

## COUNCIL COMMUNICATION FORM



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

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