



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) your represent _____

Organization's address _____

Signature _____ Date: _____

Date received _____ Time Received: _____

Approved: YES ____ NO ____