



# 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