

Application to Present to the Board of Education for School District 72

Please complete the following application and either drop it off with the School District receptionist or email to natalie.crawshaw@sd72.bc.ca. You will be contacted by the Secretary-Treasurer's office to be advised if your application has been approved or declined by the Friday immediately proceeding the public board meeting you wish to present at.

Presentation Topic: _____

Name of Presenter(s): _____

Name of Organization (if applicable): _____

Presenter's Position in Organization: _____

Contact Phone #: _____

Contact Email: _____

Please acknowledge that you have reviewed the information found on the second page of this application form, by putting your initials in the box.

**Presentations may not exceed 10 minutes unless approved by the Board Chair
There is a maximum of 20 minutes per board meeting for all presentations to the Board**

Provide the main discussion points of your presentation:

What is your request? Do you want action taken by the School District?

FOR OFFICE USE ONLY

Date application received: _____

Time: _____

Is the application complete

Yes

No

What is missing? _____

Status of application

Approved

Declined

Presentation date: _____

Applicant notified on: _____

Signature of Secretary-Treasurer



Guidelines for Presenting to the Board of Education for School District 72

1. This application can either be dropped off with the School District receptionist or emailed to natalie.crawshaw@sd72.bc.ca.
2. The application will be reviewed by the Board Chair and you will be contacted by the Secretary-Treasurer's office to be advised if your application has been approved or declined by the Friday immediately preceding the public board meeting you wish to present.
3. Your application may be denied if the issue has been previously presented or considered not to fall under the jurisdiction of School District 72.
4. If you wish to provide School District 72 with supporting materials for your presentation, it must be submitted to the Secretary-Treasurer's office by 12:00 pm on the Wednesday before the Public Board meeting you wish to present at so that it can be included with the agenda package.
5. At the public meeting your name will be called by the Board Chair to come to the board table. You will sit in the chair provided at the end of the board table to present/ make your presentation from the front of the room.
6. At the beginning of your presentation, clearly state:
 - Your name, the organization you represent (if applicable), the reason for your presentation and any expected outcome of your presentation.
7. **Your presentation may not exceed 10 minutes.** Please be as clear and concise as possible.
8. Board members may ask you questions at the end of your presentation.
9. Following your presentation, please provide your speaking notes to the Secretary-Treasurer for public record.
10. Do not expect the board to make any decision on your request on the same night as your presentation.
11. A laptop computer and projector are provided if you wish to make an electronic presentation. This must be arranged prior to the night of the public meeting. Please note that there is no computer technician in attendance to assist you should there be any glitches with your presentation.
12. Profanity is not permitted and will not be tolerated.
13. Your presentation will be recorded.
14. Information collected on this application is done so under the general authority of the *Freedom of Information and Protection of Privacy Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose.
15. If you have any questions or require more information, please contact Natalie Crawshaw at 250-830-2302 or natalie.crawshaw@sd72.bc.ca.

I have read and acknowledge the above information

Signature of Applicant