# New Board Member Information Form

Please complete the highlighted sections of the information below and return to Tami Jensen.

The following information in this top section will be used for travel and board rosters. Only staff and board members will have access to this information.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (as it appears on your driver’s license (for flights)

Address \_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently a public employee? [ ]  Yes [ ]  No

If you checked the “No” box, do you want the $100 stipend per day for each board meeting you attend?
[ ]  Yes [ ]  No

Please check one:
[ ]  I would prefer my bi-monthly board packet mailed to the address above.
[ ]  I would prefer to view the paperless packet online and a hard copy provided to me at each meeting.

[ ]  I would prefer to view the paperless packet online only

Dietary Restrictions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Conditions SBE Should Know: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send your bio and a picture to Alissa Muller at alissa.muller@k12.wa.us. This will be posted on the website.

Staff will order business cards for you to share with the public. Please provide the following information as you’d like it to appear on your cards:

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no phone number is provided, staff will ask the public to reach you via email only.

Note: You can use any email and phone number you’d like, but **we highly recommend you have a separate email address exclusively for SBE business because all board member emails/accounts are subject to public record requests**. Staff ask that members use a gmail account with Google as it’s more compatible with survey software staff use. After you leave the Board, staff may contact you requesting records up to six years if a public record request is received. If you don’t wish to hold records after your term ends, you may transfer all files/emails to a disk and ask staff hold them on your behalf.