

# 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: