WPOA Meeting Organization Announcement

Meeting date_____

Organization_____Representative_____Contact #_____

During today's WPOA meeting, please share a *brief* report of the highlights of your organization's activities during the next month. (Write legibly and read aloud, please. ☺)

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Also share additional details and information about the above highlights to assist the WPOA in publicizing your organization and its activities *accurately.* **Thank you.**

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TEAM

Together Everyone Achieves More.

Thank YOU! Please attach written articles for the monthly WPOA Newsletter to promote your organization's causes and activities! ***Thank YOU!***

The Newsletter deadline is 4 pm the Monday following each WPOA Public Meeting.

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*For Office Use: Signature of Person submitting this form*_____ *Date submitted*_____

*Signature of Person receiving this form*_____ *Date received*_____