



## Pender County Board of Elections

### Multipartisan Assistance Team Guidelines

1. In order for facilities to receive assistance they must complete the MAT Request Jot Form.
2. Facilities must also email the BOE office an Excel Spreadsheet with information of residents requiring assistance.
  - a. The spreadsheet should include:
    - i. Resident Name
    - ii. Resident Date of Birth
    - iii. Last 4 of Social Security Number
    - iv. NC Driver's License Number (if applicable)
    - v. If the resident is bed-bound
    - vi. Resident room number
  - b. This list needs to be provided to the BOE office at least two weeks before the initial visit to allow time for BOE staff to research registration status of residents.
3. MAT site visits will not exceed 4 hours. If you have a large number of residents requiring assistance multiple visits may need to be scheduled.
4. The first visit will be for residents to update their registration if needed and fill out the Absentee Ballot Request form.
5. After the initial visit, once the request forms have been processed, ballots will be sent to the facility. Ballots should be held by the facility until the MAT team returns.  
**Facility staff members should not assist residents with filling out their ballots.**
6. The second visit will be the MAT teams assisting voters fill out their ballots. MAT team will take all completed ballots back to the BOE office to be processed.

Please sign below attesting that you have read and agree to the above guidelines for utilizing the Pender County Board of Elections Multipartisan Assistance Team.

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Staff Name (Printed)

\_\_\_\_\_  
Facility Staff Name (Signed)

\_\_\_\_\_  
Date