

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 PRINT OR TYPE

Requested Date to Appear: _____

Name of Person Making Presentation _____

Organization, if speaking on behalf of a group _____

Contact number(s): _____

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 you request).

Intended Outcome/Purpose:

Examples: information only; feedback requested; sponsorship requested

Is this a Request for Board Action? Yes No

Action Requested of the Board: _____

Signature

Date Submitted

Date Received by Town Office _____ Request accepted and placed on
Agenda _____