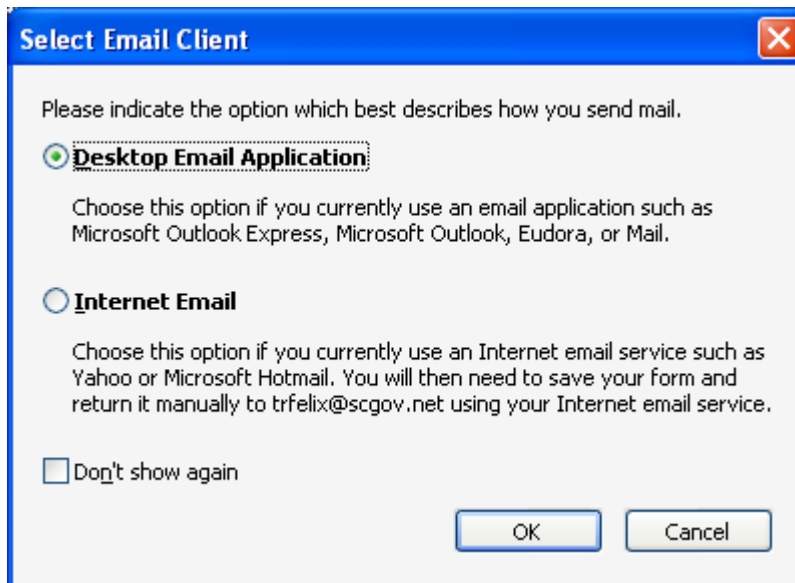


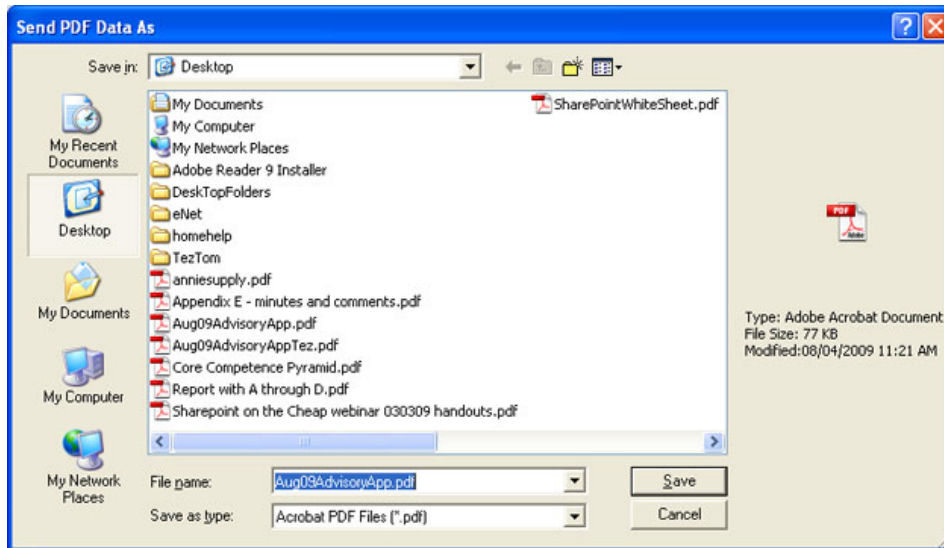
Online Advisory Council Application Instructions

There are two options for using our online form. [Adobe Reader®](#) is required to view this application. [Click here to download the newest version of the Reader.](#)

1. You may print a blank form, fill it out, sign it and mail or fax it in to:
Advisory Board Application Coordinator
1660 Ringling Blvd., 2nd Floor Administration
Sarasota, FL 34226
Fax: 941-861-9587
2. Or, you can type your information directly on the form by following the steps below:
 - Complete the Advisory Council application with information applicable to the Advisory Council you wish to represent, using the tab key to go from field to field.
 - Carefully read and accept all responsibilities involved with serving on an Advisory Council by placing a checkmark next to the Electronic Signature line at the end of the application.
 - To electronically submit the form, click on the “Submit Form” button at the end of the application.
 - A **Select Email Client** dialog box will pop-up. Carefully read the selections on how best to send your application electronically.



- If you have other documentation that you would like include with your application packet, select the option that reads Internet Email.
- You will be prompted to save the form to your computer. Browse to locate an area where you can easily find your document when stored on your pc.



Attaching your application to an e-mail

- Log into your e-mail account
- Compose an e-mail, then browse to attach a file
- Select and attach your application form and any other supporting documents you wish to include with your application in your e-mail.
- Address your e-mail to Advisory@scgov.net or to the Advisory Council representative of the board or council on which you wish to serve. The representatives are listed below the name of the Advisory Council on the following Web site: http://www.scgov.net/AdvisoryBoards/board_list.aspx
- If you need further assistance, don't hesitate to contact the Advisory Board Application Coordinator at 941-861-5000.

***NOTE:** *The organization in which you are interested may be called a council, board or committee, or any other name determined by the County Commission.*