



## 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 10px;"><b>OTHER:</b></span> </div>	<b>CORRESPONDENCE IS FROM OR BEING SENT TO:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
<b>SENDING/RECEIVING MEMBER NAME:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	<b>ADDRESS OF CORRESPONDENCE:</b> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>
<b>SENDING/RECEIVING MEMBER ID:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	<b>REASON FOR CORRESPONDENCE:</b> <input type="checkbox"/> NEW MEMBER <input type="checkbox"/> PUBLIC NOTICE <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> OTHER:       </div>
<b>SENDING/RECEIVING MEMBER ROLE:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	<b>NOTES OR IMPORTANT DETAILS:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
<b>REFERENCE NUMBER (OPTIONAL):</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	

### 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>
Admin Receiving: <span style="border: 1px solid black; display: inline-block; width: 300px; height: 30px;"></span>	Admin Signature: _____ Date: _____