



2025

Board Presentation Request Form

Please note new process & presentation



Today's Date: _____

Presentation Title: _____

Requested Board Date: _____ or _____

Reason: _____

Type of Presentation (Circle One): Certificate Proclamation Speaker (1 minute)

Other: _____

**Note: The full proclamation will no longer be read. Please draft a "summary" to be attached to the proclamation for the reading.*

Please describe the presentation requested. Include supplemental documents as needed.

Contact Name: _____

Email: _____

Department/Organization: _____

Phone: _____

Title: _____

Signature: _____

****Please Note:** Presentations are to be no longer than 3 minutes in total length.

For Chairman Use Only

Chairman's Approval: _____

Date: _____

Approved Board Date: _____

Date: _____

Proposed "Summary" for reading attached: Yes _____ No _____ Pending _____

Additional Notes: _____

