



## OFFICIAL CORRESPONDENCE RECORD (OCR)

### DIRECTIONS:

Members who send correspondence from the assembly need permission to do so as well as create a official record of it by filling out this form. This form will also be used for receiving correspondence as well.

<b>CORRESPONDENCE INFORMATION:</b> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <b>DATE:</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> <input type="checkbox"/> RECEIVING   <input type="checkbox"/> SENDING       </div> <div style="border: 1px solid black; padding: 2px;"> <b>RECEIVED OR SENT USING:</b>  <input type="checkbox"/> USPS   <input type="checkbox"/> FEDEX   <input type="checkbox"/> UPS   <span style="border: 1px solid black; padding: 2px; margin-left: 10px;"><input type="checkbox"/> OTHER:</span> </div>	<b>CORRESPONDENCE IS FROM OR BEING SENT TO:</b>  <div style="border: 1px solid black; height: 80px; margin-top: 10px;"></div>
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <b>SENDING/RECEIVING MEMBER NAME:</b>	<b>ADDRESS OF CORRESPONDENCE:</b>  <div style="border: 1px solid black; height: 100px;"></div>
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <b>SENDING/RECEIVING MEMBER ID:</b>	
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <b>SENDING/RECEIVING MEMBER ROLE:</b>	
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <b>REFERENCE NUMBER (OPTIONAL):</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>REASON FOR CORRESPONDENCE:</b>  <input type="checkbox"/> NEW MEMBER   <input type="checkbox"/> PUBLIC NOTICE  <input type="checkbox"/> OTHER: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span> </div> <div style="border: 1px solid black; height: 40px;"></div>
<div style="border: 1px solid black; height: 40px;"></div> <b>NOTES OR IMPORTANT DETAILS:</b>	

### CONFIRMATION:

You, the member confirms that the above information is accurate by dating and signing below:

"Member" \_\_\_\_\_

Name:  Date: \_\_\_\_\_

<input type="checkbox"/> RECORD RECEIVED	<b>ADMINISTRATIVE USE ONLY:</b>
<div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> Admin Receiving:	Admin Signature: _____ Date: _____