

## Council/Unit Request for Official State Representation

(Please send request at least six weeks in advance of the meeting.)

Complete this form, and return to Missouri PTA at 2101 Burlington St., Columbia, MO 65202 or via email [office@mopta.org](mailto:office@mopta.org)

Unit/Council: \_\_\_\_\_ Region: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Day Night

Email: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name and physical address of meeting place:

Type of Meeting/Event: \_\_\_\_\_

Topic for State Representative: \_\_\_\_\_

(Please include information or instructions to assist the representative in meeting your needs)

Representative choice:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Please include any information that might be helpful to the representative, i.e. directions to the meeting location, contact person if other than the one listed above, length of presentation, number of people expected to attend.

Units and Councils are entitled to one request for official state representation per year at state expense. Additional requests will be honored when possible, but the council/unit may be asked to help defray travel expenses.

Regional Directors are available to attend council and unit meetings within their assigned areas at any time. It is not necessary to complete this form to have your RD attend a local meeting. Contact your Regional Director at any time. If you have additional questions, please feel free to contact the state office (email: [office@mopta.org](mailto:office@mopta.org) or 1-573-445-4161).