

OFFICIAL NOTICE OF MEETING

Organization Name: _____

Meeting Type: () Annual () Special () Regular

Date of Meeting:	_____
Time:	_____
Location:	_____
Notice Issued On:	_____

Purpose of the Meeting:

Agenda:

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Reports of Officers / Committees
4. Old Business
5. New Business
6. Adjournment

Additional Information:

Contact Person: _____ **Email/Phone:** _____

Confirmation of Receipt (Optional):

☐ I acknowledge receipt of this notice.

Name: _____ **Date:** _____

*Please ensure this notice is distributed according to your organization's bylaws and any state legal requirements.
Keeping a copy of this notice and any responses is recommended for record-keeping and compliance purposes.*