

APPENDIX-R

Chase County USD 284

Request to Add an Agenda Item

This form must be completed and returned to the clerk or the superintendent at least **5** 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 (Input, BOE report or Action Item).
- Presentations shall not exceed **five (5)** 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 must 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 _____ Email _____

Request _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

ACTION TAKEN IN RESPONSE TO REQUEST

_____ **Referred To Appropriate District Administrator**

_____ **Added as Patron or Staff Input**

_____ **Added As Non-Action Board Report**

_____ **Added As Action Item**

District official's signature _____

Date received _____ Time received _____