

BOARD AGENDA REQUEST FORM

Submit this form **at least one week prior to the next Board Meeting** in one of the following ways.

- In hard copy: place it in the Moderator's mailbox in the Duo Room.
- By fax (215-242-9250), direct your fax to attention: **Moderator - "Board Agenda."**
- Electronic versions may be submitted via e-mail with **"Board Agenda"** as the subject, to moderator@uumtairy.org .

Policy request – Project request – Report – **Other request**

SUBJECT:

Date:

Name:

Phone number(s):

Email:

Name of group being represented (*or indicate if this is an individual request*)

History and background information the board needs to consider this issue or project description:
(*if project please identify the five (5) people that are committed to the project ready to work, who will provide leadership and the five (5) other people who support the idea that are willing to help when possible*)

To what groups has this been presented?

Has it been presented to the staff? Yes No

If so, to whom?

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What was the outcome of these discussions?

Please clearly describe the action you want the Board to take (a proposed resolution may help expedite board action on your request).

Anticipated cost:

Do you wish to make a personal presentation at the Board meeting? Yes No

If so, how much time (in 5 minute increments) do you feel you will need?

If you want a copy of the Board agenda mailed to you prior to the Board meeting, please provide your mailing address.

Who should be notified of the Board's action?