

# TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS

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

## MEETING REQUEST FORM

Meeting Requested By:

DATE

EMAIL

PHONE 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](mailto:Corey_Lav@YAHOO.COM) OR FAX TO 701-477-0916