

Request for Placement on Agenda

I do hereby request that the item listed below be placed on the agenda dated as shown, so that I may be afforded the opportunity to address the Board of Trustees for the Town of Simla.

PLEASE COMPLETE ALL SECTIONS:

Requested Date to Appear: _____

Name of Person Making Presentation: _____

Organization, if speaking on behalf of group: _____

Contact Number: _____

Topic to be placed on the agenda (This is the wording that should appear on the agenda):

Describe your topic (Please describe in detail, the item you wish to present to the Board. Attach any additional material supporting your request)

Intended Outcome/Purpose: (Examples: Information only, feedback, sponsorship requested, etc)

Is this a request for Board action? ___ Yes ___ No

Action requested of the Board: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Date received by the Town Office _____

Request accepted and placed on the agenda _____ Date of meeting: _____