

POLICY COUNCIL CALL LIST INSTRUCTIONS

1. The call list is intended to be used by FSS staff to remind Policy Council members of designated meetings.
2. The FSS should call the representative/alternate the day before the Policy Council meeting to remind the member of the meeting and inquire as to whether the member plans to attend. This information should be listed in the area designated on the form for "1st call."
3. Community Reps/Alternates do not need to be called a second time.
3. If the Parent Rep/Alternate has said he/she will attend, then the morning of the meeting, the FSS should call the Parent representatives/alternates a 2nd time. This information should be listed in the area designated on the form for "2nd call."
4. The completed form should be faxed to the Family Services Coordinator by 9:00 am the morning of the Policy Council meeting..

NOTE: If a Community Rep/Alternate notifies staff that he/she will or will not attend, no calls need to be made to that person.