

# APPOINTMENT OF DISTRICT CLAIMS AGENT

Board Resolution No. \_\_\_\_\_

**WHEREAS**, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

**WHEREAS**, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of \_\_\_\_\_ School District No. \_\_\_\_\_, \_\_\_\_\_ County, Washington, appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW.

Agent Appointed: \_\_\_\_\_  
(position title, not specific name)

Office Address: \_\_\_\_\_

Business Hours: \_\_\_\_\_

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

**ATTEST:**

\_\_\_\_\_  
Superintendent, Secretary to the Board