



# TO' NAHALII'

(WHERE THE WATER FLOW TOGETHER)

## TONALEA CHAPTER PUBLIC REQUEST FORM

*This Public Request Form must be completed prior to the chapter planning meeting. This will assist the Tonalea Chapter Administration and Officials in drafting a resolution, if one is not provided by the sponsor or attach with the sponsor's drafted resolution. This includes any requests for conducting a public report to the community membership. Our goal is to establish and improve internal controls to ensure all actions and requests that sponsors believe should be acted upon by the Tonalea Chapter Membership.*

Pursuant to (V) (C) (3) Records Management Policies and Procedures in the certified Tonalea Chapter Five Management System it states:

*"The Tonalea Chapter Secretary/Treasurer shall turn over to the Tonalea Chapter Manager, within ten (10) working days, any official actions by the Tonalea Chapter membership, including all resolutions, minutes and other official documents, for proper record keeping and for carrying out any Tonalea Chapter directive(s)."*

\_\_\_\_\_ Date of Request

### 1. Sponsor Information

Name: \_\_\_\_\_  
First Middle Last

Organization: \_\_\_\_\_ (if applicable)

Mailing Address: \_\_\_\_\_  
Address City/State Zip Code

Phone Number: \_\_\_\_\_ I am sponsoring a:  Resolution:  Report/Presentation

How would you like the final resolution forwarded to your attention?

Mailed to the above mail address. Scan to this email address: \_\_\_\_\_

Fax to this number: \_\_\_\_\_ Documents to be picked up by & Date: \_\_\_\_\_

### 2. Background Information

*What is the problem or issue that will be addressed and what is the proposed solution? Please provide any background and/or historical information as to why the resolution is being proposed (use back of sheet if necessary).*

### 3. Submittal

*What organization or individual shall the resolution be addressed to? Name of organization and individual/title would assist in follow through/delivery of the enacted resolution.*

### 4. Acknowledgement

*The Sponsor agrees to abide by the standard procedures outlined by Tonalea Chapter and further agrees to appear before the Tonalea Chapter Planning Committee to support their request. Sponsor must also appear at a duly called regular chapter meeting.*

\_\_\_\_\_ Sponsor Signature Date

\*\*\*OFFICIAL USE ONLY\*\*\*

RESOLUTION NO.: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

Forwarded to Chapter Meeting  Referred to Chapter Administration for collection and preparation of appropriate document.

Denied/defeated due to Planning Committee decision.  Tabled on: \_\_\_\_\_  Approved with the following stipulation: