

THIS MEETING REQUEST WILL NOT BE SCHEDULED UNTIL SUPPORTING DOCUMENTATION IS ATTACHED

MEETING REQUEST FORM

Meeting Requested By:DATE

EMAILPHONE NUMBER

Meeting requested with:

☐ Chairperson☐ Tribal Council

Time Needed:

☐ 5 m☐ 10 m☐ 30 m☐ 1 h

Type of Meeting:

☐ Require Resolution☐ Discussion☐ HR

Deadline (if any):

*Requests must be turned in two weeks prior to deadlines
*Personnel Issues need to be address through the Human Resource Office.
*If a resolution is required a copy must be given to records prior to meeting.

Meeting Topic & Background Information:

Meeting Topic:

Background Information:

* all information must be attached before meeting request will be accepted, i.e., budget and other documentation relating to your issue.

Do you require Chamber's Tech for Zoom or Presentation:Yes:No:

Others to be included in meeting: (i.e., Finance must be included for budget & expenditures, Human Resources for employment and personnel issues; Tribal Attorney for legal issues, Land Management for Land Issues, etc.,)

Grants Clearinghouse Approval

X

Signature needed before a resolution of support for any grant written on behalf of the Turtle Mountain Band of Chippewa Indians.

Tribal Council Approval:

X

X

X

Chairman or three (3) Council Signatures for sponsoring meeting.

Finance Approval

X

Account Number - Funding Source

X

Fund Manager Signature

PLEASE SUBMIT REQUEST FORM & BRIEFING MATERIAL TO
COREY LaVALLIE via EMAIL AT Corey_Lav@YAHOO.COM OR FAX TO 701-477-0916

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