



OFSOA Event Hosting/Planning Request Form

Oregon Fire Service Office Administrators
1284 Court St. NE
Salem OR 97301
"Sharing a Standard of Excellence"

I am interested in serving the Oregon Fire Service Office Administrators (OFSOA) by hosting or assisting on the committee with the following event:

___ Spring Workshop ___ Fall Conference Other _____

To be held (date(s): _____

Location: _____

Planning this event will help OFSOA fulfil their mission to support Oregon Fire Service personnel through networking and education.

I will increase my individual knowledge and skills in the areas of event planning, organizing, time management, negotiating, budgeting, team building, supervising, and leadership benefiting our district/department as well.

I respectfully request your approval and support of this endeavor and my time spent in planning and preparing for this event.

Administrative Personnel Signature: _____ Date: _____

[] Approve: I understand the time commitment and I support my Administrative Personnel's involvement with planning, preparing or hosting the aforementioned OFSOA event.

Thank you from the OFSOA Board of Directors! Your approval provides the finest type of support and encouragement for your Office Administrator and this organization. The cooperation and partnering of Districts such as yours is greatly responsible for OFSOA "Sharing a Standard of Excellence" throughout the Oregon Fire Service.

[] Disapprove (Please explain): _____

Chief's Signature: _____ Date: _____

OFSOA Business Use Only
Date Received: _____
Received By: _____