



# Gadii'ahi/To'koi Chapter Government

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*REQUEST MAY TAKE 5 BUSINESS DAYS TO PROCESS*

## Request for Chapter Records / Documents

Requestor: \_\_\_\_\_ Title: \_\_\_\_\_ Date of Request \_\_\_\_\_

### Title of record or document(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Chapter Planning Meeting Minutes  | <input type="checkbox"/> Proof of Residency                              |
| <input type="checkbox"/> Chapter Regular Meeting Minutes   | <input type="checkbox"/> Youth Council Planning Meeting Minutes          |
| <input type="checkbox"/> Chapter Resolution GAD/TOK FY20____ - ____  | <input type="checkbox"/> Youth Council Regular Meeting Minutes           |
| <input type="checkbox"/> Veterans Meeting Minutes  | <input type="checkbox"/> Youth Council Resolution G/T YC FY20____ - ____ |
| <input type="checkbox"/> <b>Travel Authorization:</b> <b>CHAPTER OFFICIAL</b> <b>CHAPTER ADMIN</b> <b>CLUPC</b> <b>YOUTH COUNCIL</b> | <input type="checkbox"/> CLUPC Meeting Minutes                           |

### Purpose of Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TRAVEL CHECK LIST (Chapter Officials, Administration, CLUPC and Youth Council)

- Verify Chapter has all personal Information
- Event Agenda
- Additional Information of Event
- Submitted FIVE Business Days Prior to Travel

*\*\*Approval of Request for Documentation for Travel does not replace the Travel Authorization Form. This form is only for requesting travel\*\**

### FOR USE BY CHAPTER ADMINISTRATION

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE: \_\_\_\_\_

DENIED \_\_\_\_\_  
Community Services Coordinator

Request Completed by: \_\_\_\_\_

Received by Requestor: \_\_\_\_\_

# of Pages _____	Receipt # _____
Cost per Page _____	Money Order _____
Sub-Total _____	Cash _____
NN Sales Tax _____	NN Sales Tax _____
TOTAL _____	TOTAL _____

**Chapter Officials**  
Harry Descheene, President  
Arnold Nelson, Vice-President  
Sylvia Tyler, Secretary/Treasurer

**Council Delegate**  
Amber Crotty

**Grazing Rep**  
Douglas Deswood

**Farm Board Rep**  
Gilbert Harrison

**Chapter Admin**  
Lynda Hayes, CSC  
Janice Biggs, AMS

**Health Rep**  
Maggie Johnson