



AGENDA ITEM REQUEST FORM

This form may be used by AS Council members, club members, and members of the general public to request that a specific item or action be considered by the Associated Student Council during an ASC Regular Meeting. Completed forms should be left in the VP of Administration's mailbox, located in Room 209 in the Student Union. Requests must be submitted by **NOON** of the Thursday before the ASC meeting you wish to have the Item considered at. You will receive notification by 5:00PM Friday of the approval or rejection (and reason for rejection) of your request.

ASC Regular Meetings take place on Wednesdays at 2:00PM, in Room 208 ("Conference Room") in the Student Union.

NAME (print)	PHONE NO.	EMAIL ADDRESS	DATE
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NEW AGENDA ITEM REQUEST INFORMATION

AGENDA ITEM: _____
(Ex: Club XYZ Charter)

ITEM DESCRIPTION: _____
(Ex: Club XYZ requesting AS Council charter approval)

ITEM TYPE: ACTION *(anything the ASC needs to make a decision on)*
(circle one)
 DISCUSSION *(anything that cannot be categorized as an "action" item)*

NEW AGENDA ITEM RECOMMENDATION

Please write your motion the same way you would state it in a meeting. Please print clearly.

It is recommended that: _____
(Ex: AS Council charter the XYZ Club for X semester)

Please provide any additional information to support your recommendation. You may include attachments.