



Delegation Request Form

The Board welcomes presentations on educational matters by students, parents and community stakeholders. Board meetings are typically held the third Thursday of every month and are open to the public however, if you wish to be placed on the agenda as a delegation, please ensure the following is received no less than two (2) weeks in advance of the preferred meeting at which they wish to appear.

Preferred Board Meeting Date

Last Name of Applicant

First Name of Applicant

Organization

Mailing Address

City/Town

Province

Postal Code

Phone Number

Email Address

Topic for Discussion

Number of Attendees

Issue Description

Please provide a brief statement outlining the topic of your presentation to assist trustees with understanding the issue and why you feel it is important at this time.

Solutions/Alternatives

Please list any solutions or alternatives to the issue which may be considered by the trustees.

Group delegations are asked to appoint a spokesperson to speak on their behalf. Delegations will have up to ten (10) minutes for presentation, following which up to five (5) minutes may be available for trustee questions.

Copies of this form shall be made available to trustees in advance. If you have additional handouts, please bring a minimum of 10 copies for distribution.

Please return this form to the Secretary-Treasurer at freemanrh@przd.ab.ca. Following review of this information, the Board Chair, in consultation with the Superintendent, shall determine if the proposed item is pertinent to the business of the Board. Your participation shall be confirmed by a follow-up telephone call.

The personal information on this form is being collected under the authority of the *Protection of Privacy Act* s. 4(c), 5(2). The information provided will be used to schedule delegation presentations and provide background issue information for board meeting briefs. If you have any questions about the collection and use of the information, please contact the Privacy and Access Officer at 780-624-3601.