



AGENDA ITEM REQUEST

1. Subject of Agenda Item Request: \_\_\_\_\_

2. Date Submitted: \_\_\_\_\_ Date(s) of event(s)/activity(s): \_\_\_\_\_

3. Contact Information:

Requested by: \_\_\_\_\_ Telephone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Representing: (please check one and state name)

- Club: \_\_\_\_\_
Non-chartered
Chartered

- Department: \_\_\_\_\_
Program: \_\_\_\_\_
Individual: \_\_\_\_\_

4. Type of Consideration: (please check one)

Discussion Item (board takes action on item)

- Non-Fund Related
Fund Related: (check one)
Sponsorship/Funding
Donation
Club Allocation (only for clubs)

Information Item (board is only being informed)

- Post Funding Presentation
Other: \_\_\_\_\_

5. Cost Breakdown: (please skip to step 6 if your agenda item request is non-fund related)

Table with 7 columns: Item(s), Vendor(s), Amount of Units Requesting, Price per Item(s), Estimate Total Price (before taxes), Taxes (%), Total Price. Includes example row for Pizza.

\* Please include additional documentation to support your cost breakdown. (ex.receipts, invoices, quotes)

6. Agenda Item Detailed Description and Student benefit:

Large empty rectangular box for detailed description and student benefit.

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_