

### **Tracking Sheet**

(For Ballots Left at Residential Care Facility for Absent Voters Expected to Return)

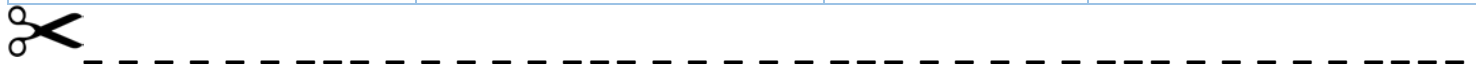
Name of Facility: \_\_\_\_\_

Election Judges serving at Facility:  
\_\_\_\_\_

Name & Signature of RCF employee with whom Materials left at Facility:  
\_\_\_\_\_

Date Materials left at Facility: \_\_\_\_\_ Date and Type of Election: \_\_\_\_\_

<b>Name of Voter</b>	<b>Name of Individual who Delivered Materials to Voter</b>	<b>Date Materials Delivered to Voter</b>	<b>Voter Signature</b>



Name, Title, Contact Number, and Signature of RCF Employee with whom balloting materials were left:  
\_\_\_\_\_  
\_\_\_\_\_

Number of ballots left with individual named above: \_\_\_\_\_

Signatures of RCF Judges: \_\_\_\_\_

## NOTES

1. Election Judges serving at a Residential Care Facility (RCF Judges) must leave the balloting materials prepared by the early voting clerk for a specific voter if that voter is not present at the RCF when the RCF Judges visit the facility **AND IF the voter is expected to return to the facility before 7:00 pm on election day**. If the RCF Director/Administrator cannot confirm that the voter will return prior to that deadline, then the RCF Judges should **not** leave materials for that voter and instead should return the materials to the early voting clerk.

NOTE: If a voter has completed a "Request for Delivery of Balloting Materials to Temporary Location" (Form AW20-7), the RCF Judges may deliver balloting materials to that voter at the requested location or may return the materials to the early voting clerk. Materials should not be left at the RCF for voters who have requested that the materials be delivered to a temporary location

2. Materials may only be left at the RCF for voters who had already submitted an application for a ballot by mail to the early voting clerk prior to the RCF judges' visit to the facility. NO balloting materials should be left for voters who had not already submitted such an application.
3. If materials are being left for voters, the materials should be left with a senior official at the facility, who should be requested to store the materials in a secure location with limited access.

## INSTRUCTIONS

1. Prior to leaving the balloting materials at the facility, the RCF Judges should complete the top portion of the form, and Column 1.
2. Column 1 should contain the names of the voters for whom materials are being left at the facility.
3. The appropriate RCF employee and the RCF Judges must complete the stub at the bottom of the form. The RCF Judges must separate the stub from the form and return the stub to the early voting clerk along with the "Ballot Transmittal Form for Residential Care Facility" (Form AW20-3).
4. Column 2 should be completed when the balloting materials are handed to the voter upon the voter's return to the facility and must contain the name of the individual who delivers the balloting materials to the voter named in that row.
5. Column 3 should show the date the materials were delivered to the voter named in that row.
6. Column 4 should be signed by the voter when the voter receives the balloting materials to indicate receipt.
7. After election day, the RCF administrator or other RCF contact person is requested to mail, fax, or email this Tracking Sheet to the early voting clerk, for the early voting clerk's records. If the early voting clerk does not receive a copy of the Tracking Sheet, then the early voting clerk should make arrangements to receive a copy of the Tracking Sheet. If the Tracking Sheet received by the early voting clerk indicates that any voters whose materials were left at the RCF did not receive their balloting materials, the early voting clerk should make arrangements for those materials to be returned to the early voting clerk. The Tracking Sheet and any returned balloting materials should be kept by the early voting clerk along with other records for the election for the applicable retention period.