

Member Request for Information

The organization responds to information requests in accordance with Minn. Stat. § 317A.461. Requests must be submitted in writing, identify specific records, and state a proper purpose reasonably related to the requester's interest as a member.

Please submit your completed form to Club Secretary, Evonne McKinzie, emck726@gmail.com

REQUEST DATE: _____

1. Requester Information

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

2. Records Requested (be specific)

3. Inspection Options

I request to inspect the original documents at a mutually agreed time and place.

I request copies of the records.

Preferred format of copies (*if applicable*):

Paper copies

Electronic copies

(Note: The Board may charge a reasonable fee for copying as allowed by statute).

4. Proper Purpose

Under § 317A.461, access is allowed for a proper purpose reasonably related to your interest as a club member. Please state your purpose (*If this section of the form is left blank, the board may deny the request*):

5. Delivery Instructions

Requested delivery method: Mail Email Pickup Other: _____

If mailed, mailing address (if different from above):

(Note: The Board reserves its rights under Minn. Stat. § 317A.461, including the right to charge reasonable fees for providing copies of requested records and the right to require an alternative method of delivery if the requested method is determined to be unreasonable.)

6. Certification and Signature

I certify that I am a member of the corporation and that this request is made in good faith for a purpose permitted under Minnesota Statutes § 317A.461.

Signature: _____

Date: _____

Submission of this form does not guarantee access to all requested records. Requests will be evaluated in accordance with Minn. Stat. § 317A.461.

Internal Use (Rotary Response)

Received by: _____

Date Received: _____

Response deadline noted: _____

Records provided / Appointment set: _____

Fees charged (if any): _____

Notes:
