



Sun Valley Area Neighborhood Council

Agenda Item Request Form

Attachment S2

Committee: _____ Date: _____

Committee chair/Board member: _____

Presentation ☐ Letter/Resolution/CIS ☐ Event ☐ Announcement ☐

Description of motion:

Motion item as it will appear in the agenda:

Presenters' Contact Information:

Contact Information of Letter Recipients:



ATTACHMENT S2 INSTRUCTIONS

Instructions to request an item to the agenda for a motion for an announcement, a letter/resolution/CIS, an event or a presentation

To submit a request for a MOTION for an ANNOUNCEMENT, LETTER/RESOLUTION/CIS, EVENT OR PRESENTATION to be considered at the next Executive Committee meeting for placement on the next Board Meeting agenda, please fill out the Attachment S2 form and submit it with all supporting documents at **least 72 hours before** the first Tuesday of the month.

Please include All supporting documents

For a letter/resolutions/community impact statement (CIS), please include names, titles, organizations, and email addresses of whom you would like your letter/resolution/community impact statement (CIS) sent if approved.

For an event, please submit your application form, the flyer, and the budget (even if no funds are being requested from SVANC)

For a presentation, please submit the presenters' names, email addresses, phone numbers, organization, description of presentation

Notes:

Failure to provide all the pertaining information may

- (1) Prevent presentation of your request to the Board;
- (2) Result in the Executive Committee decision to return your request to you without placing it on the Board Agenda.

Most requests for MOTION must be reviewed by the SVANC executive committee before being placed on the Board Agenda. Please plan accordingly for time-sensitive requests.

Please submit your Agenda Request Form to the executive committee at info@svanc.com