



Agenda Item Request Form

Submittal Date: _____

Type of Item: Informational Only Vote Required

(check all that apply) Discussion Item

Agenda Item Topic: _____

Date Requested for Agenda: _____

Person Presenting Item: _____

Contact Info. Email/Cell: _____

Item Submitted By: _____

Contact Info. Email/Cell: _____

PTF encourages new ideas, activities and events. In order to ensure there is sufficient time for each agenda item, we are requesting anyone who would like to have a topic discussed at an upcoming PTF meeting to submit the following form. You can email this form to Twis Lizasuain at tlizasuin@gmail.com or place this form in the PTF box located in the school office. Forms should be submitted at least 7 days prior to the date of the PTF meeting. A PTF representative will contact you prior to the meeting to discuss your item. Thank you.