



# Township Meeting Attendance Form

As stated in the OTA College Scholarship *Information & Requirements*, applicants must attend at least one official meeting of their local township officials. This form must be filled out by the student and then signed by at least two of the officials in attendance at the meeting.

**Applicants are permitted to attend a township meeting taking place in their county or school district (and not necessarily in their own townships) in order to meet this requirement.**

To learn in which township you reside, consult your local County Auditor's website and input your home address in the property search function. To learn who your local officials are, consult your County Board of Elections.

### Meeting Information & Signature from Township Officials

I hereby certify that I attended a meeting of officials from \_\_\_\_\_ Township in \_\_\_\_\_ County on \_\_\_\_\_ (date).

### STEPS FOR VIRTUAL MEETING ATTENDANCE CONFIRMATION

*Please note: This virtual meeting option shall only apply if the township is holding virtual meetings due to the pandemic; some townships may choose to not have virtual meetings at all and still hold theirs in-person. Students should reach out to their local officials ahead of time if the meeting format is unclear via the township website or other notice board.*

1. An applicant should first **let the township officials know** that he or she will be attending virtually.
2. **The applicant should email or fax this attendance form** to the officials.
3. The officials will confirm that the applicant's screen name/username watched the meeting, and then they will sign the form and send it back to the applicant.

Did you attend a **virtual meeting** of your local township officials?

Yes, I attended a virtual meeting.

No, I attended an in-person meeting.

If you attended a virtual meeting of your local township officials, please indicate your username/screen name so that your local officials can confirm your attendance: \_\_\_\_\_

Please provide the signatures of at least two of the officials below.

\_\_\_\_\_  
(Trustee)

\_\_\_\_\_  
(Trustee)

\_\_\_\_\_  
(Fiscal Officer)

\_\_\_\_\_  
(Trustee)