COMMONWEALTH OF PENNSYLVANIA
STD-005 REV. 2-13

THE SUNSHINE ACT MEETING NOTICES

Management Directive 250.1 Amended
SUBMIT ONE COPY – PRINT OR TYPE ALL INFORMATION

OFFICE OF ADMINISTRATION EXECUTIVE OFFICES ROOM 221, FINANCE BUILDING	SIGNATURE OF AGENCY HEAD OR DELEGATE	TELEPHONE NO. ###-####	DATE SUBMITTED

TYPE OF MEETING (SELECT ONE)

☐ REGULAR ☐ SPECIAL ☐ CANCELLED ☐ RESCHEDULED

ADA CONTACT NAME :	ADA CONTACT NUMBER:

DEPARTMENT AND COMMISSION, BOARD, AUTHORITY, COUNCIL, TASK FORCE, ETC. HOLDING MEETING OR HEARING (NO NAMES OR PERSONAL TITLES MAY BE USED)	TIME (SPECIFY A.M. OR P.M.)	DATE (DO NOT USE NUMERALS FOR MO.)	ROOM NO. AND BUILDING (DO NOT ABBREVIATE)
PUBLIC MEETING NOTICE PURSUANT TO THE SUNSHINE ACT			

Please complete this form and submit via email to the Office of Administration at ra-SunshineActNotice@pa.gov or fax to 717-346-6771 in accordance with *MD250.1, Advertisement of Public Meetings*.

For general inquiries, please email **OA, Sunshine Act Notices** (ra-SunshineActNotice@pa.gov).