

Otterbein United Methodist Church  
647 Forge Road  
Carlisle, PA 17015

**REQUEST FOR BOARD OF TRUSTEE ACTION**

Members of the congregation, and those who regularly attend services at the Otterbein United Methodist Church, who wish the board of trustees to consider taking action on a particular situation or recommendation, associated with the supervision, oversight, and care of real property, are requested to complete this form and present it to the Chairperson of the Trustee Board or the church Administrative Assistant. A detailed description of the problem or situation to be addressed (such as who, what, when, where & how, etc.) will hopefully insure a clear understanding by the board members, and allow for a timely consideration by the trustees.

**PROBLEM OR SITUATION TO BE ADDRESSED (Please be very specific):**

**RECOMMENDATION (be specific):**

**PERSON SUBMITTING:**

**DATE SUBMITTED:**

**PERSON RECEIVING:**

**DATE RECEIVED:**