

Village of Hamler - Action Request Form

Request <i>(anyone may submit, including residents)</i>	
Date of Request	Phone
Requested By (Name)	Signature
Subject (short title of the action)	
Description	
Suggested Person to Assign	Requested Completion Date
Priority (pick one) ☐ High ☐ Medium ☐ Low	

Decision – Brad Leonard <i>(the designated approver; admins may also decide)</i>		
Decision ☐ Approved ☐ Declined		
Assigned To	Requested Completion Date	Priority ☐ High ☐ Medium ☐ Low
Printed Name	Signature	Date
Comments		

Register Entry <i>(for Village Clerk use)</i>	
Date Entered	Register ID Assigned (HA-YYYY-NNN) HA-_____-_____
Status on Entry ☐ Open	Entered By - Printed Name

Anyone may submit this form to the Village Clerk. Brad Leonard approves or declines each request. If approved, it is entered into the Council Action Register with the next Register ID (HA-YYYY-NNN, e.g. HA-2026-007) and Status Open. Register statuses: Open, Closed, Past Due – Past Due is set automatically when the requested completion date passes. After the form has been signed and accepted or denied, the hard copy is returned to the requestor.

Form last updated: 10/16/2026