



SANDY

Town Council

Our ref: STC/EL/E1

Town Clerk: Nicola Sewell

Date: June 2022

Dear Applicant

Thank you for expressing an interest in the position of Councillor for Sandy Town Council. The enclosed Co-option pack contains information to assist you with your application.

The pack includes:

- Application form
- Co-option Policy
- Ward Map
- Information on the role of a Councillor

Applicants should note that as part of the voting procedure, it will be necessary for a formal proposal and secondment of your nomination to take place at a meeting of the Town Council to be held on Monday 22nd August 2022 at 7.30pm.

Please complete the Application form accordingly and return to:

**Sandy Town Council
Council Offices
10 Cambridge Road
Sandy
Bedfordshire
SG19 1JE**

Applications can also be emailed to clerk@sandytowncouncil.gov.uk. Applications should be returned no later than **noon on Friday 12th August 2022.**

Yours sincerely

Nicola Sewell

Nicola Sewell
Town Clerk



SANDY TOWN COUNCIL
APPLICATION FOR CO-OPTION

Full Name	
Home address (in full)	
Telephone number	
Email address	
Ward I wish to be considered for (If more than 1 vacancy exists)	

Please note, this application form will remain strictly confidential. It will be considered by existing Council Members ONLY. It will NOT be made available to the public.

Please provide some brief details about yourself



SANDY

Town Council

Please explain your interest in Sandy and why would you like to join the Town Council?

What skills or interests do you have that you think might benefit the Town Council?

NOTES:



Qualifications for being a local councillor:

You must be over 18 years old **AND**

1. Be an elector
2. Be a Commonwealth citizen (which includes being a British citizen) or a citizen of the European Union
3. For the whole of the twelve months before the date of the co-option either
Have resided in the locality or within three miles of it
or
Have occupied any premises or land as owner or tenant therein
or
Had your principal or only place of work there (such work need not be paid but must be substantial)

You are disqualified from being a local councillor if:

1. You hold any paid office, employment or other place of profit in the gift or disposal of Sandy Town Council, or any committee or sub-committee thereof
or
2. you are subject to a bankruptcy restrictions order or an interim order
or
3. you have within five years before the co-option or since been convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (suspended or not) for not less than three months without the option of a fine
or
4. you are convicted of offences involving corrupt or illegal practices under Part III of the Representation of the People Act 1983
or
5. you have been convicted for the failure to register or declare disclosable interests under the Localism Act 2011 (England)

Please complete the following declaration:

I have read the conditions for becoming a Town Councillor and confirm that I am qualified to be considered for co-option.

Signed _____ Date _____

SANDY TOWN COUNCIL

Co-option Policy

Introduction

Although the process for co-option is not prescribed in Law, County & District Councils and Local Council Associations provide best practice advice and guidelines. It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair and transparent.

Whenever the need for co-option arises, Sandy Town Council will seek and encourage applications from anyone in the Town who is eligible to stand as a Town Councillor. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.

The Town Council will advertise the vacancies in the local area via the Town Council noticeboards, the Town Council website, social media and a media release.

The co-option procedure will be reviewed every four years.

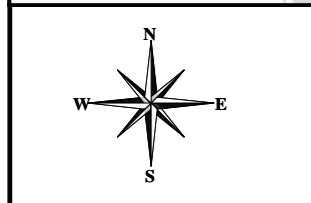
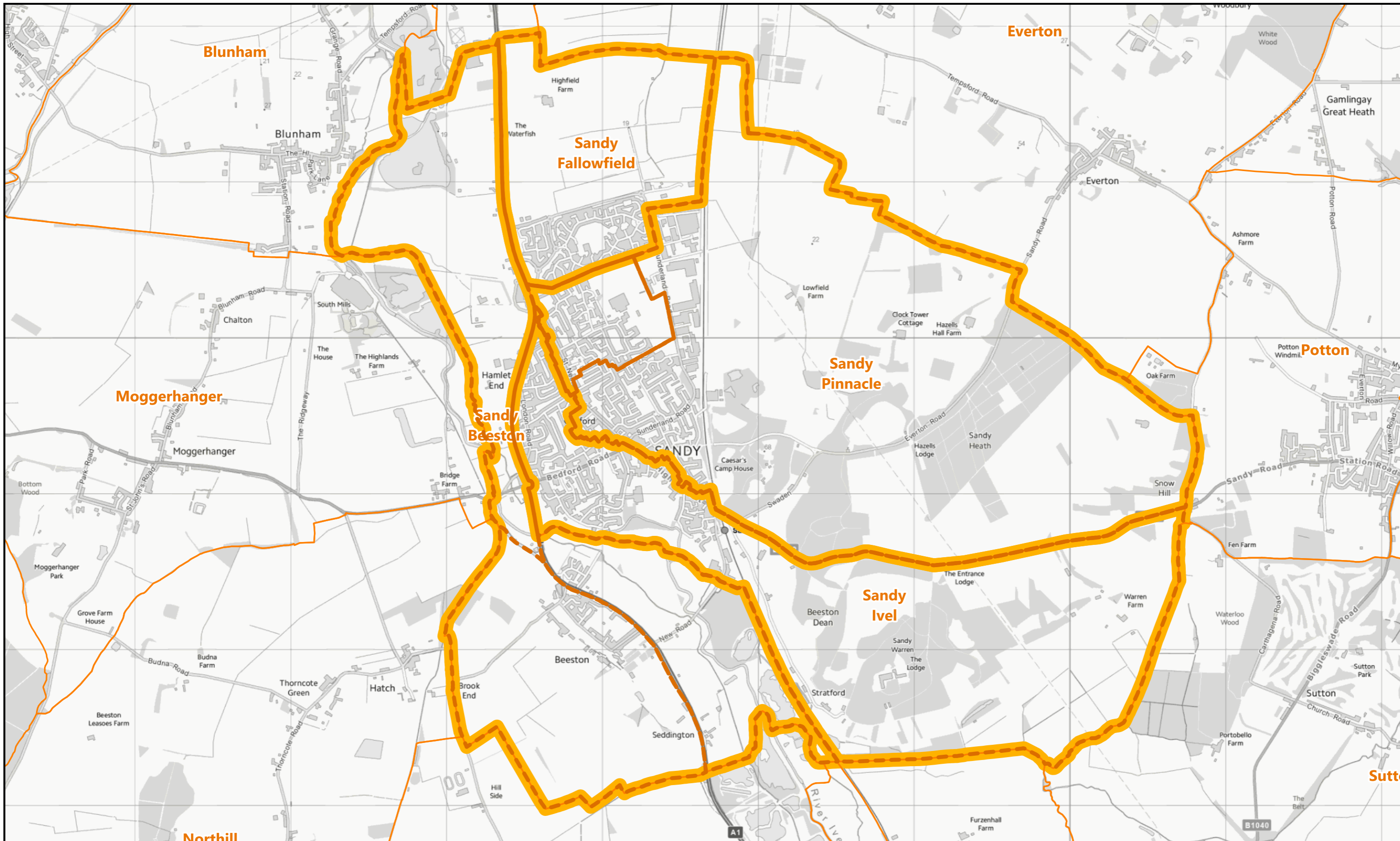
The co-option process to be employed by Sandy Town Council is as follows:

Co-option Policy

1. On receipt, of written confirmation, from the Electoral Services Office at Central Bedfordshire Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will;
 - a. Advertise the vacancy for 4 weeks on the Council noticeboards, Council Website, Council Facebook page and via a press release.
 - b. Inform the Council that the Co-option Policy has been instigated.
2. The advertisement to co-opt will include:
 - a. the method by which applications can be made
 - b. the closing date for all applications
 - c. a contact point to obtain more information

- d. show that further information is available electronically via the website, to include application forms, and information about the roles and responsibilities of the council.
3. Existing Members may point out the vacancies and the process to any qualifying candidate(s)
4. Any candidate(s) found to be offering inducements of any kind will be disqualified.
5. Eligibility of the candidate(s) will be confirmed by the Clerk.
6. All eligible candidates will be invited, by letter, to attend the next full Town Council meeting following the application deadline. If candidates are unable to attend, this meeting will not be rearranged. The co-option will still take place and voting on this vacancy will be subsequently based on this meeting and the candidate application form.
7. All Members will receive copies of candidate applications, along with the summons to attend the next full Town Council meeting following the application deadline. Candidate names will be displayed on the agenda of the meeting at which the co-option voting will occur. No other details apart from the candidates' names will be displayed. Candidate applications are strictly confidential.
8. An agenda item will be set aside for candidates to make a brief verbal presentation to members, outlining their relevant skills and experience. Each candidate will be allocated a maximum of three minutes. After presentations, members may ask candidates questions if considered necessary. These presentations and questions will be open to the public, but other candidates will be asked to step outside the meeting until they are due to present.
9. The Chair will then request those councillors present to nominate any or all of the candidates for co-option. As co-opting any person to the Town Council has to occur by resolution, candidates will require a proposer and seconder to progress to the voting stage.
10. The Chair will then place the names of nominated candidates in alphabetical order and proceed to vote.
11. The Town Council will appoint the co-opted member/s by voting according to Standing Orders.

12. Only Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
13. If a Candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.
14. A successful candidate must have received an absolute majority vote by those Councillors present.
15. It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.
16. This process must, if necessary, be repeated until an absolute majority is obtained.
17. The Chair has the casting vote.
18. If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
19. The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold an election to fill vacancies.
20. Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member once their Declaration of Acceptance of Office Form has been signed.
21. The co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. This will then be signed and dated by the Clerk and they may then take their seat at Council and will be appointed to a committee and as a representative to local organisations.
22. Any application can be considered in the candidate(s) absence, but if successful, members would need to agree for him/her to sign the Declaration of Office either before or at the next meeting.
23. As soon as practicable following their co-option, members will be invited to attend an Induction and Training session with the Town Clerk.




Date: 01 May 2019

Scale 1:23000

Sandy

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 Ordnance Survey 100049029.
 Central Bedfordshire Council.

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 The GeoInformation Group, 2010





SO YOU ARE INTERESTED IN BECOMING A TOWN COUNCILLOR!

No doubt, you will want to know what will be required of you?

Sandy Town Council is a non-political body made up of fifteen Members interested in serving their town.

1 from Beeston Ward, 5 from Ivel Ward, 6 from Pinnacle Ward and 3 from Fallowfield Ward.

There are at least 3 meetings to attend in every 6 weeks, all of them held on a Monday evening. Members usually sit on two standing committees as well as Full Council.

Development Scrutiny committee
Policy, Finance & Resources committee
Community Services & Environment committee
Plus
A full Council Meeting

In addition, there is a **Human Resources committee** on which 7 Members must sit.

A calendar of meetings for the year is approved each year in advance. Most meetings start at 7.30pm and usually finish between 9.00pm and 10.00pm, with the exception of the Development Scrutiny Committee which starts at 6:45pm and usually finishes at 7:30pm. Meetings usually take place in the Council Chamber at 10 Cambridge Road, Sandy.

In addition to attending meetings, you will be asked to investigate residents' complaints, problems and difficulties and may be asked to attend daytime meetings with other Councils or contractors and additional Working Groups formed for a specific purpose.

The present Council will remain in Office until May 2023, unless a particular Member resigns earlier or is disqualified from Office for non-attendance at meetings or for any other reason.



WHAT DO YOU GET IN RETURN?

Often frustration and financially nothing!

You will however, have the satisfaction of showing a practical interest in your community, in helping to see it properly run, its expenditure sensibly controlled and the reward of knowing that you have assisted others.

What is a Councillor?

Councillors are elected to represent an individual geographical unit on the council, known as a ward. They are generally elected by the public every four years.

What do Councillors do?

Councillors have three main components to their work:

- decision making
- monitoring
- getting involved locally

Decision Making

Through meetings and attending committees with other elected members, councillors decide:

- which activities to support
- where money should be spent
- what services should be delivered
- what policies should be implemented

As well as attending meetings, councillors should be prepared to get involved in the meetings.



Monitoring

Councillors make sure that their decisions lead to efficient and effective services, by keeping an eye on how well things are working.

Getting Involved Locally

As local representatives, councillors have responsibilities towards their community and local organisations. These responsibilities and duties often depend on what the councillor wants to achieve and how much time is available.

This may include:

- going to meetings of local organisations
- going to meetings of bodies affecting the wider community
- taking up issues on behalf of members of the public
- running a surgery for residents to bring up issues

Attending Council meetings is the best way to find out what happens. By law, ordinary people are allowed to be present at most council business but not participate unless the council agrees to this. Most councils have a public participation section on their agenda.

How Much Time Does it Take Up?

Quite often councillors say that their duties occupy them for about five hours a week. Obviously there are some councillors who spend more time than this - and some less, but in the main, being a town councillor is an enjoyable way of contributing to your community, and helping to make it a better place to live and work.

Am I Qualified?

You must be over 18 years old **AND**

1. Be an elector
2. Be a Commonwealth citizen (which includes being a British citizen) or a citizen of the European Union
3. For the whole of the twelve months before the date of the co-option either
Have resided in the locality or within three miles of it



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Town Council

or

Have occupied any premises or land as owner or tenant therein

or

Had your principal or only place of work there (such work need not be paid but must be substantial)

You cannot stand for election if:

1. You hold any paid office, employment or other place of profit in the gift or disposal of Sandy Town Council, or any committee or sub-committee thereof
or
2. you are subject to a bankruptcy restrictions order or an interim order
or
3. you have within five years before the co-option or since being convicted in the UK, Channel Islands or Isle of Man of any offence and been sentenced to imprisonment (suspended or not) for not less than three months without the option of a fine
or
4. you are convicted of offences involving corrupt or illegal practices under Part III of the Representation of the People Act 1983
or
5. you have been convicted for the failure to register or declare disclosable interests under the Localism Act 2011 (England)

Councillors can be automatically disqualified if they do not attend meetings for six consecutive months. To avoid this, councillors need to submit reasons for their non-attendance **and** their council has to accept and minute the reasons for non-attendance.



SANDY
Town Council

Councillor Co-option Pinnacle Ward



CO-OPTION INFORMATION PACK
June 2022

INTRODUCTION

Thank you for taking an interest in the Town Council's recent advertisement for the role of Councillor for Pinnacle Ward, Sandy. We trust that you will find this information pack of assistance in deciding whether to apply. The Town Clerk and current Councillors would also be happy to have an informal discussion about the role of a Town Councillor and answer any queries you may have.

The information is arranged as follows:

- 1) Why become a councillor?
- 2) What do Town Councils do?
- 3) What does a Town Councillor do?
- 4) Skills and Attributes Needed
- 5) Eligibility
- 6) Being a Councillor in Sandy – What is required and how much time will it take?
- 7) About Sandy Town Council
- 8) Co-option Process
- 9) Application Form
- 10) Eligibility Form

If you would like to apply, please complete the attached application form and submit it by email or print and post to arrive by 12 noon on Friday 12th August 2022 to the email / postal address at the bottom of this page.

If you have any questions on the Information Pack or the co-option process, require any further information on the Council or the role of a Councillor, or you would like an informal discussion please contact Nicola Sewell via the details below.

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending the Council meeting at which applications will be considered, please let us know.

Contact: Nicola Sewell, Town Clerk
10 Cambridge Road, Sandy, Bedfordshire, SG19 1JE
Email: clerk@sandytowncouncil.gov.uk
Telephone: 01767 681491

Councillors can help provide and organise important community events



There are many reasons why you might like to become a councillor:

- to make a difference and help shape the future of the local community concern about your local area and wanting to ensure the community gets the right services
- to represent the views of local people and ensure that community interests are taken into account
- concern about a specific issue and wanting to do something about it
- having good ideas for the council and community in a time of scarce resources to contribute your skills
- to build on other community work through a charity, voluntary group or school governing body
- to pursue your political ambitions and contribute to your community
- it can be a career-enhancing activity, allowing you to develop leadership and analytical skills and to obtain practical and managerial work experience.

What do town councils do?

Town Councils are the first tier of local government and are statutory bodies. They serve electorates and are independently elected and raise their own precept (a form of council tax). There are 10,000 local councils in England with over 30% of the country parished and 100,000 councillors who serve in these local councils, with over £1bn being invested into these communities every year.

Local councils work towards improving community well-being and providing better services. Their activities fall into three main categories: representing the local community; delivering services to meet local needs; striving to improve quality of life and community well-being.

Through an extensive range of discretionary powers, local councils provide and maintain a variety of important and visible local services including allotments, bridleways, burial grounds, bus shelters, car parks, commons and open spaces, community transport schemes, community safety and crime reduction measures, events and festivals, footpaths, leisure and sports facilities, litter bins, public toilets, planning, street cleaning and lighting, tourism activities, traffic calming measures, village greens and youth projects.

Councillors consider grant applications and make awards for projects that help benefit our community



What does a Town Councillor do?

Councillors are elected to represent the local community, so you must either live or work in the council area. Becoming a councillor is both a rewarding and privileged form of public service.

You will be in a position to make a difference to the quality of other people's daily lives and prospects.

Being an effective councillor requires both commitment and hard work. You will have to balance the needs and interests of residents and the council.

Over recent years the role of councils has changed. They now have additional responsibilities, a focus on engaging better with communities, and working in partnership with different organisations.

A councillor's role and responsibilities include:

- developing strategies and plans for the area
 - serving the community – helping with problems and ideas
 - representing the community
 - working with others
 - decision making and reviewing decisions
 - talking to the community about their needs and about what the council is doing
- Councillors do this by:
- Talking to constituents by phone, email and letter, social media, home visits, drop-in sessions, street or community meetings, local events.
 - Attending formal council meetings.
 - Working on specific council projects with other councillors and council officers.
 - Representing the council on outside organisations such as charities and public bodies.
 - Participating in community meetings and events, such as council or community meetings.

Skills and Attributes Needed

Groups made up of people from different backgrounds and with different skills tend to make better decisions. It is important that councils have councillors who not only reflect and represent the communities they serve, but also have a broad range of skills and life experience.

You don't need any special qualifications. Skills gained through work, raising a family, caring for relatives, volunteering or being active in your community are highly valuable. However, having or being able to develop the following skills, knowledge and attributes will help you in the role.

Communication and influencing skills – these include listening and interpersonal skills, facilitation, public speaking, advocacy, the ability to consider alternative points of view and to negotiate, mediate and resolve conflict.

Problem solving, questioning and analytical skills – the ability to get to the bottom of an issue, look at evidence and research, and think of different ways to resolve the issue, including the advantages and disadvantages of each option.

Team working – being able to work with other councillors and council officers in meetings and on committees and being able to complete any tasks given to you.

Organisational skills – being able to plan and manage your time, keep appointments and meet deadlines.

Ability to engage with the local community – being available to provide information and advice to people.

Knowledge of the local area – the needs and concerns of communities and awareness of local community groups, events and activities.

Don't worry if you don't yet feel that you have the skills or confidence to be a councillor, the council and the Bedfordshire Association of Town and Parish Councils provides support, information and training for new councillors (and ongoing support for councillors of all levels).

Eligibility

You can become a councillor as long as you are:

- British or a citizen of the Commonwealth or European Union
- At least 18 years old
- Registered to vote in the area or have lived, worked or owned property there for at least 12 months before an election.

You can't be a councillor if you:

- Work for the council you want to be a councillor for, or for another local authority in a political restricted post
- Are the subject of a bankruptcy restrictions order or interim order
- Have been sentenced to prison for three months or more (including suspended sentences) during the five years before election day
- Have been convicted of a corrupt or illegal practice by an election court.

If you are in any doubt about whether you are eligible to stand as a councillor, you should contact the Town Clerk for advice.

The Council organises the annual Remembrance Parade and Councillors take an active role in representing the Council and community at important civic events



What is required and how much time will it take?

Quite often councillors say that their duties occupy them for about two to five hours a week. Obviously, there are some councillors who spend more time than this - and some less, but in the main, being a town councillor is an enjoyable way of contributing to your community, and helping to make it a better place to live and work.

Sandy Town Council is a non-political body made up of fifteen Members interested in serving their town.

1 from Beeston Ward, 5 from Ivel Ward, 6 from Pinnacle Ward and 3 from Fallowfield Ward.

There are at least 3 meetings to attend in every 6 weeks, all of them held on a Monday evening. Members usually sit on two standing committees as well as Full Council.

Development Scrutiny committee
Policy, Finance & Resources committee
Community Services & Environment committee
Plus
A full Council Meeting

In addition, there is a **Human Resources committee** on which 7 Members must sit.

You do not need to sit on all the committees, but Councillors do sit on two of the committees as well as Full Council.

A calendar of meetings for the year is approved each year in advance. Most meetings start at 7.30pm and usually finish between 9.00pm and 10.00pm, with the exception of the Development Scrutiny Committee which starts at 6:45pm and usually finishes at 7:30pm. Meetings usually take place in the Council Chamber at 10 Cambridge Road, Sandy.

In addition to attending meetings, you will be asked to investigate residents' complaints, problems and difficulties and may be asked to attend daytime meetings with other Councils or contractors and additional Working Groups formed for a specific purpose.

The present Council will remain in Office until May 2023, unless a particular Member resigns earlier or is disqualified from Office for non-attendance at meetings or for any other reason.

About Sandy Town Council

Sandy has a very long history dating back to pre-Roman times. This history plays an important part in the culture of the town and local community. There has always been a Parish Council and subsequently an Urban District Council in the town. Sandy Town Council came into being on 1st April 1974 under the 1972 Local Government Act. The Council comprises 15 elected members over four wards. The Town Mayor and Deputy Town Mayor (who act as Chairman and Vice Chairman of Council) are elected from the membership of the Council. Other Councillors will chair and vice chair the other Committees.

The Council is responsible for a variety of services including a number of parks and recreation grounds, cemetery, closed churchyard, public conveniences and car park.

The Council Offices are located at 10 Cambridge Road in the former fire station, which dates back to 1883. This building houses the administration team, Council information point and Council Chamber. The Roman Story exhibition is also part of this building.

Some key areas of Sandy Town Council's responsibilities are summarised below;

Allotments

The Council does not currently have allotment land, but is in discussion with the unitary authority to take on a small site in Beeston to create some allotments alongside a community orchard. Further allotment land will need to be continued to be sourced.

Beeston Green

The Town Council is the Lord of the Manor of Beeston Village Green, which is a very important area of registered Common Land. There are a number of management issues relating to the Green which the Council will help progress.

Cemetery

The Council owns and maintains the local cemetery and is currently undergoing a project to extend the site. Working on the completion of the extension over the next year will be one of the key priorities for the Council. St Swithun's Church also has burials but is now closed to further interments. As a closed churchyard, the Council is responsible for the ongoing maintenance.

Depot and Yard

The Council has recently completed the building of a new work depot and yard at its Stratford Road cemetery site. The Council's outdoor team operate from this site.

Jenkins Pavilion

The Council owns this sports centre site with the operation of its services under contract to Stevenage Sports and Leisure. A project is underway to extend the pavilion in partnership with the Unitary Authority.

Local Nature Reserve

The Council owns "the Riddy" Local Nature Reserve which borders the River Ivel and is especially important for water voles.

Pinnacle Open Space

This area of wooded open space dominates the skyline of Sandy and is our highest point in the Town. From here you can see across the town and also as far as Dunstable Downs. This land is leased from the Pym family but maintained by the Town Council.

Public Conveniences

The Council owns and is responsible for two public conveniences. One is in Bedford Road Recreation Ground, the other in the Town Centre car park. These are open every day for public use.

Recreation Grounds

The Council has three large grounds comprising 27 acres in Bedford Road, Fallowfield and Sunderland Road. In addition, there are a number of smaller sites in the Parish which are owned and maintained by the Council. In total the Council maintains four recreation grounds

and five play areas. The Sunderland Road ground is used for organised cricket and football whilst Bedford Road accommodates football.

Sandy Town Centre

The Council maintains seats, shelters and bins within the town centre, but the area itself is the responsibility of Central Bedfordshire Council. Sandy Town Council does own the main car park just off the market square. The Council undertakes yearly planting schemes within the town centre, which are well received by residents.

Events

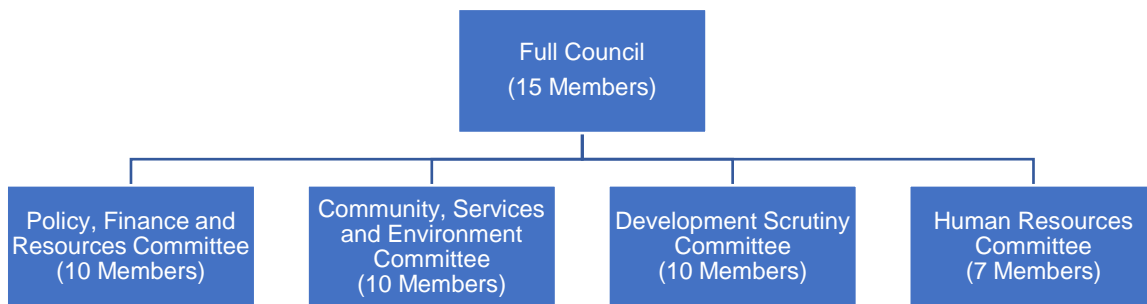
The Council is involved in a number of civic events which are run by the Mayor, with the support of the Town Clerk and an administrative officer. The Council is also heavily involved in the Remembrance Day Parade and Christmas lights switch on. In recent years the Council has held more events, such as craft markets. During the height of the pandemic lockdown the Council ran a number of events, such as a scarecrow competition and best kept gardens.

Staffing

The Council currently employs 4 administrative staff, plus the Clerk. This includes two full time members and two part-time members. Our Outdoor Team has 4 full time staff. We also have 2 part-time cleaners/caretakers.

More information can be found on the Council's website www.sandytowncouncil.gov.uk

COUNCIL STRUCTURE



The Council also has the following Working Groups that meet as required;

- Beeston Village Green Working Group
- Cemetery Working Group
- Events Working Group
- Environmental Working Group
- Leisure Services Working Group (Specifically set up to deal with the Jenkins Extension Project)
- Neighbourhood Plan Steering Group

Co-Option Process

On receipt of applications, Sandy Town Council will write to invite candidates to attend the Full Council meeting scheduled for Monday 22nd August 2022 at 7:30pm. The meeting will be held at the Town Council Chamber and is open to the public.

Each candidate will be invited to address the Council to introduce themselves and present information on their background, experience and why they wish to become a Town Councillor. Members of the Council will also have an opportunity to ask candidates questions. During this process candidates not presenting will be asked to wait outside the Chamber until it is their turn.

As soon as all candidates have finished giving their submissions, the Council will proceed to a vote with each candidate who has been proposed and seconded by the councillors in attendance. Voting on appointment will be by a method of ballot papers.

In order for a candidate to be elected to the Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

The successfully co-opted candidate will become a Councillor with immediate effect. Co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. They may then take their seat at Council and are then able to be appointed to a committee and / or as a representative to local organisations.

Any application can be considered in a candidate(s) absence, but if successful, the candidate would need to sign the Declaration of Office either before or at the next Full Council meeting.

Eligibility Form

Are you a British subject, citizen of the Commonwealth or citizen of the European Union?	YES/NO
On the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) are you 18 years of age or over?	YES/NO

Please tick those below which apply to you

I am registered as a local government elector for the town of Sandy; or	
I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the town of Sandy; or	
My principal or only place of work has, during the whole twelve months preceding my co-option, been in the town of Sandy; or	
I have during the whole of twelve months preceding my co-option lived in the town of Sandy or within 3 miles of it.	

Under Section 80 of the Local Government Act 1972 a person is **disqualified** from being elected as a Local Councillor or being a member of a Local Council if specific criteria are not met:

Are you an employee of Sandy Town Council?	YES/NO
Are you the subject of a bankruptcy restrictions order or interim order?	YES/NO
Have you within the last five years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine;	YES/NO
Are you disqualified by order of a court from being a member of a local authority?	YES/NO

Declaration

I.....hereby confirm that I am eligible for the vacancy of Sandy Town Councillor, and the information given on this form is a true and accurate record.

Signed:

Print:

Date: