OHIO CIVIL SERVICE EMPLOYEES ASSOCIATION — AFSCME LOCAL 11 AFL-CIO

Meeting Notice Request Form

Use this form to request meeting notices and election notices in the *Public Employee Quarterly.* Only requests that comply with the OCSEA or AFSCME Constitutions and OCSEA policy will be honored. Submit request to Information Systems Section.

STEP 1

Name: _____ **Today's Date:** _____

(Chapter, District Council or Assembly)

STEP 2

Information to be printed:

Date:_____ Please include actual date(s).

(Example – Feb. 1, 2005, rather than "first Monday of even months")

Time:_____

(If nominations and/or election, show times polls open and close)

Location:** _____

_____

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_____

**please use back if additional space is needed for information

STEP 2.a

*** If you are submitting notices for more than one meeting, please specify dates for each:**

(Month / Day / Year)

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STEP 3

Authorized by:

_____

(Must be signed by appropriate Chapter Officer or Election Committee Member, if this request includes an election notice.)

STEP 4

Phone Number: (_____)_____

(in case we have questions about this request)

STEP 5

Return completed form to:

OCSEA AFSCME Local 11, AFL-CIO
c/o John Porter
390 Worthington Road, Suite A,
Westerville, OH 43082-8331

COPY AS MANY FORMS AS NEEDED