

COUNCIL COMMUNICATION FORM



To	Residents' Council Vice President Deliver to HR 142	Origin Rec'd
From		
Apt	Phone	
Email		
Subject		

Briefly describe the **reason for contacting the Council** in the space provided below. When referencing specific events, please indicate the details of who, what, when, and where the event took place.

In the space below, please list the **names and dates of contacts you have made with Charlestown Staff or Council Members** regarding this event.

Name of Contact:	Name of Contact:
Date:	Date:

Council follow up and response: cc: President, Committee Chair, Department Head