Request to Add an Agenda Item

This form must be completed and returned to the clerk or the superintendent at least 7 days before the meeting at which you wish to speak. Your request will be reviewed, and one of two recommendations will be made:

1. Referral of your request to the appropriate administrator.
2. Decision by the Board of Education to add as agenda item.

- Presentation shall not exceed 15 minutes.
- Subjects, other than policy issues, will generally be referred to the administration.
- Comments shall be limited to issues and not refer to personalities.
- Presentations must be in good taste befitting the occasion and the dignity of the board meeting.
- Typed copy or an outline of your presentation should be included with this request form.

Permission to appear before the board at a regular meeting is subject to the above rules.

Name: ________________________________

Address: ______________________________ Telephone: __________________

Individual or organization (if any) you represent ____________________________

______________________________

Organization's address ______________________________

Signature ___________________________ Date: _________________________

Date received ______________________  Time Received: ____________________

Approved: YES ____ NO ____