

FAYETTE COUNTY AGENDA REQUEST FORM

You will be contacted with your scheduled time. Please call 304-574-4290 with any questions.

1. Requester/Presenter Name: _____

2. Preferred Meeting Date: _____

3. Detailed Agenda Item: *exactly as it will appear on the agenda:* _____

4. CHOOSE ONE:

_____ **Request for Action or Signature** Recommended motion (*Exact wording the Commission should use to approve*):

_____ **Financial ask**

Outside Agencies: If you answered yes to a financial request, you must fill out the Funding Request Application for considerations during Budget Sessions in March. Deadline for Submission is February 1 annually.

_____ **Support Letter**

- A letter for the commission is a specific requirement of your grant/project? **Y**____ **N**____
- A draft support letter in an editable format is required and the person listed above will be available between 9:00 – 9:30 in person or via Zoom video. _____ **(initial)**

_____ **Presentation Only** (no motion needed)

5. **Agenda slots are 15 minutes.** Please explain if you need more time: _____

6. List people/departments who should be notified of this item and attend: _____

All documents associated with this agenda item must be received

2 weeks prior to the meeting for commission review.

Late submissions will be moved to the next agenda

Contact Information: (internal requesters – do not complete)

Email Address: _____

Phone Number: _____

Office Use

Date received: _____

Notes: