

REQUEST FOR TIME AT OPEN FORUM

To assist a St. Francis of Assisi council and/or committee in giving timely and fair consideration to your concern during an open forum time, we ask you to complete this form at least one week prior to the meeting date. Exceptions can be requested via the Pastor or Chairperson of Council/Committee. Please drop off or mail to the parish office at 601 N. 8th Street, Manitowoc, WI 54220 or e-mail it to info@sfamanitowoc.org.

Council/Committee:

Date of Meeting:

Concern type: General Input Administrative Procedure Personnel
Complaint: Policy Number _____ Other

State Concern:

You see this as an: individual concern parish/system-wide concern

Requester Contact Information: Name: _____ E-mail: _____ Telephone: _____

Home Address:

Request Represents: Self only Parish Organization or Other Group Name: _____

If Organization/Group: Name of spokesperson(limit 10 min): _____

Other concerned persons: _____

Who have you already talked to in regards to this concern?

Staff name: _____ Date: _____ Outcome: _____

Staff name: _____ Date: _____ Outcome: _____

Committee Member: _____ Date: _____ Outcome: _____

Other: _____ Date: _____ Outcome: _____

Any supporting documentation?

What is your expectation of the committee/council?

Requester Signature:

Date: