

**AGENDA ITEM REQUEST FORM**

(1) DATE OF MEETING REQUESTED: \_\_\_\_\_  
(2) REQUESTED BY: \_\_\_\_\_ (3) DATE OF REQUEST: \_\_\_\_\_  
(4) ADDRESS: \_\_\_\_\_  
(5) TELEPHONE NO: \_\_\_\_\_ (6) EMAIL: \_\_\_\_\_  
(7) Information \_\_\_\_\_ Only Action Item \_\_\_\_\_ Discussion/Action \_\_\_\_\_  
Report \_\_\_\_\_ Public Hearing \_\_\_\_\_  
(8) AGENDA ITEM SUBJECT: \_\_\_\_\_

(9) BACKGROUND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(10) ACTION REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

\_\_\_\_\_  
(11) DISTRICT MANAGER Approval \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(12) BOARD CHAIRMAN Approval \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* Request must be completed and approved by the above listed individuals\*\*\***  
Request(s) to be added to the agenda MUST be received by the JCU District Office five (5) working days prior to the meeting date. All backup information MUST be attached in order for this item to be placed on the agenda.

**FOR OFFICIAL USE ONLY**

(14) Notification date: \_\_\_\_\_ (15) Notified By: \_\_\_\_\_  
(16) Meeting Date: \_\_\_\_\_  
(17) Mode of Notification: Telephone \_\_\_\_\_ Email \_\_\_\_\_  
(18) Type of Meeting: Regular \_\_\_\_\_ Special \_\_\_\_\_  
(22) Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Tabled \_\_\_\_\_ Other \_\_\_\_\_