



Meeting Schedule & Speaker Request for 2011-2012

Unit Name: _____ **District:** _____

(e.g., "District 12 RSP" or "Stanley County RSP")

Point of Contact:

Name: _____

Phone Number: _____

Email: _____

State Office use only

Date received: _____

Received by: _____

Instructions:

- Enter **all** the requested information for **each** *general* meeting, even if you don't intend to invite a state speaker to a particular meeting. ***Don't include board meetings, please.***
- If you wish to invite a speaker from the state Executive Board or staff, enter either the speaker's name or title.

Notes:

- **NEW POLICY: Effective January 2008, the state shall assume the cost for one state Executive Board member or staff member to attend one meeting of each district during the course of each membership year. Any additional state Executive Board members or staff members who are invited by a district to the same or another meeting during the same membership year shall be reimbursed by that district. Any local unit requesting a state Board or staff member will be responsible for reimbursing travel expenses for that speaker.**
- The state office will notify each requested speaker of your invitation; the requested speaker will contact you directly to either accept or decline your invitation.

Meeting Date (mm/dd/yy) & Times (start/stop)	Meeting City	Meeting Site & Street Address	Speaker Requested <i>(if desired)</i>