

ADMINISTRATIVE CONTROL BOARD Agenda Request Form ELK MEADOWS SPECIAL SERVICE DISTRICT

This form must be submitted by 4pm the Friday prior to the Meeting

REQUESTOR'S NAME (Print legibly): _____

ORGANIZATION (if applicable): _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____ To be used if
additional information is required. Agenda will be posted on www.utah.gov/pmn You may Subscribe to
Elk Meadows Special Service District notices using this website. By subscribing, you will be notified of all
postings made by EMSSD to the website, in compliance with Utah State Law.

Date Requesting to Attend _____ Amount of Time Requested _____

TOPIC TO BE ADDRESSED (Your description must identify the subject matter of your appearance in
sufficient detail to alert the public what topic you will discuss and what action you are requesting of the
Board) : _____

IS YOUR PRESENTATION REQUIRING ACTION OF THE BOARD OR IS IT ONLY PROVIDING INFORMATION?
(circle one): REQUIRES ACTION INFO ONLY

PLEASE DESCRIBE DESIRED OUTCOME: _____

ARE WRITTEN MATERIALS TO BE PROVIDED TO BOARD (circle one): YES NO

IF YES, I HAVE PROVIDED 11 COPIES AND EMAILED AN ORIGINAL TO THE BOARD SECRETARY

Initial here _____

IS FUNDING FROM THE BOARD BEING REQUESTED? (circle one) YES NO

IF YES, WHAT IS THE ESTIMATED COST TO THE BOARD: _____

PLEASE PROVIDE DOCUMENTATION SUPPORTING YOUR ESTIMATE

Note: Separate requests must be completed for each topic presented.

SIGNATURE OF PERSON MAKING REQUEST

DATE

INSTRUCTIONS – PLEASE READ CAREFULLY This request must be submitted to the Board Secretary no later than 4 pm the Friday prior to the Administrative Control Board Meeting. Meetings are held the 4th Friday each month. Applications submitted after the deadline, if complete, will be placed on the following Administrative Control Board Meeting agenda.

Return completed form and 10 printed copies of handouts to: EMSSD PO Box 1796 Beaver, UT 84713

ALL handouts must be e-mailed prior to deadline in order for request to be considered for agenda. E-mail to: heidi.emssd@gmail.com by 4pm the Friday prior to meeting.

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OFFICE USE ONLY Date Rec'd by Board Secretary: _____

Info Complete : YES NO

If no, what info is required: _____

Approved for Agenda : YES NO

If no, reason for denial:
