

# Southern Independent Conference Officials Alliance – SICOA

## **Meeting Excuse Form 0207A**

### INSTRUCTIONS FOR SUBMISSION

Download this form to your hard drive. Then, open it up and complete all sections. When finished, attach the completed form to E-mail, attention Secretary, and e-mail to SICOAFlorida@aol.com. Forms must be received no later than 24 hours prior to the scheduled meeting date and time unless an emergency situation dictates otherwise.

This form is to be used strictly for requests to be excused from a specific meeting. SICOA rules provide this opportunity for officials that have verifiable reason(s) to miss regularly scheduled meetings. However, if the board of directors feels the reason(s) are not acceptable, the absence will be deemed unacceptable, and the official will be subject to the conditions set down for any official that fails to appear.

Date:

Officials Name:

Officials E-mail address:

Officials phone number:

Meeting date requesting to be excused:

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In the following space, please list the verifiable reason that you cannot physically attend the meeting you are requesting to be excused from: