

Instructions for completing the “Board Agenda Item Request” Form

Board item requests **must** be typed. Complete all fields (1 – 11) including signatures of person making the request and the site administrator. If you have any questions regarding any field please contact the Executive Assistant to the Superintendent at (559) 659-1476 ext. 1304.

The information on this document needs to be as thorough as possible to avoid delays and requests for clarification.

Item 10 – Funding: List or describe how the request will be funded, i.e. fundraising, ASB funds (please be specific as to which account within the ASB); Athletic Funds, District Funds, etc. If you are not sure please check with your site principal/supervisor for assistance.

Item 11 – Fiscal Implications: List the total fiscal impact (estimated cost) For a conference, workshop, field trip, athletic trip, etc. you must include the following:

- *List total fiscal impact, include all funding sources*
- *Registration/Entry Fees*
- *Lodging Cost (include taxes, fees, parking, etc.)*
- *Meals (see daily allowed expense for meals and the time of travel so that they can be claimed)*
- *Car/Van/Bus Cost per mile for round trip cost*
 - *Total estimated cost for Conference, workshop, field trip, athletic trip, etc.*

NOTE:

Please provide backup documentation for each “Board Agenda Item Request form” submitted. This is necessary so that the Administration and Board can review and hopefully answer any questions prior to the Board meeting.

The Board Agenda Item Request form must be signed by the person making the request and their immediate supervisor/principal before being sent to the District Office. All requests need to come to the attention of the Executive Assistant to the Superintendent.

Requests need to be made no later than 25 days prior to the Board meeting.

Please plan to be in attendance or have a representative in attendance at the meeting when the item is placed on the agenda. This is important so that the Board can have questions they may have answered in order for them to vote on the item. Some items are time sensitive and cannot be “placed on the agenda at another upcoming meeting” (Item 1b). However, the Board cannot take action without all the necessary information or your attendance at the Board meeting to respond to any of their questions.

Reminder: All overnight and out-of-state travel requests require prior Board approval.