

Chief Cornplanter Council #538 Gyantwachia Lodge #255

_____ is requesting _____
_____. This will be held on _____
_____, at _____.
Date Location Day of the week

We expect there to be _____ persons present.

The point of contact will be _____, the phone number is _____.

The best time to call would be _____.

Request received by _____.
A commitment to honor this request was made by _____, date _____.
Those expected to participate are: _____,
_____, _____,
_____.

They were contacted on _____ by _____ and agreed to help.

Information sharing:

Committee Chairman signature: _____

Committee Advisor's Signature: _____

Lodge Advisor's Signature: _____

Staff Advisor's Signature: _____

Lodge Chief informed on _____ by _____

Scout Executive informed on _____ by _____