TOWN OF SOUTHBOROUGH
REMOTE PARTICIPATION REQUEST

I, _____ (print name), hereby request to participate remotely at the meeting of the _____ (Board/Committee/Commission) to be held on _____ (date). I certify to the Chair that my absence is the result of one or more of the following factors which make my physical presence unreasonably difficult:

_____ (1) Personal Illness or Disability _____ (2) A Family or Other Emergency

_____ (3) Military Service _____ (4) Geographic Distance (Personal employment)

Explanation: _____

_____

_____

During the meeting, I will be at the following location:

_____ _____
Address Phone Number

_____ _____
Signature of Member Date

Please sign and return to Chairperson

Request received by _____ _____
Signature Date

Method of Participation_____ (i.e. speakerphone)

Request Approved_____ Request Denied*_____

_____ _____
Signature of Chairman Date

Forward a copy of this signed form to the Board of Selectmen's Office and the Town Clerk's Office.
***All Denied Requests are Final and Not Appealable.**