



Arkansas Reading Association Board Member Visitation Request Form

Procedure: The local council will contact the ARA Board member requested to attend the event and, after signing the form, send the Board member the completed form for signature. The Board member will then forward the original form to the ARA President, send a copy to the local council, and retain a copy for a reminder.

ARA Board Member requested: _____

Local Council _____

Type of Event _____

Date of Event: _____ Time _____

Location _____

Directions to Location _____

Please indicate the responsibilities that the Board Member is expected to fulfill.

In order to meet the needs of your council, are there particular issues or concerns that the Board Member might address or make reference to in her presentation?

Date Submitted _____ Date Accepted _____
(by council to ARA Board Member) (by ARA Board Member)

Program Chair _____ ARA Board Member _____
Signature Signature