INSTRUCTIONS FOR FILLING OUT ICS-213 MESSAGE FORM
Modified for ARES

BLOCK TITLE	INSTRUCTIONS
To	Indicate Person the message is intended for, e.g., "Alice Toklas", "Peter Rabbit". Be specific.
Position	Indicate the title of the person, e.g.,"Berkeley IS Shelter Manager", "Stall HS Shelter Manager", etc.
From	Indicate Person the message is intended for, e.g., "Alice Toklas", "Peter Rabbit". Be specific.
Position	Indicate the title of the person, e.g.,"Berkeley IS Shelter Manager", "Stall HS Shelter Manager", etc.
Subject	Fill in if applicable.
Date	List the date (month/day/year) the form was filled out, eg., "01/21/2012".
Time	List the time the form was filled out (24-hour clock), e.g., "23:00".
Message	Briefly complete. Think through your message before writing it down. Try to be as concise as possible. *
Signature	Person sending message signs here, e.g., "Alice Toklas", "Peter Rabbit". Be specific.
Position	Title of person sending message, e.g.,"Berkeley IS Shelter Manager", "Stall HS Shelter Manager", etc.
Reply	This section is intended to be used by the person who receives the message to reply to the message sent. Briefly complete. Think through your reply before writing it down. Try to be as concise as possible. *
Date	List the date (month/day/year) the reply was filled out, eg., "01/21/2012".
Time	List the time the reply was filled out (24-hour clock), e.g., "23:00".
Signature/ Position	Person replying to message signs here, e.g., "Alice Toklas", "Peter Rabbit". Be specific. / Title of person replying to message, e.g.,"Berkeley IS Shelter Manager", "Stall HS Shelter Manager", etc.

* The message and reply blocks have a limited number of spaces for word entry. Each space filled in counts as a word including spaces and punctuation. Numbers such as "23" or "1,245" or "843-555-1212" count as a single word.

DO NOT write below the line on the form! This is for the ARES operator's use only.