

USD 214 – Ulysses
Request to Add an Agenda Item

This form must be completed and returned to the clerk or the superintendent at least three work 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 an agenda item.
 - Presentation shall not exceed three (3) minutes
 - Subjects, other than policy issues, will general 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 # _____

Individual or organization (if any) you represent _____

Organization's address _____

Signature _____ Date _____

District official's signature _____

Date/time received _____

Approved: yes _____ no _____