purpose:

This form is provided in order to document issues, mistakes, or problems experienced during the operation of the polls. Please make note of any troubles that are experienced throughout the day which interrupt the normal operation of the poll place. Be sure to write clearly and provide as much detail as possible.

Location: Blue Envelope

How to return:

Retain the "Incident report sheet" and return it inside the blue canvas bag.

Glossary of Terms

Affirmation of residency form ..... Pg 30
Affirmation Statement of Name change ..... Pg 33
Board of Elections ..... Pg 7
Challengers & challenger process ..... Pg 22,23,32
Clerk of Elections ..... Pg 7
Disability certificates for assistance (Voter assistance form) .... Pg 28
Electioneering ..... Pg 5
Emergency ballots ..... Pg 24,25
Final results report ..... Pg 6,26,27
Incident Report ..... Pg 34
Provisional ballots and processes ..... Pg 11,15,16,17
Spoiled ballot ..... Pg 18
Standard ballot ..... Pg 11,12,13,14
Superintendent of Elections (Voter Registration) ..... Pg 7
Voter complaint form ..... Pg 28
Voter turnout form (2hr count) ..... Pg 29
Zero proof report ..... Pg 6,9

MONMOUTH COUNTY
BOARD OF ELECTIONS
300 HALLS MILL ROAD
FREEHOLD, NJ 07728
732-431-7802, EXT 7150

www.MonmouthCountyVotes.com

WWW.VISITMONMOUTH.COM