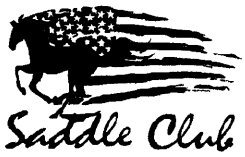
Wheeler Saddle Club Suggestion Comment Concern (SCC) Form	*Reference No.* WSC 000_____ Date Received/Completed _____ Date Closed _____ *Office Use Only*	Wheeler  Saddle Club

1. Request response from preferred Board member (circle appropriate member(s)):

   President Vice President Secretary Treasurer Equipment Officer

   All Board members Any Board member WSC Full Membership

   Acknowledged by: _____ *Date:* _____

2. Select appropriate subject and provide subject title:

   Suggestion Subject _____

   Comment Subject _____

   Concern Subject _____

3. Background (occurrence, goal, objective, explanation, etc.):

4. Requirements/Expenditures: _____

   Cost of supplies $_____ Completion date _____ (If altering barn/paddock, a diagram may be needed.)

   Additional Information _____

   This request expires on _____ Board will follow up on completed project on _____

5. Recommendation:

   Who will benefit from this? _____

6. Contact Information:

   Name _____ Today's Date _____

   E-mail Address _____

   Address _____

   Phone Number(s) _____

7. Member's Signature: _____ Date: _____

E-mail request to President _____ or (place in envelope for privacy) drop it in the mailbox door, barn ___ or e-mail to Vice President _____ or drop in VP's mailbox during the President's absence.

Privacy Notice: The information provided on this form will be used by Wheeler Saddle Club Board members to follow-up on your request, three days of acknowledge receipt and 7-10 days to respond with status. This information may be shared with club members if a vote is required.

Notes for Official Use Only (date, notation by, and bulleted comments)