



MEMO

DATE: August 8, 2014

TO: Dr. Gearl Loden, Superintendent

FROM: Linda Pannell, Finance Director

SUBJECT: FEMA Forms and Designation

Since the Tornado on April 28th, there have been many meetings with FEMA and MEMA, I have been the primary contact for them. There is a need for the School Board to designate an "Applicant Agent", who (as I understand it) will be the primary contact. I have completed many forms which are being submitted on costs, etc. I just assumed the role due to there being a need when we were in transition in other positions.

I am sending the forms with this memo which need to be completed and returned to MEMA. It is very important that these be signed in BLUE INK. If you want me to continue as the primary contact, I will complete the forms and send them to the proper location.

Copy to FEMA/MEMA File