

BUSINESS ADDRESS

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EASTON KNIGHTS OF COLUMBUS COUNCIL NO. 238

www.eastonkofc.org

COMMUNICATIONS OF THE SESSION REPORT

PLEASE TYPE OR PRINT CLEARLY & CHECK ALL THAT APPLY:

SUMMARY:

THE RECORDER'S REPORT OF COMMUNICATIONS OF THE SESSION FOR THE _____ MEETING OF
(1ST OR 2ND)
THE MONTH OF _____ IS MADE UP AS FOLLOWING DESCRIBED.
(MONTH)

A TOTAL OF _____ COMMUNICATION(S) WERE PRESENTED TO THE RECORDER AND READ TO THE COUNCIL,
(NUMBER)
AS NOTED IN DETAIL BELOW.

RESPECTFULLY SUBMITTED:

FULL NAME: _____ DATE: _____
(LAST) (FIRST) (MI) (MONTH / DAY / YEAR)

SIGNATURE: _____

COMMUNICATIONS RECEIVED:

CORRESPONDENCE NO. _____ TO _____ TRANSACTED ON _____ / _____ / _____
(NUMBER) (RECIPIENT) (MONTH / DAY / YEAR)

SOURCE(S) OF COMMUNICATION: _____
(DESCRIPTION)

CORRESPONDENCE: AS ATTACHED; AS COMMUNICATED IN OTHER REPORT; AS DESCRIBED

CORRESPONDENCE NO. _____ TO _____ TRANSACTED ON _____ / _____ / _____
(NUMBER) (RECIPIENT) (MONTH / DAY / YEAR)

SOURCE(S) OF COMMUNICATION: _____
(DESCRIPTION)

CORRESPONDENCE: AS ATTACHED; AS COMMUNICATED IN OTHER REPORT; AS DESCRIBED

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CONTINUED FROM PREVIOUS PAGE:

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