



## SCHOOL DISTRICT NO. 22 (VERNON)

### Request to Appear as a Delegation

Name of Person or Group Spokesperson presenting: \_\_\_\_\_  
(Please Print)

#### CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Phone No.: \_\_\_\_\_

\*An email address or phone number is required above so that we can contact you regarding the status of your application.

#### PRESENTATION INFORMATION

To help us process your request, please indicate if you have been in contact with a particular department and/or staff member to discuss your request: \_\_\_\_\_

#### Purpose of Presentation (check applicable box below):

Provide comments and/or questions concerning public education

Information Only

Provide budget feedback

Request a Letter of Support

Are there any deadlines around your request  Yes  No **Deadline Date:** \_\_\_\_\_

#### Subject of the Presentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be providing supporting documentation (e.g., PowerPoint presentation, report)?  Yes  No

After approval is given, you are required to submit your presentation and/or supporting documentation at least **7 days** prior to the meeting date to allow sufficient time for review and inclusion in the Board Agenda. Delegations will be given a certain length of time to present to the Board. Presentations should be tailored to the time allotment given.

#### APPROVAL PROCESS – How do I know if my request has been approved?

Following receipt of your request, the information will be reviewed by the Board Chair or designate and Secretary Treasurer, and you will be notified as to how your request will proceed. Submission of your request does not constitute approval to appear. You will receive confirmation that your request has been approved or denied. If you receive approval to appear as a delegation, you will be provided with the date, time, and location of the meeting that you will appear at as a delegation.

All information provided on the request form will be included in a public meeting agenda and considered a matter of public information.

Completed Delegation Request forms can be emailed to Heide Roseberry, Executive Assistant to the Secretary Treasurer at [hroseberry@sd22.bc.ca](mailto:hroseberry@sd22.bc.ca).

#### INTERNAL USE ONLY

Reviewed and Approved to Appear as a Delegation

Meeting Type: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Length of presentation time allotted: \_\_\_\_\_ Meeting Date: \_\_\_\_\_